

HOSREPORTER

HOS-Reporter Mobile App©

Driver's Guide

Rev 1.09

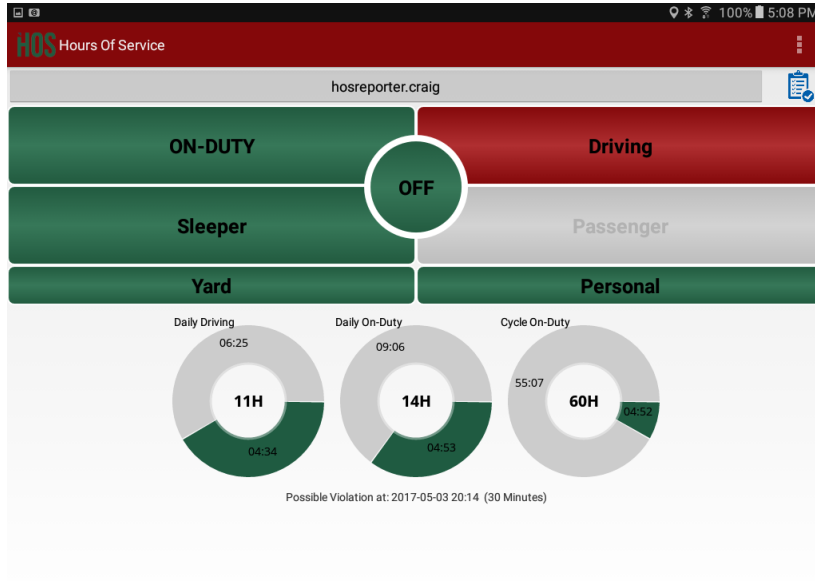
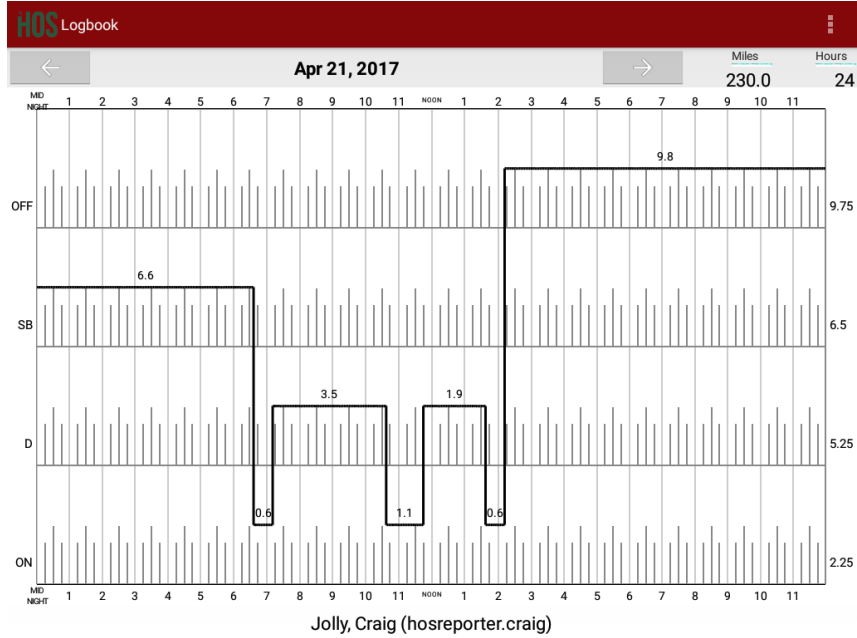


Table of Contents

Introduction and Compliance	3
Certification.....	4
Account Types	5
Logging On	5
Driver Login	5
Atlas Bluetooth Discovery and Pairing	5
Atlas Diagnostics	5
Vehicle Profile	6
Driver Profile and Team Drivers	7
Creating Shipments	8
Assumption of Unidentified Records	8
Malfunction and Diagnostic Indicators	9
Changing Driver Status	9
Personal Use, Yard Moves and Exemptions	10
Violation Timers	10
Reviewing, Editing and Certifying Logs	11
Creating Annotations	12
Logbook and Exporting Driver Logs	12

INTRODUCTION AND COMPLIANCE

The HOS-Reporter Mobile App, when installed with an Atlas in-vehicle telematic device, is compliant as an ELD with FMCSA (Federal Motor Carrier Safety Administration) and CFR (Code of Federal Regulations) title 49 part 395 AOB RD 395.15, 395.16 and the latest modifications to the rule.

There is a Certification menu option indicating that the mobile app, and telematic device are certified and listed by the FMCSA.

The driver's log file exported by the HOS-Reporter app is generated according to the latest ELD specifications and ELD data element dictionary released by the FMCSA.

Regulations the HOS-Reporter Mobile App is compliant with:

- 60-hour/7 day or 70-hour/8 day Rules
- 34-hour week restart (with latest suspension of two periods 1:00am-5:00am)
- 11 hours driving for the day
- 14 hours on-duty for the day
- Sleeper Berth provision
- Passenger Seat provision
- Personal Conveyance provision
- 30 minute break provision
- Location recording for vehicle engine on/off, and location recording every 60 minutes if vehicle is moving
- Mobile device permits duty status changes only when the vehicle is at rest
- The mobile device warns the driver, visually and/or audibly of any malfunction
- When the vehicle is stationary for 5 minutes or more, the mobile device will default to on-duty not driving and the driver must enter the proper status
- The telematic device (ELD) performs self-test, and self-test upon request of an authorized safety assurance official

The HOS-Reporter Mobile App is not compliant for (exclusions):

- Passenger-carrying vehicles
- States of Hawaii and Alaska

CERTIFICATION

As a substitute for an exterior faceplate, a “Certification” menu item will display the certification image as evidence that the HOS-Reporter Mobile App and the telematic device has been tested and certified as meeting the ELD performance requirements.

ELD CERTIFICATION STATEMENT

HOSREPORTER

The HOS-Reporter Mobile App and the Atlas in-vehicle telematic device are fully compliant with the Federal Motor Carrier Safety Administration rules for ELD (Electronic Logging Device) as registered with the FMCSA.

HOS – 49 CFR Part 395

EXCLUSIONS: PASSENGER CARRYING VEHICLES, ALASKA, HAWAII

ACCOUNT TYPES

Driver:

Unique, per-driver account under 49 CFR Parts 385, 386, 390, and 395 regulations (herein HOS). This account logs the record-of-duty-status (RODS) changes and allows the export of driver records for display, print and output file generation.

Support: (Carrier Admin)

Account used by the commercial motor vehicle (CMV) carrier and HOS-Reporter to setup, configure, update, and troubleshoot the mobile app and the telematic device. No duty status changes are recorded with this account and no access to driver RODS changes are permitted under the support account.

Non-authenticated:

All operation of a CMV is recorded under this account if no driver has logged into the HOS-Reporter Mobile App. Non-authenticated records (vehicle movement and on-duty time) are stored on the telematic device and in the CMV carrier account and should be assumed by the appropriate driver account as soon as possible.

DRIVER LOGIN

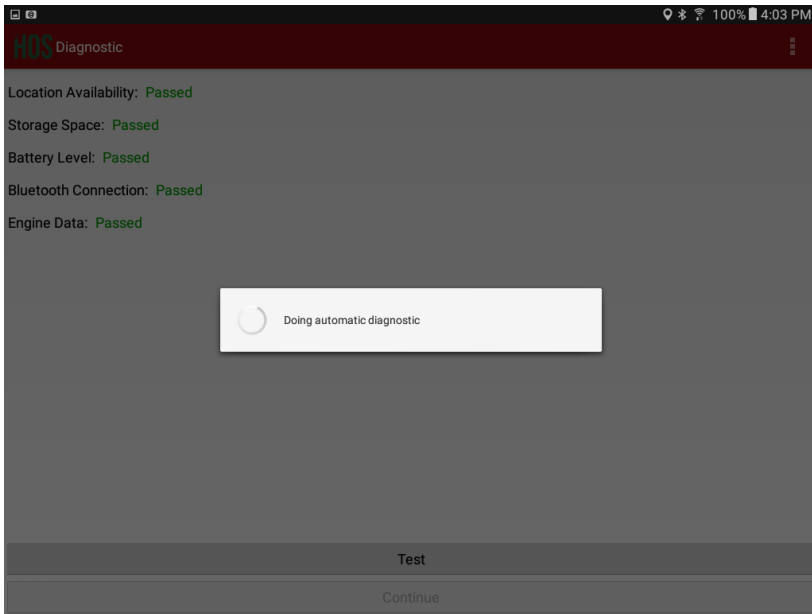
Each driver using the system will have a unique login ID. This login username and password is for the specific driver's use only and must not be shared with any other person (driver or not). The login name belongs to the driver and is linked to the driver's personal information (e.g. commercial driver's license). If the driver leaves his or her current carrier and begins driving for a different carrier, the login name will remain the same and it is the driver's obligation to ask the new carrier to update carrier name and USDOT ID number on the system.

The driver may be logged on to only one mobile device at any time. For the driver to log on to a different mobile device, the driver must change to off-duty status and logout from the previous device.

Driver's login unlock. In the event a driver is still logged on to a device but the device ceases to function or is lost, the driver must call the carrier administrator and ask for his or her login name to be unlocked. The unlock process will change the driver's status to off duty at the time the driver solicited the login unlock and will deregister the old mobile device from the system to allow the driver to log on to a different mobile device.

Atlas Bluetooth Discovery and Pairing & Atlas Diagnostic Routine: When the Atlas telematic device is first installed, the driver, carrier administrator or installer must complete an initial configuration and diagnostic routine. In order for the Atlas to be ELD compliant, several parameters must be acquired from the vehicle's Engine Control Module (ECM) as well as other internal systems requiring verification. After running the diagnostic routine, the installer will then pair the Atlas via Bluetooth with the HOS-Reporter application which was previously installed on the driver's smartphone or tablet.

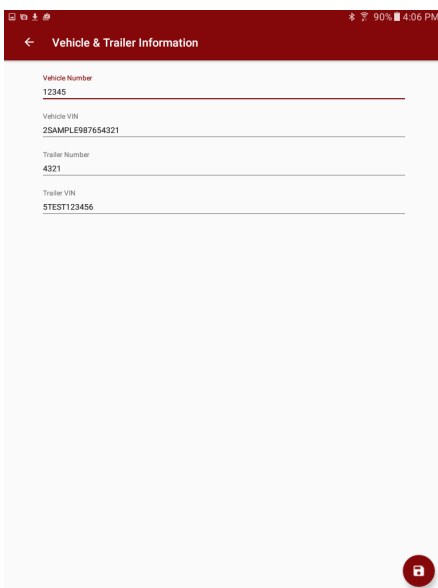
After logging in to the HOS-Reporter app, please tap on “Scan Devices” (after pairing with the Atlas), select the appropriate Bluetooth device and tap on “Continue”. At this point, the mobile app will begin collecting the necessary engine data. The installer can only release the Atlas for driver use after all diagnostics were successfully performed:



This process can also be repeated at any time by a driver when switching trucks or if a Diagnostic/Malfunction indicator has turned red (go to the Menu and select Diagnostic).

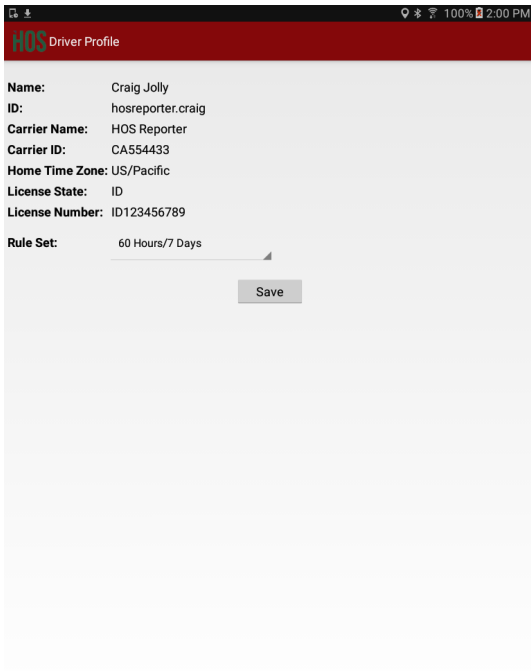
VEHICLE PROFILE

Before a driver’s logs can be exported and shared with an authorized safety official, the driver must update the correct vehicle’s information. Please enter the correct tractor number, trailer number and tractor VIN number. Select the “Vehicle Profile” option from the menu.



DRIVER PROFILE AND TEAM DRIVERS

We recommend drivers verify their profile. Please make sure the information is correct: carrier name, your rule set (60-hour or 70-hour) and the home base time zone.



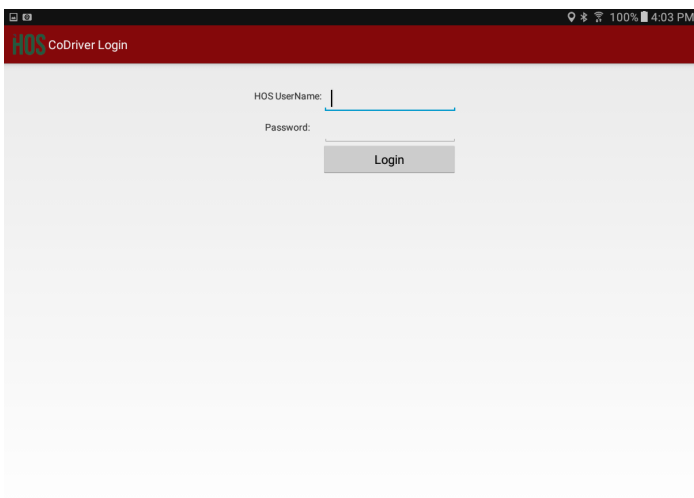
The screenshot shows the 'HOS Driver Profile' app interface. At the top, there is a red header with the HOS logo and the text 'Driver Profile'. Below the header, the following information is displayed:

- Name: Craig Jolly
- ID: hosreporter.craig
- Carrier Name: HOS Reporter
- Carrier ID: CA554433
- Home Time Zone: US/Pacific
- License State: ID
- License Number: ID123456789
- Rule Set: 60 Hours/7 Days

A 'Save' button is located at the bottom of the profile information.

Select the Rule Set drop-down to change rule set from 60 hour to 70 hour and vice versa. The HOS-Reporter app also supports the following rule sets: California, Oilfields and Canada cycle 1 and 2.

Team drivers: Up to two drivers may log on the same mobile device. Records and logs are generated for each independent driver showing the other driver as co-driver. To log on a second driver just tap on the name of the currently logged driver on the app's Principal screen.



The screenshot shows the 'HOS CoDriver Login' app interface. At the top, there is a red header with the HOS logo and the text 'CoDriver Login'. Below the header, there are two input fields:

- HOSUserName: [text input field]
- Password: [password input field]

A 'Login' button is located below the password field.

CREATING SHIPMENTS

The driver should create a shipment on the HOS-Reporter mobile app. Please select the option “Shipment” from the menu. Make sure you enter the correct shipment’s pick-up and delivery time, as well as the shipper name, shipment number and the commodity you are transporting. The information provided here must match the driver’s supporting documents.

Shipper: | _____
Commodity: _____
Save

ASSUMPTION OF UNIDENTIFIED RECORDS

The Atlas is designed to record all vehicle activity when there are no drivers logged in. When next logging in, each driver should accept the unidentified records that belong to him or her by selecting the appropriate checkboxes and then selecting “Accept selected records”.

Assume Unidentified Logs

Status	Time Elapsed
<input type="checkbox"/> Status: D	Time Elapsed: 0h 15m
<input type="checkbox"/> Start Time: 2017-05-06 01:56	End Time: 2017-05-06 02:12
<input type="checkbox"/> Status: ON	Time Elapsed:
<input type="checkbox"/> Start Time: 2017-05-06 02:12	End Time:

There are unidentified logs. Do you want to review the logs?

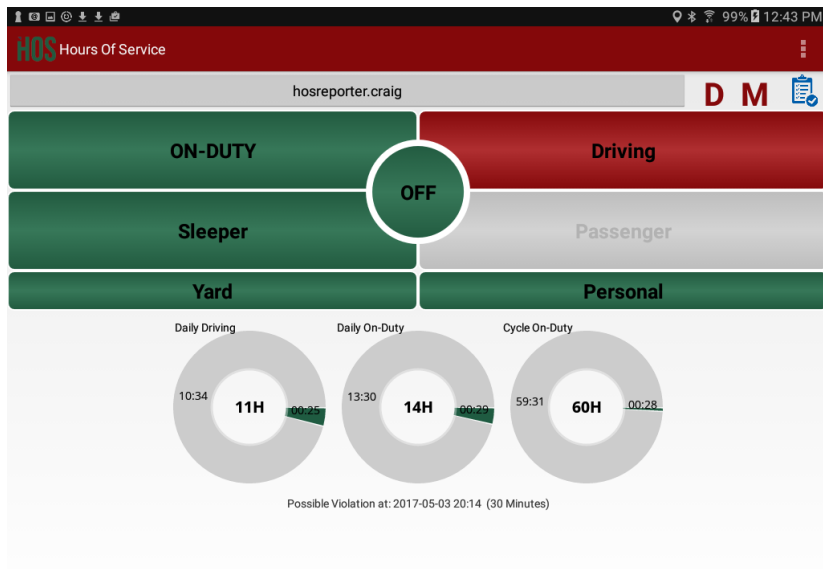
Skip Review logs

MALFUNCTION and DIAGNOSTIC INDICATORS

If the M (Malfunction) or D (Diagnostic) indicators, located on the top right corner of the HOS-Reporter app turn red please contact your carrier administrator. This is an indication of a system failure and requires immediate attention. To identify the specific malfunction run the Diagnostic option on the main Menu.

CHANGING DRIVER STATUS

The home screen is where duty status changes are made. There are five options for the driver to select from. Besides the normal duty status, the HOS-Reporter mobile app includes support for Personal Conveyance and Yard Moves as well as Passenger Seat status for Team Driving.



Tap on any of the following to change your duty status:

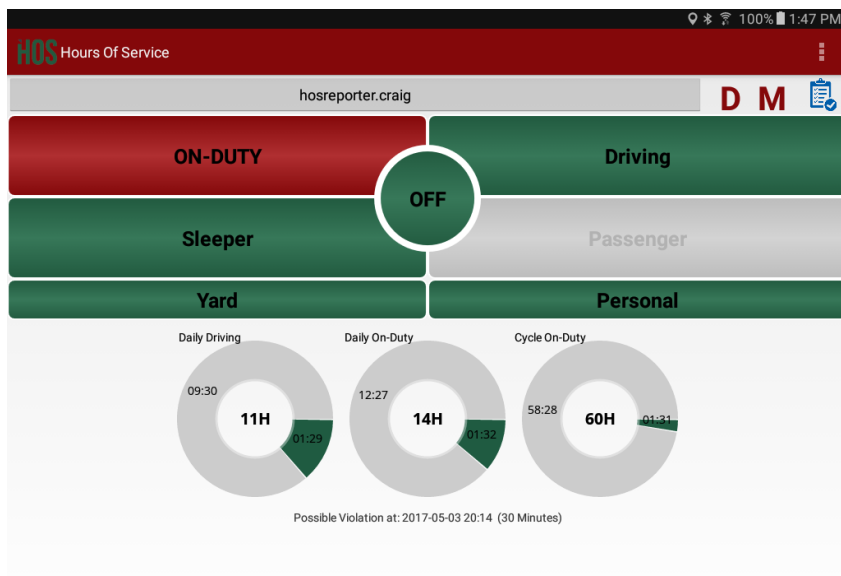
- On-Duty
- Driving
- Sleeper (Sleeper Berth)
- Passenger Seat (Team Driving)
- Yard (Yard Movement)
- Personal (When being used as a personal conveyance)
- OFF (Off-duty status)

PERSONAL USE, YARD MOVES and EXEMPTIONS

There are 3 vehicle operating modes to address specific scenarios. These 3 modes are activated only by the carrier and will be shown during the login and logout process.

VIOLATION TIMERS

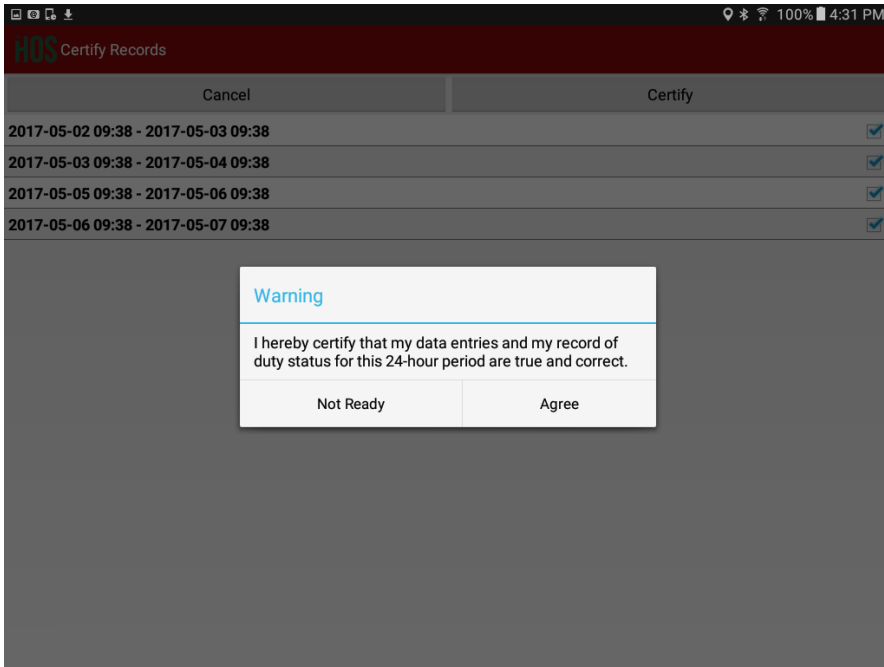
The HOS-Reporter mobile app also keeps track of possible violations by continuously logging Driving, Duty, and Cycle times. It automatically calculates the different times at which a violation may take place.



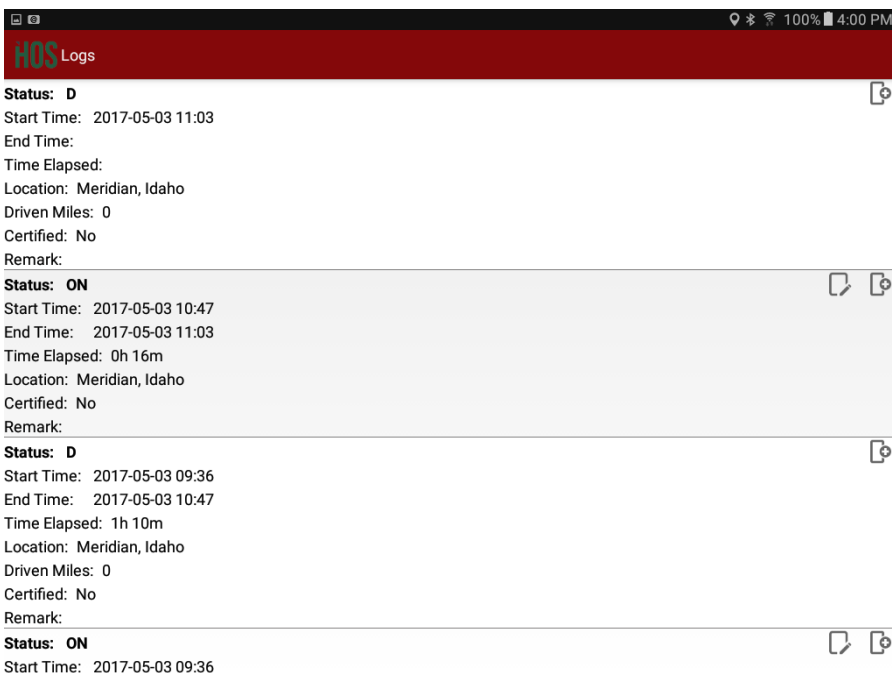
For every possible violation a visual notification is generated so that the driver becomes aware of the upcoming violation and takes preventive action. This notification is generated 30 minutes before incurring in a specific violation. The driver is also notified immediately after a violation takes place. We recommend frequent checks of the timers on the home screen to remain aware of remaining driving and duty time.

REVIEWING, EDITING AND CERTIFYING DRIVER LOGS

Every duty status change must be certified before exporting the driver's logs. Select the "Certify Logs" option from the menu to list all unverified logs. Select each day and tap on the "Certify" button. At the end of each 24-hour period, the HOS-Reporter app will automatically prompt the driver to certify logs for the last 24-hour period. During driver login and logout, the driver will also be prompted to certify the logs.

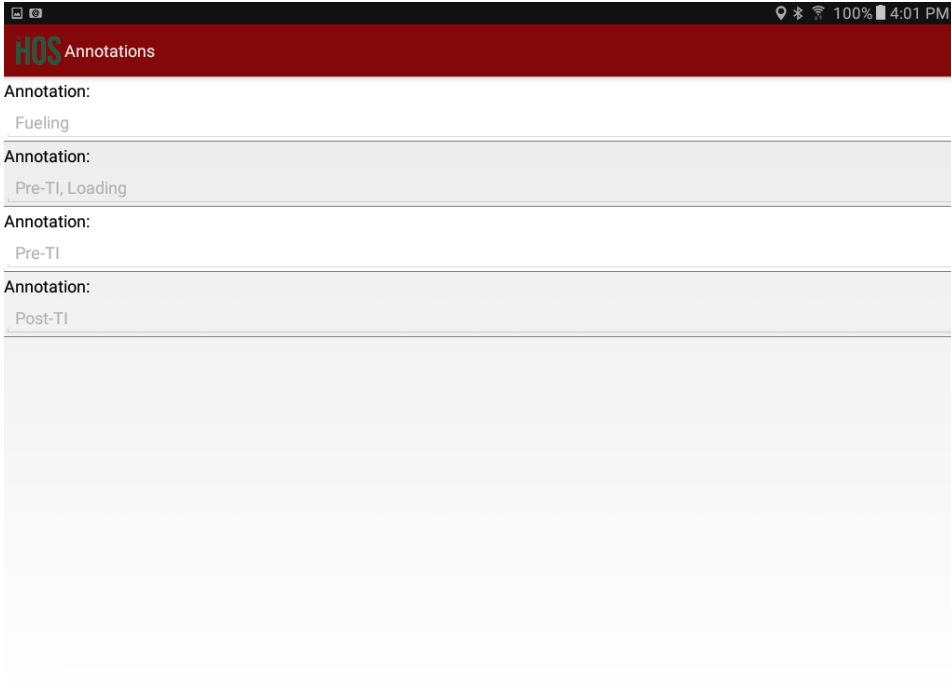


To edit your logs or accept/reject carrier proposed changes, go to the "Logs" option in the menu. Tap and hold the log you want to edit. Tap on the log edit button, make and confirm changes. You must enter the reason for the change



CREATING ANNOTATIONS

The driver can create annotations to note changes to previous status. To create an annotation, tap on the “Logs” option in the menu. A list of status changes is made available. Tap on the annotation icon for the log you want to add an annotation to. Enter the text explaining the annotation. To view existing annotations, tap on the “Annotations” option in the home screen menu.



LOGBOOK AND EXPORTING DRIVER LOGS

Drivers can generate a chart with their logs at any time. Tap on the “Logbook” option from the menu. Use the right/left directional arrows to select a different day.

If an authorized safety official asks to see the driver’s logs, select the option “Export ELD Data File” from the Logbook menu. The Driver Logs file is automatically created in directory “HOSFolder” within the mobile devices internal storage. Delivery of the logs allows for several options.

1. Use an appropriate USB cable to connect the mobile device to the federal agent’s computer/laptop to transfer the file.
2. Use a USB memory stick (A-type) to copy the file and present the memory stick to the authorized agent to download the logs.
3. E-mail the “ELD Data File” to an email address given to you by the authorized agent. Use the email application of your mobile device to transmit the file. Note that the data file is in the HOSFolder on your mobile device. The data file is the only CSV file located in the HOSFolder.
4. You may also display or print the Logbook by selecting “Print-Display Logs” option. In this case, you may print the PDF file saved on the HOSFolder.

