# TRIPSHOT

ELD & DVIR
Driver Training Guide

1. Open and Login

1. Open up Tripshot Driver App.

2. Login with unique username and pin:
   a. For all new drivers, a pin will have to be created upon their TripShot account creation.
   b. If a driver does not remember/know their username, they can enter their first/last name and it will auto populate their associated username.

3. Unless unselected, the driver will "Go On Duty" once they login.


TRIPSHOT
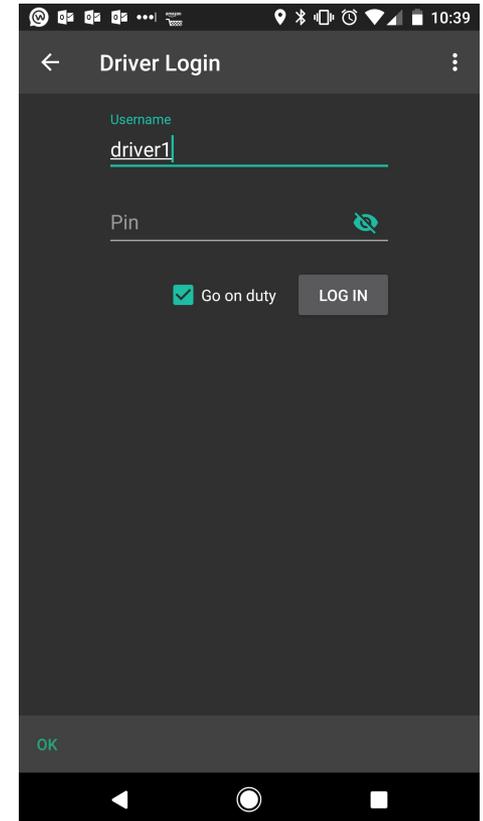
2. Check In

1. Driver should confirm their Shift Assignment is correct.
2. If correct, accept the assignment by selecting "Check In".
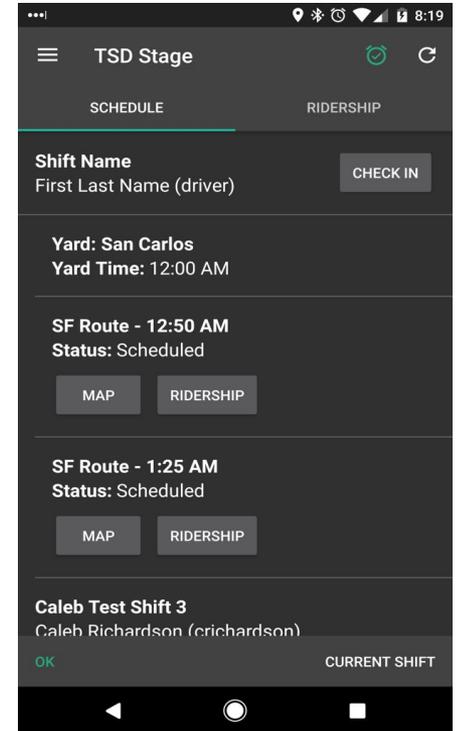
3. Pre Trip DVIR

1. After "Check In", the screen will automatically show the DVIR Screen.
   a. If the ELD device is paired successfully, the Odometer reading will appear greyed out.
   b. If ELD device is not paired, the driver can input the correct Odometer reading.

2. Within the DVIR, confirm all items are "OK" or "Not OK".
   a. All items should be marked "OK" and marked "Vehicle Ready" before driver starts their trip.
   b. Comments are able to be added to both "OK" and "Not OK".
3. Completing each DVIR item is mandatory.
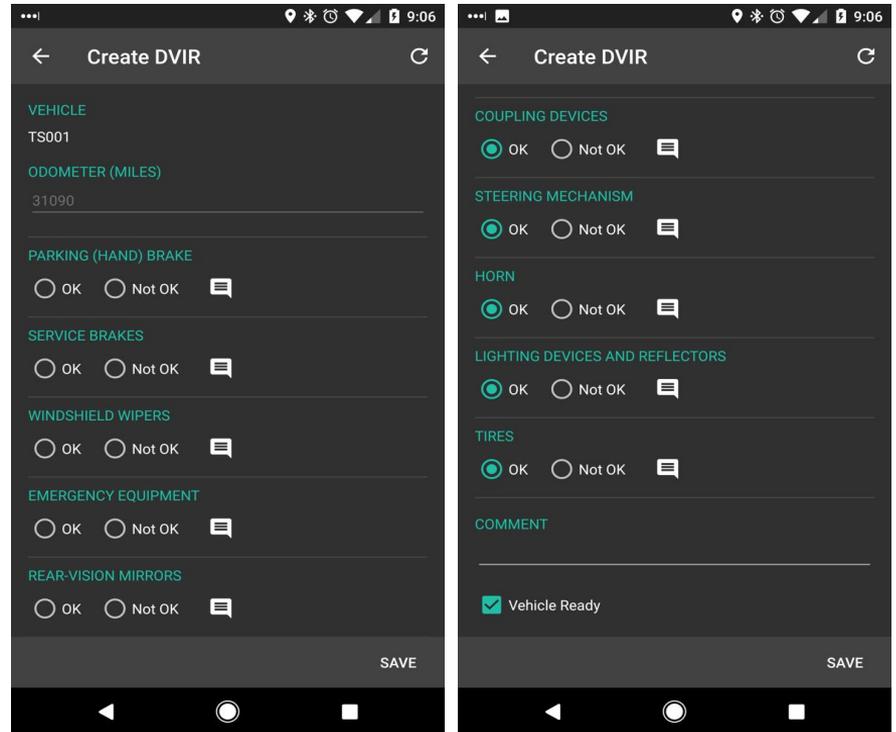
4. Drive On!

1. After completing the DVIR, the Ridership screen will automatically appear.
   a. When the vehicle is in motion the status and upper right icon will be updated from **On Duty- Not Driving** to **On Duty- Driving**

2. If a Driver's vehicle is in motion and then stops for 5 minutes, a pop-up will appear asking to update status. If the Driver does not respond after 60 seconds and vehicle is not moving, the status will automatically update from **On Duty- Driving** to **On Duty- Not Driving**.

3. There are 3 Statuses that drivers should be aware of. Status icon is located at upper right:

   Off Duty: Drivers should modify their current status to Off Duty when on a break or not "on the clock".

   On Duty- Not Driving: Drivers are "on the clock" but not actively driving.

   On Duty- Driving:

   On Duty- Driving (in motion): When the vehicle is in motion, the state will automatically be On Duty- Driving
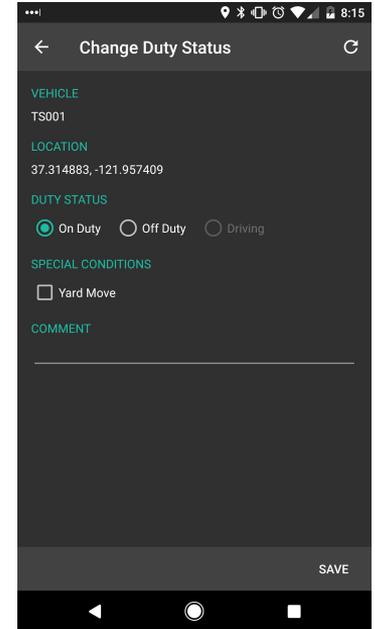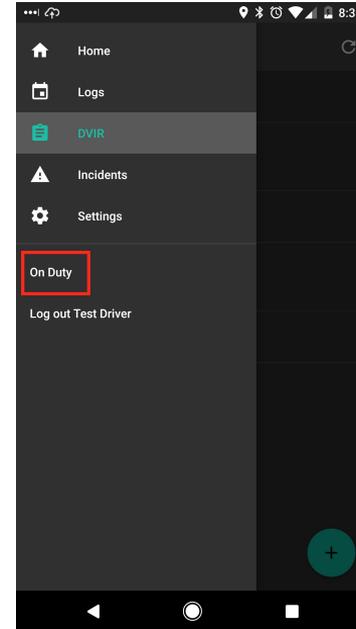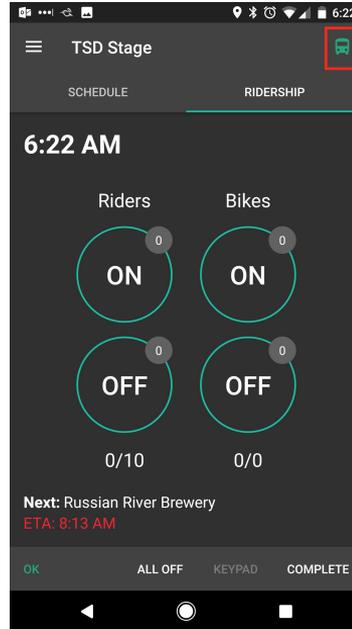
   On Duty- Driving (not in motion): When the vehicle was in motion but now is **not** moving. If vehicle has not moved after 5 minutes a prompt to update Status will appear.
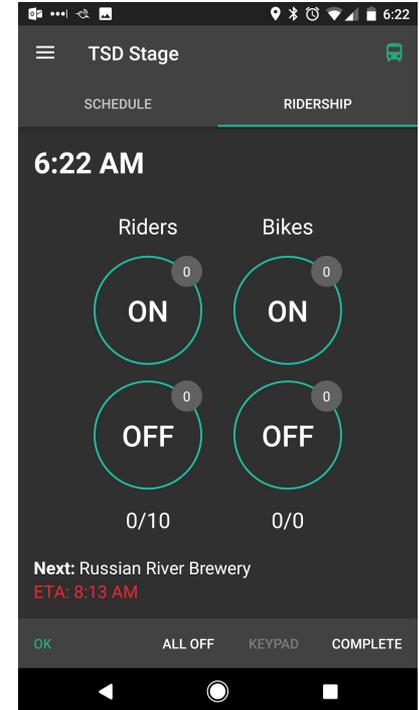
5. How To Update Driver Status

There are two ways to update Driver Status:

1. Select Status icon in upper right.
2. Use Slide out and select current Status.

5. How To Update Driver Status

Special Cases:

Vehicle in motion does not account for
Driving Hours when the following.
1. On Duty and Yard Move.
2. Off Duty and Personal Use.
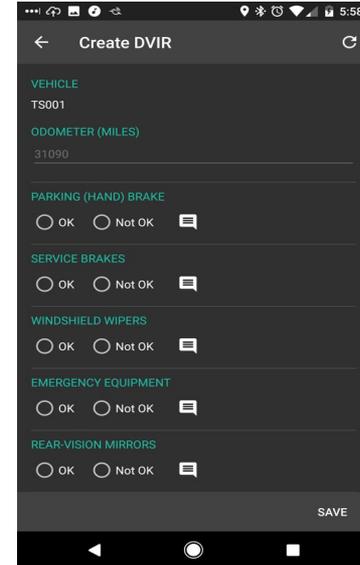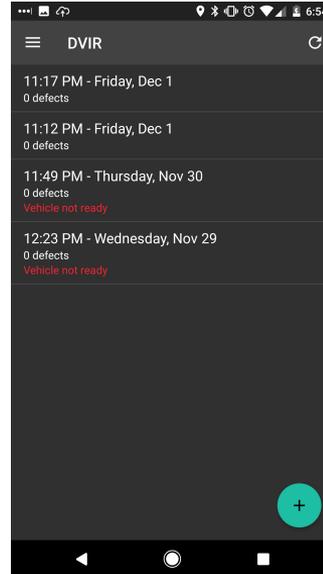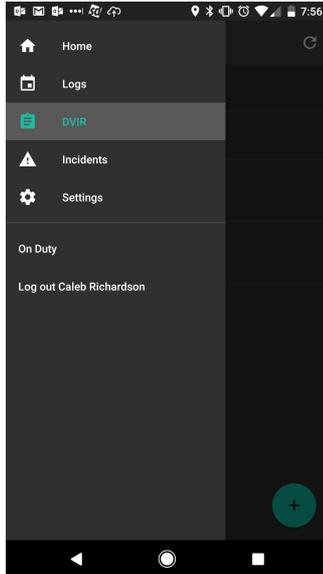
Comments must be added.

TRIPSHOT

6. Post Trip DVIR

When a driver completes their shift, the driver will need to complete another DVIR report (**they will NOT be prompted**).
>   1. Navigate to **DVIR**
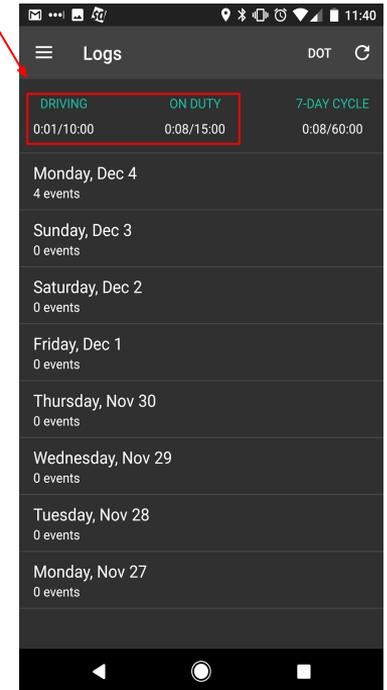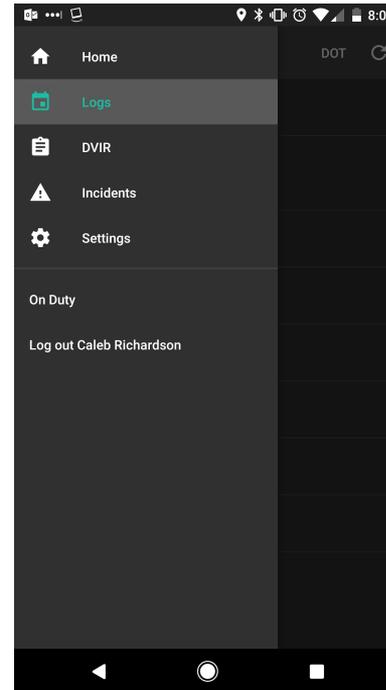>   2. Select + icon to create a new DVIR report

7. Certify Hours of Service

For safety reasons, Drive Time and On Duty Hours are now tracked digitally.

The following can not be exceeded:

- Daily Maximum: 10 hours Driving, 15 hours On Duty
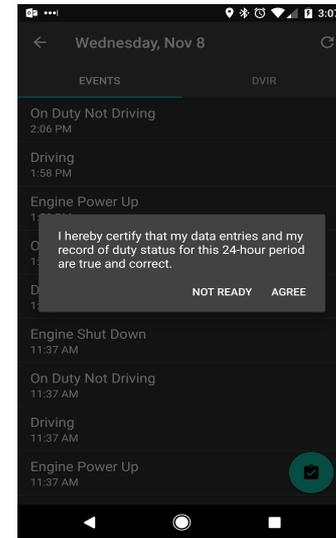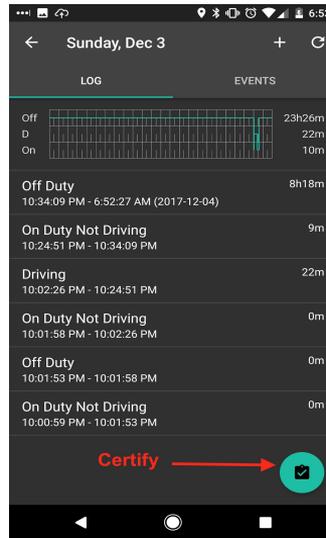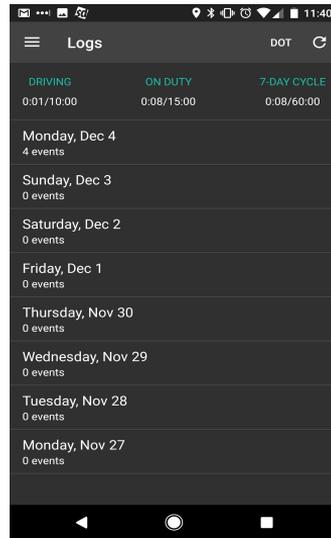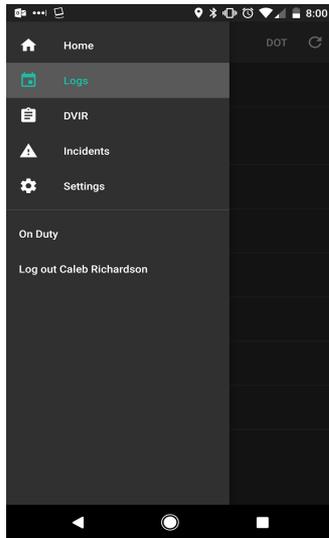- Last 7 Calendar Days: Max of 60 hours of On Duty

Daily Totals / Daily Max
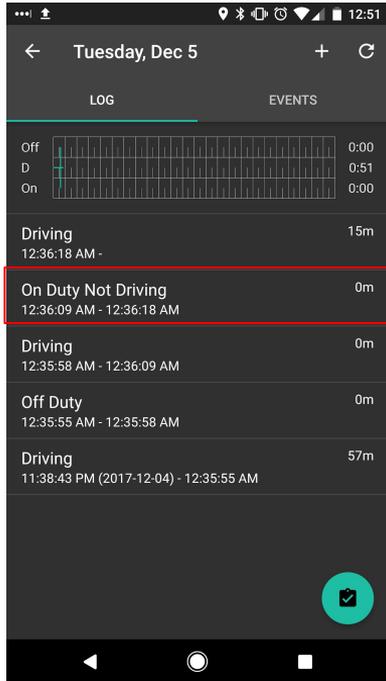
7. Certify Hours of Service

The driver will need to manage and certify their Hours of Service.

This can be done by navigating to **Logs.** Select **Current Day** and select **Certify** icon. Drivers will be prompted if they forget to certify previous 8 days.
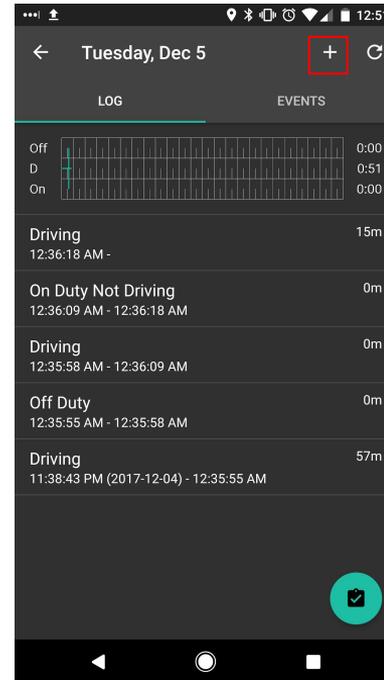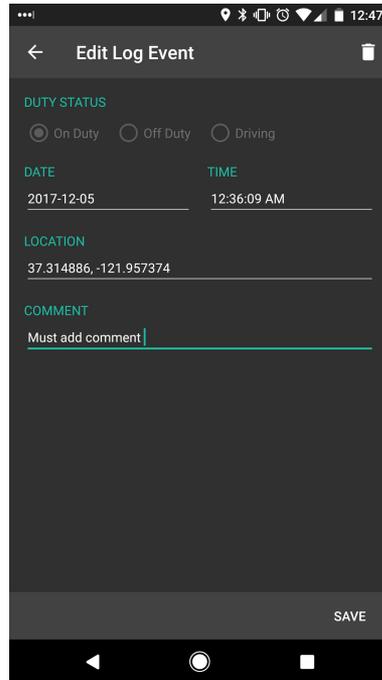
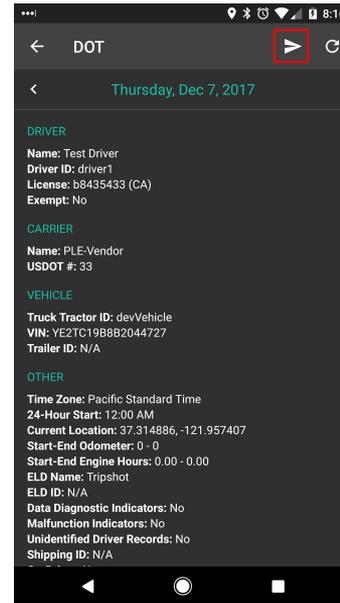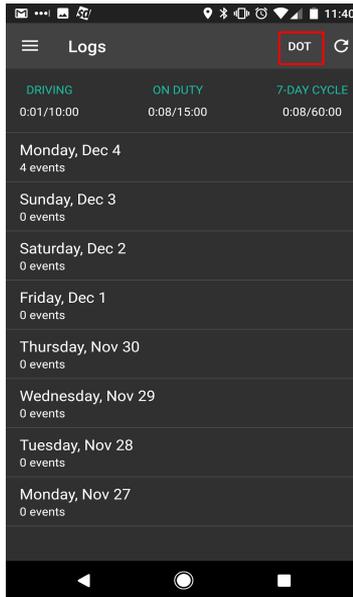# 8. Editing or Adding Logs

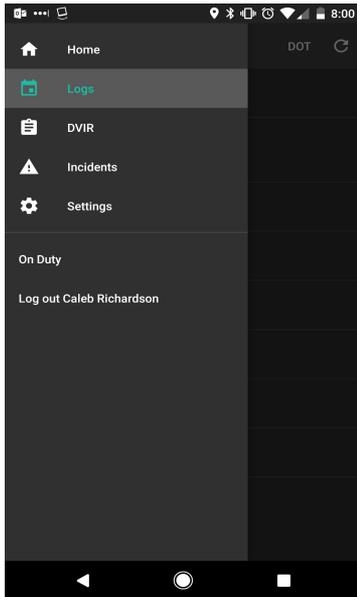## To Edit, select an entry

To Add an event, select the + icon

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9. Submit Log to DOT

Drivers may be asked to submit Logs to law enforcement.

Select "DOT" on upper right. Select Send.

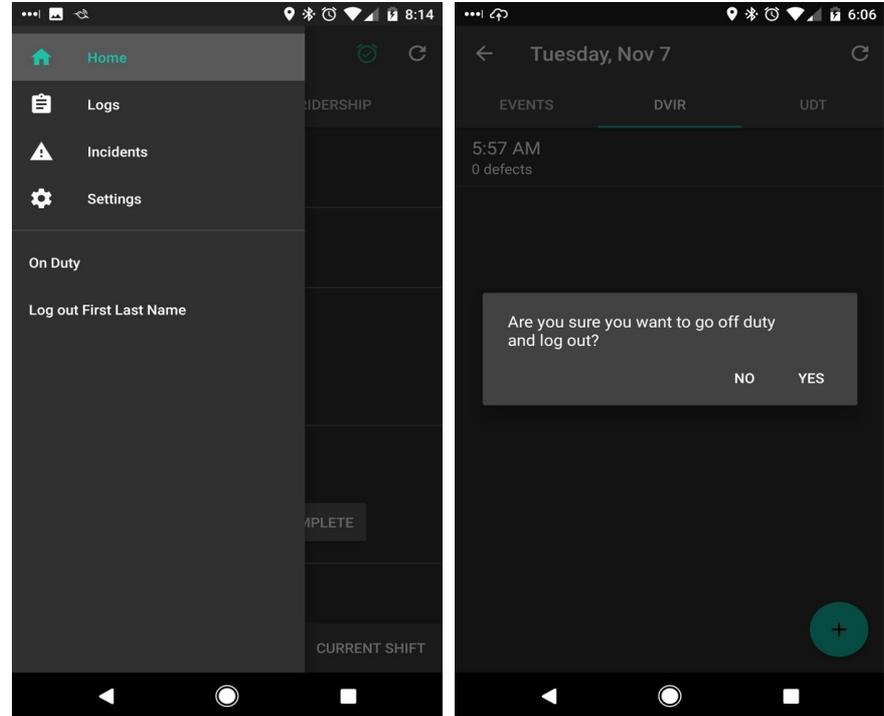TRIPSHOT

10. Log Out

⚠️**IMPORTANT:**

Drivers **must log out** after their shift ends.

1. Open the left menu and select **Logout**
2. A prompt to confirm update to **Off-Duty** status and logout will appear

If drivers are still on duty, they will need to use their cell phone to update their status. Login using any phone web browser.

https://<client URL>/driver

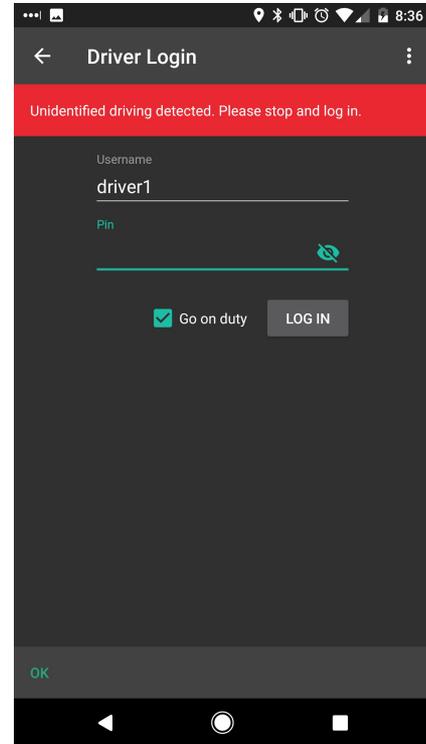TRIPSHOT

11. Unidentified Driver

⚠️ **IMPORTANT:**

Drivers **must** login before the vehicle goes in motion.

All Maintenance teams will have their own login.

To not count towards Driving Time, Drivers **must** login and use (On Duty) Yard Move and (Off Duty) Personal use
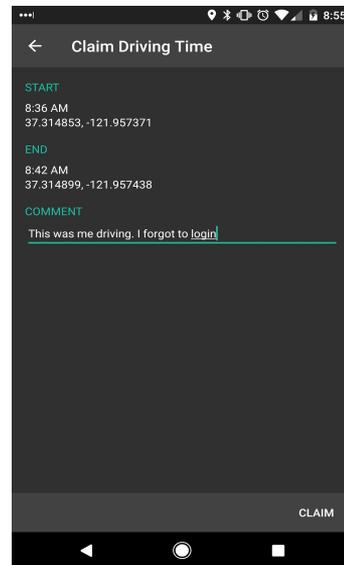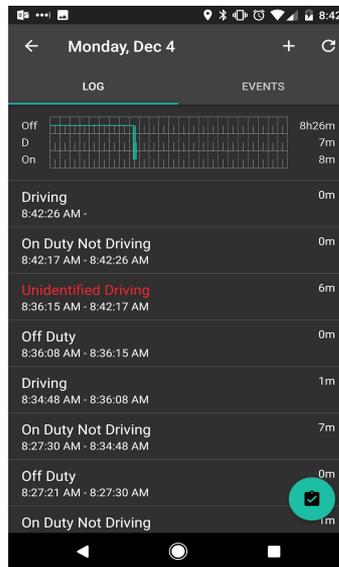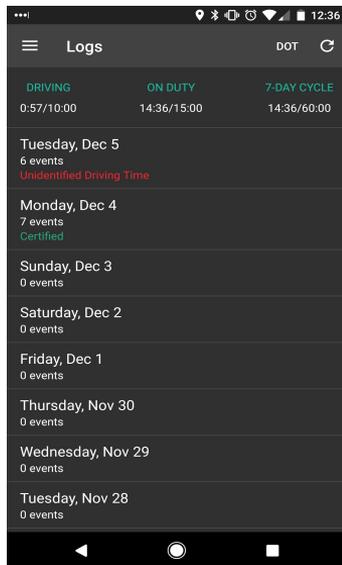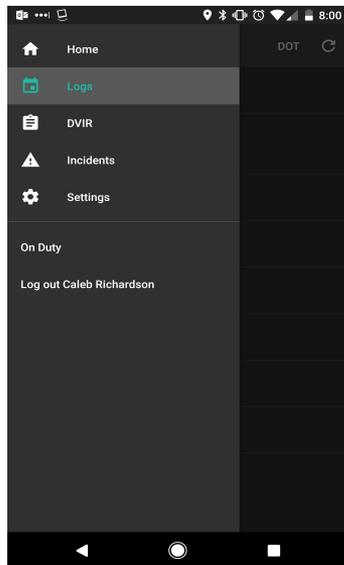
If Vehicle is in motion and driver is not logged in, the following will be seen

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12. Claiming Unidentified Driver

If you were not logged in and vehicle is in motion, Driving Time needs to be claimed

Navigate to **Logs** and **Select the Day**. Select "Unidentified Driving Time" entry in red. Select **Claim**.

Troubleshooting

Drivers must confirm their smart device is working properly.

On the lower left, ensure the status is green "OK". By clicking on the red status "NOT OK" – you'll be able to view the issue from the pop-up dialog.

Status will also warn of the following:

- Device Issues
- Need to Certify Past Logs
- Drivers or vehicles missing required fields required for ELD Compliancy (Drivers License, VIN, Vendor info)
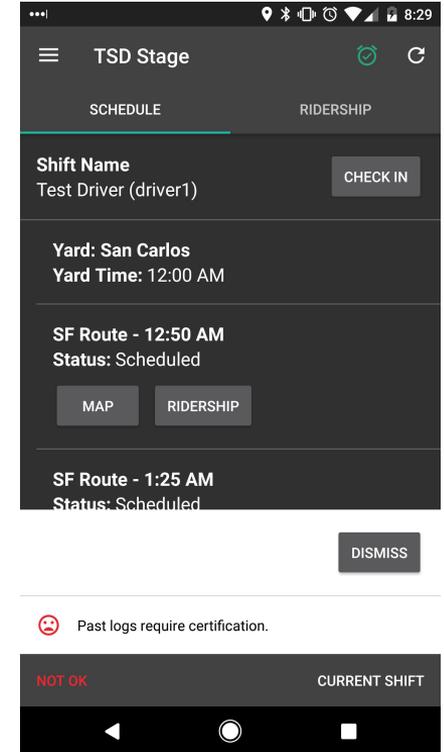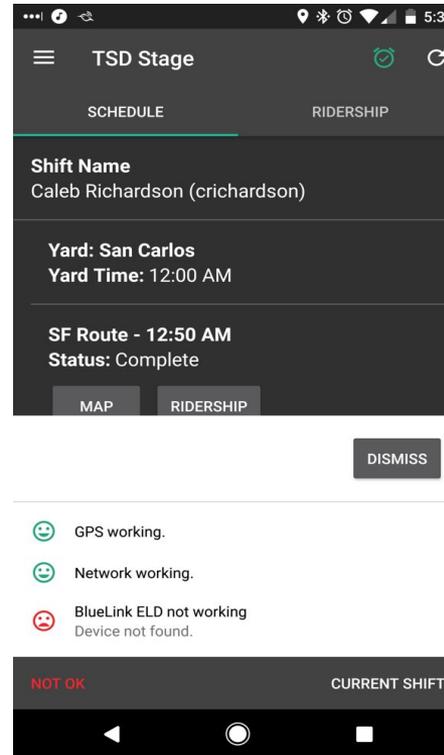
Questions?

Reach out to Transportation Team.

<Insert Shuttle Vendor Contact>

Support@tripshot.com

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