COMPLIANCE

SMARTDRIVE COMPLIANCE MANUAL

Rev. 1.1

SMARTDRIVE®

SmartDrive Compliance Manual Table of Contents

Introduction

SmartDrive® Compliance is available through the SmartDrive and Geotab® collaboration. SmartDrive Compliance™ is the SmartDrive ELD solution for Android and iOS devices.

As part of the greater Cloud ELD solution, SmartDrive Compliance is used together with SmartDrive SR4™, or the Geotab GO8 or GO9 device, and the Fleet Management Application, MyGeotab (1904 release or higher) smartdrive. geotab.com, and serves as an Electronic Logging Device (ELD) to provide end-to-end compliance with federal regulations.

SmartDrive Compliance has four main features:

- Hours of Service
- Driver Vehicle Inspection Reporting (DVIR)
- Messaging
- Software Add-Ins

SmartDrive Compliance is available with SmartDrive Productivity and Compliance service plan for SmartDrive SR4™. SmartDrive Compliance is available with the Regulatory, Pro, and ProPlus rate plans for the Geotab GO hardware.

The content of this manual is divided into a section for drivers and a section for administrators.

Hours of Service Compliance

SmartDrive Compliance is currently compliant with FMCSA § 395.20 of 49 CFR Part 395 (ELDs).
As a motor carrier, before using SmartDrive Compliance, you must:

- Know your obligation as a motor carrier — FMCSA 395
- Make sure every driver has a copy of the Driver's SmartDrive Compliance App Manual, Driver's Guide to Data Transfer at Roadside Inspection & the Driver's Guide to Data Diagnostics & Malfunction Events
- Make sure every new driver has reviewed the SmartDrive Compliance — HOS Driver Instruction Guide & SmartDrive Compliance — DVIR

> **Note:** The Driver's SmartDrive Compliance Manual, Driver's Guide to Data Transfer at Roadside Inspection & the Driver's Guide to Data Diagnostics & Malfunction Events must be kept in the CMV at all times. It must made available during a roadside inspection in accordance to FMCSA 49 CFR §395.22 (h). Additionally, verify that the driver has a supply of blank records of duty status paper logs sufficient to record the driver's duty status and other related information for the duration of the current trip. Maintain a second (backup) copy of the electronic hours-of-service files, by month, at a different physical location from where the original data is stored — FMCSA 49 CFR § 395.22(i).

SmartDrive Compliance:

- Works on a fixed 24-hour period starting at 12 AM
- Supports 3 co-drivers logged in on the same device
- Supports all time zones
- Supports the following rulesets:
- FMCSA 7-day/8-day
    - California intrastate
    - Florida Intrastate
    - Texas intrastate
    - Canadian Duty 1 & 2 (currently in BETA)

- Supports the following exemptions:
    - Short Haul
    - 16-hour
    - Adverse driving conditions
    - Personal conveyance
    - Yard move
    - Wait at well (for oil-well-servicing drivers)
    - Oil transport
    - Salesperson

Rev. 1.1

> **ℹ Note:** All Record of Duty Status (RODS) fields can be edited in the Fleet Management Application. Edited RODS will be permanently identified as having been edited.

Administrator

Hours of Service Compliance

To be compliant with hours of service regulations, you must add your company information to the Fleet Management Application. In the Fleet Management Application, go to **Administration** > **System…** > **System Settings**. Fill in the **Company name** and **Company address** fields, then set the **Maximum personal conveyance distance**.

The personal conveyance distance determines the maximum distance that a driver can drive under the Personal Conveyance exemption. Exceeding this distance will disable the exemption and place the driver in the Driving duty status.

Click **Save** to finalize your changes.

You will need to install a Telematics Device in the vehicle that will be used together with SmartDrive Compliance.

Once the device is installed, log in to the Fleet Management Application and select **Vehicles** from the main menu.

The **Serial number** associated with the Telematics Device will be pre-populated by the SmartDrive integration. You can add a **Description** to help you identify the device (optional).

Click **OK** to add the device.

Once the device is in the device info screen, select it from the Vehicles page. On the page that follows, click the More Details button and fill out the following information. Note: SmartDrive SmartRecorders cannot be added via the UI. They are automatically created by the SmartDrive integration with Geotab.

- **License plate:** The license plate information must be filled out to be compliant with Hours of Service regulations.
- **Hours of service:** Set the hours of service option to On. This will enable the generation of duty status logs within the system for hours of service compliance. If set to Automatic, this feature will auto-activate if the system determines that the vehicle is using HOS features.

Once the vehicle is communicating with the Fleet Management Application, verify that the following information is correct:

- Vehicle identification number (VIN)
- Odometer value
- Current engine hours

Note: The VIN Source is popuplated from the SmartDrive Response Center.

Setup (Trailer)

Select Engine & Maintenance > Trailers from the main menu, then select the Add button at the top of the page. Enter the desired name for the trailer and any relevant comments. Next, select the groups for this trailer. The trailer will be visible to members of the selected groups and their parent groups. If the driver does not belong to the same group as the trailer or a parent group, the driver will not be able to select the trailer from within SmartDrive Compliance.

Setup (User/Driver)

Once the vehicle has been properly configured, you will need to configure the user account of every driver who will be using SmartDrive Compliance. This can be done from the portal UI or you can import drivers (users) via the Import tool.

The driver will need a username and password to log in to SmartDrive Compliance.

Before drivers can use SmartDrive Compliance to manage their hours of service (HOS) and driver vehicle inspection reports (DVIR), they must have their accounts created and configured to meet compliance regulations.

Select Administration > Users from the main menu to view all user accounts. If a driver does not already have an account, click the Add button to create a new user. Otherwise, select the driver's account from the list.

In both cases, you will see the User Edit page. Verify that the account has the following information on the User tab:

1. User name
2. First and last name
3. Password
4. An appropriate security clearance
    - The **Drive app user** sub-clearance is the default clearance for SmartDrive Compliance users. Your company administrator will need to set up this sub-clearance, or you can request SmartDrive's support to do so. See "Quick Start Guide."
5. Set the **Data access** to the groups appropriate for the user. Users will not be able to see vehicles or HOS logs outside of their data access.

Once this information has been filled, go to the Driver tab:

- Set **This user is a driver** to **Yes**
- Set **Prevent driver access to shared data** to **Yes**

On the **UI Settings** tab, ensure that the following is correctly set up:

- Distance measurement system
- Fuel economy measurement
- Time zone

> **ⓘ** **Note:** The time on the mobile device must be set to change automatically.

On the **HOS Settings tab**, configure the following information:

- Ruleset Followed by User
- The exemptions relevant to the driver
- Home terminal
- Home terminal address
- Carrier number
- Yard Move and Personal Conveyance exemptions
- Authority name
- Authority address

> **⚠** **Important:** The HOS settings above are critical to being compliant. Please make sure that this information is filled out correctly.

Exemptions

By default, drivers only have access to the **Adverse Driving Conditions** exemption through SmartDrive Compliance. Additional exemptions must be configured for a driver's account before the driver can use the exemption.

A list of all available exemptions can be found here.

Clearances

Clearances determine the features that users have access to in SmartDrive Compliance. You will need to set the clearances of your drivers to match their role. Security **clearances** can be created and modified by clicking the Clearances button above the user list. SmartDrive Sub-clearances are established to ensure customers have access to capabilities supported by the SmartRecorder.

Search name	Add	⬇ Sort by: Name	Show historical	Clearances

If you wish to limit the features to which the driver has access to, click on the Drive app user clearance, then click on the **Add Sub-Clearance** button. Refer to SmartDrive's "Quick Start Guide" for how to add the Drive app user as a Sub-Clearance.

A Sub-Clearance is a customized level of access to the application. It can be used to give a user more privileges or fewer privileges based on organizational need. Below are some restricted-access modes for SmartDrive Compliance.
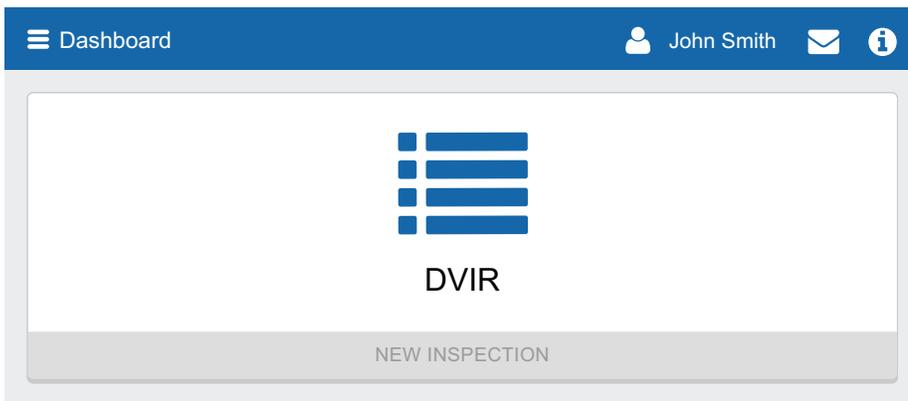
HOS-Only Access

| ☰ Dashboard | 👤 John Smith ✉ ⓘ |

HOS

OFF
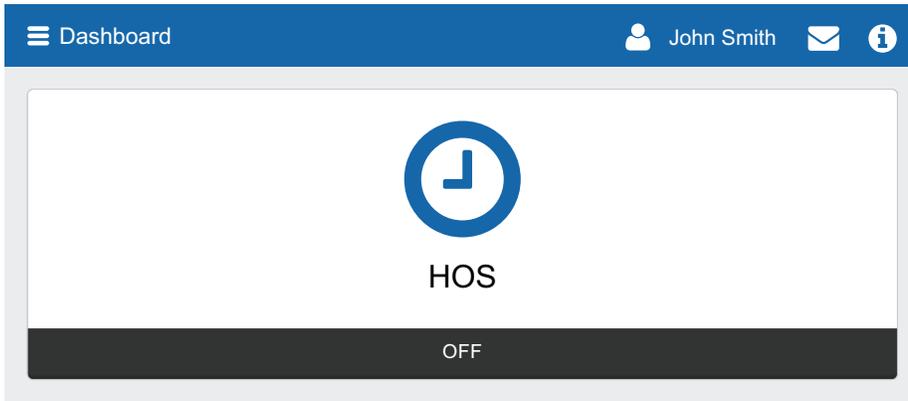
Remove the following clearances:

- Administer DVIR Logs
- View DVIR Logs
- Send Messages
- View Messages

DVIR-Only Access

| ☰ Dashboard | 👤 John Smith ✉ ⓘ |

DVIR

NEW INSPECTION
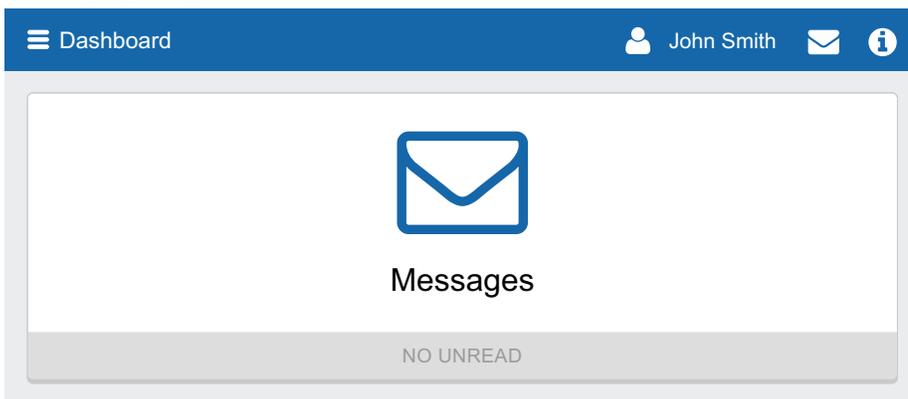
Remove the following clearances:

- Administer HOS Logs
- View HOS Logs
- Send Messages
- View Messages

Messaging-Only Access

| ☰ Dashboard | 👤 John Smith ✉ ⓘ |

Messages

NO UNREAD

Remove the following clearances:

- Administer HOS Logs
- View HOS Logs
- Administer DVIR Logs
- View DVIR Logs

Ability to Mark DVIRs as Repaired

✓ Mark DVIR logs as repaired

The **Mark DVIR logs as repaired** clearance allows users to certify that repairs have been made for vehicles with defects in their DVIR. If you do not wish particular users to have the clearance to perform this action, create a sub-clearance with this feature disabled.

Driver Assignment

When a driver logs in to SmartDrive Compliance and selects a vehicle, they will be assigned to the vehicle. Any trips performed by the driver while they are assigned to a vehicle will be associated with their account. Once a driver has logged out of SmartDrive Compliance, they will no longer be assigned to the vehicle.

If an incorrect driver has been associated with a log or if an unidentified HOS log has been generated, you will need to edit the log. See the Editing Logs section for more information.

Hours of Service — Reports

The Fleet Management Application has a collection of reports to help you understand the duty statuses of the drivers in your fleet. The basic reports available are:

- Duty Status Logs Report
- Violations Report
- Availability Report

These reports are accessible by navigating to **Activity** > **HOS...** from the main menu.

Hours of Service — Duty Status Logs Report

This report allows you to view the records of duty status for any driver in your fleet. Use the **Options** button to filter for specific drivers and time periods.

> **Note:** The date information for HOS logs will appear in the driver's time zone, which may be different from the time zone of the administrator.

Duty Status Logs

Total items 1

✓ ▼

Tuesday, June 20, 2017	Time zone: America/New_York					
Co-Driver: Jane Doe	Total Driving Distance: 0 km					

Status	Time	Location	Trailers	Distance	Duration	Vehicles
ON	✎	Continued from previous day			14h 20m	Dispatch 1

Monday, June 19, 2017	Time zone: America/New_York					
Co-Driver: Jane Doe	Total Driving Distance: 242 km					

Status	Time	Location	Trailers	Distance	Duration	Vehicles
ON	✎	Continued from previous day			14h 20m	Dispatch 1
	✎	Continued from previous day			13h 2m	Dispatch 1

> 23/05/2017 20:11:06: Maximum 11-hour driving limit violation

> 23/05/2017 17:06:55: Driving after more than 8-hour rest limit violation

> 23/06/2017 23:06:55: Maximum 14-hour workday limit violation

> 15/06/2017 11:59:40: Maximum 60 hour(s) on duty in 7 days violation

Exemptions used for a particular log are indicated with a small note:

! 05.12.16 13:15

Dispatch 1

📄 Adverse driving conditions

Similarly, hours of service violations are indicated with a red warning:

D ✓ 27.10.16 08:35 ON Oakville

21 km   Dispatch 1

> 27.10.16 08:35:52: Driving after more than 8 hour rest limit

> 27.10.16 08:35:52: Maximum 14 hour work day limit violation

Ruleset changes are also shown alongside other duty status logs.

! 02/09/2017 14:54

📄 Ruleset changed to USA Property 60-hour/7-day

Unidentified Drivers

You can use the **Unidentified driver** filter from the Options menu to find duty status logs created by unidentified drivers.

Options ▼	↓≡ Sort by: Date	Add	Compliance Print	🕐 View ▼	PDF	☒

DATE PERIOD

| Today |
| Yesterday |
| This week |
| Last week |
| This month |
| Last month |
| Custom |

DISPLAY OPTIONS

Drivers

Selected: None

Include system logs

Include intermediate logs

Search HOS Drivers

| ✅ Show historical |
| 👥 Unidentified driver |
| 👥 John Smith |
| 👥 Jane Doe |
| 👥 Leo L. |
| 👥 Tom G. |

Duty status logs for unidentified drivers provide some information about the trip, like the name of the vehicle and the area where it was driven. You can click on a log to edit it. If you know the driver who was responsible for creating this log, you can associate them with the log.

Duty Status Logs

Total items 295   ✔ ▼

Monday, March 20, 2017	**Driver:** Unidentified driver	**Total Driving Distance:** 223 km	📊 View Graph

D	20/03/2017 11:48	2km Office Zone	1 km	Dispatch 1
D	20/03/2017 11:46	Markham	1 km	Dispatch 1
D	20/03/2017 11:40	ON Oakville	3 km	Dispatch 2

Editing Logs

If you are the administrator or possess the required clearance, you can edit a driver's records of duty status. Generally, logs will not need to be edited if the drivers utilize the editing features within SmartDrive Compliance is properly. However, there will be instances when an administrator can request an edit.

The driver will need to approve the suggested edit from the carrier, within SmartDrive Compliance.

Logs waiting to be approved will be highlighted in yellow.

HOS Log Edit ?

> This HOS log has a pending edit request.
> Any changes will overwrite the existing request.

Date:

08/27/17 11:17:22

08/27/17 14:17:22 in your time zone

Duty Status Logs - John Smith

Total items 6 ✔ ▼

> Driver has different timezone. Report shows all dates in driver's timezone.

Sunday, August 27, 2017		**Time zone:** America/Los_Angeles		**Total Driving Distance:** 53.2 km	⊞ View Graph		
Status	**Time**	**Location**	**Trailers**	**Distance**	**Duration**	**Vehicles**
ON	11:17	ON Oakville			8h 6m	VS2
D	11:00	ON Mississauga		11.2 km	16m 23s	VS2

ℹ **Editing Multiple Logs**
You can use the checkmark button to select multiple logs for editing at the same time.

✔ ▼

ℹ **Filtering Logs for Annotations**
Select the **Filter** button to filter logs by those that already have annotations and those needing annotations.

Unassigned Logs

Unassigned logs are created when a vehicle is driven without a driver logged in. Trips made without a logged in user will still be recorded and will have a duty status set automatically. These logs will all be attributed to the built-in **Unidentified driver** user. Drivers who do not claim their trips will not have accurate records of duty status.

You can assign an unassigned log to a driver as follows:

1. Navigate to the Duty Status Logs report (**Activity** > **HOS…** > **Duty Status Logs**).
2. Use the **Options** to select the **Unidentified driver** user and an appropriate date range. Click **Apply changes** to run the report.
3. Examine the duty status logs on the page. The location, date, and vehicle name information should provide insight into which driver was responsible for the trip.
4. Select a single log for editing by clicking on it. Alternatively, select multiple logs by using the checkmark button in the top-right corner and click **Edit selected HOS logs**.

5. If you are editing a single log, enter the name of the correct driver into **Driver** field. If you are editing multiple logs, click the **Replace With** button to open the driver dialog, then enter the name of correct driver into the **Driver** field.

6. Follow the same steps if you need to edit the **Co-driver** field as well.

7. Click **Save** to finalize your changes.

Filter for Unassigned Logs With or Without Annotations

Select the **Filter** dropdown at the top of the page, choose **Without annotations** or **With annotations**.

> ℹ️ **Unassigned Logs That Cannot Be Claimed**
>
> The carrier can choose to leave logs unassigned. However, per § 395.32 (c)(1)(i), the carrier must provide an annotation for any log without an assigned driver.
>
> Example: A carrier uses a number of third-party mechanics for maintenance and repairs. The mechanics do not have credentials to log in to SmartDrive Compliance. When moving a vehicle as part of their work, the mechanics will create unassigned logs for the vehicle. Because the mechanics are not part of the organization, they cannot claim the logs. The carrier must annotate these logs with an explanation about the mechanics' work.

Incorrectly Claimed Logs

SmartDrive Compliance asks drivers to claim unassigned logs every time they log in. Sometimes drivers can make a mistake regarding the logs which they have claimed as their own. Claimed logs will affect the record of duty status for a driver. It takes only a few erroneously claimed logs to put a driver in violation of the hours of service.

You can assign incorrectly claimed logs to the appropriate driver as follows:

1. Navigate to the Duty Status Logs report (**Activity** > **HOS…** > **Duty Status Logs**).

2. Use the **Options** to select the driver who has incorrectly claimed a log. Click **Apply changes** to run the report.

3. Find the log or logs that have been incorrectly claimed.

4. Select a single log for editing by clicking on it. Alternatively, select multiple logs by using the checkmark button in the top-right corner and click **Edit selected HOS logs**.

5. If you are editing a single log, enter the name of the correct driver into **Driver** field. If you are editing multiple logs, click the **Replace With** button to open the driver dialog, then enter the name of correct driver into the **Driver** field. If you are still in the process of identifying the correct driver, select **Unidentified driver** in the interim and annotate the log.

6. Follow the same steps if you need to edit the **Co-driver** field as well.

7. Click **Save** to finalize your changes.

After Editing a Log

Once a log has been edited, it will be permanently marked with a pencil icon. If you edit a verified log, the log's verified status will disappear and the driver will have to verify the log once more.

Status	Time	Location
ON ✏️	13:02	ON Toronto

When a log is edited, modifications to the log can be viewed by selecting the log and scrolling to the bottom of the page. The Modifications list will display any edits made to the log.

Modifications:

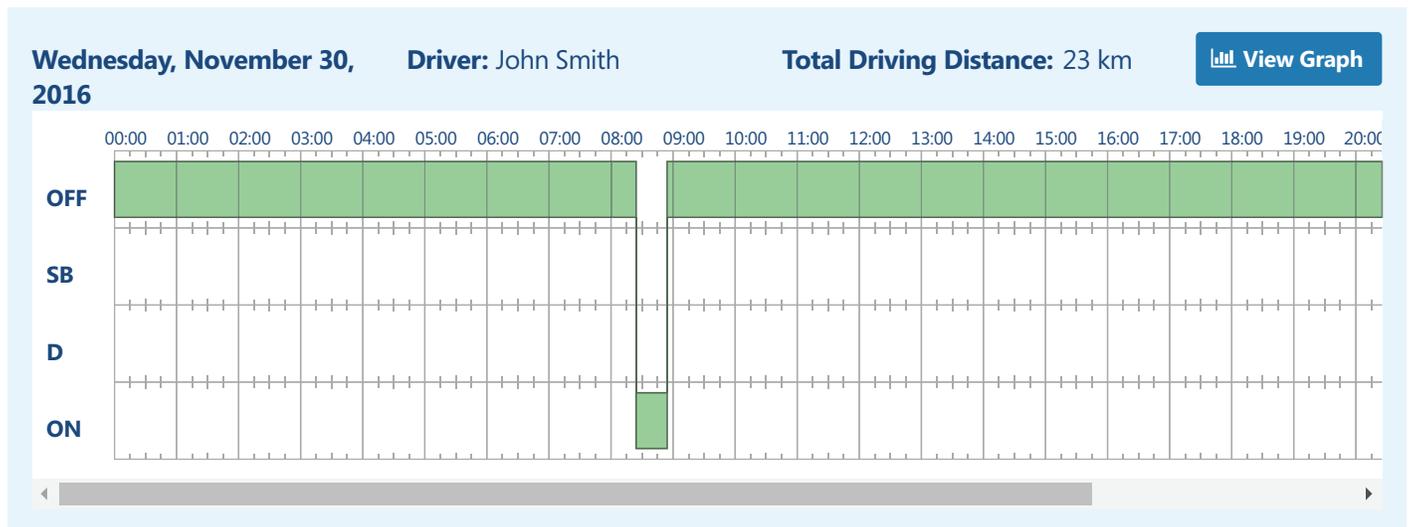| Status: ON → D |
|---|
| Driver: Unidentified driver → John Smith |

Compliance Graph

You can view the records of duty status for a single day in the form of a 24-hour status graph. Do so by clicking the View Graph button.

📊 View 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 or Yard Move exemption

Wednesday, November 30, 2016   **Driver:** John Smith   **Total Driving Distance:** 23 km   📊 **View Graph**

	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
OFF																					
SB																					
D																					
ON																					

Compliance Print

You can create a print-ready set of logs grouped by day for a driver. This can be done by clicking the **Compliance Print** button from the top menu.

Search…	Options ▼	↓≣ Sort by: Date	Add	Compliance Print

> ⚠️ **Important:** All logs must be verified before they are submitted to the FMCSA.

To save the compliance print as a PDF, set your browser's printer destination as **Save to PDF**.

Hours of Service — Violations Report

The Violations Report provides a list of all HOS violations that have occurred in your fleet within a selected time period. The report shows the type of violation, when it began, and, if available, when it ended, as well as the total time spent driving in violation.

Hours of Service — Availability Report

The Availability Report provides a list of all drivers in your fleet and their availability and duty limits.

SmartDrive Compliance

System Requirements

Android

- Android 4.4 or higher
- 7-inch screen preferred
- Capacitive touch screen preferred
- Built-in cellular modem (3G or LTE) with data connection
- Built-in GPS
- Certified by Google, with access to the Google Play Store preferred

iOS

- iOS 6.0 or higher
- 7-inch screen preferred
- Capacitive touch screen preferred
- Built-in cellular modem (3G or LTE) with data connection
- Built-in GPS
- Certified by Apple, with access to the App Store preferred

Android and iOS Setup

Android

1. Make sure you have access to the Google Play Store.
2. Verify that Auto-update apps at any time is enabled in the Google Play Store Settings.
3. Make sure your that device is connected to the Internet and that all location services are enabled. Enable High accuracy mode if it's available.
4. Go to Google Play Store and install SmartDrive Compliance.
5. Additionally, configure the following settings on your Android device:

    A) Turn on Wi-Fi
    B) Turn off Airplane mode
    C) Under Mobile networks, enable Data access over mobile network
    D) Ensure that the date & time are set to automatic

iOS

1. Make sure you have access to the Apple App Store.
2. Go to App Store and install SmartDrive Compliance.
3. Next, go to the iOS settings and select the iTunes & App Store option.
4. Under the Automatic Downloads label, turn on the Updates option and the Use Cellular Data option.
5. From the iOS settings menu, select the Privacy option and turn on Location Services.
6. On the same page, click on SmartDrive Compliance and select the Always option. Turn on Use Cellular Data and set Notifications to Allow Notifications.
7. Additionally, configure the following settings on your iOS device:

    A) Turn on Wi-Fi
    B) Turn off Airplane mode
    C) Ensure that the date & time are set to automatic

In-Vehicle Setup

Your vehicle will need to be equipped with a Telematics Device, an IOX-USB accessory (optional), and a compatible Android or iOS mobile device. Contact your system administrator for more information.

Log In

When you launch SmartDrive Compliance from your mobile device, you will be prompted to enter your credentials.

If you don't know your credentials, contact your system administrator for more information.
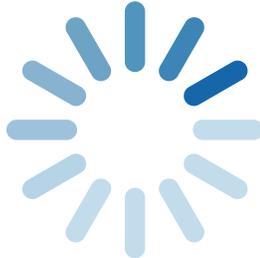
Drive App

Username

Password

via ABC Co. Database

Log In

Once your credentials are confirmed, the system will begin to synchronize your data (including your driver profile, shipment information, HOS logs, and DVIR records) for a brief time before loading the main interface.

Your driver's logs will follow you even when switching between vehicles.

Drive App

Synchronized
TrailerAttachments log (2 of 6)...

Cancel

Motion Detected Without Being Logged In

If you begin driving the vehicle without logging in, SmartDrive Compliance will display a warning message that will advise you to stop the vehicle and log in.

If you do not log in to SmartDrive Compliance, the system will not be able to associate your duty status or other driving events with your account.

Attach Vehicles and Trailers

You will need to attach a vehicle to your account before the duty status and other types of electronic records can be associated with you.

You will be prompted to select your vehicle shortly after logging in.

If you do not have a vehicle available to you at the time, you can press the **No Vehicle** button to continue into the App without an active vehicle.

With no vehicle selected, you will only be able to set their status to On and Off-Duty.

If a vehicle has been previously associated with your account, you will instead see a dialog that allows you to quickly select the last associated vehicle if the vehicle is within the immediate vicinity.

Select Vehicle	✕

Type a name, VIN, serial number, o

◯ **Dispatch 1**
~ 0.1 km away

◯ **Dispatch 2**
~ 0.1 km away

Select Vehicle	✕

🚚 **Dispatch 1**   *Last used: a day ago*

Continue

Select another vehicle

No vehicle

Disassociation from Current Vehicle

In some cases, your usual vehicle may have been claimed by another driver.

If this happens, you will be notified and asked to select another vehicle.

A similar set of dialogs will follow for selecting an appropriate trailer.

If you do not have a trailer to attach, click **Continue** to skip the trailers dialog.

Confirmation Required

Your current vehicle is no longer assigned to you. It may have been claimed by another driver

Select a Vehicle

Select Trailers ✖

No trailers attached

Continue

Select another trailer

Verify Logs

If you have any unverified logs from earlier driving activity, you will be asked to review and verify them. Use the **Verify** button beside any 24-hour period to verify that period individually, or use the **Verify All Days** button to verify all visible logs. You can also **skip** this step with the Skip button.

Verify Logs ✖

> ℹ️ You have unverified HOS logs. Do you want to verify them before proceeding?

May 12, 2017　　　　　0.0km　　[Verify]

SB	**May 12, 2017 2:11 PM**
	09:49　　ON Oakville

ON	**May 12, 2017 10:49 AM**
	03:22　　ON Oakville

[**Verify All Days**]

[Skip]

Claiming Unassigned Logs

SmartDrive Compliance will create duty status logs even when your vehicle is driven without a user logged in. If this occurs, you will be asked to review and claim the unassigned logs that you believe were created by you.

Claim Unassigned Logs				✖

ℹ	There are unclaimed logs for this vehicle. Select the logs belonging to you.

○	ON	Apr 18, 2017 8:51 AM	ON Oakville	05:57
○	D	Apr 18, 2017 8:29 AM	2km SSE ON Milton	00:22
○	ON	Apr 17, 2017 8:58 AM	2km SSE ON Milton	05:01
○	D	Apr 17, 2017 8:32 AM	ON Oakville	00:26

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.

Assign to me	Skip

> ℹ **Note:** Claiming unassigned logs belonging to other drivers will cause your Record of Duty Status to be inaccurate.

Driver Vehicle Inspection Report (DVIR)

Finally, you will be asked to perform a DVIR to complete the login process. You can find more information about performing a DVIR in the SmartDrive Compliance - Driver's Guide to DVIR & Roadside Inspections.

DVIR	✖

🚚 Dispatch 1

Mar 20, 2017 1:49 PM ✔

📖 Inspect
✖ Skip

Manually Selecting Assets

You can also attach vehicles and trailers after initially log. You can do so by pressing the button with the **Vehicle** icon from the **Dashboard**.

From the menu that follows, you'll be able to change your currently associated vehicle, attach and remove trailers, and create new shipments.
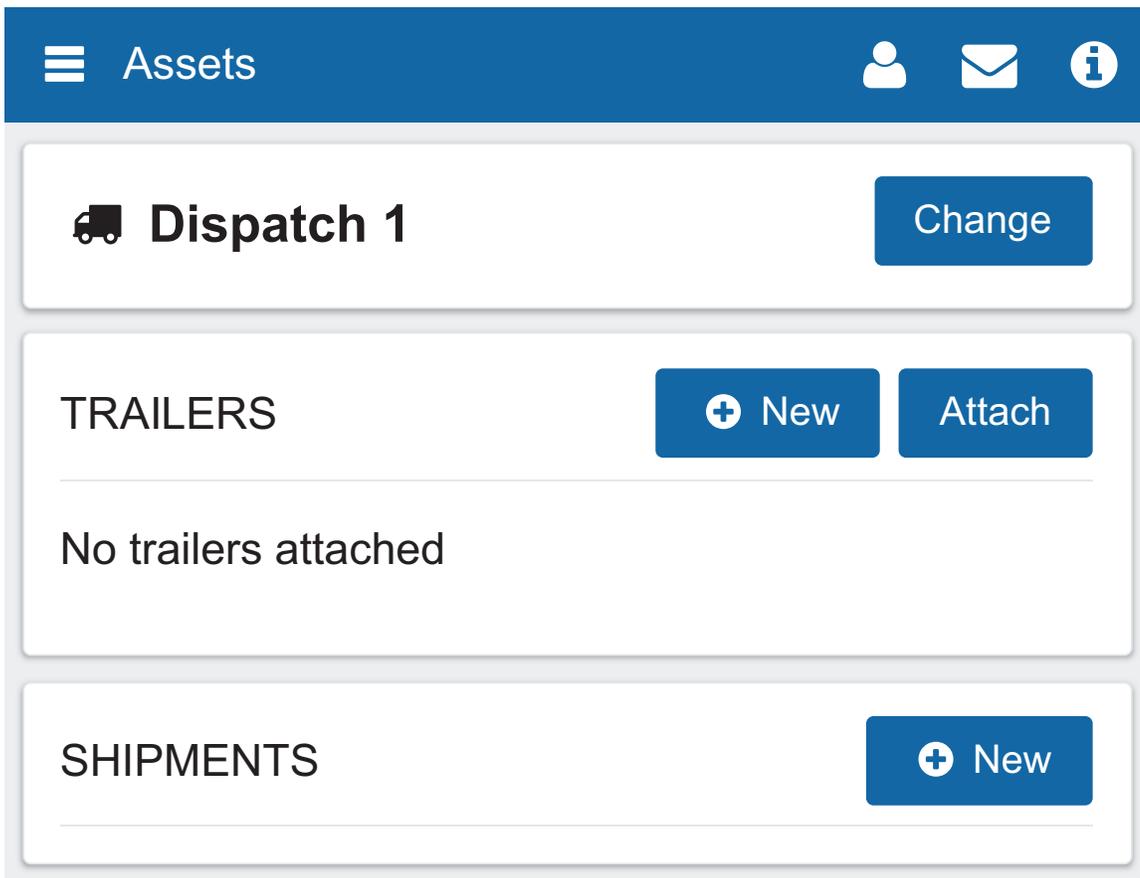
The **Change** button allows you to choose which vehicle is associated with SmartDrive Compliance.

Under the **Trailers** label, you are able to create new trailers with the **New** button or attach existing trailers with the **Attach** button. Similarly, you can detach trailers by clicking the minus sign icon beside an attached trailer.

Shipments

To add shipment information to your log, click the **New** button under the **Shipments** label. You will be prompted with the following dialog:

Shipments

To add shipment information to your log, click the **New** button under the **Shipments** label. You will be prompted with the following dialog:
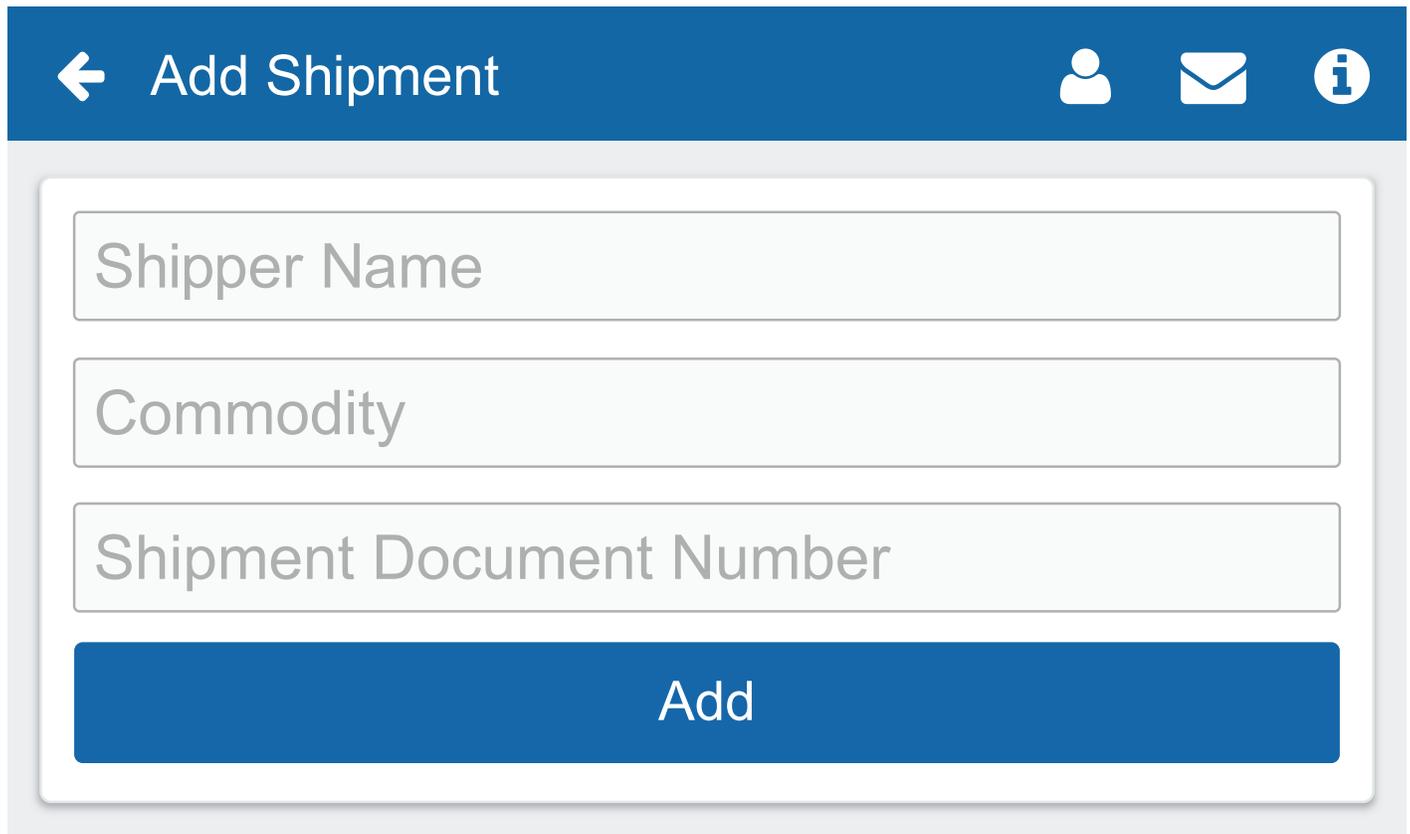
Enter your shipment information and click **Add**. Once completed, you'll see your shipment information on the Assets page. Shipment information will also appear on the Compliance Print made in the Fleet Management Application.
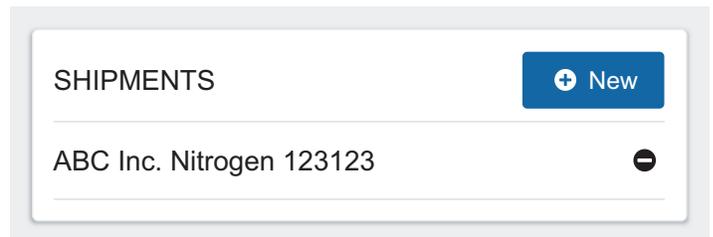
Co-Drivers

Co-drivers can be added to SmartDrive Compliance by clicking on the driver's name in the top-right corner of the screen and selecting the **Add driver** button. The co-driver will be prompted to enter their login credentials. Up to three drivers can be added per vehicle.
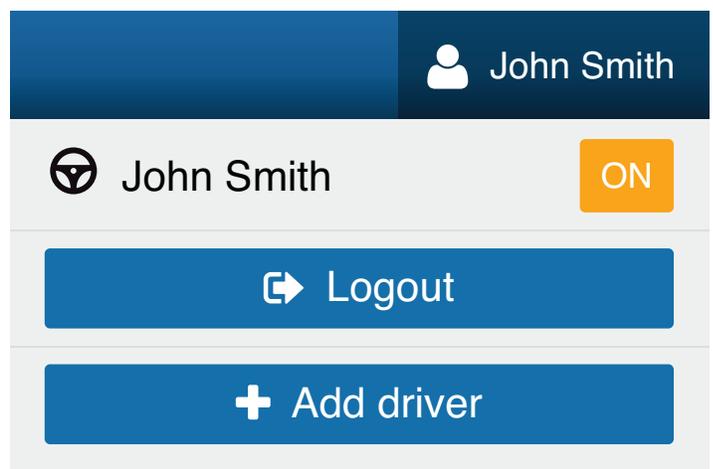
Once logged in, the names of all drivers will be displayed in the user list.
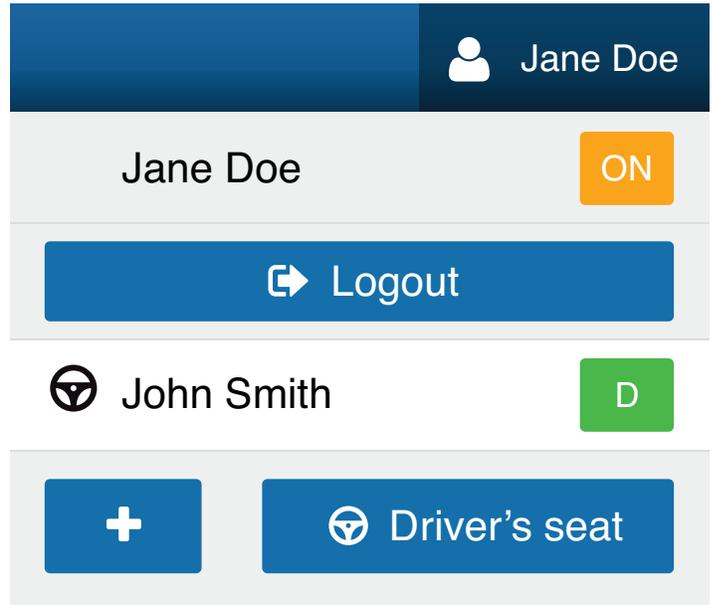
When multiple drivers are logged in, the steering wheel — 🛞 — icon will indicate the currently active driver. Use the **Driver's seat** button to switch the active driver.

The active driver will have their duty status change automatically. The co-driver will need to change their status manually through the interface. If the active driver logs out, the co-driver will become the new active driver.

The co-drivers can share the SmartDrive Compliance interface to adjust their individual duty statuses. To become the active user of the interface, click on your name from the driver list. Once you are the active user, you will see your name appear 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.

SmartDrive Compliance Dashboard (UI)

The dashboard is the main interface used for navigating SmartDrive Compliance. Your particular dashboard may look different based on your user clearances and the Add-Ins that you have installed.
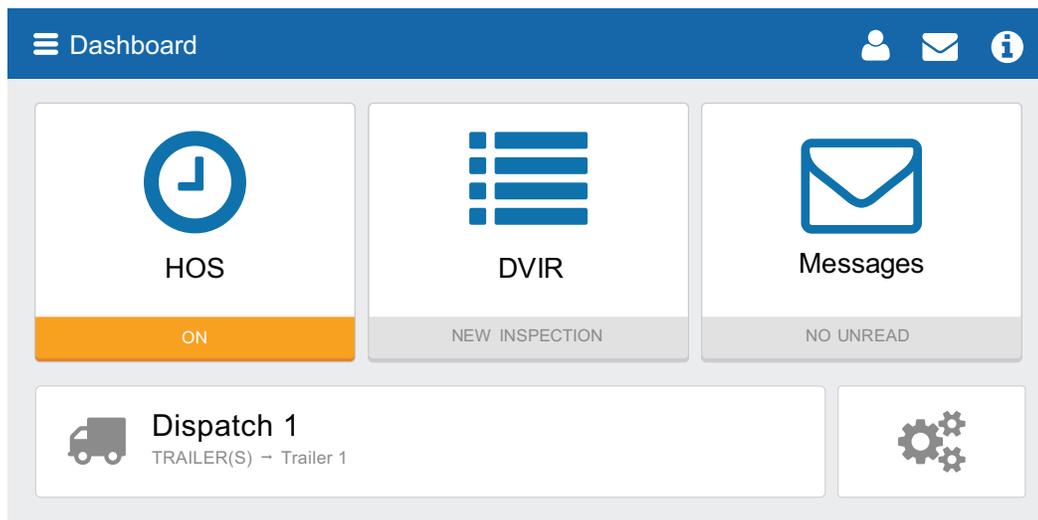
Information Dialog

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

When clicked, the red exclamation mark button will provide additional context for your connectivity issue.

👤 ✉ ⚠

🚚 **Vehicle disconnected** ❓

📶 **Drive disconnected** ❓

🌐 **GPS disconnected** ❓

⚡ **Power disconnected** ❓
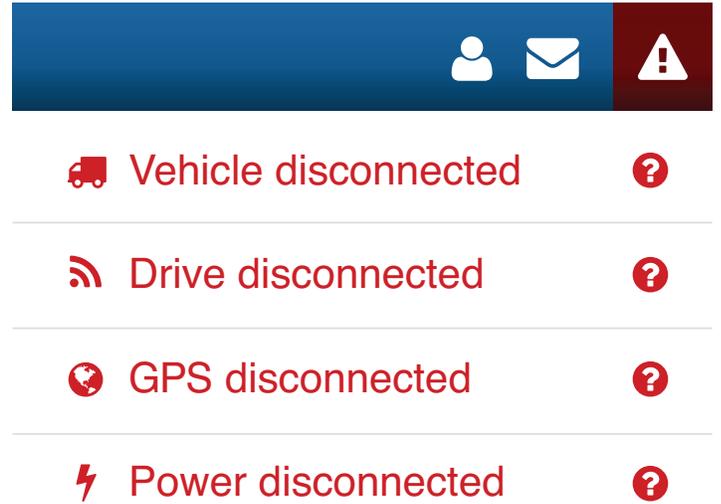
SmartDrive Compliance — Hours of Service UI

The Hours of Service (HOS) UI provides the driver will all the tools necessary for tracking and recording their duty status. It also provides the ability to verify logs and provide information for roadside inspections.

🕒

HOS

OFF
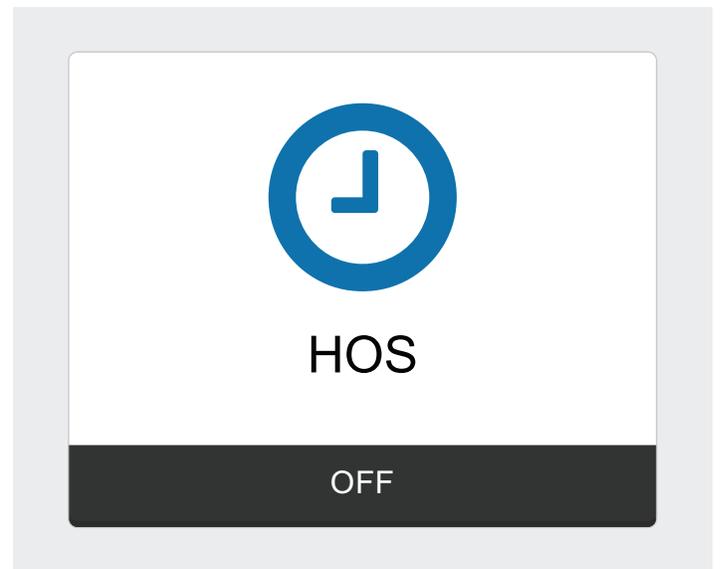
The interface is divided into the Status, Graph, Logs, and Options tabs.

☰ HOS   👤 ✉ ℹ

☰ Status   📊 Graph   📋 Logs   ⚙ Options

Status Tab

The Status Tab allows drivers to view and set their duty status. Their duty is reflected by one of the four buttons on the screen:

- Off
- Sleeper Berth (SB)
- Drive (D)
- On

The Status Tab shows all remaining durations for a driver's applicable limits.

HOS		John Smith
Status	Graph	Logs	Options

7:40 left

Rest duration	0:17
Driving left	10:57
Workday left	13:40
Cycle left	56:35

OFF · **SB** · **D** · **ON**
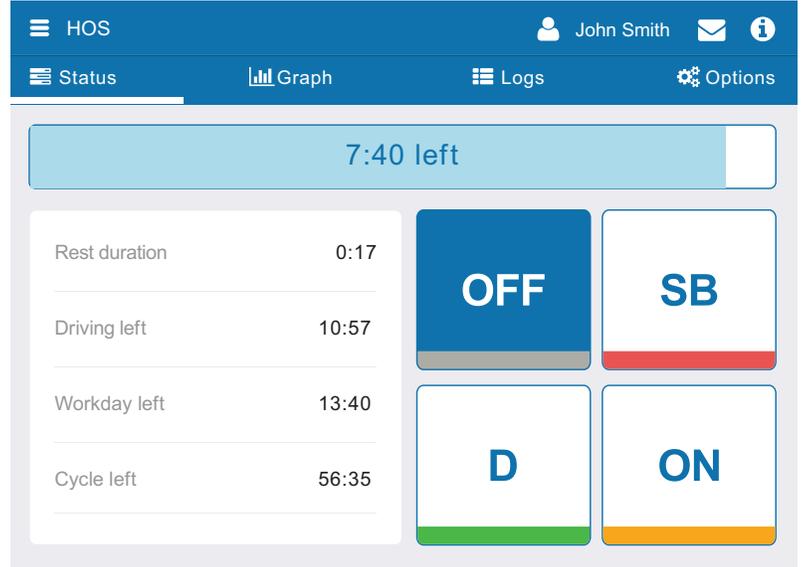
8:00 left

The blue bar indicates the time remaining before the driver must take a break.

⚠ You are in violation. Tap here for more details.

0:00 left

The red bar indicates that the driver has no driving time remaining and must take a break.

Once you begin to drive, your status will automatically switch to **Driving** when the vehicle reaches a speed of 5 mph (8 km/h). Once you stop driving, your status will remain as **Driving** for an additional 5 minutes. Once 5 minutes have passed, your status will switch to **On Duty** and your log will be adjusted to reflect that you were stopped for the last 5 minutes.

ℹ **Tip:** You can manually switch your duty status at any time.

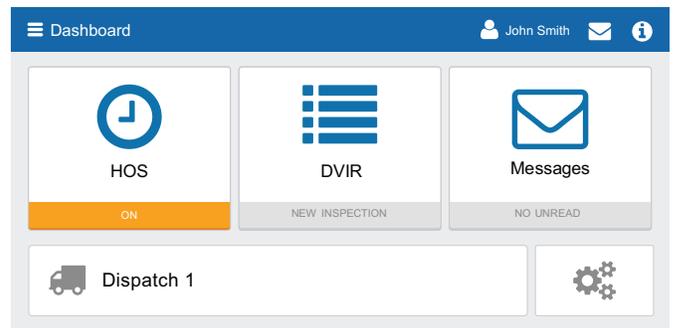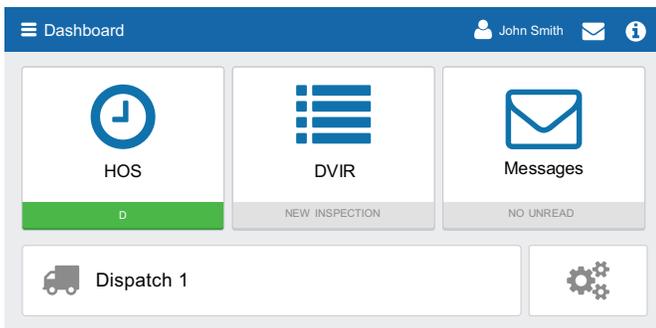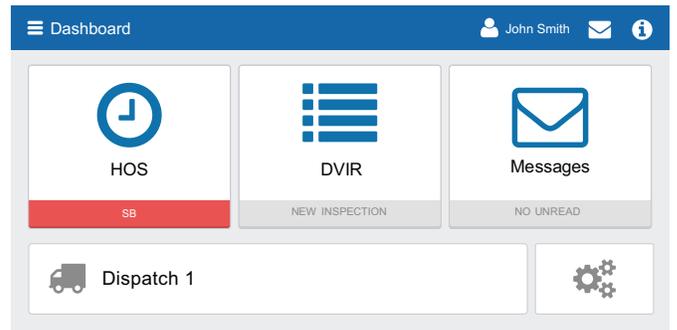The **Rest in** timer displays the time remaining before the driver must take a break.
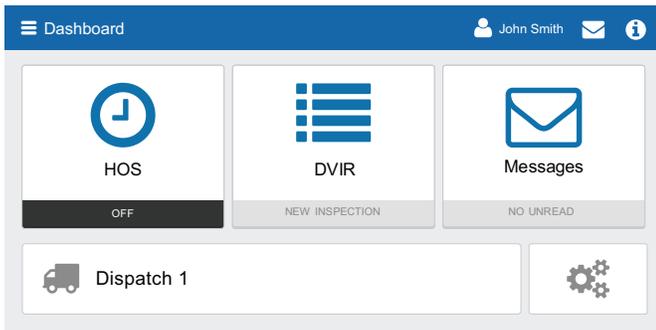
Rest in	8:00
Driving left	11:00

Once the **Rest in** timer reaches 0:00, it will be replaced with a **Rest duration** timer when you go off duty.

The rest duration timer will indicate the time that has passed during the break period.

Rest duration	0:03
Driving left	3:00

Your current duty status will be visible from the Dashboard:

☰ Dashboard	👤 John Smith ✉ ⓘ
🕐 HOS **OFF**	☰ DVIR NEW INSPECTION	✉ Messages NO UNREAD
🚚 Dispatch 1	⚙

☰ Dashboard	👤 John Smith ✉ ⓘ
🕐 HOS **SB**	☰ DVIR NEW INSPECTION	✉ Messages NO UNREAD
🚚 Dispatch 1	⚙

☰ Dashboard	👤 John Smith ✉ ⓘ
🕐 HOS **D**	☰ DVIR NEW INSPECTION	✉ Messages NO UNREAD
🚚 Dispatch 1	⚙

☰ Dashboard	👤 John Smith ✉ ⓘ
🕐 HOS **ON**	☰ DVIR NEW INSPECTION	✉ Messages NO UNREAD
🚚 Dispatch 1	⚙

Motion Detected When Driving (While Logged In)

When the vehicle begins moving, the interface of SmartDrive Compliance will become locked to minimize driver distraction. All extraneous information will be hidden and you will only see the remaining driving time available to you.
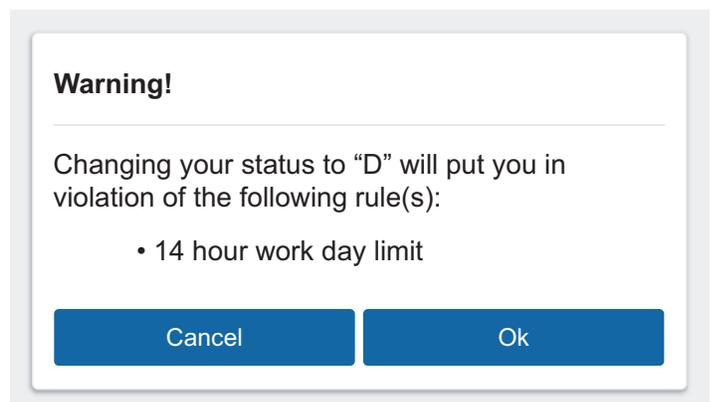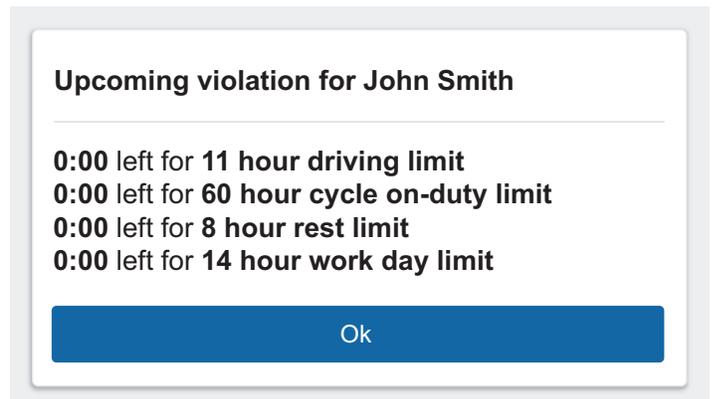

✖ Driving	👤 John Smith ✉
6:59 left	
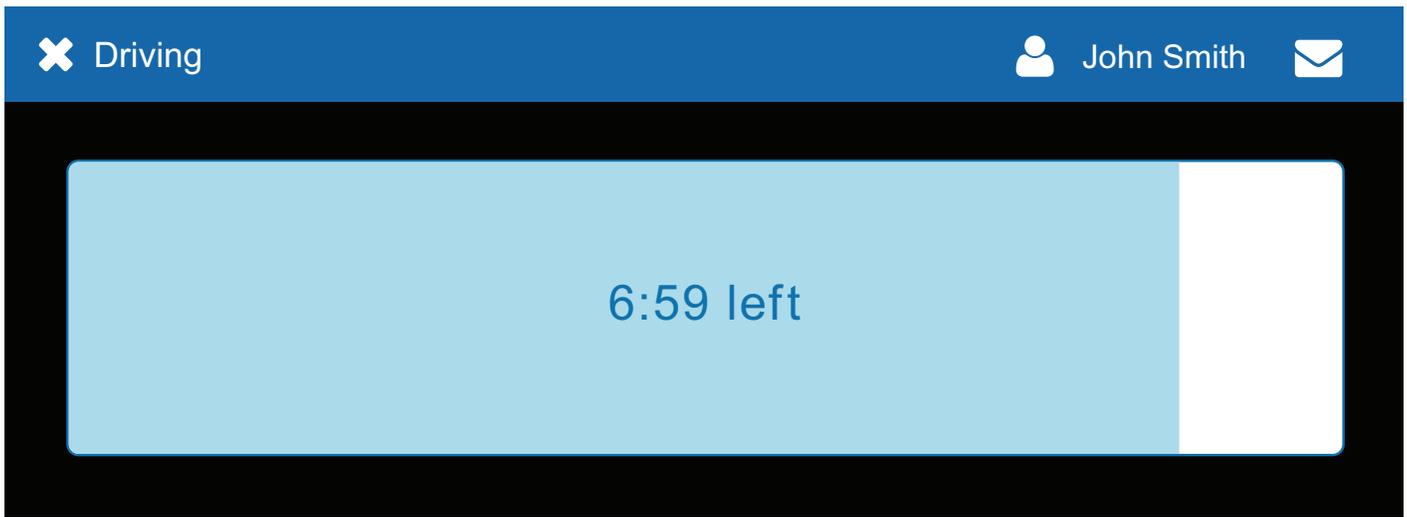
If you continue to drive past your available hours, the screen will notify you that you are in violation of your ruleset.

Driving in Violation

SmartDrive Compliance will notify you when you are nearing a duty violation 2 hours before the violation, 1 hour before the violation, at 30 minutes before the violation, and right before the violation.

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

If you switch your duty status to **Drive** after your remaining driving time has run out, you will be notified that doing so will put you in violation of your selected ruleset.

Proceeding to drive after receiving this notification will register a violation in your log.

Warning!

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

• 14 hour work day limit
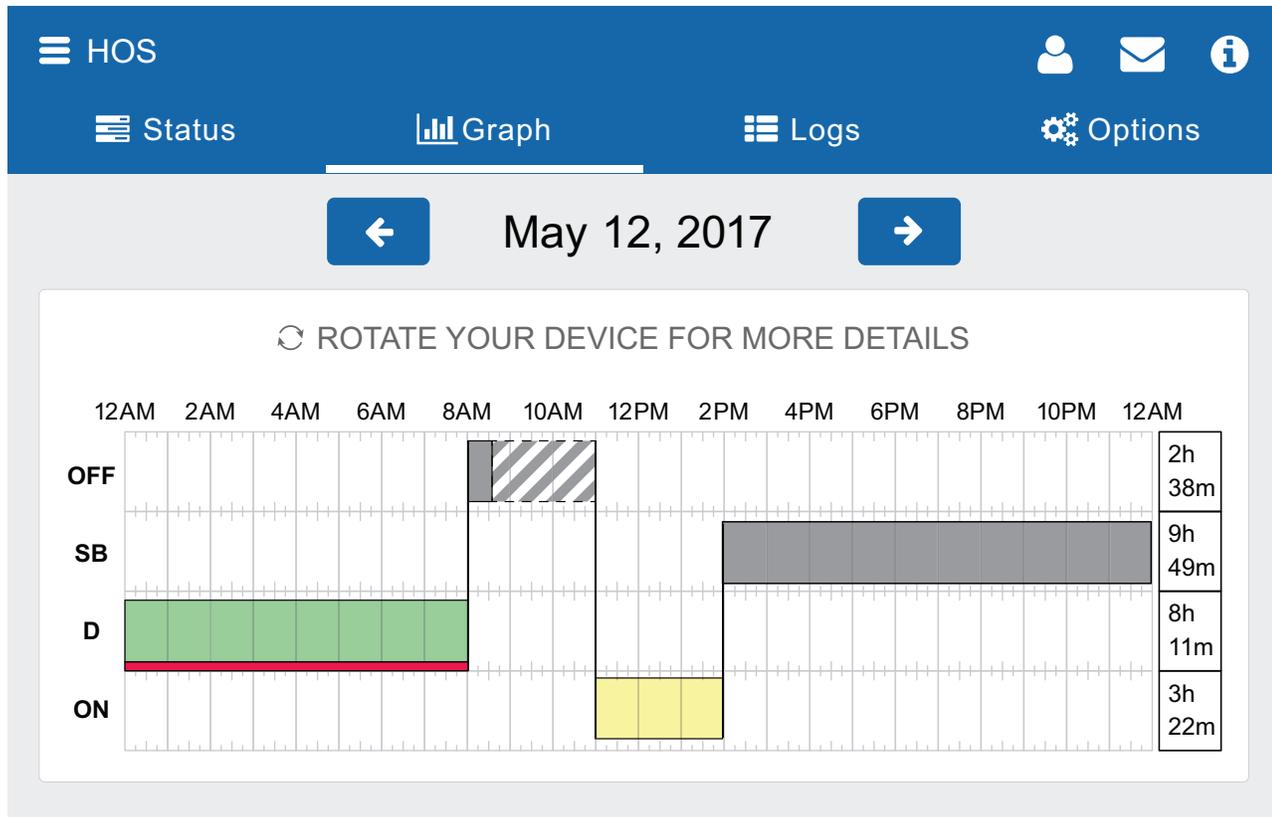
Cancel   Ok

Graph Tab

The graph tab plots your duty status over a 24-hour period for a given day.

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

Use the arrow buttons to view information for other days.

The total time spent in a particular duty status can be seen to the right of the graph.

Clicking on a log from the graph will show you additional information about the log, including the log's duration and date of creation.

Logs Tab

The Logs Tab displays a list of all records of duty status (RODS) for the past 7 or 8 days, depending on the ruleset.

HOS		John Smith	
☰ Status	⬛ Graph	☰ **Logs**	⚙ Options

⊕ Add log

Mar 9 2017   46.0 km Verify

D	Mar 9, 9:01 AM	ON Oakville	04:02
OFF	Mar 9. 8:58 AM	ON Oakville	00:03
ON	Mar 9, 8:57 AM	ON Oakville	00:15
SB	Mar 9, 8:56 AM	ON Oakville	00:02
OFF	*Continued from previous day*		08:56

Total hours on duty: 4:17

The bottom of the page shows the total time spent Driving (D) or On-Duty (ON) over the course of all the records.

Total hours on duty: 30:25

You can click on any individual log to see additional information about it:

The Log page shows additional information about the log, including when and where the log was created.

HOS Log 👤 John Smith ✉ ⓘ

ⓘ INFORMATION

Status	✏️ **ON**
By	John Smith
Date	✏️ June 19, 2017 1:02 PM
Duration	25:32
Vehicle	Dispatch 1
Co-driver(s)	Jane Doe
Address	ON Toronto
Origin	Manual driver log

Annotations can be viewed and added by the driver.

💬 ANNOTATIONS

Add an annotation...

Save

The **Remove** button can be used to delete the currently selected log. Once a log is removed, it cannot be restored.

Remove

Logs Tab — Location Information

Location information is captured by the Telematics Device installed in your vehicle. If for some reason the GPS signal of the telematics device is unavailable, a log created during this period will not have an address associated with it.

!	Dec 5, 1:15PM	**Where was this?**

💬 *Adverse driving conditions*

In this case, you'll need to enter location information manually for that log. You can do so by clicking the **Where was this?** button. You'll be prompted to enter the address for where that particular log occurred.

Enter an address   ✕

> Address or intersection

> City | State / Province

| Cancel | OK |

Logs Tab — Manual Logs

☰ HOS   👤 ✉️ ℹ️

▤ Status   📊 Graph   ☰ Logs   ⚙️ Options
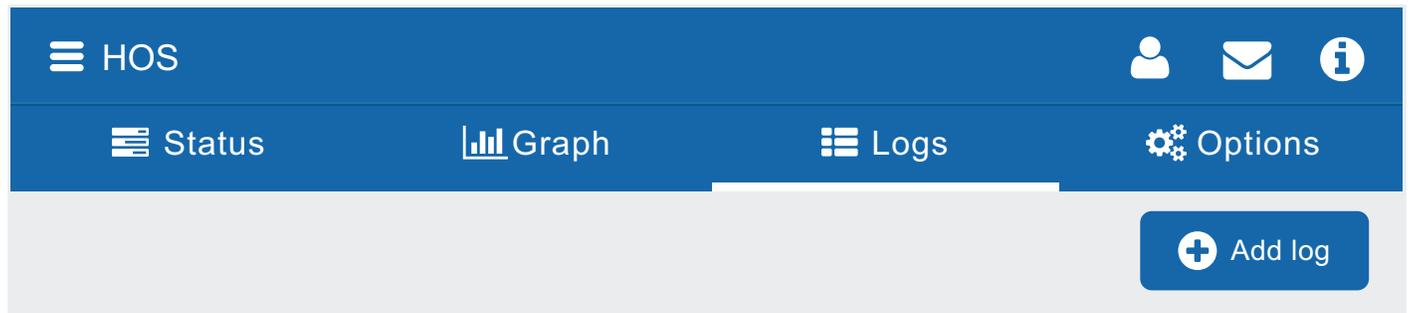
⊕ Add log

You can manually create records of duty status by pressing the **Add log** button. Manual logs allow you correct your records of duty status in case you made a mistake.

If you made an error when creating a manual log, you can select the log from the Logs tab and click on the pencil icon ——— to edit the log.

ℹ️ INFORMATION

Status   ✏️ ON

By   John Smith
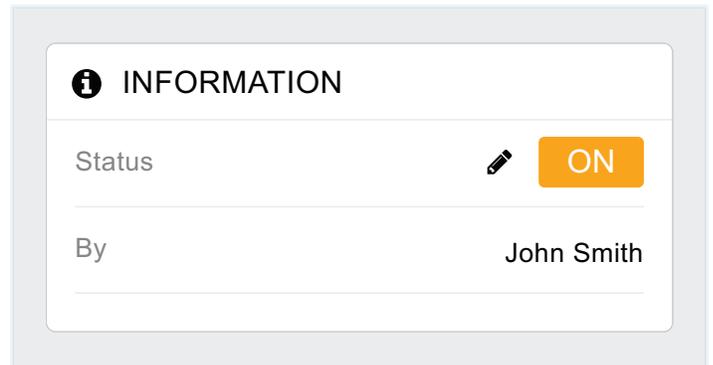
ℹ️ **Note:** Only manually-created logs can be edited from within SmartDrive Compliance. Logs that were created automatically by the system cannot be altered.

Logs Tab — Carrier suggested edits

Suggested log edits will be shown to the driver on this tab.

Drivers can review the suggested edit, and choose to either Accept or Reject it.

Logs Tab — Verifying Logs

The **Verify** button allows the driver to confirm that the logs recorded by SmartDrive Compliance are accurate and valid. The button appears in the summary header of every daily group of logs.

Mar 9 2017	22.4 km	Verify

Clicking the button will bring up the following dialog:

Certify ✕

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

Cancel	Agree

Once the driver agrees, every log for the selected date will be set to the verified status. Verified logs will have a checkmark beside them, and the Verify button will be replaced with text reading "Verified".

Mar 9 2017	22.4 km	👍 Verified
OFF	Mar 9, 3:30PM ✔	ON Oakville	08:29
D	Mar 9, 9:01PM ✔	ON Oakville	06:29

> ℹ **Note:** Logs that are left unverified for over 14 days will disappear from the list and will no longer be available to the driver for verification electronically.

> ℹ **Note:** The driver will be notified of unverified logs when logging out.

Options Tab

The Options Tab lets you change rulesets and apply exemptions; view your personal information; and generate a compliance report for law enforcement officials during roadside inspection.

Options Tab — Exemptions

The Exemptions tab allows you to apply driving exemptions as conditions require them.

Use the buttons beside an exemption to activate it.

By default, the only exemption always available to the driver is the Adverse Driving Conditions exemption.

Other exemptions must be configured for you by your system administrator in the Fleet Management Application.

A full list of all available exceptions can be found in the Hours of Service Ruleset document.

☰ HOS	👤 ✉ ⓘ
🗟 Status 📊 Graph	🗐 Logs ⚙ **Options**

EXEMPTIONS	
Adverse Driving Conditions	Apply today
16-hour Exemption	Apply today
Yard move	Start
Personal use	Start

Options Tab — Rulesets

Your currently active ruleset can be seen under the **Information** label.

Ruleset	USA Property 60-hour/7-day
Compliance report	Generate

You can change your active ruleset by clicking on the ruleset button, selecting another ruleset from the list, and clicking **Done**. Switching rulesets will automatically adjust your remaining cycle hours. Existing ruleset violations will automatically adjust to reflect only the violations relevant to the new ruleset.

Ruleset changes made by the driver will be visible in the Fleet Management Application.

Options Tab — Compliance Report

If the driver is invited to a roadside inspection by law enforcement, they will need to provide a compliance report to the inspector. A compliance report can be generated by clicking the **Generate** button at the bottom of the Options tab.

Compliance report	Generate

> **Note:** If the driver viewing the Compliance report has their SmartDrive Compliance language settings set to a non-English language, they will be presented with a button that allows them to quickly toggle the Compliance report into English.

ELD REPORT

Record Date 07-08-17	Current Date 07-12-17
24-hour Start Time & Zone UTC Offset Midnight, -4 UTC	Carrier FLEET ABC
ELD ID	ELD Provider SmartDrive, Inc.
Driver Name Smith, John	Driver ID jsmith@abcco.com
Driver License State MN	Driver License Number 1234567
Co-Driver Name	Co-Driver ID
Current Odometer 2.4km	Current Engine Hours 30 hours
Truck Tractor ID Dispatch 1	Truck Tractor VIN 1FUYDZYB1VF752816
Current Geolocation MN Minneapolis	Unidentified Driving Records No
Exempt Driver Status No	ELD Malfunction Indicators
Driver's Data Diagnostic Status	Total Hours 24h
Miles Today 0.0km	Company Name/Address ABC Inc., 123 Main Street, Minneapolis, MN, USA, 55111
Authority Name/Address ABC Inc., 123 Main St., Minneapolis, MN	

When a driver applies Personal Conveyance exemption and drives the vehicle, the Compliance report does not count the odometer or engine hours for that duration.

OFF						17h 29m
SB						0h 2m
D						6h 29m
ON						0h 0m
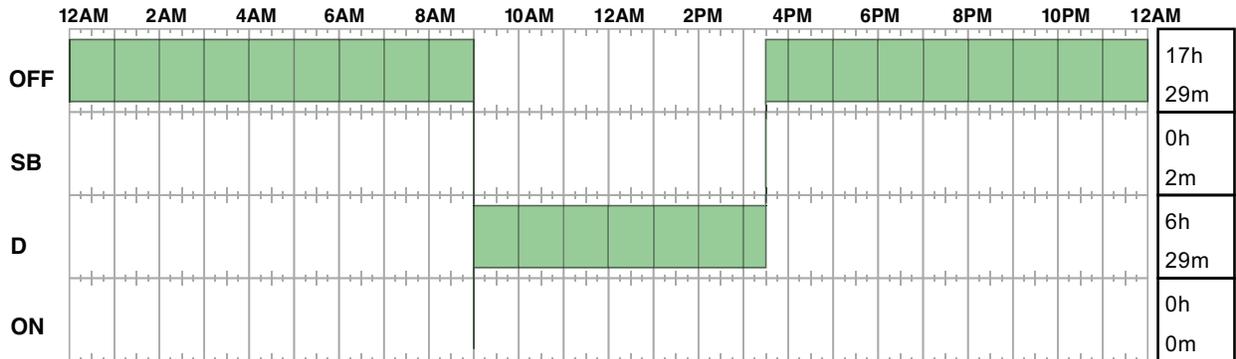
LOGS

Date	Type	Location	Origin	Odometer	Engine Hours
08:56	SB	ON Oakville	Manual	2.4 km	30 h
08:56	SB	ON Oakville	Manual	2.4 km	30 h
08:56	SB	ON Oakville	Manual	2.4 km	30 h
08:56	SB	ON Oakville	Manual	2.4 km	30 h
08:56	SB	ON Oakville	Manual	2.4 km	30 h

Diagnostic Events and Malfunctions

If the SmartDrive Compliance app detects a diagnostic event, or malfunction, the red bar will notify the driver immediately. Pressing the red bar will reveal more details around these events.

Drivers should consult the 1-page document titled: "SmartDrive Compliance - Diagnostics and Malfunctions", which provide details around what to do when these events are created.

Press the "Clear" button once the diagnostic and/or malfunction events have been looked into, and resolved.

☰ HOS		👤 John Smith ✉ ⚠
Your Electronic Logging Device is malfunctioning and you may be out of compliance. Tap for details.		

▤ Status	ⅡⅡ Graph	☰ Logs	⚙ Options

Malfunction notifications   ⊕

Aug 24, 2017   0 mi 👍 Verified

ON	*Continued from previous day*	15:44

Aug 23, 2017   14.1 mi 👍 Verified

ON	Aug 23, 2017 11:54 AM	ON Oakville 12:05
!	Aug 23, 2017 11:27 AM	Where was this?

💬 *Adverse driving conditions*

← Malfunction notifications		👤 John Smith ✉ ⚠
Your Electronic Logging Device is malfunctioning and you may be out of compliance. Tap for details.		

Time	Malfuncation Type	Clear all
11 minutes ago	Power	Clear
3 hours ago	Timing	Clear
Just now	Engine Synchronization	Clear

Logging Out

Logging out of SmartDrive Compliance disassociates you from your vehicle. Any trips done in a vehicle while not logged in to SmartDrive Compliance will not be identified with you.

You can log out of SmartDrive Compliance by clicking your name and selecting Log out from the dropdown menu.
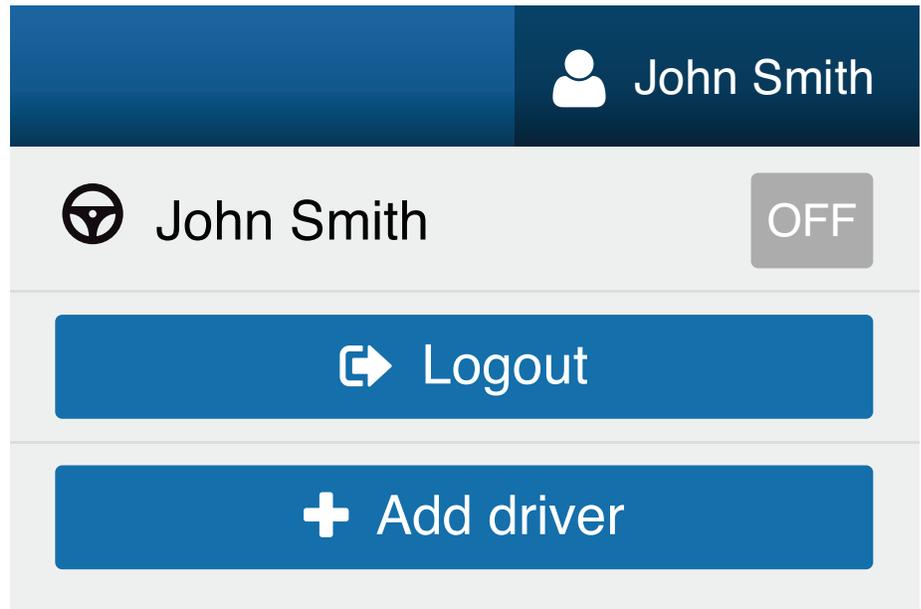
Before logging you out, SmartDrive Compliance will ask you to do the following:

- Fill out a DVIR
- Verify your logs
- Set your HOS duty status

Complete a DVIR

You will be asked to complete a DVIR for your vehicle.

> **Note:** 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 his/her return to the home terminal. This does not relieve the motor carrier from the responsibility of effecting repairs and certification of any items listed on the DVIR, prepared at the end of each day's work, that would be likely to affect the safety of the operation of the motor vehicle.

Verifying Logs

You will be presented with 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.
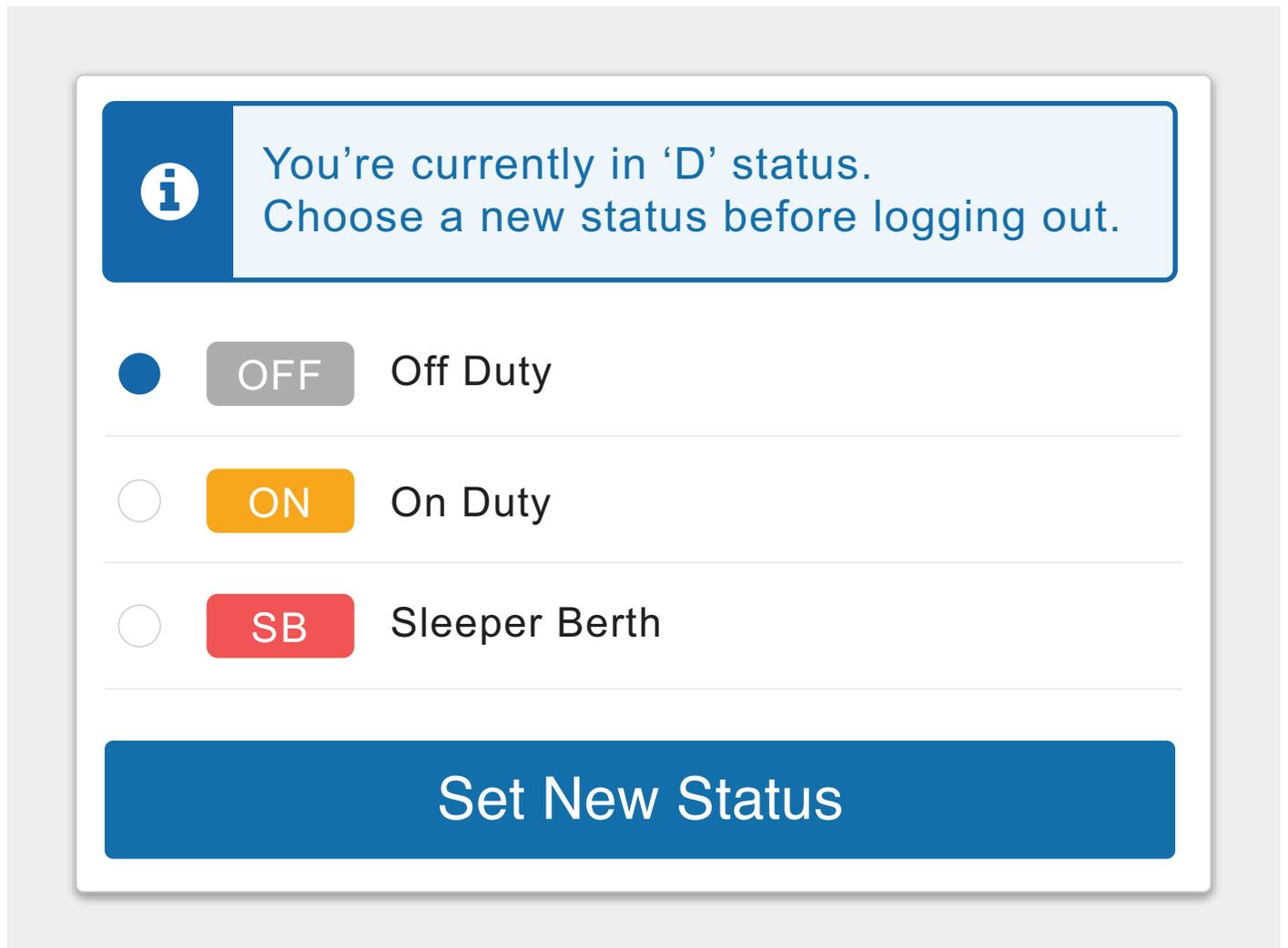
Verify Logs	✖

> ℹ️ You have unverified HOS logs. Do you want to verify them before logging out?

	OFF	Dec 20, 1:35PM	ON Oakville	00:47

	ON	Dec 19, 2:13PM	ON Oakville	23:23

> 💬 *Manual log.*

Setting a New Duty Status

Finally, you will be reminded to set your duty status to an appropriate non-driving status.

> ℹ **You're currently in 'D' status.**
> **Choose a new status before logging out.**
>
> 🔘 **OFF** Off Duty
>
> ⚪ **ON** On Duty
>
> ⚪ **SB** Sleeper Berth
>
> **Set New Status**

SmartDrive Compliance Settings

The Settings page has basic information about your system, as well as options to change your password and report any bugs.

You can access the Settings page by clicking the gear icon from the Dashboard.

Updating the App

SmartDrive Compliance is constantly updated with features and fixes. Generally, SmartDrive Compliance should stay up to date on its own; however, in case it doesn't, you can force a manual update using the **Check for updates** button.

Reporting Bugs

If you experience any issues while using SmartDrive Compliance, use the **Report a bug** button on the Settings page to file a bug report. Your bug reports help us identify and resolve issues with the App.