



# PLATFORM SCIENCE

## Enterprise Geotab ELD Manual - 2020

Electronic Logging Device compliance suite  
for your connected vehicle management  
platform



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# Getting Started

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# QUICK HW INSTALL GUIDE

## Overview

Before hitting the road with the Geotab Drive application, ensure the PS hardware is properly installed and ready for drivers.



Connected Vehicle Device (CVD) installed in the dash.



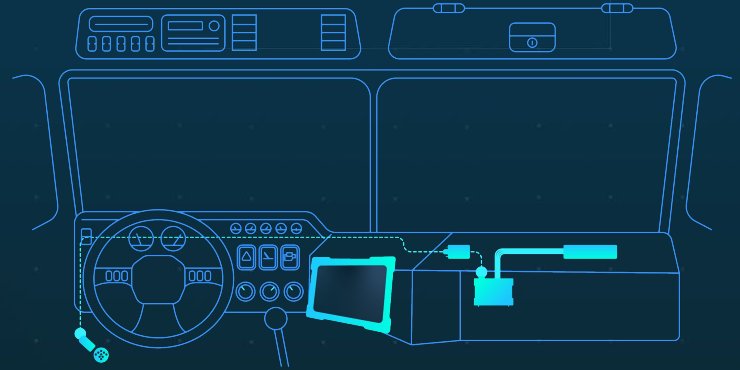
CVD connections are secure, providing power, vehicle engine data, and external antenna connectivity.



Tablet maintains a charge when plugged into tablet dock. Tablet communicates to CVD via Wi-Fi.



Installation best practices vary from vehicle to vehicle. For detailed instructions specific to your make/model, contact Platform Science.



*Enterprise fleet installation shown. Multiple configurations available.*

## ELD HW COMPONENTS



01 Connected Vehicle Device (CVD)



02 Android Tablet



03 Vehicle Bus Adapters, heavy duty to light duty



04 Appropriate CVD Power Cables for vehicle YMM



05 All-in-one Antenna



06 Dedicated Tablet Charger



# ELD Geotab Software

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## USING GEOTAB ELD

### Select a Vehicle

After logging in and authenticating your credentials, the App synchronizes your data (i.e. driver profile, shipment information, HOS logs, and DVIR records) for a brief period before loading.

*Note: You remain associated with your driver's logs even when you switch vehicles*

You must select a vehicle before duty status and other electronic records can be assigned to you.

After logging in, the **Exemptions** notification informs you if **PC** (Personal Conveyance) or **YM** (Yard Move) is enabled. The notification also displays your ELD-exempt status.

Based on the geolocation of your device, the App locates the closest vehicles within a 1km/0.6mi radius. You can continue with the closest vehicle, or select another vehicle.

If there is no vehicle assigned to your account at the time of login, select **No Vehicle**. Without a vehicle, you can only set the duty status to **ON** and **OFF** duty.

The screenshot shows the 'FIND VEHICLES' screen in the Geotab ELD app. At the top, there is a dark grey box with white text indicating exemptions: 'PC: Allowed', 'YM: Allowed', and 'ELD Exempt: No'. To the right of this box is a blue circular refresh icon. Below the exemptions is a large, light grey search input field with the placeholder text 'Name, VIN, or serial number'. At the bottom of the screen, there is a prominent blue button with the text 'No vehicle'.

## USING GEOTAB ELD

### Select a Vehicle (continued)

In some cases, your current vehicle may have been claimed by another driver and dissociated from your account.

If this occurs, you are asked if you would like to reassign the vehicle to yourself. By selecting **No**, you are automatically assigned to **No Vehicle**, and prompted to select another vehicle.

If you are logged in with a co-driver, they receive the same message.

### Confirmation Required

**Vehicle:** First Test Device

**Current driver:** driver@platformscience.com

You will be assigning yourself to this vehicle and disassociating the driver mentioned above. Would you like to continue?

No

Yes



# USING GEOTAB ELD

## Select Assets


After selecting a vehicle, you have the option to select a trailer and shipments.

You can select up to **four** trailers; however, each trailer must be assigned a unique name. If you select a trailer, you will be prompted to perform a DVIR on the trailer. If you remove a trailer, you are also asked to perform a DVIR.

You can select up to **25** shipments.

When finished, press **Save and Continue**.

### Assets ×

 **VEHICLE**

Test 2 ×

---

**TRAILERS** +

No trailers attached

---

**SHIPMENTS** +

No shipments attached

**Save and continue**

# USING GEOTAB ELD

## Verify Logs

If you have unverified logs from earlier driving activity, you are asked to review and verify them.

Use the **Verify** button for any 24-hour period to verify by day, or use the **Verify all days** button to verify all visible logs. You can also skip this step with the **Skip** button.

The App will inform you if your logs remain unverified or are missing required information. Tap to review.

**i** You have logs that require action:

- Unverified
- Missing location

**Tap here to review.**

*Note: If you choose to skip this step, an audit log is created indicating the time and date the **Skip** button was selected.*

✕ Cancel

### Verify Logs

**i** You have unverified HOS logs. Do you want to verify them before proceeding?

	Dec 10, 2020	0.0 mi	Verify
ON	Dec 10, 2020 4:12 PM 2mi SW CA Mira Mesa	00:06	
	Dvir: Pre-trip Dec 10, 2020 4:12 PM		
OFF	Dec 10, 2020 4:12 PM 2mi SW CA Mira Mesa	00:00	
ON	Dec 10, 2020 3:30 PM 2mi SW CA Mira Mesa	00:41	

Skip

Verify all days

The Drive App displays 14 days of duty status logs - excluding logs that have already been reviewed - for verification.

It is recommended that you verify your logs routinely, particularly at the end of a shift.

However, you can skip log verification using the **Skip** button.

## USING GEOTAB ELD

### Claim Unassigned Logs

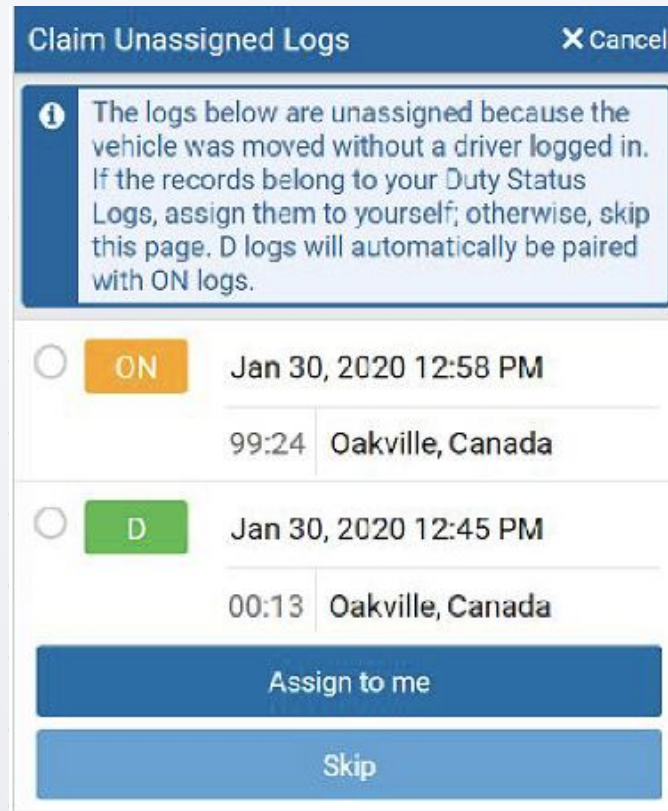
The Drive App creates duty status logs even when your vehicle is driven without a user logged in. If this occurs, you are asked to review and claim the unassigned logs.

You can claim logs by selecting all relevant logs and pressing the **Assign to me** button.

You can also skip this step with the **Skip** button.

The **D** and **ON** Duty Status Logs are paired when claiming them in the Drive App.

*Note: Claiming unassigned logs belonging to other drivers causes your Record of Duty Status to be inaccurate.*



**Claim Unassigned Logs** ✕ Cancel

**i** The logs below are unassigned because the vehicle was moved without a driver logged in. If the records belong to your Duty Status Logs, assign them to yourself; otherwise, skip this page. D logs will automatically be paired with ON logs.

<input type="radio"/>	<b>ON</b>	Jan 30, 2020 12:58 PM
	99:24	Oakville, Canada
<input type="radio"/>	<b>D</b>	Jan 30, 2020 12:45 PM
	00:13	Oakville, Canada

**Assign to me**

**Skip**

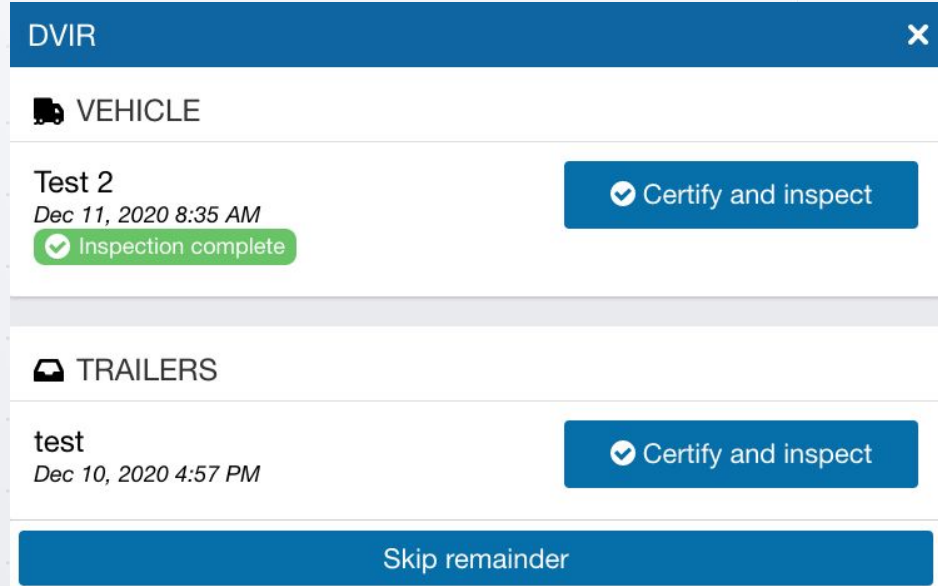
## USING GEOTAB ELD

### Inspect the Vehicle

To complete the login process, you are prompted to perform a new DVIR of the vehicle and its attached trailers.

The app will indicate that a previous inspection was completed and certified. Press **Certify and inspect** to begin a new inspection.

If you do not have clearance to perform a DVIR, press **Skip remainder** to go to the **Dashboard**. You can find more information on performing a DVIR [here](#).



The screenshot shows the DVIR (Driver Vehicle Inspection Report) interface. At the top, there is a blue header with the text "DVIR" and a close button (X). Below the header, there are two main sections: "VEHICLE" and "TRAILERS".

**VEHICLE**

Test 2  
Dec 11, 2020 8:35 AM  
Inspection complete

**TRAILERS**

test  
Dec 10, 2020 4:57 PM

At the bottom of the interface, there is a large blue button labeled "Skip remainder".

## USING GEOTAB ELD

### Navigating the Dashboard

After completing all login tasks, you are taken to the Dashboard. The Dashboard is the main interface used for navigating the Drive App. Shortcuts to features including App settings and Add-Ins that you have installed are available at the bottom on all the screens.

*Note: Your dashboard may look different based on your user clearances and the Add-Ins that you have installed.*


The screenshot displays the Geotab ELD Dashboard. At the top, a dark blue header contains the word "Dashboard" on the left, a user profile icon, and a notification bell icon. The main content area is divided into several sections:


- HOS (Hours of Service):** Represented by a stopwatch icon. Below the icon, the text "HOS" is displayed, and a yellow bar at the bottom indicates the status is "ON".
- DVIR (Driver Vehicle Inspection Report):** Represented by a clipboard icon with a checkmark. Below the icon, the text "DVIR" is displayed, and a grey bar at the bottom indicates "NEW INSPECTION".
- Messages:** Represented by an envelope icon. Below the icon, the text "Messages" is displayed, and a grey bar at the bottom indicates "NO UNREAD".
- MyTruck:** A section featuring a blue truck icon, the text "MyTruck", and a link "TRAILER(S) → Test Trailer".
- Inspection:** Represented by an eye icon with a magnifying glass. Below the icon, the text "Inspection" is displayed.
- Settings:** Represented by a gear icon. Below the icon, the text "Settings" is displayed.

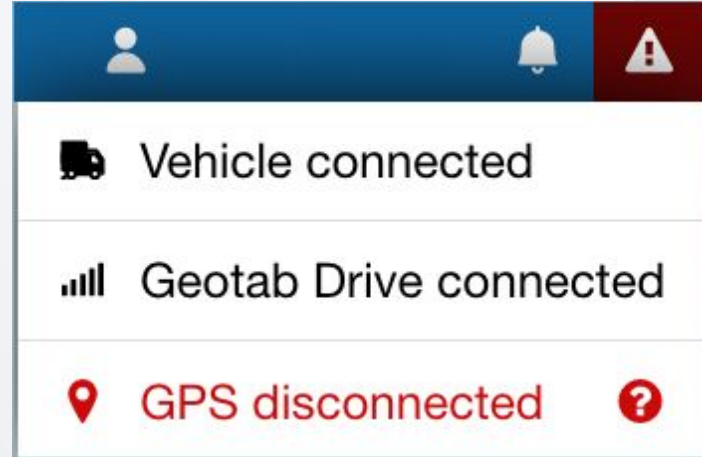
At the bottom of the dashboard, the version number "5.7.2002.310:0.26" is visible. A bottom navigation bar contains five icons with corresponding labels: "Dashboard" (home icon), "HOS" (stopwatch icon), "DVIR" (clipboard icon), "Messages" (envelope icon), and "More" (hamburger menu icon).

## USING GEOTAB ELD

### Connection Status

You can check your connectivity status by pressing the wireless icon in the top-right corner of the screen. 

A red exclamation mark indicates a disconnection. When pressed, the disconnected item displays in red, which can be selected for additional context. 



# USING GEOTAB ELD

## Connection Status (continued)

### Vehicle Disconnected

This message displays in red when the Telematics Device is not communicating with the server. This can be due to wireless network issues or a loss of power from the device.

### Drive Disconnected

This message displays in red when your mobile device has no connection to the server. This will happen if the data connection on the mobile device is not reliable or the mobile device is in airplane mode.

*Note: Logging out is disabled when Drive is in this state. This is done in order to preserve the driver's logs until a connection to the server is re-established. Similarly, the driver will not be able to log in while out of coverage.*

### GPS Disconnected

This message displays in red when there is a disruption with the GPS communication of the mobile device. This can be caused by location, environment, or airplane mode. Drive uses GPS as a fallback for the lock screen.

### Power Disconnected

The driver is at risk for losing device power if their mobile device is not being charged. The lock screen may not be as responsive if power is not connected.

## USING GEOTAB ELD

### Adding Assets

Press the **X** icon to change the vehicle. You are prompted to perform a DVIR each time you change vehicles.

Press the **+** button to add up to four trailers. You are prompted to perform a DVIR each time you change trailers.

Press the **+** button to add up to 25 shipments.

Your new assets display on the **Assets** screen. Shipment information also displays on the **Compliance Print** made in the Fleet Management Application.

The screenshot shows the 'Assets' screen with a blue header and a close button (X). It is divided into three main sections: 'VEHICLE', 'TRAILERS', and 'SHIPMENTS'. The 'VEHICLE' section contains a truck icon and the text 'VEHICLE', with a sub-item 'Test 2' and a delete icon (X). The 'TRAILERS' section contains the text 'TRAILERS' and a plus icon (+). Below it, a sub-item 'test' is shown with a delete icon (X). The 'SHIPMENTS' section contains the text 'SHIPMENTS' and a plus icon (+). Below this section, the text 'No shipments attached' is displayed. At the bottom of the screen is a blue button labeled 'Save and continue'.



## USING GEOTAB ELD

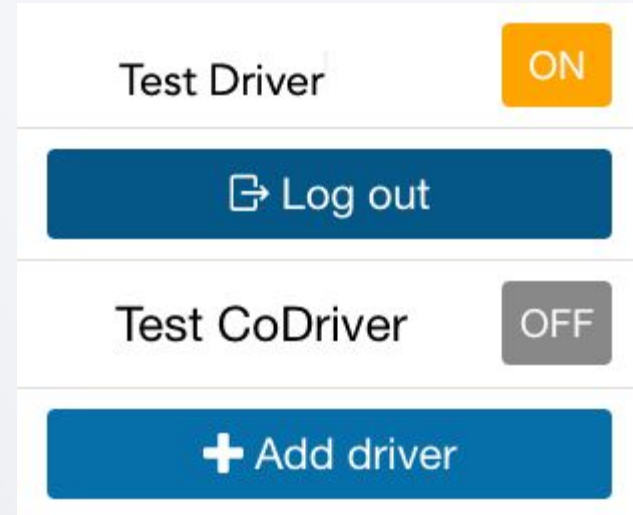
### Adding Co-Drivers

You can add co-drivers to the Drive App by pressing your name in the top-right corner of the screen, then pressing the **Add driver** button. The co-driver is prompted to enter their login credentials. You can add up to three drivers per vehicle. When the vehicle is in motion, the app does not allow a co-driver to switch the **Driver's seat** with the driver.

After logging in, the names of all drivers display in the user list. When multiple drivers are logged in, the steering wheel icon indicates the active driver. 🚗

Use the **Driver's seat** button to switch the active driver. The duty status changes automatically to **D** for the active driver. The co-driver must change their status manually through the App.

The **Driver's seat** button is disabled for the active driver while in the **D** status. If the active driver logs out, the co-driver becomes the new active driver.



Co-drivers can share the Drive App interface to adjust their individual duty statuses. To become an active user of the interface, press your name from the driver list. Once you are the active user, your name displays at the top of the driver list. At this point, you can adjust your duty status without affecting the duty status of your co-drivers.

# USING GEOTAB ELD


## Hour of Service, HOS

The **HOS** feature provides all the tools necessary for tracking and recording your duty status. It also provides the ability to verify logs, apply exemptions, and provide information for roadside inspections. The **HOS** screen is divided into **Status** and **Logs** tabs.

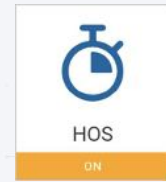
The **Status** tab allows you to view and set your duty status, as well as view and apply exemptions.

Duty status is displayed by one of the four buttons on the screen:

- OFF
- Sleeper Berth (SB)
- Drive (D)
- ON

The **Status** tab displays ruleset information, the remaining duration of your applicable driving limits, cycle recap, and exemptions that can be applied as driving conditions require. To change your ruleset, click the pencil symbol. 

*Note: To do more in the Status tab, refer to Clock In/Clock Out. Clock in/Clock out is a Beta feature and must be enabled by your Reseller in the Fleet Management Application. And When outside of cell coverage, you are notified to manually set your status.*



**Status** Logs

**7:42 left**

**USA Property 70-hour/8-day (16-hour exemption)**

Rest in	7:42
Driving left	10:42
Workday left	13:36
Cycle left	69:36

**OFF** **SB**

**D** **ON**

**View cycle recap** **Hide exemptions**

## USING GEOTAB ELD

### Break & Rest Timers

Once you begin to drive, your status automatically switches to **D** when the vehicle reaches a speed of five mph (eight km/h). Once you stop driving, after three seconds, your status remains as **D** for an additional five minutes.

When five minutes have passed, you are prompted to change your status to **ON** duty. If you do not respond within a minute, your status switches to **ON** duty.

*Tip: You can manually switch your duty status at any time by pressing HOS on the dashboard.*

The **Rest in** timer is the time remaining before you must take a break. When the **Rest in** timer reaches 0:00, a **Rest duration** timer replaces it when you go off duty.

The **Rest duration** timer is the time that has passed during the break period.







0:00 left

Red bar at the top of the screen indicates you have no driving time remaining; you must take a break.



8:00 left

Blue bar at the top of the screen indicates the time remaining before you must take a break.

 Rest in	7:42
 Driving left	10:42
 Workday left	13:34
 Cycle left	69:34
<a href="#">View cycle recap</a>	<a href="#">Hide exemptions</a>

# USING GEOTAB ELD

## Cycle Recap

For a summary of your cycle, press **View cycle recap**.

View cycle  
recap

View cycle recap displays:

- Available cycle time tomorrow;
- Hours used within each day in the cycle; and
- Total hours used within the cycle.

Depending on your ruleset, cycle recap provides a quick and compact view of how much time you have used, and how much time is remaining for the following day.

CYCLE RECAP	
Cycle Available Tomorrow	0:00
Mar 3, 2020	24:00
Mar 4, 2020	24:00
Mar 5, 2020	24:00
Mar 6, 2020	24:00
Mar 7, 2020	24:00
Mar 8, 2020	23:00
Today	18:35
<b>Total</b>	<b>161:35</b>

# USING GEOTAB ELD

## Exemptions

To apply exemptions, press **View Exemptions** and use the corresponding buttons to activate them.

View  
exemptions

**View exemptions** allows you to do the following:

- Apply exemptions;
- Start/stop Yard Move; and
- Start/stop Personal Conveyance.

By default, the only exception that is always available to you is the **Adverse Driving Conditions** exemption. Other exemptions must be configured by your Fleet Management Application Administrator

## EXEMPTIONS

Adverse driving conditions

Apply today

16-hour Exemption

Apply today

Yard move

Start

Personal Conveyance

The maximum daily personal conveyance limit is 10.0 mi.

Start

# USING GEOTAB ELD

## Exemptions (continued)

If you apply the **Adverse Driving Conditions** exemption, you must confirm your selection before applying the exemption. Additionally, you can add an annotation to provide further details.

If you apply the Adverse Driving Conditions exemption when driving south of latitude 60°N (along the southern border of Yukon, Northwest Territories and Nunavut in Canada), the following changes are made to your HOS availability:

- Daily rest requirement decreases by two hours
- Daily off requirement decreases by two hours
- Daily driving available increases by two hours
- Daily duty available increases by two hours
- Workday driving available increases by two hours
- Workday duty available increases by two hours

The **Yard Move** and **Personal Conveyance** exemptions must be configured by your Administrator. You can stop a Yard Move event by turning the ignition off and on during a power cycle. You can stop a Personal Conveyance event by confirming the event ended when the ELD prompt displays, also during a power cycle. If a confirmation is not made and the vehicle is in motion, the ELD defaults to none.

### Apply exemption today

Are you sure you want to apply the Adverse driving conditions exemption?

Optional

Cancel

Apply

The **Exempt HOS** exemption must be configured by your Administrator. You can apply the **Exempt HOS** exemption if operating in an HOS-exempt capacity as an emergency declaration as defined by the FMCSA.

*Note: The Yard Move exemption is disabled when the speeding rule is exceeded, or when the vehicle leaves the specified zone type.*

If you apply the Exempt HOS exemption, you must confirm your selection and add an applicable annotation before applying the exemption. A full list of all available exceptions can be found in the [Hours of Service Ruleset Matrix](#).

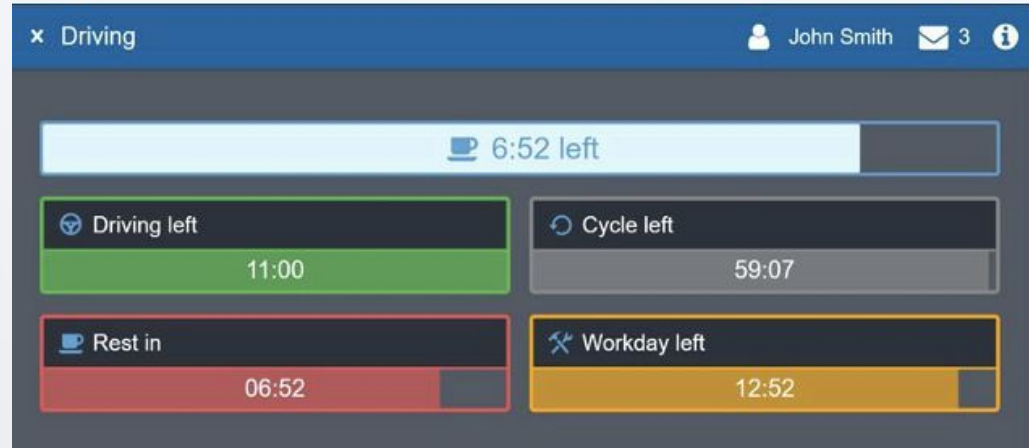
# USING GEOTAB ELD

## Motion Detection When Driving

When you are logged into the Drive App and the vehicle begins moving, the Drive App screen locks to minimize driver distraction. All other information is hidden and you only see the remaining driving time available. When the vehicle is in motion, the app does not allow a co-driver to switch seats with the driver.

If the vehicle has stopped for five minutes, a prompt displays on the screen. Confirm if you have stopped driving, or if the vehicle is still in motion. If a response is not submitted to confirm or deny the prompt within one minute of receiving the prompt, the ELD automatically creates an **ON** duty status log.

If you continue to drive past your available hours, the screen notifies you that you are in violation of your ruleset. The app broadcasts an audible warning in addition to the Hours of Service limit message, whether the App is in the background or the foreground. The audible warning does not occur if you are in the **OFF** or **Sleeper Berth (SB)** status.



## USING GEOTAB ELD

### Driving in Violation

The Drive App notifies you when you are approaching a duty status violation two hours before the violation, one hour before the violation, 30 minutes before the violation, and right before the violation.

If you switch your duty status to **Drive** after your remaining driving time has expired, you are warned that doing so puts you in violation of your selected ruleset. If you drive after being warned, a violation registers in your log.

### Upcoming violation for John Smith

**0:00** left for **11 hour driving limit**  
**0:00** left for **60 hour cycle on-duty limit**  
**0:00** left for **8 hour rest limit**  
**0:00** left for **14 hour work day limit**

OK

### Warning

Changing your status to "D" will put you in violation of the following rule(s):

- 14-hour workday limit
- 8-hour rest limit
- 60-hour cycle on-duty limit
- 11-hour driving limit

Cancel

OK



# USING GEOTAB ELD

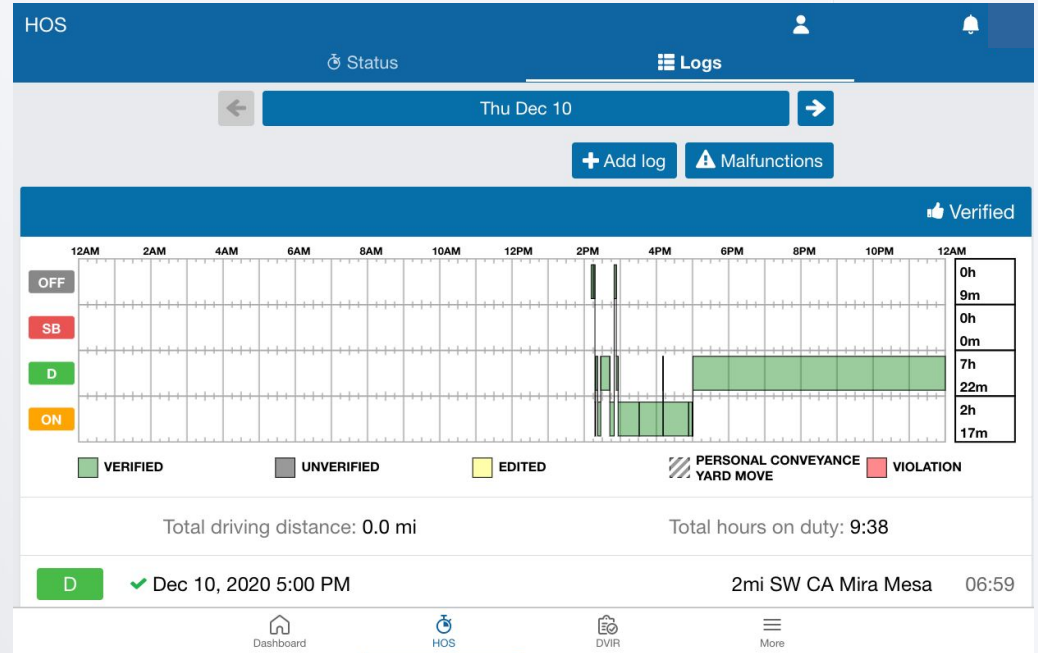
## Logs Tab

The Logs tab displays a list of all Records of Duty Status (RODS) for the past 14 or 16 days, depending on the ruleset, and any violations incurred. Logs are displayed below the graph, one day at a time, and can be navigated using the arrows at the top of the screen, or by pressing the date picker to display the calendar.

## Using the Graph

Duty status is plotted along the graph for a 24-hour period for each day. The total time spent in a particular duty status is displayed to the right of the graph. The bars on the graph are color-coded in the following way:

- **Gray**: Unverified logs
- **Green**: Verified logs
- **Yellow**: Edited logs
- **Red**: Driving in violation of HOS ruleset
- **Striped**: Personal Conveyance and/or Yard Moves
- **Blue**: Qualifying Break identifies logs that meet the break requirements for Canadian rulesets only.



Select a log from the graph to display additional information including the log's duration and date of creation. You can also edit certain elements of the log. If a log requires attention (e.g. verification, requested edits, missing location, etc.), a notification banner displays at the top of the page. Press the banner to go to the log and make the necessary updates.

# USING GEOTAB ELD

## Logs Tab (continued)

### Vehicle Odometer & Information

Starting odometer and Ending odometer display at the bottom of the Logs tab for quick reference.

VEHICLE ODOMETER	
Test 2	
Starting odometer	72.1 mi
Ending odometer	72.5 mi

When you select a log, the Log page shows additional information, including when and where the log was created.

You can also view and add annotations to the log.

Select the arrow in the top left corner of the screen to return to the **Logs** tab.

### INFORMATION

Status	ON
By	Test Driver
Date	December 11, 2020 8:35 AM
Date Created	December 11, 2020 8:35 AM
Duration	03:59
Vehicle	Test 2
Co-driver(s)	Test CoDriver
Trailer(s)	test
Address	2mi SW CA Mira Mesa
Origin	Manual driver log

### ANNOTATIONS

Dvir: Certified Dec 11, 2020 8:35 AM

Dvir: Pre-trip Dec 11, 2020 8:35 AM

Add an annotation...

Save

## USING GEOTAB ELD

### Location Information

The Telematics Device installed in your vehicle captures location information. If the GPS signal on the device is unavailable, there will be no address associated with the log created during this period. In this case, you must enter the location manually by pressing the **Where was this?** Button.

Enter the address where the log occurred, or to add location information if an exemption is applied.

 ON Dec 10, 2020 4:59 PM Where was this?

### Enter an address

 Cancel OK

## USING GEOTAB ELD

### Adding Manual Logs

Manual logs allow you to correct your Records of Duty Status when existing logs are found to be incorrect or incomplete. For example, you can add a manual **OFF**-Duty log for the previous day, if the App remained **ON**-Duty after you completed your workday. Also use manual logs when the status does not automatically change (e.g. a bug in the software), or if you are driving in an area without wireless coverage.

Other examples include creating a manual **ON**-Duty log for a day that you started at the office, or when the App does not detect driving, and places you **ON**-Duty after an inspection. Manual logs allow you to update any status for a specific date and time, and assign yourself the vehicle you were driving. If you need to add a manual log for any reason, follow the steps below and select the appropriate options.

You can add manual logs for the past 14 days. For Canadian rulesets, you can add manual logs for the past 28 days. To manually create Records of Duty Status, press the **+ Add Log button**.

**+ Add log**

Status

OFF

Select

Date

December 10, 2020 5:10 PM

Select

Vehicle

Test 2

Select

Added manually

Add

On the screen that follows, press **Select** for each of the applicable elements of the log. You can select or add a new annotation to provide context for the manual log. Press **Add** to create the log.

## USING GEOTAB ELD

### Adding Manual Logs

Choose the **Status**, **Date** and **Time** to start the log.

If you have a vehicle assigned to you when you create the manual log, that vehicle is automatically selected.

If the selected vehicle was not the vehicle assigned to you at the time you were driving (**D**) or **ON** duty, select the vehicle that was.

The App returns you to the **Logs** screen after you have created the manual log. Press **Where was this** to add a location.

To view details, select the log.

### Choose status ✕

OFF

SB

ON

D

### Choose date ✕

Date

Time  :

### Select Vehicle ✕

# USING GEOTAB ELD




## Adding Manual Logs (continued)

If you made a mistake while creating a manual log, press the pencil icon to edit the log status or date. You can also add new annotations.

Press **Save** when you have finished making changes.

*Note: Only manually created logs can be edited in the application. Automatically created logs cannot be modified or changed to another status. If you attempt to change the status of an automatic log, you will be asked if you would like to create a new log with the desired duty status.*

### INFORMATION

Status	 ON
By	Test Driver
Date	 December 11, 2020 8:35 AM
Date Created	December 11, 2020 8:35 AM
Duration	 03:59
Vehicle	Test 2
Co-driver(s)	Test CoDriver
Trailer(s)	test
Address	2mi SW CA Mira Mesa
Origin	Manual driver log

### ANNOTATIONS

 Dvir: Certified Dec 11, 2020 8:35 AM

 Dvir: Pre-trip Dec 11, 2020 8:35 AM

Add an annotation...

Save

# USING GEOTAB ELD

## Changing Rulesets & Applying Exemptions

When you change your ruleset, the preceding log is annotated to reflect the change.

OFF	May 4, 2018 9:01 AM	ON Oakville	03:17
<p>Ruleset changed to Canada 7-Day Cycle 1 at 2018-05-04 12:16</p>			

When the **16-hour** exemption, **Adverse driving conditions**, or **Oil well wait time** exemption is applied, the preceding log is also annotated to reflect the change.

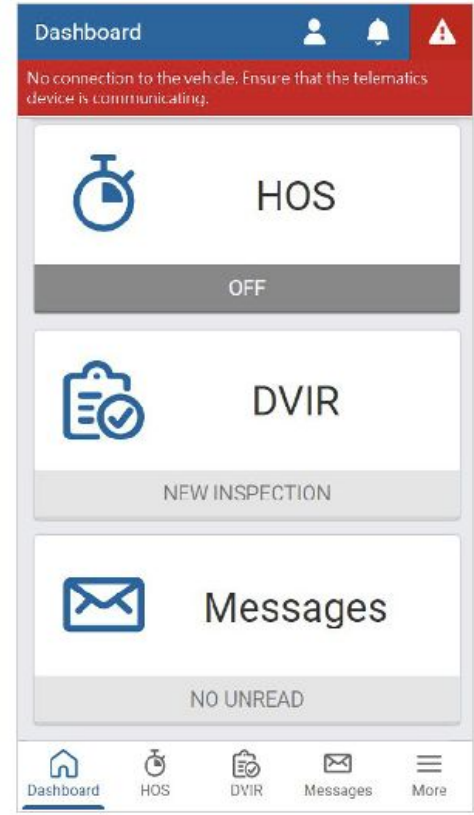
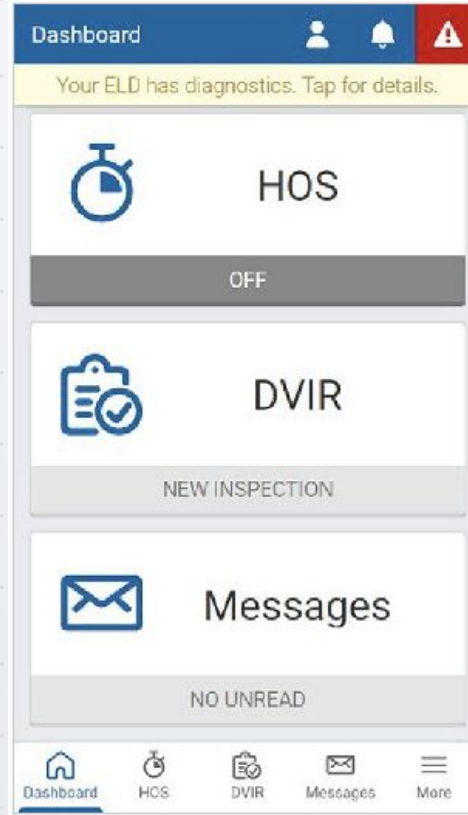
ON	May 22, 2019 9:57 AM	ON Oakville	01:06
<p>Adverse driving conditions applied at 2019-05-22 10:31</p>			

## USING GEOTAB ELD

### Viewing Diagnostic and Malfunction Events

If the Drive App detects a diagnostic event, a yellow bar indicates a diagnostic is present, and a red bar indicates a malfunction is present. You can press the yellow or red bar to view more details about the events.

Consult the [Driver's Guide to Data Diagnostics & Malfunction Events](#), which provides instructions on what to do when these events occur. When a diagnostic event occurs, the yellow or red bar disappears after the issue is resolved.



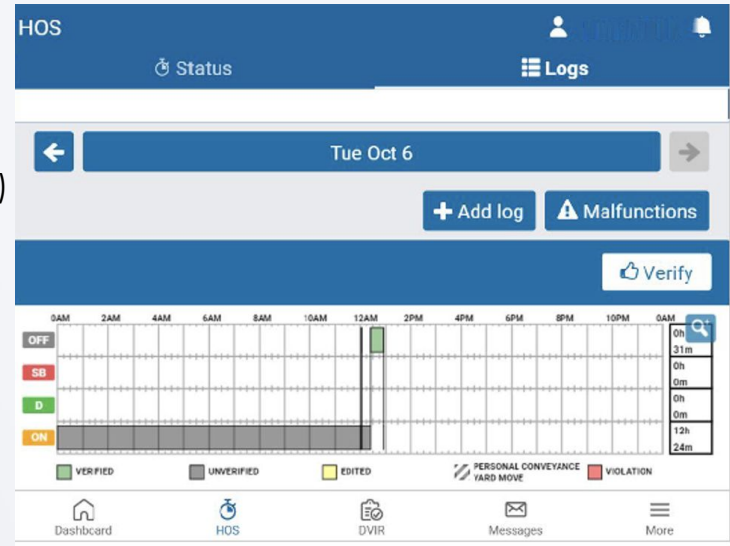


## USING GEOTAB ELD

### Viewing Diagnostic and Malfunction Events (continued)

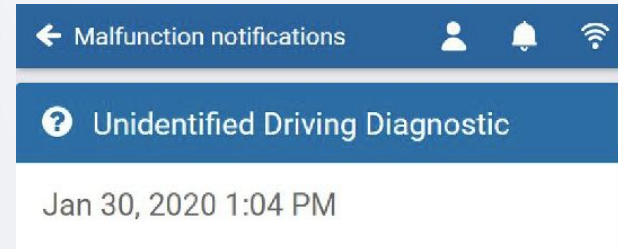
When a malfunction event occurs, it must be addressed by the driver or the Administrator.

Press the **Malfunctions** button at the top of the screen on the **Logs** tab.



The malfunction or diagnostic displays, along with the date the event occurred. When a malfunction event has been resolved, press the **Clear** button.

To learn more, review the [Driver's Guide to Data Diagnostics & Malfunction Events](#), or select the question mark beside each diagnostic/malfunction.



# USING GEOTAB ELD

## Verifying Logs

The **Verify** button allows the driver to confirm that the logs recorded by the Drive App are accurate and valid.

The button displays in the summary header of every daily group of logs. Press the **Verify** button to display the Certify screen.

Press the **Agree** button, to verify each log for the selected date.

Verified logs display a check mark beside them, and the **Verify** button is replaced with **Verified**.

*Note: The driver will be notified of unverified logs when logging out. Logs that are left unverified for over 14 days disappear from the list and can no longer be verified electronically.*

## Certify

I hereby certify that my data entries and my record of duty status for each listed 24-hour period are true and correct.

Not ready

Agree

SB	✓ Dec 11, 2020 4:38 PM	2mi SW CA Mira Mesa	00:00
ON	✓ Dec 11, 2020 12:37 PM	2mi SW CA Mira Mesa	04:00

# USING GEOTAB ELD



DVIR

NEW INSPECTION

## Perform a Driver Vehicle Inspection Report (DVIR)

Driver Vehicle Inspection Reports (DVIR) help you track the health of vehicles and trailers. You can access the DVIR from the Drive App

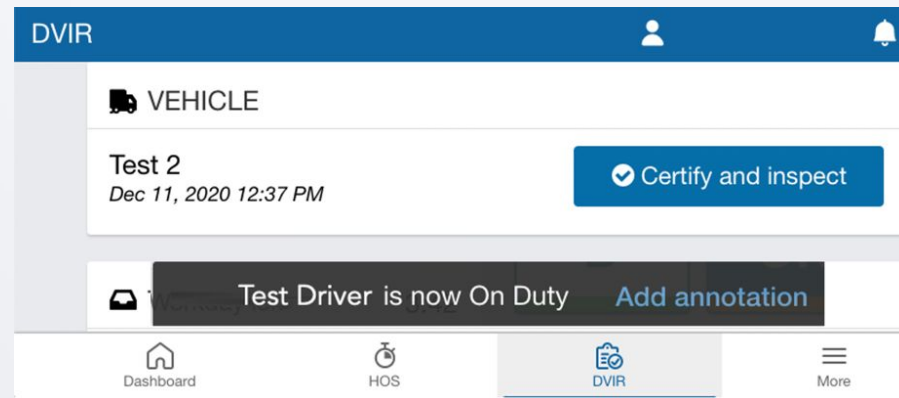
**Dashboard** by selecting the **DVIR** tab.

Once in the DVIR, press the **Certify and Inspect** button to begin inspecting a vehicle and/or trailer. The Drive App guides you through all steps in the inspection. You can also find information on DVIRs in the [Driver's Guide to DVIR](#).

You must have the **Perform DVIR inspections** clearance to perform a DVIR. To learn more, please contact your Administrator.

If you are performing a **Pre-trip** inspection after logging in, and have not manually set a duty status, your duty status automatically switches to **On Duty**.

The new **On Duty** status is automatically annotated to indicate that a pre-trip inspection has occurred.



Before performing a new inspection, you must first sign off on the **Previous Inspection** to indicate you are aware of the vehicle's defects history. If there were prior defects, you must review the repairs made, then certify whether the vehicle is safe to operate.

*Note: The DVIR screens below illustrate the workflow for U.S. drivers. For Canadian drivers, contact your Administrator to enable Feature Preview for updated Canadian workflows.*

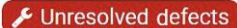
# USING GEOTAB ELD

## Certify Previous Inspections - With Defects

To certify a previous inspection, you must have the **Mark DVIR as certified** clearance. To learn more, please contact your Administrator.

If a previous inspection included defects, you must certify the inspection to verify that the defects have been repaired.

If the defects are marked as repaired and you are certain about the status of the vehicle, certify the vehicle as safe to operate.



If the defects have not been repaired, the App displays an alert on the **Dashboard**, and an **Unresolved defects** indicator beside the corresponding asset in the DVIR.

Before you can drive the vehicle, or perform a new inspection, you must repair all unresolved defects.

*Note: For Canadian rulesets, critical defects are shown as **Major**. For all other rulesets, critical defects are shown as alerts.*



When the defects have been repaired, and the vehicle is **Certified as safe**, you can perform a new inspection.

When prompted, press **Yes to Sign DVIR** and verify that the vehicle was inspected in compliance with regional and/or federal regulations.

The DVIR screen displays **Previous report certified** beside the corresponding asset.








For more on repairing defects, including how to handle repairs that are not necessary, press [here](#).

*Note: For Canadian drivers, contact your Administrator to view new workflows for Inspector and Operator roles in Feature Preview.*

# USING GEOTAB ELD

## Certify Previous Inspections - With Defects (continued)


TEST 2 <span style="float: right;">NEEDS REVIEW</span>	
This vehicle was inspected in accordance with regional and/or federal regulations.	
Carrier name	PlatformScience
Date	December 10, 2020 3:35 PM
Inspection location	 6066 Miramar Rd, San Diego, CA 92121, USA
Inspection type	Pre-trip
Asset type	Vehicle
Unit number	Test 2
Signed by	Test Driver

i INFORMATION	
Trailers	test
Inspector name	Test Driver
Operator name	Test Driver
Home terminal	PlatformScience
wrench RESOLVED DEFECTS	
 Mirrors → Broken or cracked 	v
<i>Repaired</i>	
thumbs up DRIVER CERTIFICATION	
Add a remark	
 Certify as unsafe	 Certify as safe

# USING GEOTAB ELD

## Certify Previous Inspections - No Defects

A previous inspection with no defects still requires certification. However, the vehicle does not need to be certified as safe or unsafe. Review the inspection, then press **Certify previous inspection**. When prompted, press **Yes** to **Sign DVIR** and verify that the vehicle was inspected in compliance with regional and/or federal regulations.

TEST 2		NEEDS REVIEW
This vehicle was inspected in accordance with regional and/or federal regulations.		
Carrier name	PlatformScience	
Date	December 10, 2020 3:35 PM	
Inspection location	 6066 Miramar Rd, San Diego, CA 92121, USA	
Inspection type	Pre-trip	
Asset type	Vehicle	
Unit number	Test 2	
Signed by	Test Driver	

INFORMATION	
Trailers	test
Inspector name	Test Driver
Operator name	Test Driver
Home terminal	PlatformScience

DRIVER CERTIFICATION
<input type="text" value="Add a remark"/>
<input type="button" value="Certify previous inspection"/>

### Sign DVIR

This vehicle was inspected in accordance with regional and/or federal regulations.

# USING GEOTAB ELD

## Perform New Inspections

To certify a previous inspection, you must have the **Perform DVIR inspection** clearance. To learn more, please contact your Administrator.

After certifying a previous inspection, the App starts a new inspection.

To view the most recent inspection, press **Expand previous inspection**.

You can perform three types of daily trip inspections:

**Pre-trip** inspections to verify that there are no defects at the beginning of a trip, or that existing defects have been repaired and the vehicle is safe to operate.

**In-trip** inspections to record defects found while the trip is in progress.

**Post-trip** inspections to verify that there are no defects at the end of the trip, or that defects found are recorded and scheduled for repair before the next trip.

Walk around the vehicle and record any defects you find. Add remarks to each defect if needed.

You can select defects from the default list, or from a custom list(s) created by your Administrator.

If a defect is minor, proceed with your day. If a defect is critical, alert your Manager before operating the vehicle.

If a critical defect is recorded, the App displays a warning on the lock screen to notify the driver.

# USING GEOTAB ELD

## Perform New Inspections (continued)

If no defects are found, press the **No defects** button to complete the inspection. For Canadian rulesets, press **No Major or Minor defects found**. When prompted, press Yes to verify the vehicle was inspected in compliance with regional and/or federal regulations. If the inspection included defects, press the **Done** button to complete the inspection.

TEST 2
REVIEWED

This vehicle was inspected in accordance with regional and/or federal regulations.

▼ Expand previous inspection

---

+
NEW INSPECTION

Defect List

Default Vehicle Defects List

- Brakes (Parking) ▼
- Brakes (Service) ▼
- Coupling Devices ▼
- Emergency Equipment ▼
- Horn ▼
- Lights and Reflectors ▼
- Mirrors ▲
- Broken or cracked
 

Hit by debris from passing vehicle
- Improperly adjusted

INSPECTION LOCATION
✎

6066 Miramar Rd, San Diego, CA 92121, USA

---

+
REMARKS

Add a remark

---

+
SAVE NEW INSPECTION

Select the inspection type.

Pre-trip

In-trip

Post-trip

✔ Done



## USING GEOTAB ELD

### Repair Defects

To mark defects as repaired or not necessary, you must have the **Mark DVIR as repaired** clearance.

To learn more, please contact your Administrator. If the previous inspection included defects, they must be resolved before performing a new inspection. You can begin logging a repair by pressing the red **Repair** button.




Press **Expand previous inspection** to view details such as Carrier and Inspection location; vehicle information such as VIN and Odometer; and user information such as Inspector and Operator, etc.

Under **Unresolved defects**, expand each defect to view information and read remarks left by the driver.

When all defects have been repaired, add a new remark with resolution details, then select **Repaired** for each defect.

Press **Save**, and on the screens that follow, review the inspection, press **Certify as safe, No Major or Minor defects found**, then press **Yes to Sign DVIR**.


If a repair is not necessary, add a remark to explain why, and select **Not Necessary**. Press **Save**, and repeat the actions above on the screens that follow.


 TEST 2
🔧 NEEDS REPAIR


This vehicle was inspected in accordance with regional and/or federal regulations.

▼ Expand previous inspection


⚠️ Before you certify the DVIR or perform new inspections, resolve all regulated defects. Please contact your Administrator for more information.

 UNRESOLVED DEFECTS


 Mirrors → Broken or cracked
^

 REMARKS

Hit by debris from passing vehicle

 REPAIR

Repaired
 Not necessary

 Save

#### Tip:

You can review previous DVIRs from the **Inspection Mode** page by scrolling to the bottom of the **Dashboard**, and pressing **Inspection**.

Under the **DVIR** tab, press **Review** to view previous DVIRs.



Inspection

## USING GEOTAB ELD

### Viewing Messages

Your fleet manager can send messages and routes to your Drive App account. Press the **Messages** icon to check the Messages page for new notifications. When a text message is received while a vehicle is in motion, the Drive App reads the message out loud.

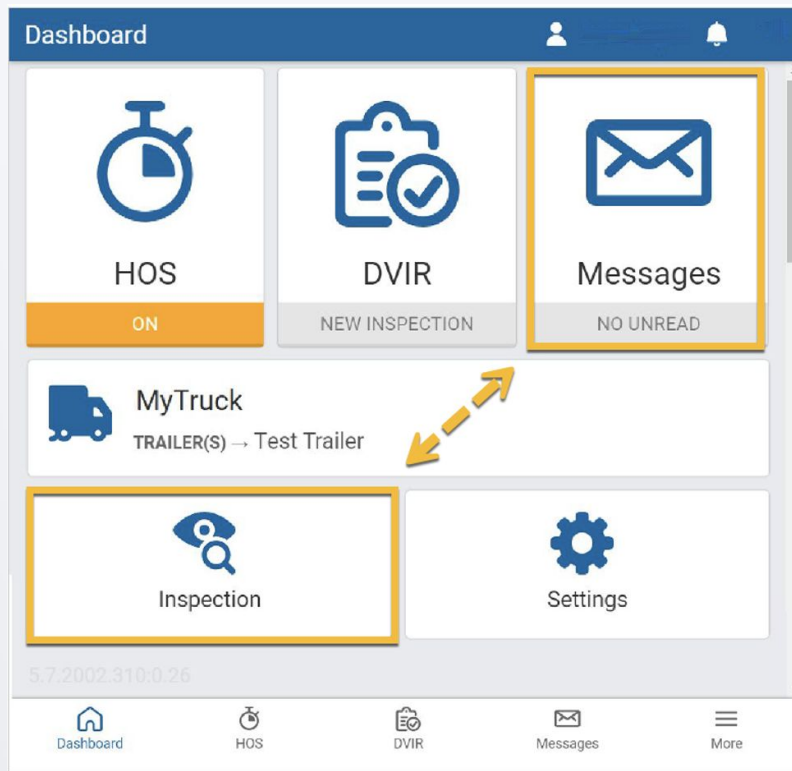
Route messages are grouped together in Drive App. For more information about each route, select the message from the list.

### Performing Roadside Inspections

The **Inspection** button is located at the bottom of the **Dashboard** next to the **Settings** button. Press the **Inspection** button to enter **Inspection Mode**, which provides information necessary for the completion of a roadside inspection.

If you are invited to a roadside inspection by law enforcement, you may be asked to provide up to eight (8) days of HOS logs (depending on your ruleset) for inspection. Before entering Inspection Mode, you can set a one-time 4-digit PIN to be used when entering and exiting Inspection Mode. A new PIN must be set each time you enter Inspection Mode.

If the App is closed during the inspection, opening it will return you to Inspection Mode, where you will have to re-enter the one-time PIN in order to exit. If the vehicle is driven while in Inspection Mode, the PIN is cleared and the lock screen activated. You can still exit Inspection Mode, but a PIN is no longer required.



## USING GEOTAB ELD

### Performing Roadside Inspections (continued)

Enter a PIN and press Continue. Enter the PIN again when prompted and press Confirm PIN. If you choose not to set a PIN, press No PIN.

Would you like to enter a 4-digit PIN? If you enter a PIN, you must enter the same PIN to exit Inspection mode.

Cancel No PIN

For quick access to the DVIR, press **DVIR** at the top of the **Inspection Mode** screen, and select **Review**.



Scroll down and press **View** to see the list of defects used in the inspection.


 View

To transfer HOS logs, press **HOS** at the top of the screen, and enter the code provided by the Officer in the **Comments** field, and select **Email** or **Web Services** to transfer the report.


To display the report on your mobile device, select the **Compliance Print**.

Inspection Mode ✕ Exit

 HOS  DVIR



 VEHICLE

Test 2 View  
Dec 11, 2020 8:54 PM

 TRAILERS

test View  
Dec 10, 2020 4:57 PM



Inspection Mode ✕ Exit


 HOS  DVIR

TRANSFER

Enter officer code or comments (optional):

Logs will be validated and transferred to FMCSA for **USA ELD** review only.

 Email  Web services

 Compliance print

# USING GEOTAB ELD


## Compliance Print

In addition to transferring logs, you may be asked to display a Compliance Print on your mobile device during a roadside inspection.

On the **Dashboard**, scroll to the bottom of the page and select **Inspection**.

Select **Compliance Print** to display the Compliance Report on your mobile device.

Use the arrow buttons to display up to eight (8) days of logs (for US rulesets) and up to fifteen (15) days of logs (for Canadian rulesets). You can also press the date to select the desired date from a list.

If you have your Drive App language settings set to a non-English language, a button allows you to toggle the Compliance report into English. 

When a driver enters Inspection Mode but is not assigned to a vehicle, the Drive App uses information from the previously assigned vehicle to populate the odometer, engine hours, and other vehicle-related data.

### ELD REPORT

Record Date <b>12-11-20</b>	Current Date <b>12-11-20</b>
24-hour Start Time & Zone UTC Offset <b>Midnight, -8 UTC</b>	Carrier <b>No Carrier Number</b>
ELD ID <b>GEOTAB</b>	ELD Provider <b>Geotab Inc.</b>
Driver Name <b>Test Driver</b>	Driver ID
Ruleset <b>USA Property 70-hour/8-day (16-hour exemption)</b>	Co-driver Name <b>No</b>
Current Odometer <b>73 mi</b>	Current Engine Hours <b>178 hours</b>
Truck Tractor ID <b>Test 2</b>	Truck Tractor VIN <b>No</b>
License Plate <b>No</b>	License Plate Jurisdiction <b>No</b>
Shipping ID <b>No</b>	Trailer ID <b>No</b>
Current Geolocation	Unidentified Driving Records <b>No</b>
Exempt Driver Status <b>No</b>	ELD Malfunction Indicators <b>No</b>
Driver's Data Diagnostic Status <b>No</b>	Total Hours <b>21h</b>
Miles Today <b>0.4 mi</b>	Company Name/Address <b>PlatformScience</b>
Home Terminal/Home Terminal Address <b>PlatformScience</b>	



## USING GEOTAB ELD

### Compliance Print (continued)

After pressing Continue, the App will prompt you to enter the 4-digit PIN that you set.

If you have forgotten your PIN, you can log out or begin driving to exit Inspection Mode.

### Changing Driver App Settings - Updating the App

The **Settings** page has basic information about your system, as well as options to change your password, enable Night Mode, and report any bugs. You can access the Settings page by pressing the gear icon from the Dashboard.

The Drive App is constantly updated with features and fixes. Generally, the Drive App stays up to date on its own; however, you can force a manual update using the **Check for updates** button.

### Changing Driver App Settings - Night Mode

The Drive App can be optimized for viewing in low-light environments by enabling Night Mode. To enable Night Mode, select **More** from the navigation menu then toggle **Dark mode** on or off.

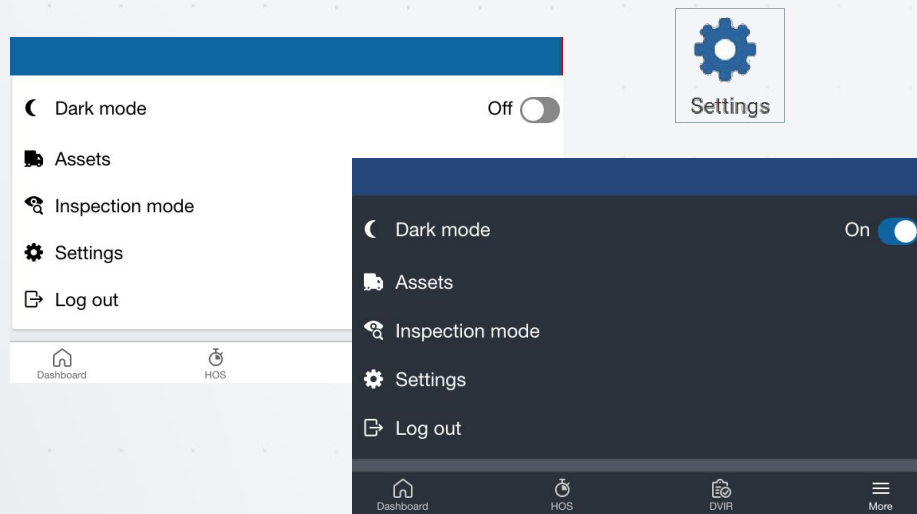
*Tip: If you are unable to view the option for night mode within your system settings, please contact your Administrator to enable Feature Preview for your account.*

You are exiting Inspection Mode. Please enter your PIN to continue. If you have forgotten your PIN, start driving or log out to exit Inspection Mode.

Log out

Continue

Cancel



# USING GEOTAB ELD

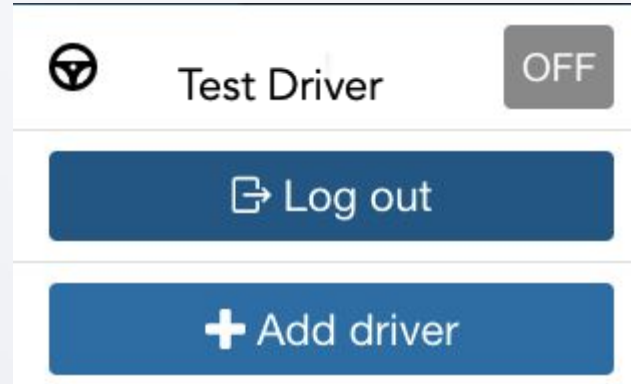
## Logging Out

Logging out of the Drive App disassociates you from your vehicle. Any trips made in a vehicle while logged out of the Drive App are not associated with the driver.

You can log out of the Drive App by pressing your name and selecting **Log out** from the dropdown menu.

Before logging you out, the Drive App prompts you to do the following end-of-day tasks:

- Set your HOS duty status
  - Complete a DVIR
  - Detach trailers and shipments
  - Verify your logs
  - Set a new Duty Status
- You will be reminded to set your duty status to an appropriate non-driving status before logging out



### **Important!**

*Although you have the option to skip the DVIR step when logging out, according to the FMCSA §396.11, a driver must prepare a DVIR at the completion of each day's work, and shall submit those reports to the motor carrier upon their return to the home terminal. This does not relieve the motor carrier from the responsibility of repairing and certifying any defects listed on the DVIR, prepared at the end of each day's work, that are likely to affect the safe operation of the motor vehicle.*

## USING GEOTAB ELD

### Logging Out (continued)

#### Clock In/Clock Out

*Note: The Clock In/Clock Out feature is available by request only. Please contact your Administrator.*

The **Clock in/Clock out** feature allows drivers to complete their login/logout tasks without leaving the Drive App.

If you have completed your end-of-day logout tasks, but want to remain assigned your vehicle, you can **Stay Logged in** to the Drive App, but clocked out of your workday.

If you want to resume driving, you can clock back into your workday, while still logged in to the App. By staying logged in to the App, you can view HOS logs, DVIRs and messages if a vehicle is still attached.

The Clock in/Clock out workflow does not require a wireless connection on the driver's mobile device. However, to fully log out of the Drive App, a wireless connection is required.

#### Stay Logged In

The screenshot shows a user interface for setting status. At the top, it says "Stay Logged In". Below this, there are two radio button options. The first option is "OFF Off Duty", which is selected (indicated by a blue dot). The second option is "ON On Duty", which is not selected (indicated by a white dot). Below these options, there are two buttons: "Stay logged in" and "Log out".

If you have not already done so, set your status to **Off Duty**.  
To stay in the Drive App, press **Stay Logged In**.




# USING GEOTAB ELD

## Logging Out (continued)

### Vehicle Assignment

To remain assigned to your vehicle, with access duty status logs, DVIRs and messages, press **Yes**.

To resume driving, press **Tap here to clock in!** at the top of the screen to log back in.

 Tap here to clock in!

### Clock Out/Clock In

#### Clock Out

If you change your status to OFF or SB, you can either clock out or take a break.

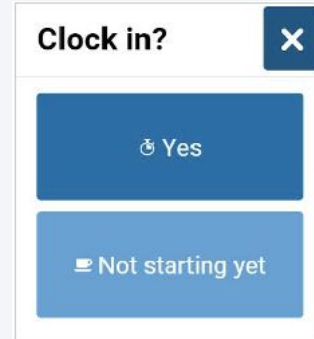
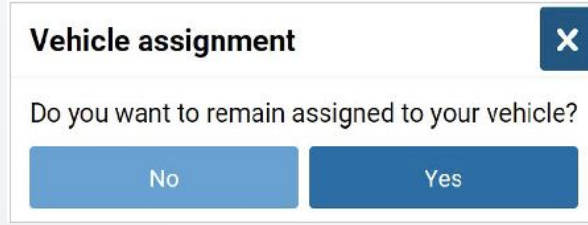
By pressing **Yes** to clock out, you complete your logout tasks with the option to **Stay Logged In**, and clock back in to resume driving.

By pressing **No, just a rest break**, you stay in the App and begin your rest period.

#### Clock In

By pressing Yes to clock in, you complete your log in tasks, and resume your workday.

By pressing Not starting yet, you remain in the ON status but must press Tap here to clock in! to resume your workday.



### Vehicle Proximity

When a driver is out of proximity to the assigned vehicle, the driver is prompted to choose whether to remain assigned to the vehicle, and change the duty status. The range is determined using the GPS on the vehicle and the GPS on the mobile device that runs the Drive App.

A dark, moody photograph of a man with a beard driving a car. He is looking out the window to his right. The image is dimly lit, with the man's face and hands on the steering wheel being the primary light sources. The word "Support" is overlaid in white text in the center of the image, with a thin blue horizontal line underneath it.

Support

# SUPPORT

## Technical

**+1 (888) 253-0999**

Platform Science offers enterprise support and technical services. We work directly with clients and resellers to make sure all aspects of the platform are operational and perform to the highest standards.



## Driver

**+1 (888) 253-0999**

Based on fleet size and configuration we offer multiple support tiers to drivers. Our 24-hour support provides general assistance, help desk and technical support.





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