

GEOTAB

Geotab Drive HOS Driver's Guide



Compliance

Fleet

Safety

Productivity

Instructor Note

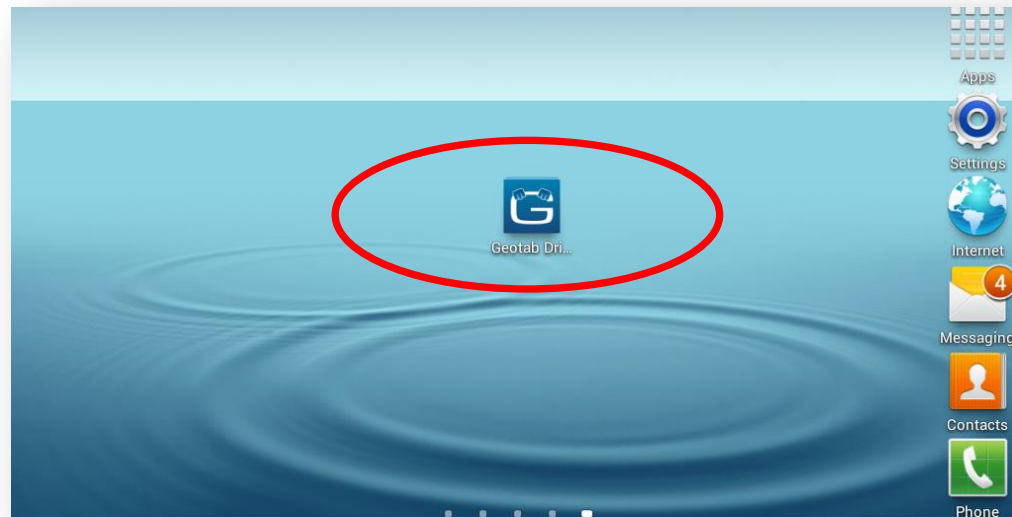
- + This training is designed to be used with the Driver and the Tablet in hand. The Driver will use the tablet to go through the complete App to have full understanding and hands-on experience to ensure effective knowledge transfer.
- + Explain terms: GO device, MyGeotab and Tablet or Android device

Driver's Note



- + Know where your Driver Instruction Guide is located in your vehicle. This must be in the vehicle to be compliant.
 - + Use this guide for instruction or troubleshooting while on the road.
- + Always have paper logs in vehicle to be used if needed
- + Know how to display logs on tablet if required to produce to law officer
- + Audible and Visual notifications are part of compliance, do not turn volume down or off
- + Best practice is to verify logs at the end of each shift
- + Logs will be available for verification for 14 days per regulations. After this they will not be compliant

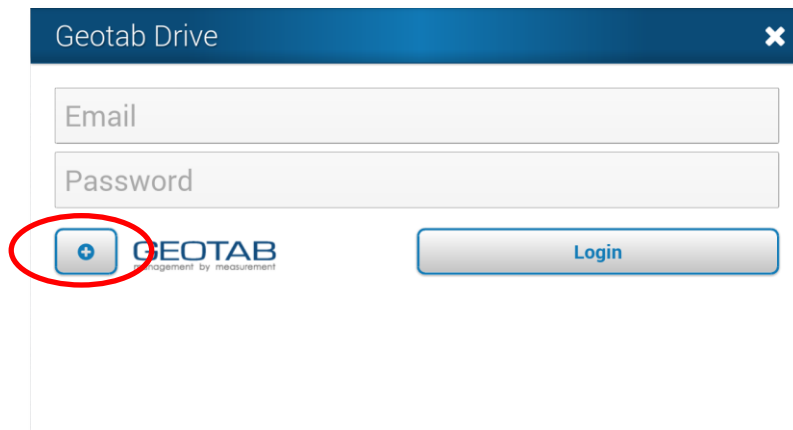
Finding The App - Geotab Drive


- + In vehicle the device should automatically turn on with ignition. If it does not, turn on the device with the power button, located on the outside edge of device (tablet).
- + Find the App, located on initial startup screen and touch to select



Login Page


- + To login, enter the email address and password provided to you by your manager
- + If the system is unable to authenticate you, verify your information and enter them again, then touch the  sign and enter the name of your MyGeotab database and server. (Manager to provide)
- + To exit out of the app without signing in, press the  button in the top right corner



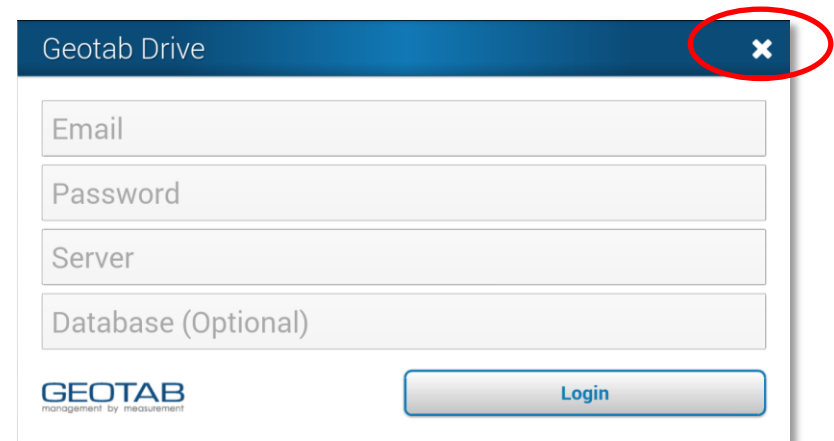
Geotab Drive 


Email

Password

 **GEOTAB**
management by measurement

Login



Geotab Drive 

Email

Password

Server

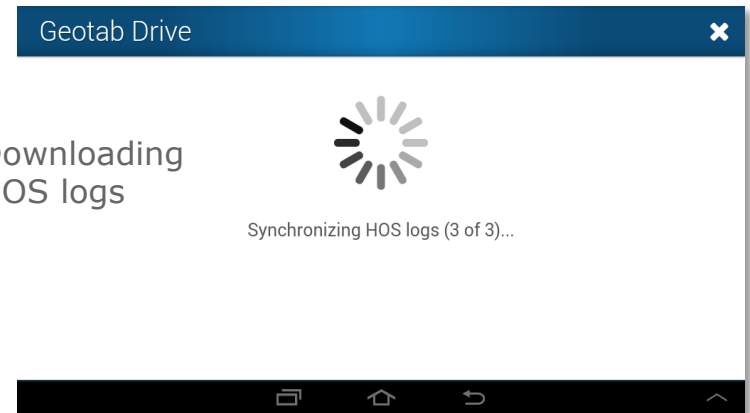
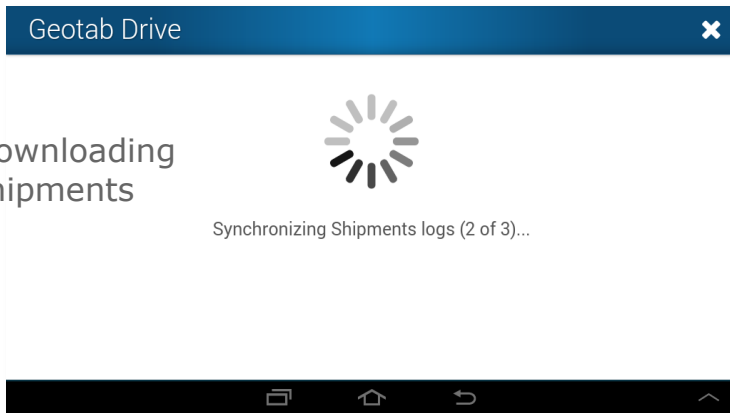
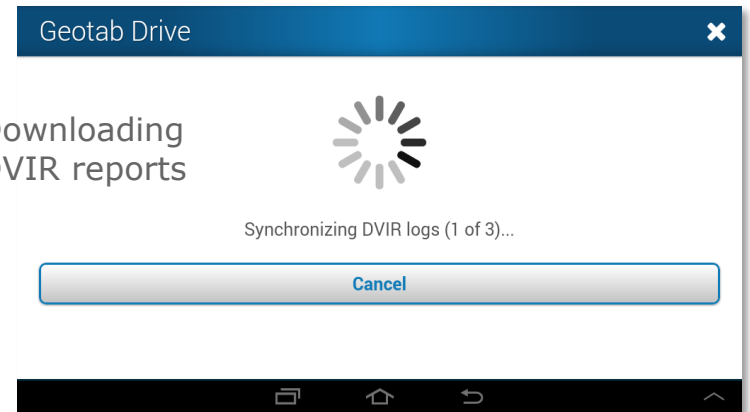
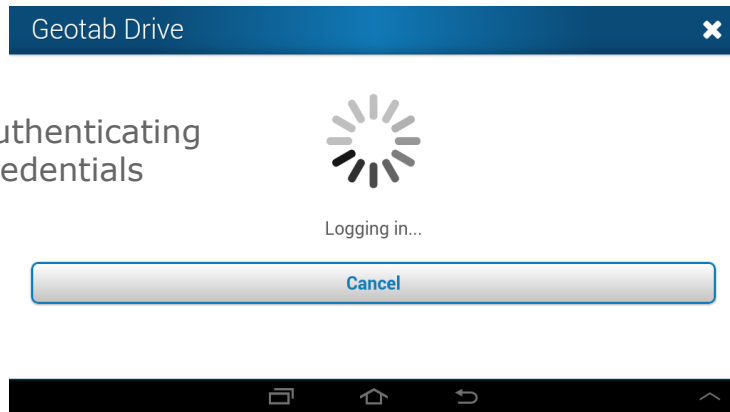
Database (Optional)

GEOTAB
management by measurement

Login

Synchronizing

- Once you have entered your login credentials, device downloads your driver profile, HOS, DVIR & Shipments



Attach Vehicle

- + Once your information has been authenticated, the system will display a list of nearby vehicles based on your location
- + Make sure your vehicle engine is running
- + The displayed names correspond to the names of the vehicles recorded
- + You cannot exit out of this screen until a vehicle has been attached to your device

Select a Vehicle

Siam G07
~ 0.0 km away

JC Bench
~ 0.0 km away

Cary 2

Attach Vehicle (Cont'd...)

- + If your device is unable to locate any nearby vehicles, use the search field and enter the name of your vehicle and touch [Search Vehicles] (part of a name can be found)
- + You can also use the GO device serial number to search (must be entered in full)
- + Once your vehicle is displayed, select it in order to attach it to your device




Select a Vehicle

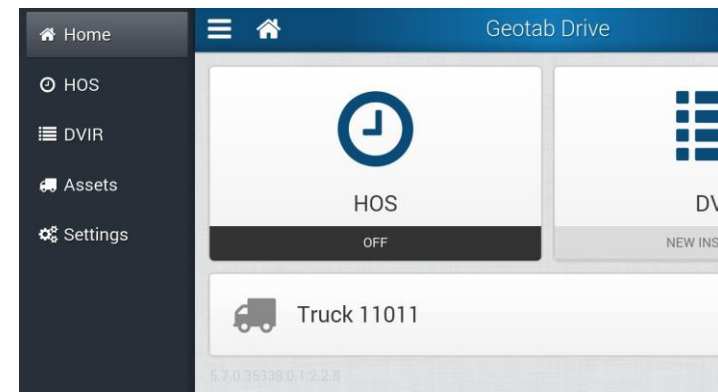
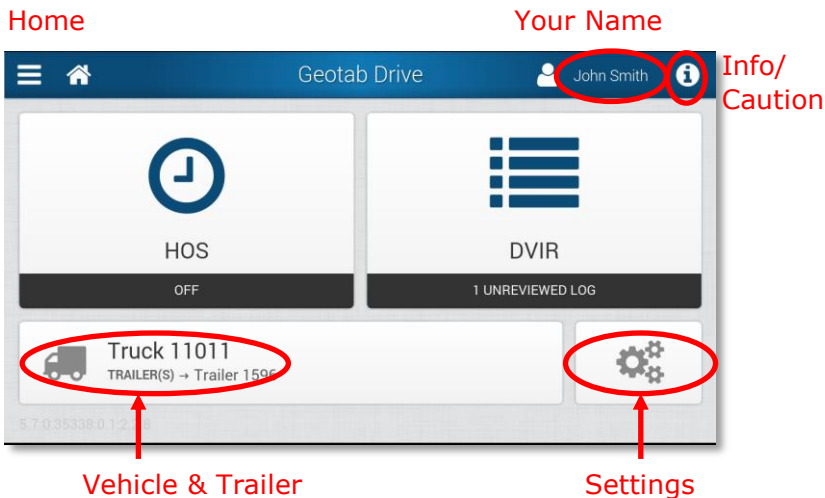
Could not find nearby vehicles.
Please try again or enter a serial number above.

Select a Vehicle

- TW G06 Beta Sewer Truck
- Tom 2011 F550 Landscape truck
- Truck 11011

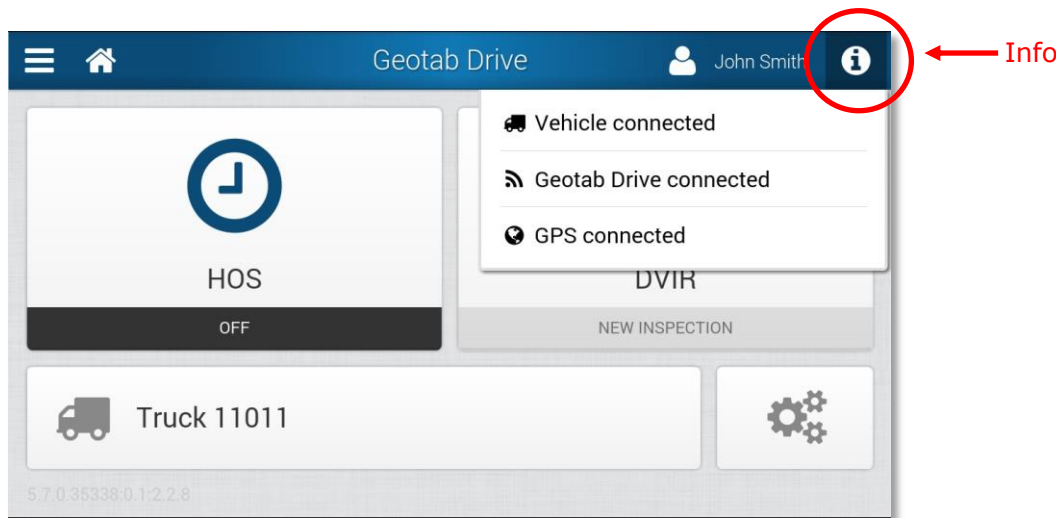
Home Screen

- + Home screen provides a snapshot of your HOS status and available DVIR options
- + Also displays the attached vehicle and trailer (if any)
- + Press the home button  in the top left corner to come back to this screen at any time
- + Wheel button  in the bottom right corner provides quick access to the app settings
- + Touch your name to logout
- + Touch the Info/ Caution  button to view connection statuses





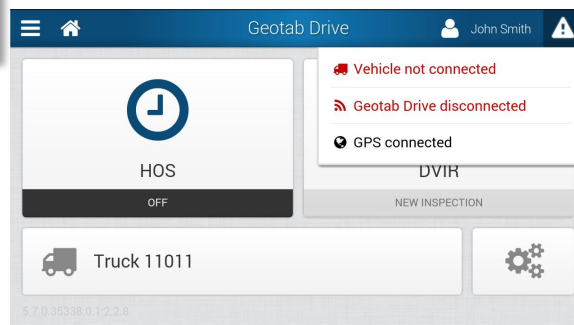
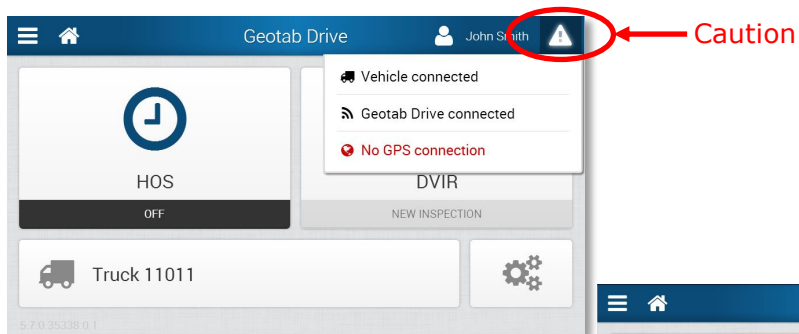
Info & logout buttons

- + The info button **i** in the top right corner provides device status info
- + "Vehicle Connected": Your **GO** device is communicating
- + "Geotab Drive Connected": Your **Android** device is connected
- + "GPS connected": Your **Android** device is connected to GPS




Info & logout Buttons (Cont'd...)

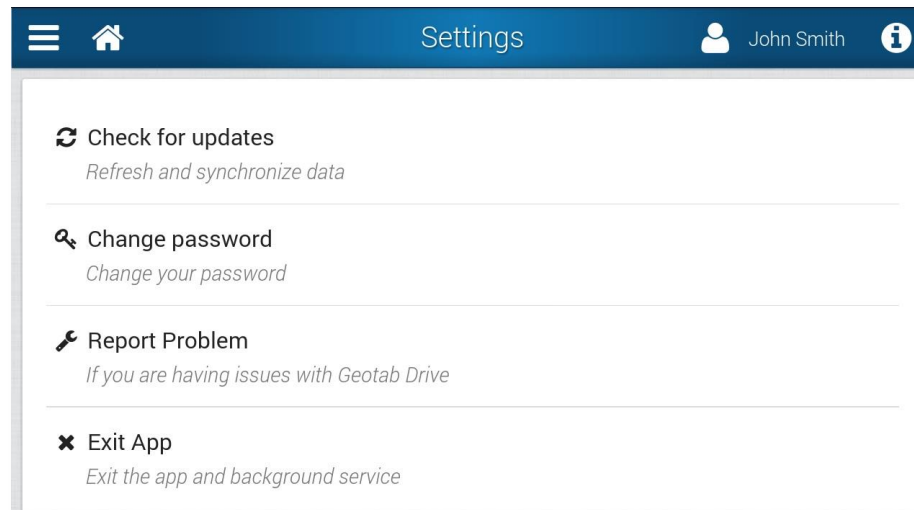
- + If there is a problem with any of the 3 statuses, the info button  will change to a flashing triangle 
- + Press the triangle for more details
- + If **“Geotab Drive disconnected”** is displayed, the [Logout] button under your name will be disabled until connection is re-established. You cannot logout before your app syncs your logs with MyGeotab.
- + **“Vehicle not connected”** and **“No GPS connection”** do NOT disable your [Logout] button



Settings: Check for Updates

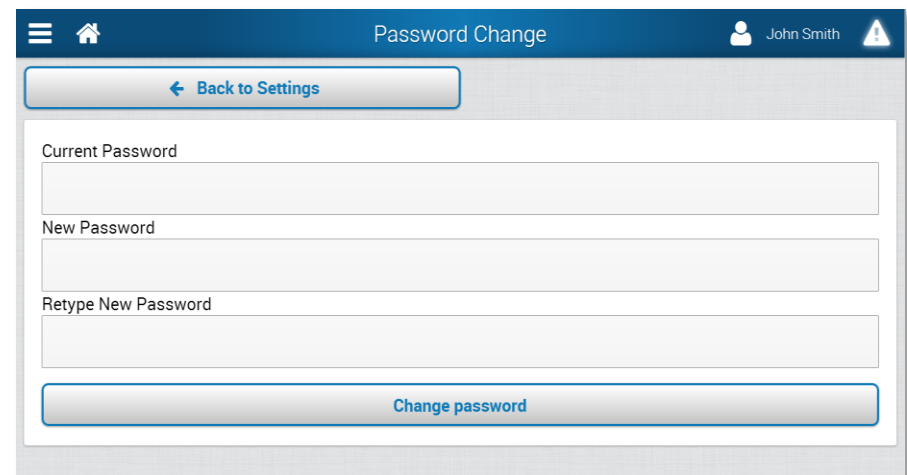
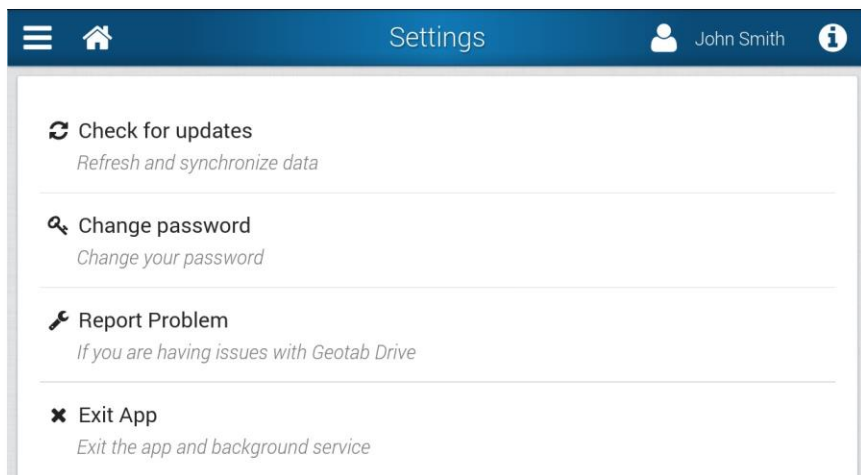


- + Touch the  button to go to settings
- + [Check for updates] allows you to do the following:
 - + Force a sync of your logs to and from the server
 - + Force a download of address information to your logs
 - + Check for software updates and downloads from the MyGeotab server
 - + Update your Info/Caution button statuses



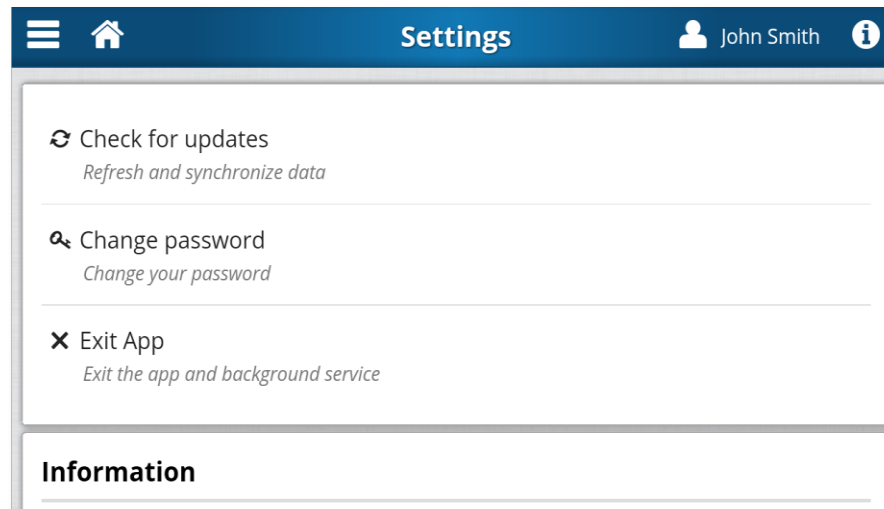
Settings: Change Password

- [Change password] allows you to change your password
- Make sure you know your current password
- New password must meet the organization's minimum password strength requirements
- Touch [Change password] to apply the changes
- **Note:** You may get logged out and asked to enter your information again



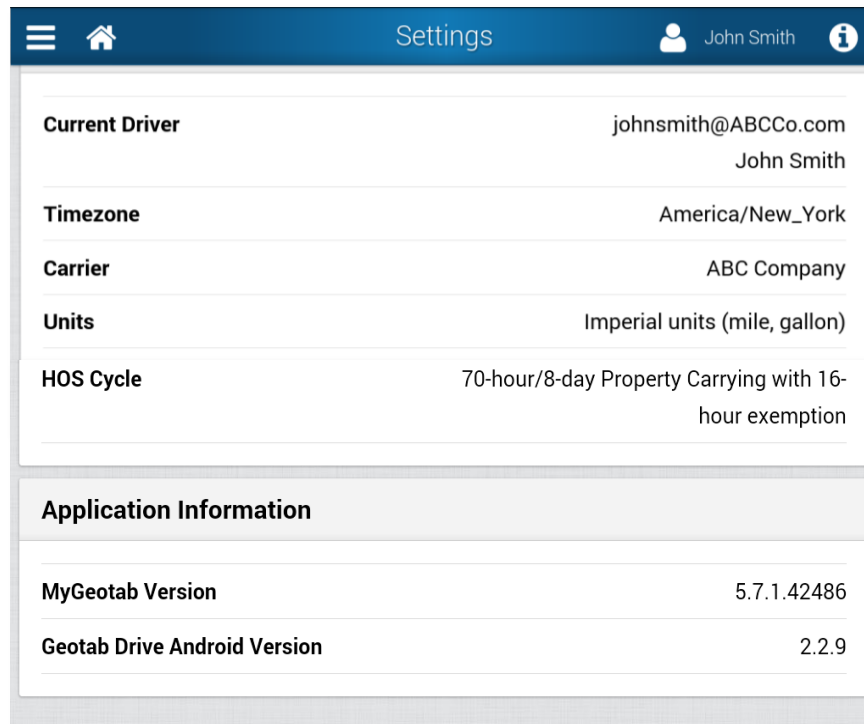
Settings: Exit App

- [Exit App] closes the app and stops the app service
- Exiting the app must only be done if requested by your manager or with the intention to start the app again
- Exiting the app does NOT log you out, NOR change your status to “Off Duty”
- The app must be running at all times while the vehicle is in operation



Settings: Information




- + Useful during roadside inspection
- + Displays the driver's first and last name, ID, home time zone, units of measure, and HOS rule set
- + Also displays the carrier's name and main office address

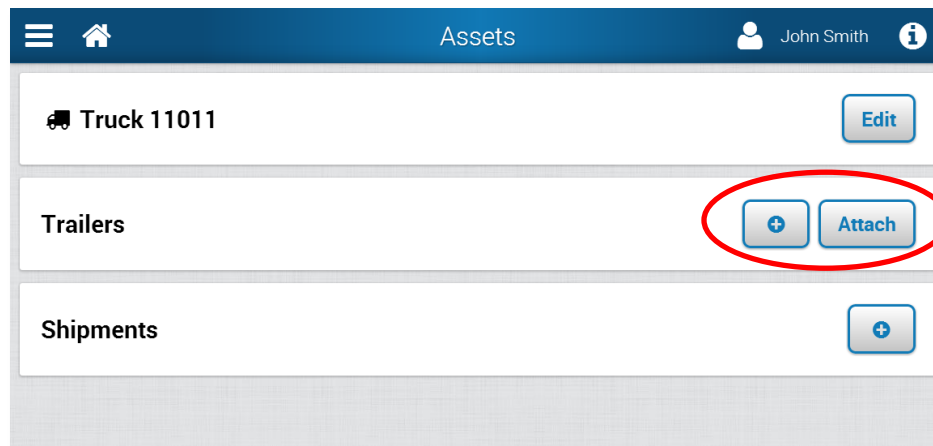


The screenshot shows the 'Settings: Information' screen in the Geotab mobile application. The header bar is blue and contains a home icon, the title 'Settings', a user profile icon for 'John Smith', and an information icon. The main content area is white and displays several settings items, each with a label on the left and a value on the right. Below this is a section titled 'Application Information' with two items: 'MyGeotab Version' and 'Geotab Drive Android Version'.


Setting	Value
Current Driver	johnsmith@ABCCo.com John Smith
Timezone	America/New_York
Carrier	ABC Company
Units	Imperial units (mile, gallon)
HOS Cycle	70-hour/8-day Property Carrying with 16-hour exemption
Application Information	
MyGeotab Version	5.7.1.42486
Geotab Drive Android Version	2.2.9

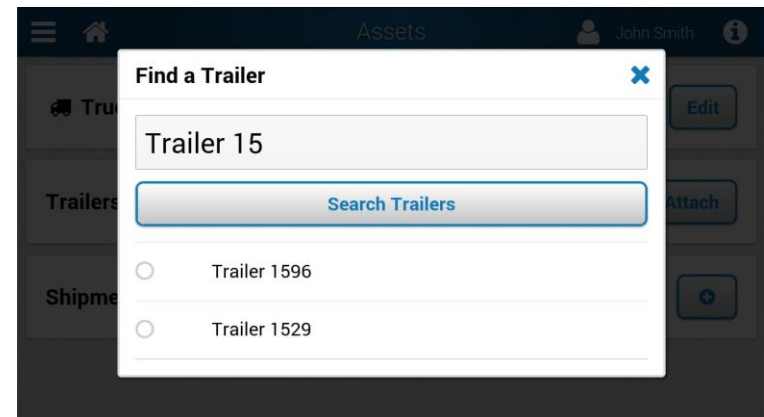
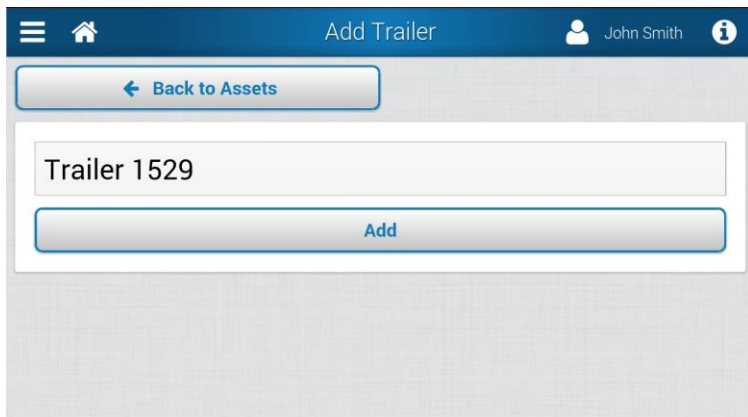
Assets

- +  button allows you to attach a different vehicle to your tablet
- + Under "Trailers", use  button to attach an **existing** trailer from the list, or  to add a **new** trailer (see next slide).
- + Touch [Add] under "Shipments" to add shipment information to your logs
- + Make sure to manually detach trailers and shipments once no longer needed




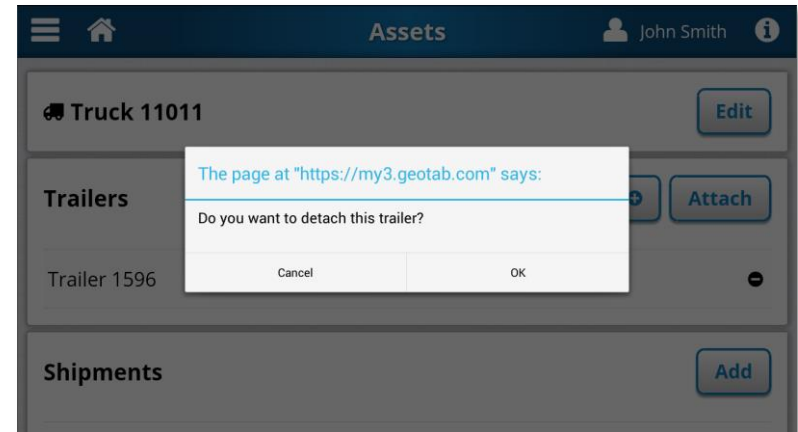
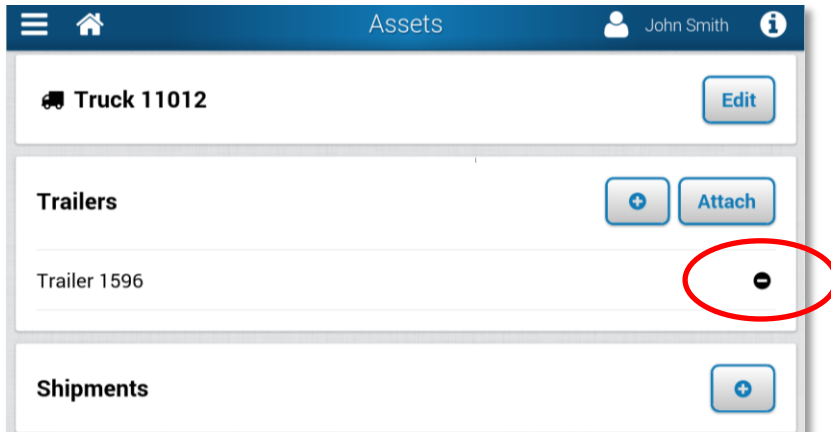
Assets: Trailers

- + Touch  button and enter the new trailer and touch [Add]. This will add to your trailer list AND attach it to your vehicle.
- + Alternatively, if the trailer already exists, touch [Attach] and the screen on the right below will appear. Type the description of the trailer and touch [Search Trailers] to find it. Touch the check box on the correct trailer to attach it to your vehicle.



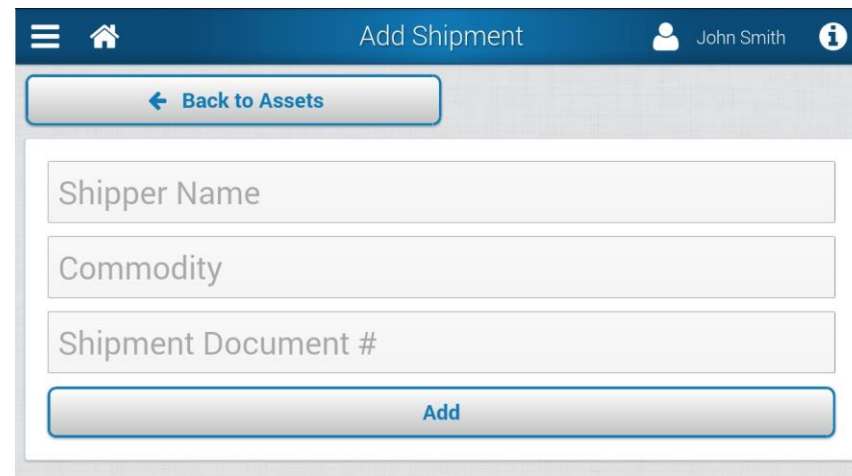
Assets: Trailers (Cont'd...)

- + Attached trailers appear in your compliance print
- + To detach a trailer from your logs, touch the  button and select [OK]
- + Detaching a vehicle also detaches any attached trailers, but re-attaching the same vehicle does not re-attach trailers
- + Always ensure that you have the correct vehicle and trailer attached



Assets: Shipments

- + To add shipment information to your log, fill in the following:
 - + <Shipper name> **AND** <Commodity>
 - + **OR** <Shipment Document # >
 - + **OR** all 3 fields
- + Shipment information appears in the compliance print



The screenshot shows a mobile application interface for adding a shipment. At the top, there is a blue header bar with a menu icon, a home icon, the text "Add Shipment", a user profile icon labeled "John Smith", and an information icon. Below the header is a grey bar with a blue button labeled "Back to Assets". The main content area contains three text input fields: "Shipper Name", "Commodity", and "Shipment Document #". At the bottom of the form is a blue button labeled "Add".

HOS: Status Tab

- + Shows you the remaining time for all 4 rules
- + The blue bar on the top shows remaining driving time left. The minimum time left from all 4 rules is displayed in that bar
- + Manually select your status, or begin driving and your status will change to "D" status automatically
- + Once you stop driving, your screen will unlock but you will remain in "D" for 5 minutes. After 5 minutes your status will change to "ON" but your log will reflect the time when you stopped (ie. 5 minutes earlier)
- + If you manually change your status to ON after stopping, that is the time that will be reflected in your Driver Log

Remaining time for all rules

Rest in	8:00
Driving left	2:59
Duty left	5:28
Cycle left	50:40

Minimum time remaining

HOS: Status Tab

- + Rest in displays time until break before violation occurs
- + Rest duration displays time elapsed during current break period

This screenshot shows the HOS Status Tab for user Vik Sridhar. The top bar includes navigation icons and tabs for Status, Graph, Logs, and Verify. A progress bar at the top indicates '0:04 left'. Below this, a table lists HOS metrics: Rest in (0:04), Driving left (3:04), Duty left (6:04), and Cycle left (50:45). To the right of the table are four control buttons: OFF, SB, D, and ON.

Rest in	0:04
Driving left	3:04
Duty left	6:04
Cycle left	50:45

This screenshot shows the HOS Status Tab for user Vik Sridhar. The top bar includes navigation icons and tabs for Status, Graph, Logs, and Verify. A progress bar at the top indicates '0:00 left'. Below this, a table lists HOS metrics: Rest duration (0:26), Driving left (2:59), Duty left (5:32), and Cycle left (50:40). To the right of the table are four control buttons: OFF, SB, D, and ON.

Rest duration	0:26
Driving left	2:59
Duty left	5:32
Cycle left	50:40

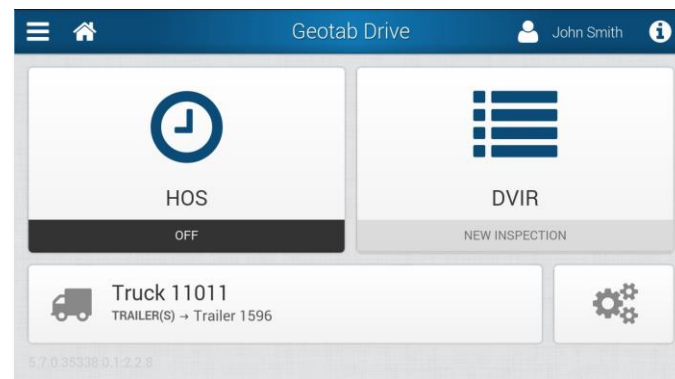
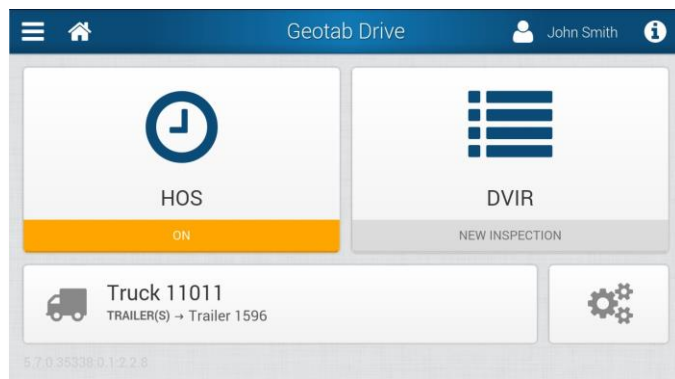
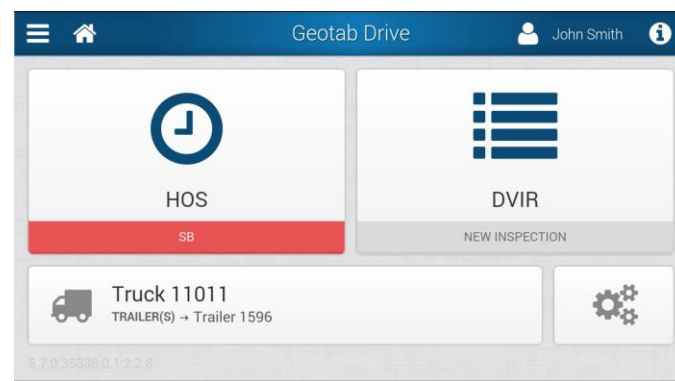
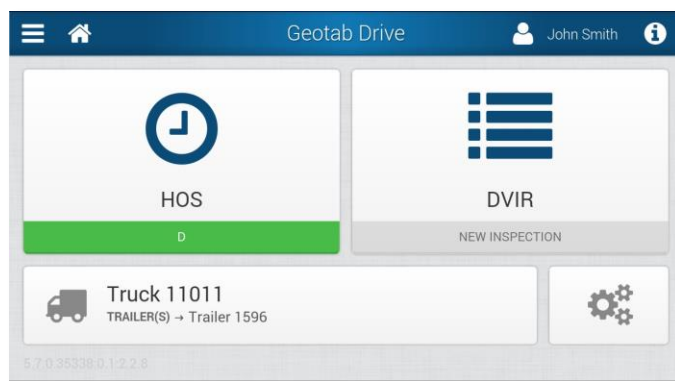
This screenshot shows the HOS Status Tab for user Vik Sridhar. The top bar includes navigation icons and tabs for Status, Graph, Logs, and Verify. A progress bar at the top indicates '2:59 left'. Below this, a table lists HOS metrics: Rest in (8:00), Driving left (2:59), Duty left (5:28), and Cycle left (50:40). To the right of the table are four control buttons: OFF, SB, D, and ON. Red circles highlight the '2:59 left' value in the progress bar and the '2:59' value in the Driving left row.

Rest in	8:00
Driving left	2:59
Duty left	5:28
Cycle left	50:40

Minimum time remaining

HOS: Statuses

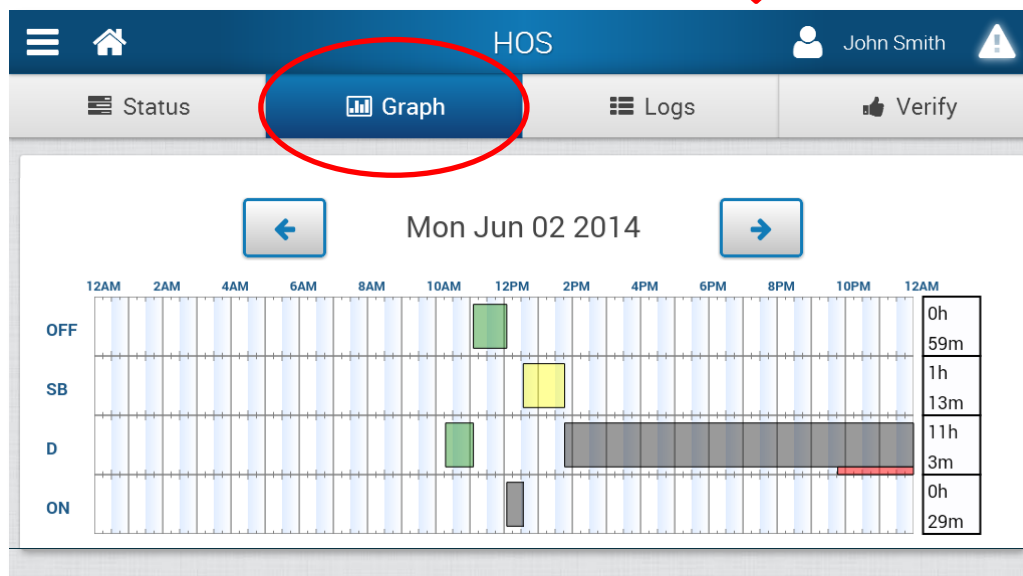
+ Your status will display in different colors on the home screen



HOS: Graph

- + 24-hr grid (12AM-12AM), showing all your status changes
- + Total duration spent in each duty status is shown on the right
- + You can only view a 24-hr period at a time
- + Use arrows to view other days
- + Bars on grid are colour coded:
 - + Grey: Unverified logs
 - + Green: Verified logs
 - + Yellow: Edited logs
 - + Red: Driving in violation

Refer to Slide for reference as driver will not currently have any logs on the graph



HOS: Logs

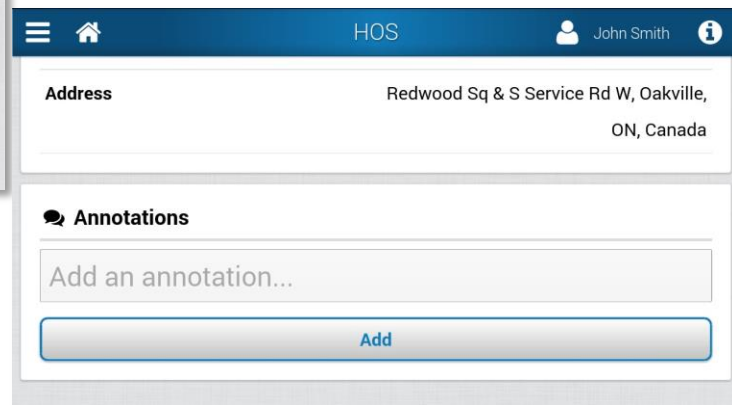
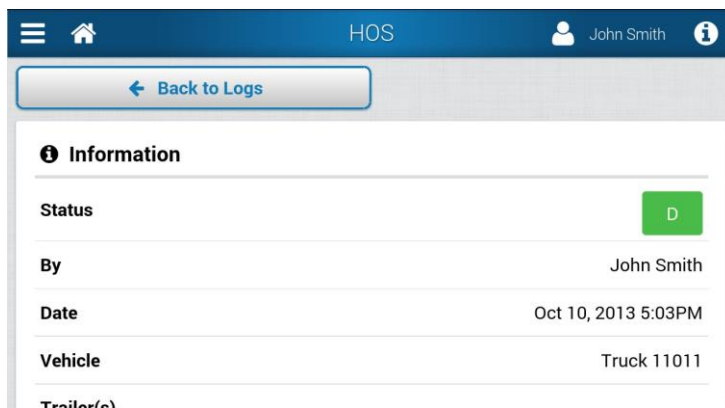
- + Shows summary of your RODS (records of duty status) for the past 7/8 days in order, including date/time, total miles driven per day, duration spent in each status, and city, state.
- + Touch a RODS to view more detailed information or add a comment (see next slide)
- + Scroll all the way down the page to view the total time spent in "D" or "ON" status in the last 7/8 days

Nov 20 2013		23.5 mi
OFF	Nov 20, 10:08PM	Oakville, ON 10:46
D	Nov 20, 7:02PM	Mississauga, ON 3:05
SB	Nov 20, 7:01PM	Oakville, ON 0:01
OFF	Nov 20, 4:27PM	Oakville, ON 2:33
ON	Nov 20, 2:33PM	Oakville, ON 1:54


Refer to Slide for
reference as driver will
not currently have any
RODS

HOS: Logs (Cont'd...)

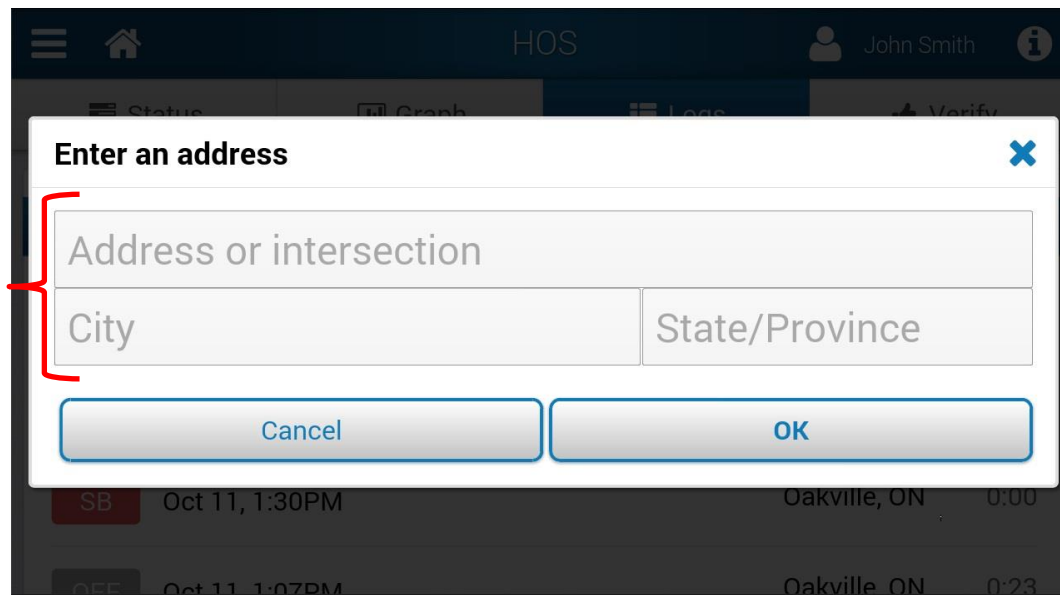
- + Screenshot on the left shows the additional information that is displayed when you select a RODS from the "Logs" tab
- + Scroll down and you will see a more detailed address, and a field to enter a comment (Annotation)
- + Scroll back up and touch [Back to Logs] to go back to the "Logs" tab



HOS: Location Information

- + Locations addresses at status changes are set by the GO device and synchronized with your android device automatically, however...
- + **If** location information is not available for a particular log, enter it manually by touching [where was this?]
- + Enter the Address, City, and State/Province
- + **Note** – You can also go to Settings  and click “Check for Updates” to update address information from the server

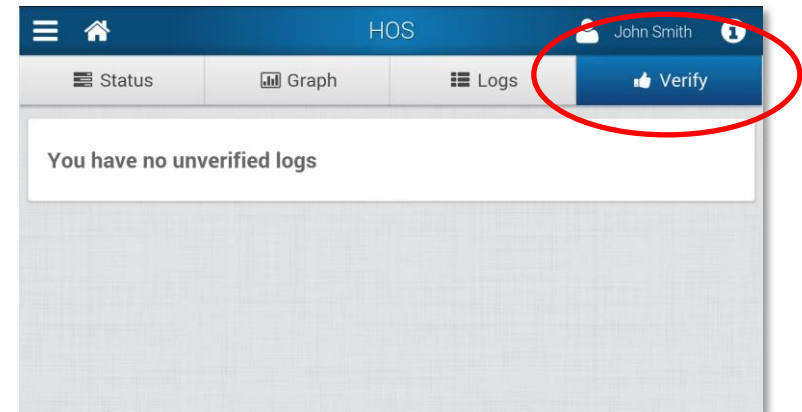
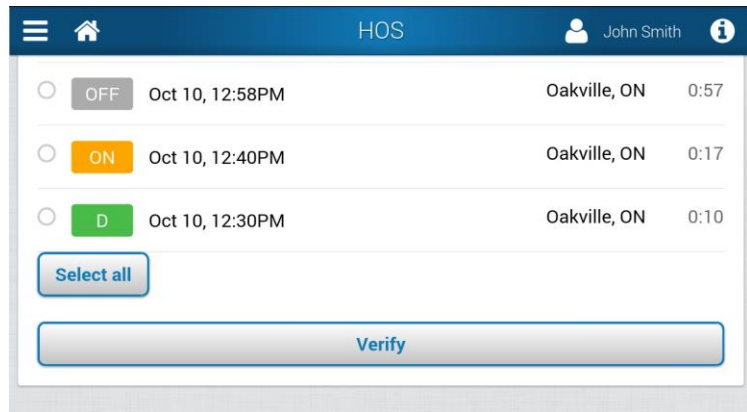
Enter address is
location did not
populate



The screenshot shows the HOS app interface with a dialog box titled "Enter an address". The dialog box has a close button (X) in the top right corner. It contains three input fields: "Address or intersection", "City", and "State/Province". Below the input fields are two buttons: "Cancel" and "OK". A red bracket highlights the "Address or intersection" field, and a red arrow points from the text "Enter address is location did not populate" to this field. The background shows a list of logs with columns for status, time, location, and duration.

HOS: Verify Tab

- + Shows a list of RODS from the past 14 days that have NOT been verified yet
- + Select the RODS to verify or touch [Select all] at the bottom of the screen, and touch [Verify]
- + If a driver attempts to logout while having any unverified logs, the app will prompt the driver to verify them before logging out
- + **Note:** Unverified logs do not appear in your compliance print! Verify logs regularly
- + **Note:** If any RODS are not verified within 14 days, they will no longer become available to the driver for verification.

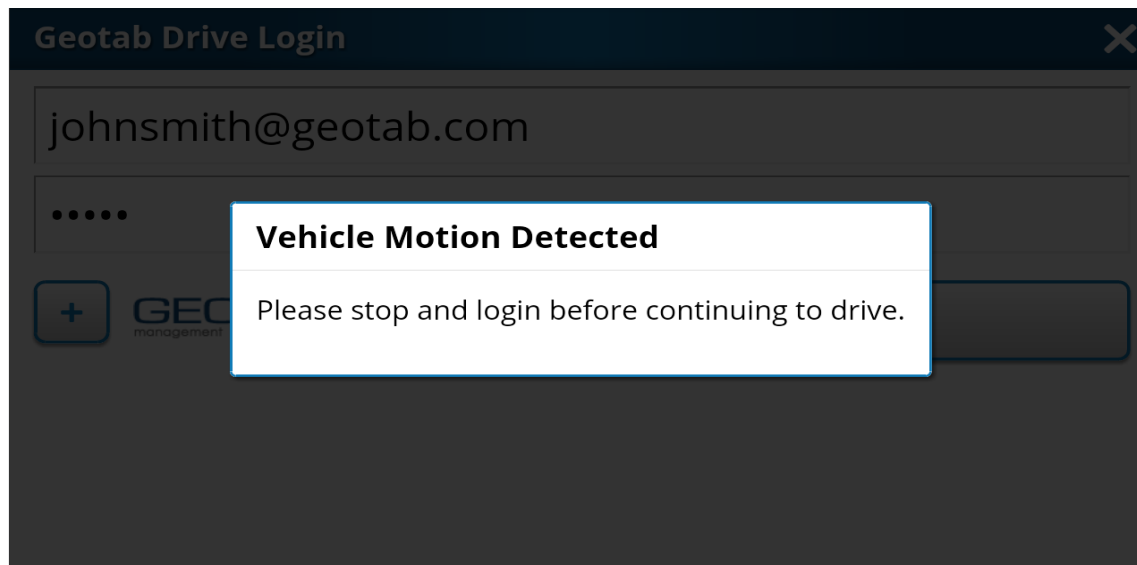


GEO TAB

In-vehicle messages and
troubleshooting

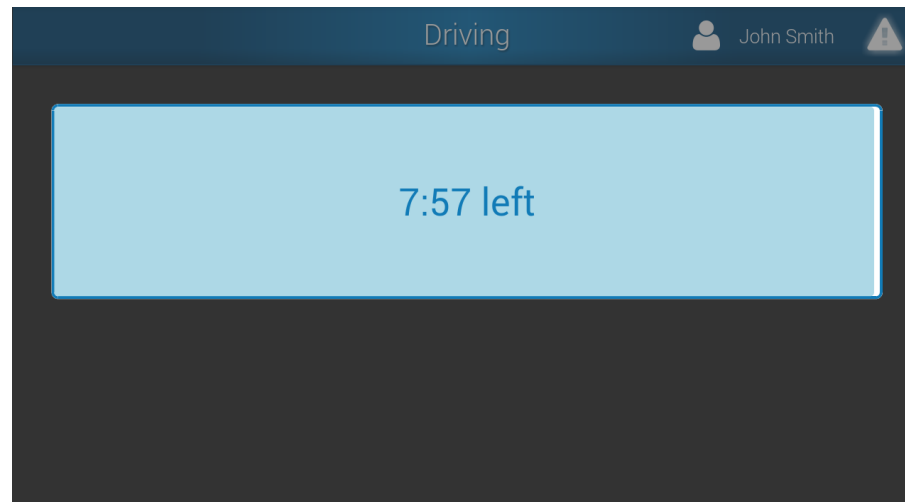
Login: Motion Detected Without Logging In

- + If you attempt to drive without logging into Geotab Drive, a visual warning will be displayed on the screen asking you to log in. Stop the vehicle and login
- + An audio message is also played, saying “Please stop driving and login”
- + Driving statuses with no driver logged in are not associated with a driver



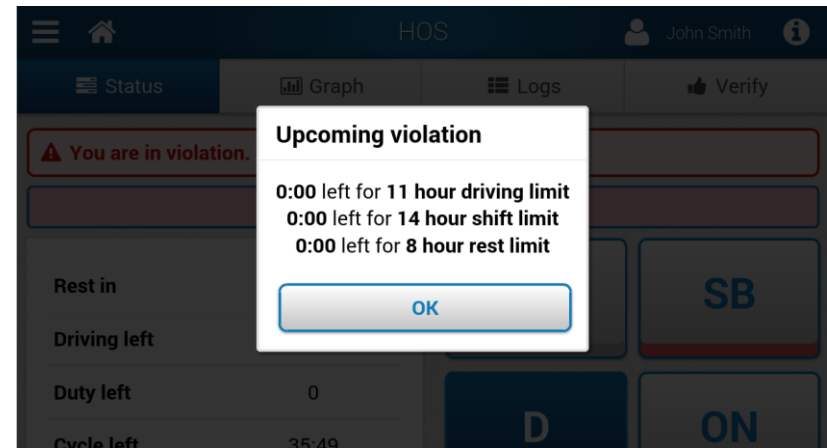
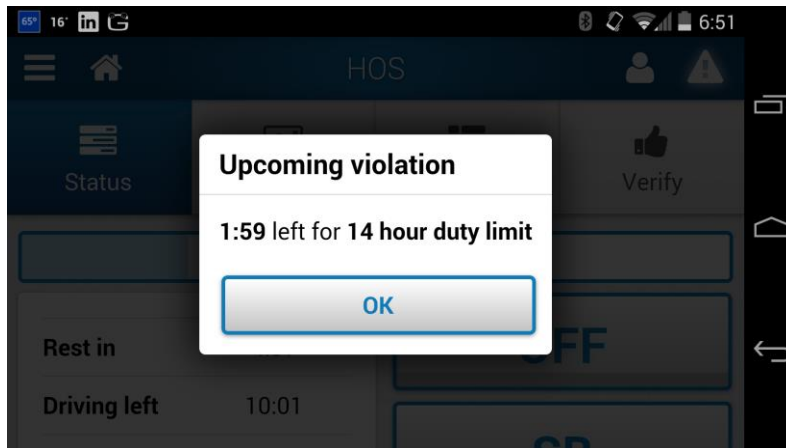
Motion detected while logged in

- + When vehicle is in motion, the device is locked to the following screen, disabling all screen options
- + Remaining driving time is displayed until vehicle is stopped
- + The color of the bar changes to red when driving time is down to less than 1 hour



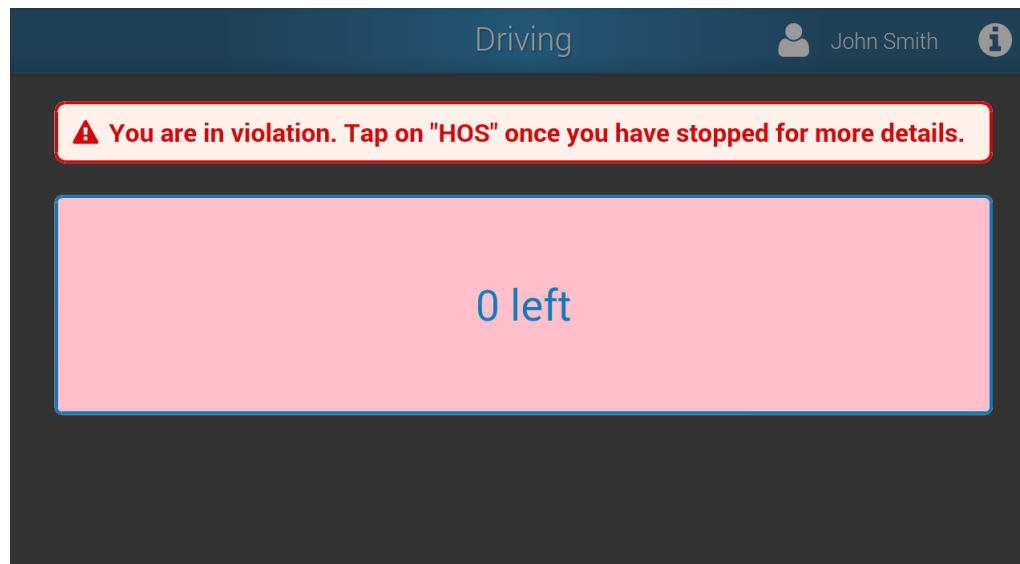
Warning: Driving in Violation

- + The device will notify you when you have an upcoming violation under 2 hours (1hr 59min), 30 minutes, and 0 hours away from running out of time on any of the rules



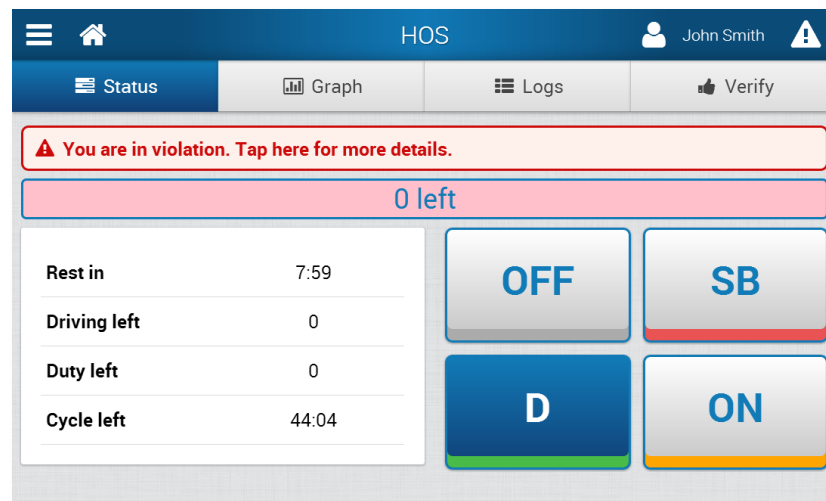
Motion detected when in Violation

- + If you continue to drive when out of time the "locked screen" will display a violation alert
- + Stop the vehicle and touch HOS



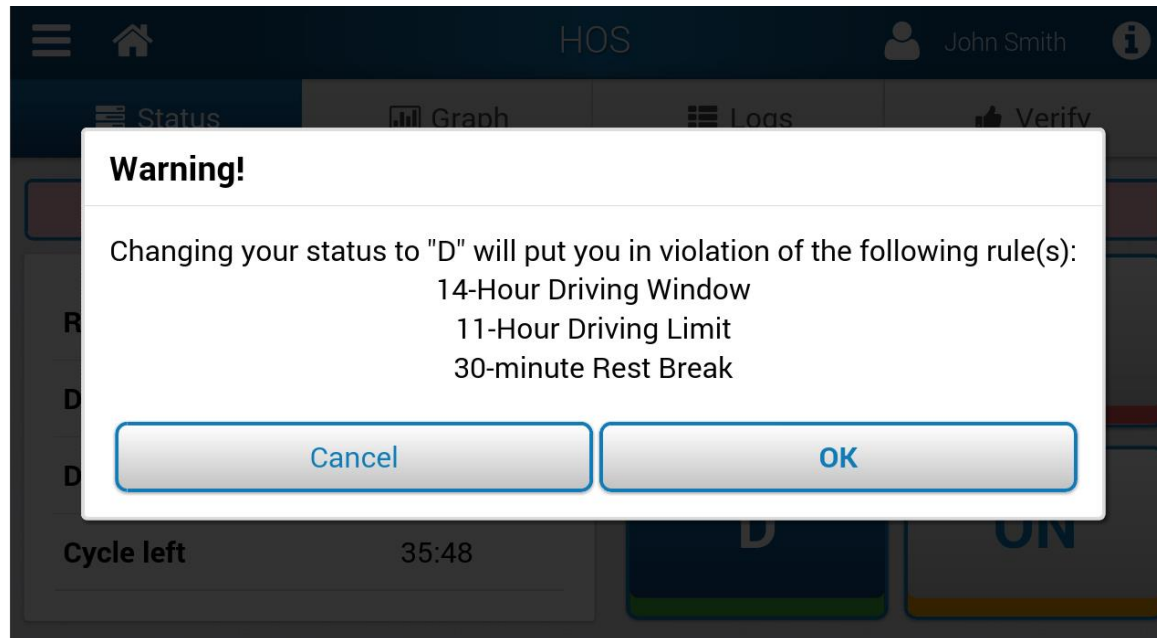
HOS: Status Tab

- + HOS screen displays times in each status and highlights in red if you are in violation
- + The blue bar counts down your time remaining and displays the following text when you have 0 hours left in any of the 4 rules
- + Going into "D" status with no time remaining will register a violation
- + Tap on the violation text to view more details



Warning: Driving in Violation

- + If out of time, **manually** changing status to [D] will cause the following screen to be displayed with the relevant rules that would be broken



Troubleshooting

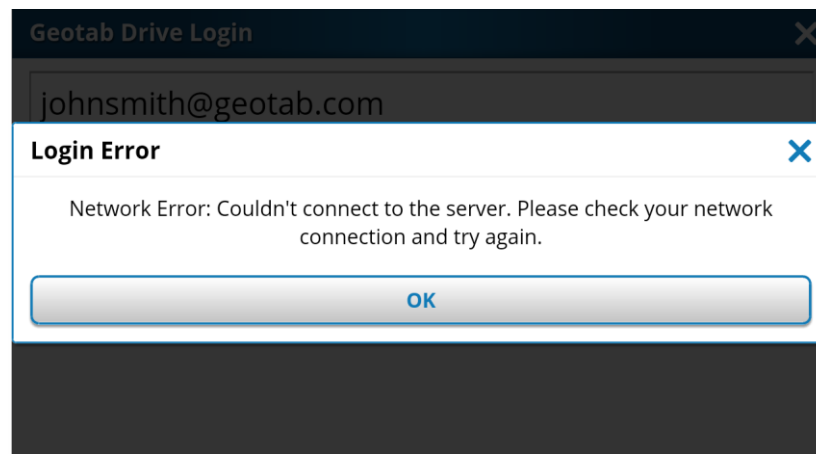
Problem: I forgot my password

Call your manager and ask them to reset your password and then change it to something you will remember. Changing your password can be done under Settings.

Troubleshooting


Problem: When trying to login I see "Network Error: Couldn't connect to the server. Please check your network connection and try again"

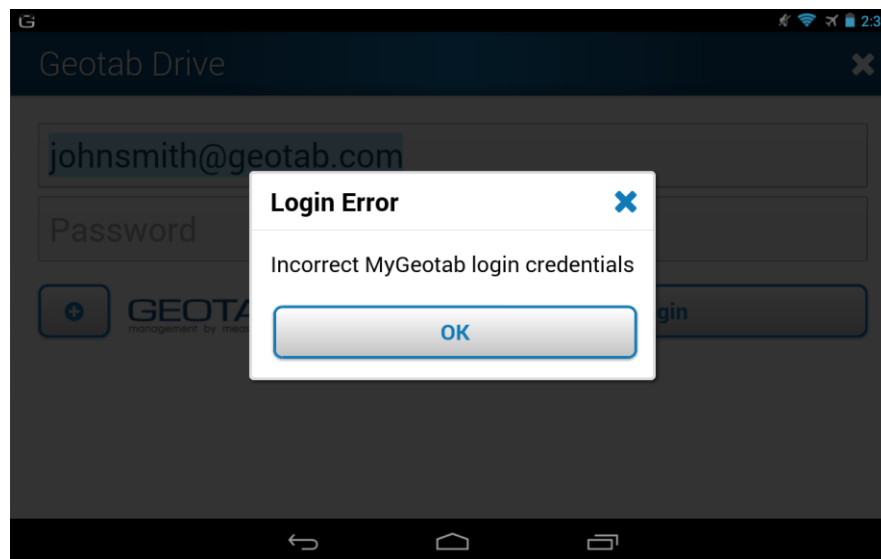
This message is displayed when the device cannot make a network connection to the server. **Please revert to paper logs and try again when you are in network coverage.**



Troubleshooting

When trying to login I see " Incorrect MyGeotab login credentials"

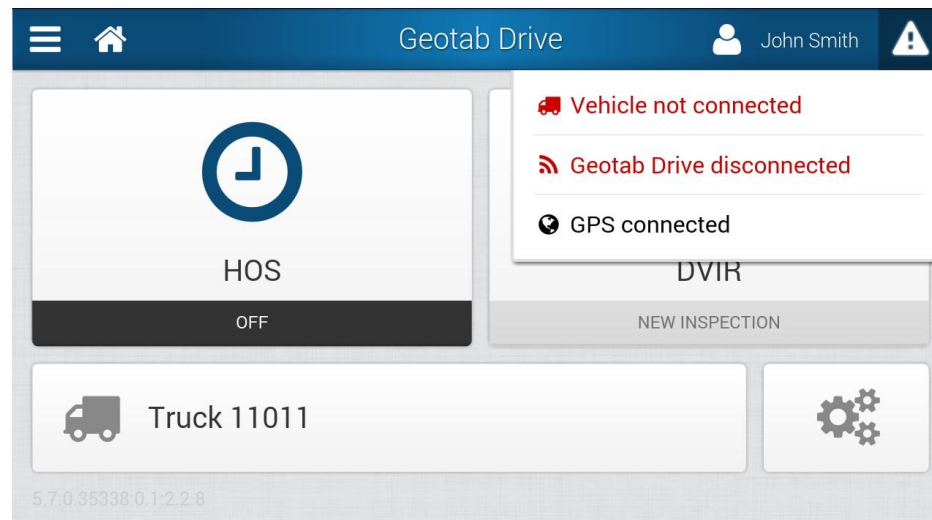
Verify your credentials and try again. Touch  and enter database name and server to help find your database.



Troubleshooting

Problem: Info/Caution flashing. Touching says "Geotab Drive disconnected"

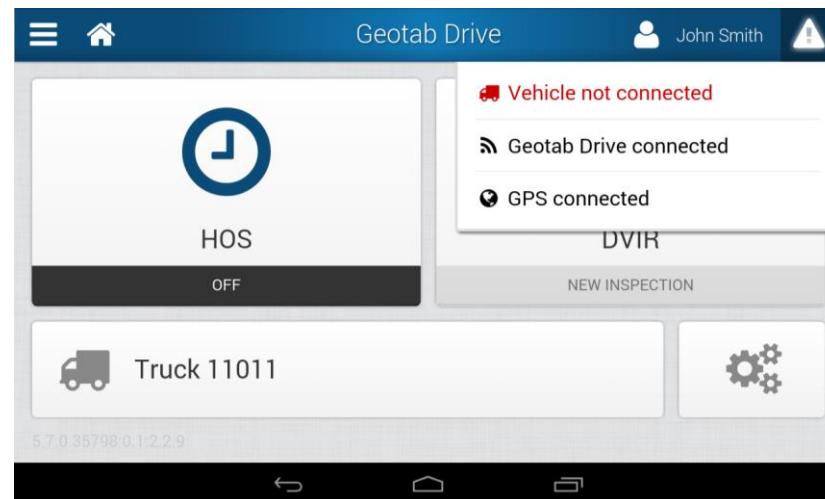
This message is displayed when your Android device has no connection to the server. Touch [Settings], select [Check for updates]. **If this problem persists, please revert to paper logs and contact your manager.** Note: [Logout] is disabled when in this state in order to preserve your logs until connection to the server is re-established.



Troubleshooting

Problem: Info/Caution flashing. Touching says "Vehicle not connected"

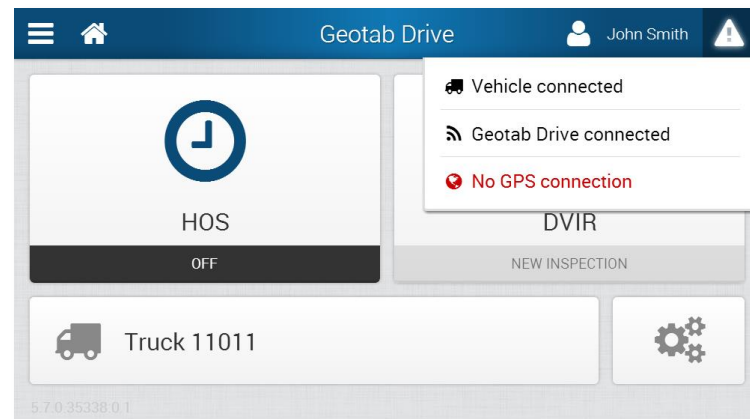
This message is displayed when your GO device is not connected to the server. Touch [Settings], select [Check for updates]. **If this problem persists, please revert to paper logs and contact your manager.**



Troubleshooting

Problem: Info/ Caution flashing. Touching it says "No GPS connection"

This message is displayed when your Android device is no longer attached to the satellites. Touch [Settings], select [Check for updates]. Note: When in this state, your device may not detect motion, but you can still update your status manually.



Geotab – Management by Measurement

If you can't record it you can't report it!



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