User Guide
Garmin Fleet 670

- Hours of Service Logs
- Vehicle Inspection Reports
On home screen, tap ‘Hours of Service’

1  
⚠  Note
Driver login required for this feature

2  Tap your Driver ID

3  Scroll down, tap ‘View 7-Day Summary’

   Hand the PND to the officer for review
Getting Started

To setup a new Garmin PND, power it on using the button on top. Next, switch into ‘Truck Mode’ and complete a new vehicle profile for your truck and trailer.

Vehicle Profile

In order to reference certain parameters about your truck and trailer, you will need to create a Vehicle Profile. This profile contains information like the tractor and trailer size, weight, number, odometer and VIN.

⚠ Note

UPDATE PROFILE WITH NEW TRAILER NO. AS REQUIRED, WILL APPEAR IN HOURS OF SERVICE DRIVER LOGS

Hours of Service

Driver Login

You will need to login using a Driver ID and password, see your fleet administrator for these credentials. After logging in, you will be able to make duty status changes by tapping the ‘Hours of Service’ icon.

Digital Signature

The driver’s signature will appear on the HoS logs after the duty status changes have been verified prior to logging out. The PND must be attached to the mount for logs to sync with the server.

⚠ Note

DO NOT PRESS THE POWER BUTTON WHILE DRIVING AS THIS WILL CAUSE THE PND TO SLEEP AND MILEAGE WILL NOT BE CALCULATED CORRECTLY

Truck/Trailer Inspection/Repair Reports

DVIRs may be filed using the ‘Custom Forms’ icon on the home screen:

- Driver Vehicle Inspection Form
- Driver Trailer Inspection Form
- Mechanic Vehicle Repair Form
- Mechanic Trailer Repair Form

⚠ Note

THE SAME PND SHOULD ALWAYS BE USED WITH THE SAME TRUCK AS SOME INFORMATION SUCH AS VEHICLE PROFILE STAY ON THE PND
Daily Use Guide

At the beginning of your shift
- Retrieve matching PND for truck number and attach to mount
- Login using Driver ID and password and set status to ‘On Duty’
- Update vehicle settings: tractor & trailer number
- Add shipments: name/commodity, number, start/end dates
- Perform pre-trip inspection, review previous DVIR

During your shift
- PND automatically updates duty status to ‘Driving’ when moving and then to ‘On-Duty’ when stopped for five (5) minutes
- At the beginning of a required break, set duty status to ‘Off Duty’
- After the break ends, set duty status back to ‘On Duty’ or ‘Driving’
- Update ‘vehicle settings’ with new trailer number(s)
- Review remaining hours under the ‘Hours of Service’ icon

At the end of your shift
- Create a new DVIR (if required by carrier)
- Set duty status to ‘Off-Duty’ and logout of PND
- Verify logs to attach your digital signature
- Wait for logs to upload, remove PND and return to fleet admin or store in glove box

Troubleshooting

Server error while trying to login
- Check to make sure PND is properly seated on mount
- Check cable connections to PND mount and transponder
- Turn engine on to wake transponder from sleep mode

Login attempt times out
- Poor cellular reception, try again

Error message: ‘Problem detected’
- Transponder needs to be power-cycled
- Unplug both cables from transponder and plug back in
Press ‘Power’ button to wake PND

If in ‘truck mode’ tap ‘Agree’

Otherwise, tap ‘Switch Mode’ then ‘Truck’ and ‘OK’ then tap ‘Agree’

Tap ‘Yes’ to configure profile with:
  - current odometer
  - gross weight
  - truck height/width/length
  - profile name

Scroll down, tap both ‘Tractor Number’ and ‘Trailer Number’ to update, tap ‘Done’

⚠ Note
  Select this profile when using this truck
1. Connect PND to magnetic mount.

2. If truck details have changed, tap ‘≡’ to edit tractor & trailer number.
Then tap ‘OK’.

3. On home screen, tap ‘Hours of Service’.

   ▶️ Note
   PND must be connected to mount.

4. Enter Driver ID, tap ‘Next’.
Enter password, tap ‘Next’.

   ▶️ Note
   Driver login takes up to one minute.

5. Select new duty status, tap ‘Save’.

   ▶️ Note
   Do not turn screen off while driving.
Distances for hours of service log may not be recorded correctly.
Connect PND to mount

1  On home screen, tap ‘Hours of Service’

2  Tap the ‘+’ icon

3  Enter your Driver ID, tap ‘Next’

4  Enter your password, tap ‘Done’

5  Select new duty status, tap ‘Save’

You remain logged in until logout
Review & Submit a DVIR

1. On home screen, tap ‘Custom Forms’

2. Tap the form you want to submit
   - Vehicle Inspection
   - Trailer Inspection
   - Vehicle Repair
   - Trailer Repair

3. Fill out required fields including any defective items and selecting whether the vehicle is satisfactory or not along with any remarks and tap ‘Submit’

4. To review a saved form, tap the icon in the upper left and then tap on the report you wish to view

⚠ Note
Submitted DVIR forms are saved to the PND
Keep the same PND with the same truck
Manually update duty status

1. **Note**
   Driver login required for this feature

2. Tap your Driver ID

3. Tap ‘Duty Status’

Select a new duty status, tap ‘Save’

4. **Note**
   Distance and locations automatically recorded by PND
Manage shipments

On home screen, tap ‘Hours of Service’ and tap your Driver ID

1

⚠ Note
Driver login required for this feature

2 Scroll down, tap ‘Manage Shipments’

3 Tap the ‘+’ icon to add a new shipment or tap an existing shipment to edit

Enter the following information:
Shipper name
Shipping commodity
Shipping document number
Start & end day

4 Tap ‘Save’ when done
Add comment to log

1. On home screen, tap ‘Hours of Service’ and tap your Driver ID

   ⚠ Note
   Driver login required for this feature

2. Tap ‘View Journal’

3. Tap on an activity (shown in blue) that you would like to add a comment to

   ⚠ Note
   Entire activity must be shown in screen in order to add comment

4. Tap field next to ‘Comment’ to add note

   ⚠ Note
   The other fields are not editable

5. Tap ‘Done’ to save comment to log
Record Adverse Conditions

On home screen, tap ‘Hours of Service’ and tap your Driver ID

1. **⚠ Note**  
   Driver login required for this feature

2. Scroll down, tap ‘Record Adverse Conditions’

3. Tap ‘Yes’ to add two (2) hours to your current driving time

4. **⚠ Note**  
   A comment about the driving extension is automatically added to your log
On home screen, tap ‘Hours of Service’ and tap your Driver ID

1

⚠ Note
PND must be connected to mount

Tap ‘Duty Status’ and select ‘Off Duty’

Tap ‘≡’ and ‘Logout’

2

⚠ Note
Both driver & co-driver must logout

Tap ‘Yes’ to verify (sign) the entries

3

Review duty status changes, tap ‘Select All’

Then tap ‘Verify’ to sign the log

Tap ‘Yes’ to continue logout

4

⚠ Note
Allow logout to complete before removing PND from mount

Remove PND from mount and return to fleet administrator

5

⚠ Note
PND will drain truck battery if left attached to mount when not in use
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