# Table of Contents

## Getting Started
- Quick HW Install Guide
  - Overview
- **ELD HW Components**
  - Connected Vehicle Device
  - Tablet
  - Adapters
  - Power Cables
  - Antennas
  - Chargers

## ELD Geotab Software
- **Preparing to Drive**
  - Select Vehicle & Assets
  - Verify Connection
  - Assign Co-Driver
- **Using HOS**
  - Break/Rest Timers
  - Exemption Overview
  - Motion Detection
  - Verify Logs (ELD & Manual)
  - Using the Log Graph
  - Changing Rulesets & Exemptions
  - Diagnostic & Malfunction Events
  - Roadside Inspection
  - Driver Vehicle Inspection Report (DVIR)
- **More Features**
  - Messages
  - App Settings
  - Log out Conditions

## Support
- Technical
  - Driver
Getting Started
Before hitting the road with the Geotab Drive application, ensure the PS hardware is properly installed and ready for drivers.

Overview

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
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.
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
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**.
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.

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

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.
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.
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.
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.
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.
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.
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.
Adding Co-Driver

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.**
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.
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.

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

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

For a summary of your cycle, press 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.

<table>
<thead>
<tr>
<th>CYCLE RECAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle Available Tomorrow</td>
</tr>
<tr>
<td>Mar 3, 2020</td>
</tr>
<tr>
<td>Mar 4, 2020</td>
</tr>
<tr>
<td>Mar 5, 2020</td>
</tr>
<tr>
<td>Mar 6, 2020</td>
</tr>
<tr>
<td>Mar 7, 2020</td>
</tr>
<tr>
<td>Mar 8, 2020</td>
</tr>
<tr>
<td>Today</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
To apply exemptions, press View Exemptions and use the corresponding buttons to activate them.

**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 (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.

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.
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.
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.
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.

<table>
<thead>
<tr>
<th>VEHICLE ODOMETER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 2</td>
<td></td>
</tr>
<tr>
<td>Starting odometer</td>
<td>72.1 mi</td>
</tr>
<tr>
<td>Ending odometer</td>
<td>72.5 mi</td>
</tr>
</tbody>
</table>

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.
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.
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

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.
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.
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.
Changing Rulesets & Applying Exemptions

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

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.
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.
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.
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.
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.
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.
Certify Previous Inspections - With Defects (continued)

- **TEST 2**
- **NEEDS REVIEW**

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

<table>
<thead>
<tr>
<th>Carrier name</th>
<th>PlatformScience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>December 10, 2020 3:35 PM</td>
</tr>
<tr>
<td>Inspection location</td>
<td>6066 Miramar Rd, San Diego, CA 92121, USA</td>
</tr>
<tr>
<td>Inspection type</td>
<td>Pre-trip</td>
</tr>
<tr>
<td>Asset type</td>
<td>Vehicle</td>
</tr>
<tr>
<td>Unit number</td>
<td>Test 2</td>
</tr>
<tr>
<td>Signed by</td>
<td>Test Driver</td>
</tr>
</tbody>
</table>

**INFORMATION**
- **Test Driver**
- **Test Driver**

**RESOLVED DEFECTS**
- **Mirrors → Broken or cracked**
  - **Repaired**

**DRIVER CERTIFICATION**

- **Add a remark**
  - [ ] Certify as unsafe
  - [ ] Certify as safe
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.
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.
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.
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.

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.
**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.
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.

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.
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.
Compliance Print (continued)

Scroll down to the **Graph** to display your duty status and logs over a 24-hour period for a given day.

When you apply the Personal Conveyance exemption and drive the vehicle, the Compliance report does not count the odometer or engine hours for that duration.

Keep scrolling to display any unassigned logs and malfunctions.

After the inspection is over, press **X Exit** in the top-right corner to exit Inspection Mode.

If you handed your mobile device to the Inspector in order to scroll through the Compliant Print, the App prompts the Inspector to return the device to the driver.
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.
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.
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.
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.

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.
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.