

Driver's Guide to the Drive App

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Introduction

The Drive App is a mobile application for maintaining Hours of Service compliance. The App is available for Android and iOS devices. As part of the greater Cloud ELD solution, the Drive App (running on a [compatible](#) mobile device), is used together with a Telematics Device – a type of Electronic Logging Device (ELD) – and the Fleet Management Application (2017-11 release or higher), to provide end-to-end compliance with federal regulations for motor carriers.

The Drive App has four main features:

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

The Drive App is available with the Regulatory, Pro, and ProPlus rate plans.

Hours of Service Compliance

The Drive App is a self-certifying tool for meeting the requirements of FMCSA § 395.20 of 49 CFR Part 395 (ELDs). Before using the Drive App, you must:

- Make sure you have an in-cab copy of the [Driver's Guide to the Drive App](#), the [Driver's Guide to Data Transfer at Roadside Inspection](#), and the [Driver's Guide to Data Diagnostics & Malfunction Events](#); and
- Make sure you have reviewed the [Driver's Guide to Hours of Service \(HOS\)](#) and [Driver's Guide to DVIR](#).

!! IMPORTANT: The [Driver's Guide to the Drive App](#), [Driver's Guide to Data Transfer at Roadside Inspection](#) and the [Driver's Guide to Data Diagnostics & Malfunction Events](#) must be kept in the CMV at all times. These documents must be made available during a roadside inspection in accordance with FMCSA 49 CFR §395.22 (h). In addition, drivers must have a supply of blank Records of Duty Status (RODS) 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).

The Drive App:

- Works on a fixed 24-hour period starting at 12:00 AM.
- Supports three co-drivers logged in to 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



- Supports the following exemptions:
 - Short Haul
 - Non-CDL Short Haul
 - 16-hour
 - Adverse Driving Conditions
 - Personal Conveyance
 - 30 minute rest exemptions on federal rulesets.
 - 24-hour Restart (for oil transport drivers)
 - Oil well Wait Time and 24-hour Restart (available to off duty co-drivers)
 - Off-duty deferral (Canadian, currently in Beta)
 - Yard Move
 - Salesperson

*** 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 modified.

System Requirements

Android

- Android 4.4 or higher
- 4.7-inch+ screen (recommended)
- Capacitive touch screen preferred
- Built-in cellular modem (3G or LTE) with data connection (Avg monthly data usage: 350MB)
- 2GB RAM
- 250MB data storage
- Built-in GPS
- Certified by Google, with access to the Google Play Store preferred

iOS

- iOS 6.0 or higher
- 4.7-inch+ screen (recommended)
- Capacitive touch screen preferred
- Built-in cellular modem (3G or LTE) with data connection (Avg Monthly Data Usage 350MB)
- 2GB RAM
- 250MB data storage
- 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. Enable **Wi-Fi** and disable **Flight mode**.
3. Under **Mobile networks**, enable **Data access over mobile network**.
4. Enable all location services, and **High accuracy** mode if available.
5. Set **Date & time** to automatic.
6. In the Google Play Store settings, enable **Auto-update apps at any time**.
7. Go to the Google Play Store and install the Drive App.

iOS

1. Make sure you have access to the Apple App Store.
2. Enable **Wi-Fi** and disable **Airplane mode**.
3. Under **iOS settings > Privacy**, enable **Location Services**.
4. Under **Drive App**, select **Always**, and enable **Use Cellular Data**, then set **Notifications** to **Allow Notifications**.
5. Under **iOS settings > iTunes & App Store > Automatic Downloads**, enable **Updates** and **Use Cellular**

Data.

6. Ensure that the **Date & time** are set to automatic.
7. Go to the App Store and install the Drive App.

In-Vehicle Setup

Equip your vehicle with a Telematics Device, a compatible Android or iOS mobile device, and an IOX-USB accessory (optional). Contact your System Administrator for more information.

Logging In

When you log in to the Drive App, you are prompted to complete a set of actions to synchronize your assets, ensure the vehicle is safe to operate, and verify any outstanding logs.

Before you can start driving, you are prompted to:

- Attach a vehicle;
- Attach a trailer;
- Attach a shipment;
- Verify duty status logs;
- Inspect the vehicle (DVIR); and
- Inspect the trailer (DVIR).

LOG IN

Username

jane.lopez@company.com

Password

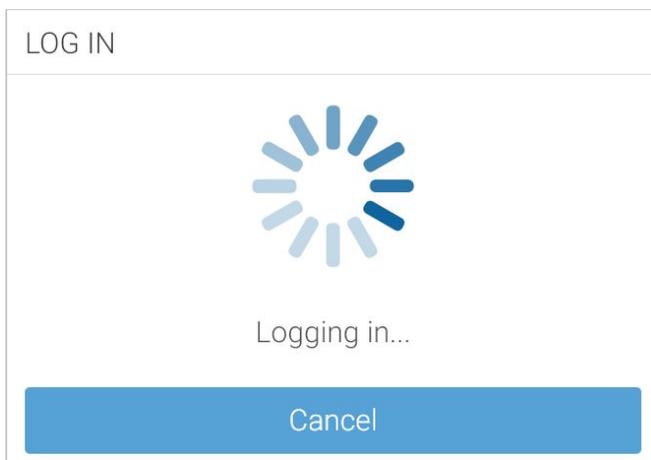
••••••••

via geotabdrive_production

Cancel Log in

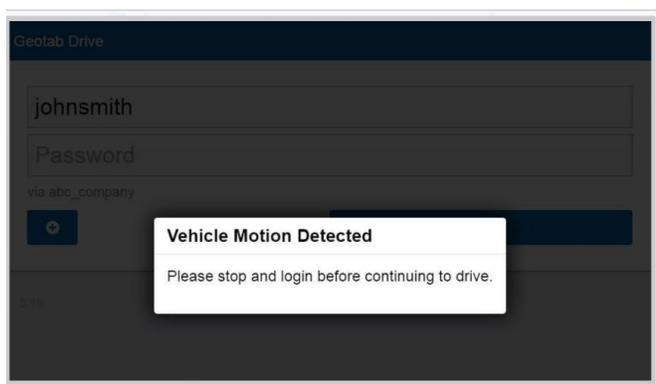
The first time you log in to the Drive App, you are prompted to **Accept** the End User Agreement. After accepting the agreement, enter your **Username** and press **Next** to display the **Password** field. Enter your password (minimum 8 characters in length), and click **Log in**.

Next



After you confirm your credentials, the system synchronizes 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 remain associated with you even when you switch vehicles.

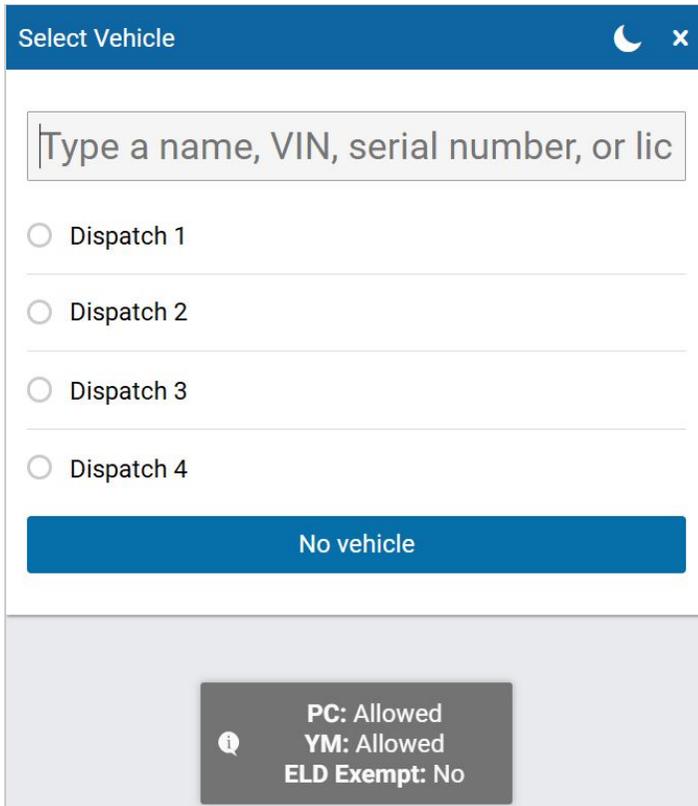


If you start driving the vehicle without logging in, the Drive App detects the motion, and displays a warning message advising you to stop the vehicle and log in.

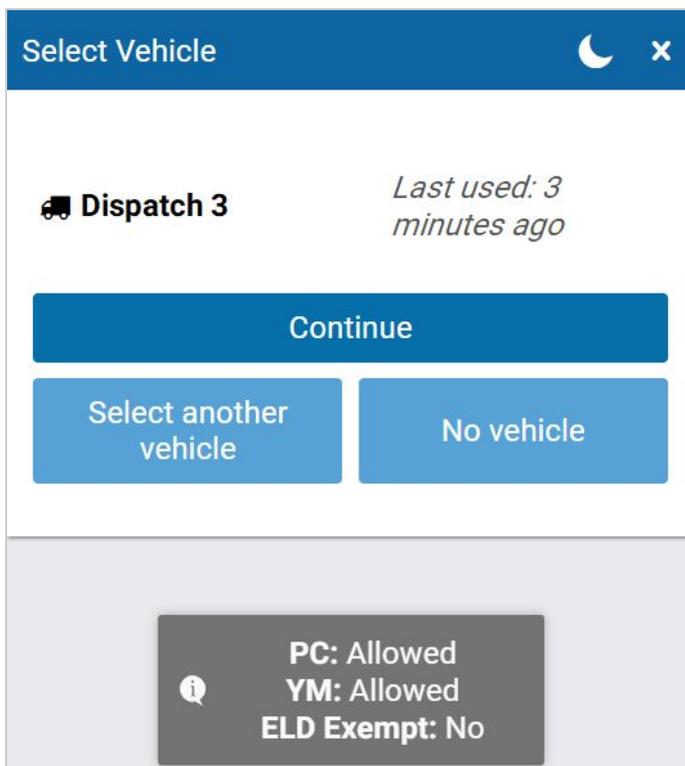
If you do not log in to the Drive App, the system is unable to associate your duty status or other driving events with your account.

Attaching Vehicles

You must attach a vehicle to your account before the duty status and other types of electronic records can be assigned to you. Based on your mobile device's geo-location, the App automatically finds the closest vehicles within a 1km/0.6mi radius. You are prompted to select your vehicle after logging in.



If you do not have a vehicle at the time, you can select the **No Vehicle** button to continue into the App without an assigned vehicle. Without a vehicle, you can only set the status to **ON** and **OFF** duty.



If you do have a vehicle assigned to your account, you can quickly select the last assigned vehicle, if the vehicle is within the immediate vicinity.

When you log in, the exemptions notification informs you if **PC** (Personal Conveyance) or **YM** (Yard Move) is enabled. The notification also indicates whether or not you are ELD exempt.

Confirmation Required

Vehicle: H car
Current driver: anna@anna.com
You will be assigning yourself to this vehicle and disassociating the driver mentioned above.
Would you like to continue?

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 choosing **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.

Attaching Trailers

Select Trailers

123124123123

12345
COMMENT IS HERE

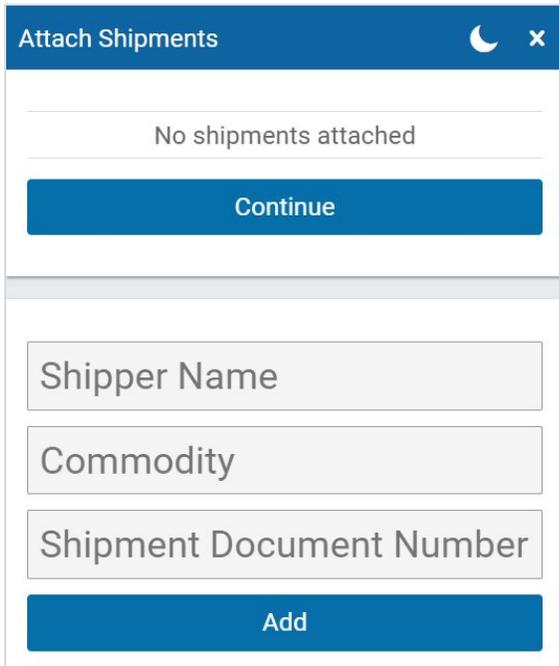
ATTACH A TRAILER

After attaching vehicles, you are prompted to attach a trailer.

You can attach more than one trailer; however, each trailer must be assigned a unique name. If you do not have a trailer to attach, press **Continue**.

If you attach a trailer, you are prompted to perform a DVIR on the trailer. If you detach a trailer, you are also asked to perform a DVIR. In both cases, you can choose to **Inspect** or **Skip**.

Attaching Shipments



Attach Shipments

No shipments attached

Continue

Shipper Name

Commodity

Shipment Document Number

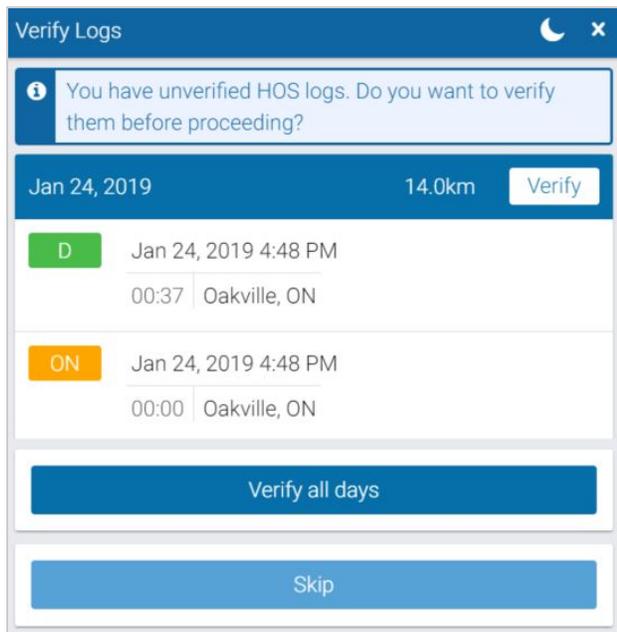
Add

Next, you are prompted to attach shipments to your vehicle. Press **New shipment** to attach a shipment, or **Continue** with no shipment.

When attaching a shipment, enter the shipper name, commodity, and shipment document number. Press **Add** to assign the shipment to your vehicle.

Verifying Logs

If you have any unverified logs from earlier driving activity, you will be asked to review and verify them. Claiming 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 that you created.



Verify Logs

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

Jan 24, 2019 14.0km Verify

D Jan 24, 2019 4:48 PM
00:37 Oakville, ON

ON Jan 24, 2019 4:48 PM
00:00 Oakville, ON

Verify all days

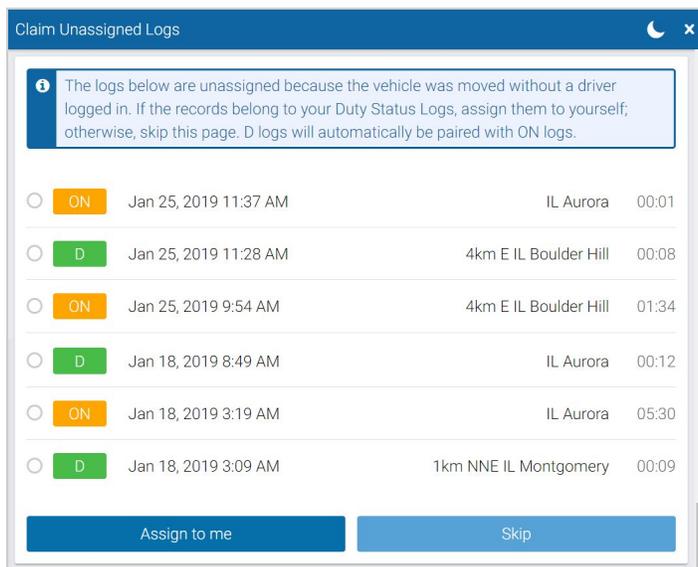
Skip

Use the **Verify** button beside 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.

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

Claiming Unassigned Logs



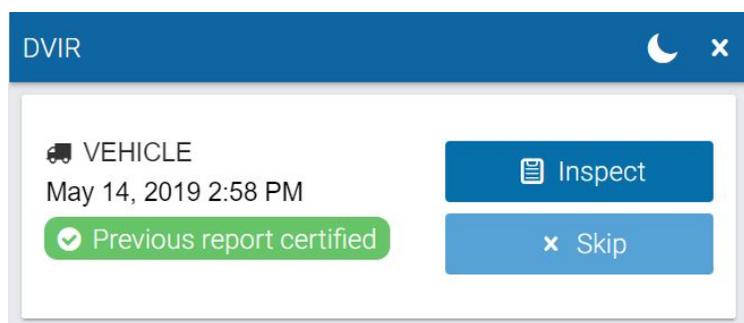
You can claim logs by selecting all relevant logs and pressing the **Assign to me** button.

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.

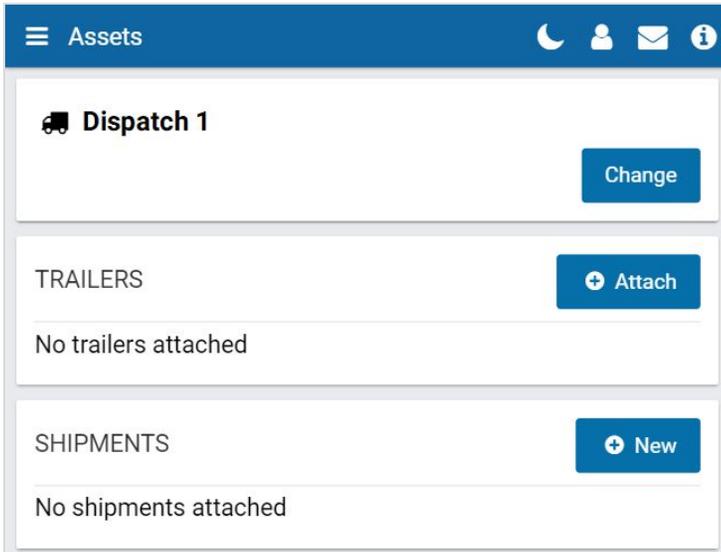
Driver Vehicle Inspection Reports (DVIR) during Login

To complete the login process, you are prompted to perform a DVIR of the vehicle and its attached trailers. If you do not have clearance to perform a DVIR, press **Skip** to go to the Dashboard. You can find more information on performing a DVIR [here](#).



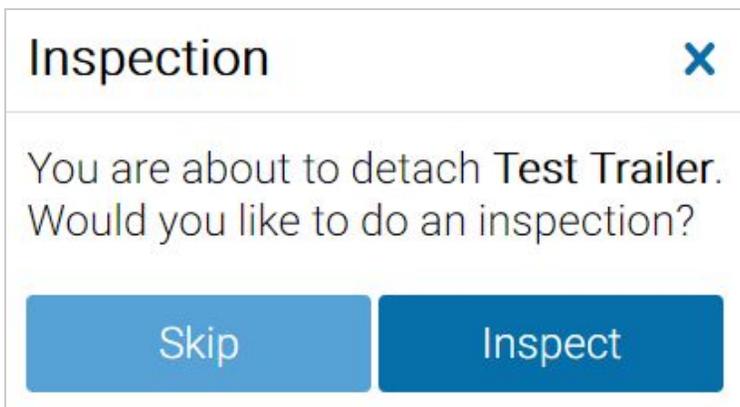
Attaching New Assets

You can change or attach new vehicles and trailers at any time by pressing the vehicle name from the **Dashboard**, or by pressing **Assets** from the main menu.



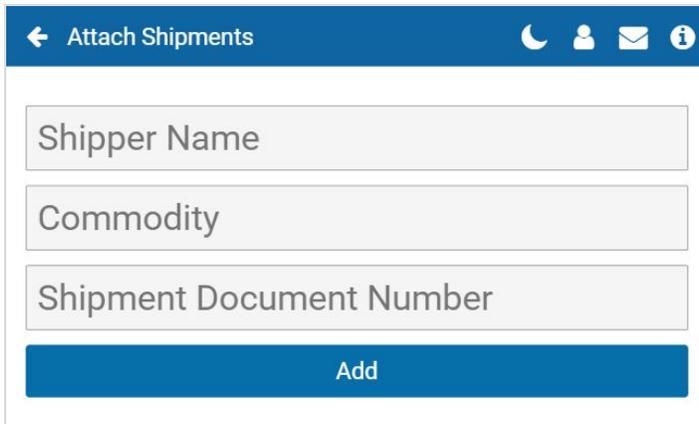
Press the **Change** button to change the vehicle associated with the Drive App. You are prompted to perform a DVIR each time you change vehicles.

Press the **Attach** button to attach a new trailer, and press the **New** button to add a new shipment.

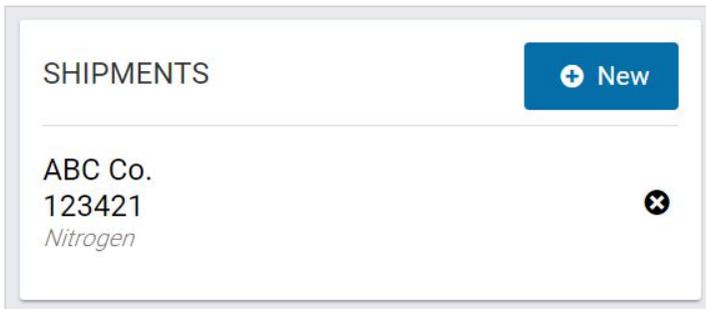


You can detach a trailer or remove a shipment by selecting the "X" icon.

You are prompted to perform a DVIR each time you attach or detach a trailer.



To add shipment information to your log, press the **New** button under the **Shipments** label. Enter your shipment information and press **Add**.

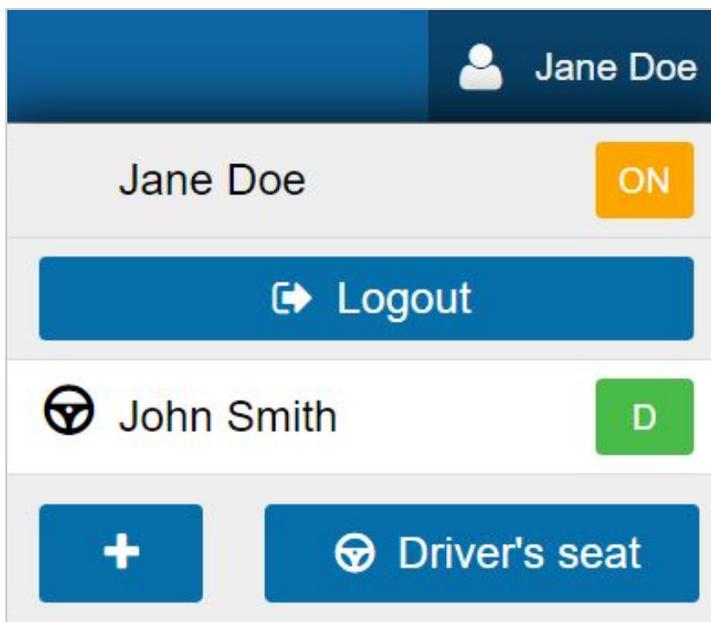


Your shipment information is now displayed on the **Assets** page.

Shipment information also displays on the **Compliance Print** made in the Fleet Management Application.

Adding Co-Drivers

You can add co-drivers to the Drive App by pressing your name in the top-right corner of the screen, and 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 seats with the driver.



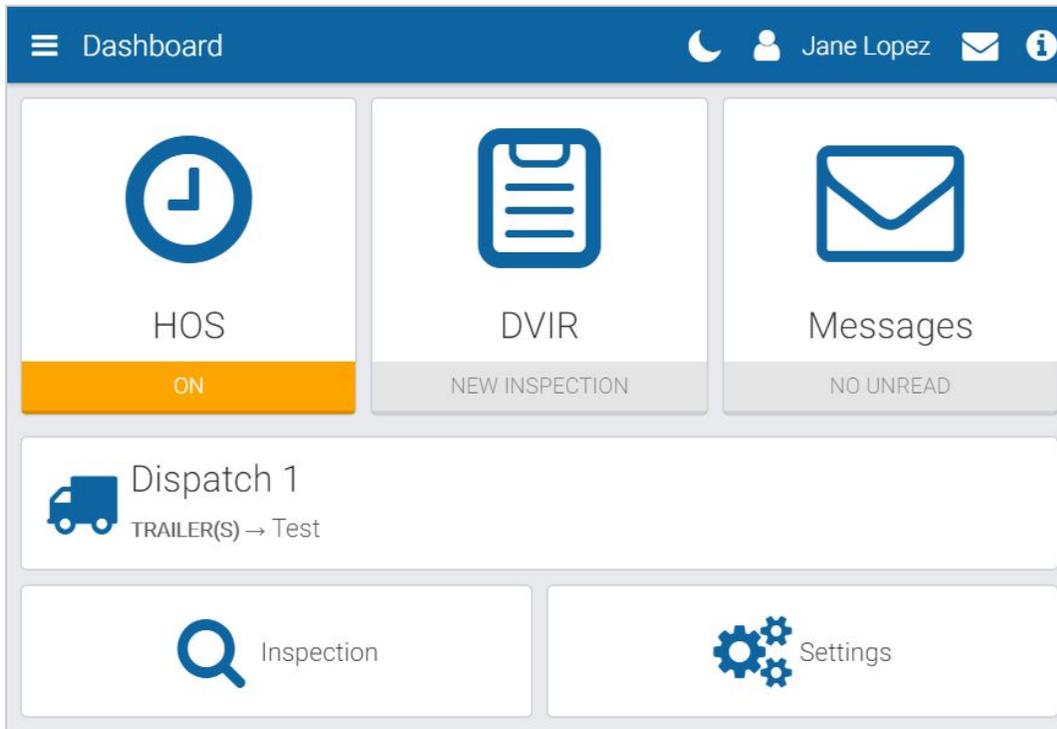
After logging in, the names of all drivers display in the user list. When multiple drivers are logged in, the steering wheel icon indicates the currently active  driver.

Use the **Driver's seat** button to switch the active driver. The duty status changes automatically for the active driver. The co-driver must change their status manually through the interface. If the active driver logs out, the co-driver becomes the new active driver

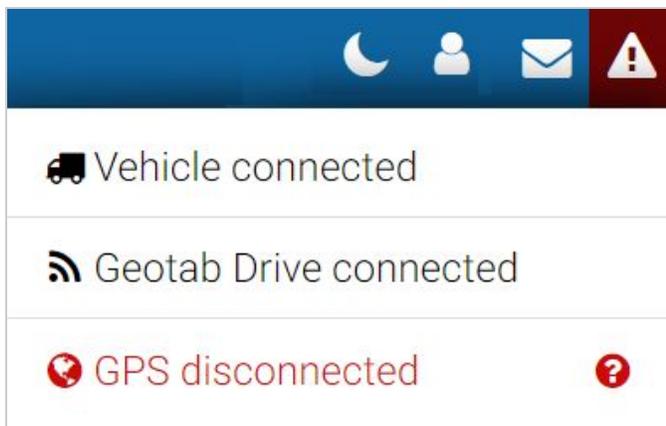
The co-drivers can share the Drive App interface to adjust their individual duty statuses. To become the active user of the interface, click your name from the driver list. Once you are the active user, your name displays at the top of the driver list. At this point, you can adjust your duty status without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

Navigating the Dashboard

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



Information Screen



When pressed, the red exclamation mark button provides additional context for your connectivity issue.

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

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 Telematics 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.

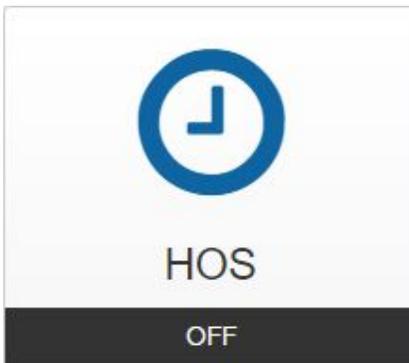
GPS Disconnected

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

This message displays in red when the mobile device is not connected to a power source. The driver will be 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.

Drive App Hours of Service (HOS)



The Hours of Service (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 screen is divided into the **Status**, **Logs**, and **Options** tabs.



Status Tab

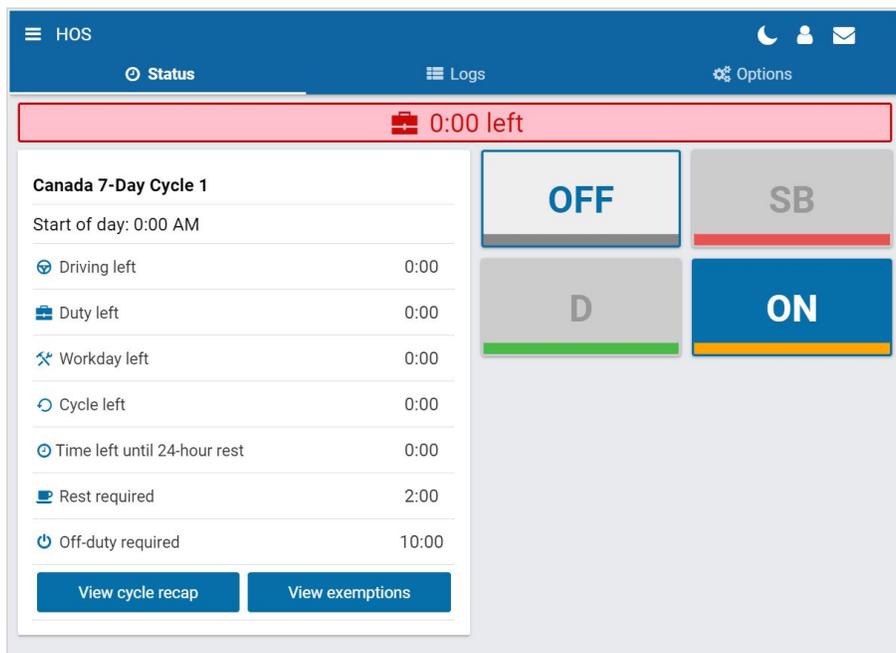
The **Status** tab allows you to view and set your duty status, as well as view and apply exemptions. Duty status is displayed by one of the four buttons on the screen:

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

*** NOTE:** When outside of cell coverage, you are notified to manually set their status.

*** NOTE:** When changing the status to **ON** duty, you are notified of any potential violations.

*** NOTE:** When changing your status to **OFF** duty, you are asked if you want to take a break or log out. If you select **Log out**, the App will guide you through your [end-of-day tasks](#), but will not close when you are finished.



The **Status** tab displays the remaining duration of your applicable driving limits, and the exemptions that can be applied as driving conditions require.

View cycle recap displays the following:

- Available cycle time tomorrow.
- Cycle hour for current day.
- Hours used within the cycle.
- Total number of hours.

View exemptions allow you to do the following:

- Apply exemptions.
- Change rulesets.
- Start/stop Yard Move.
- Start/stop Personal Conveyance.

EXEMPTIONS	
Adverse driving conditions	Apply today
Off-duty deferral	Apply today
Yard move	Start
Personal Conveyance	Start

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

By default, the only exception that is always available to you is the **Adverse Driving Conditions** exemption.

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

Apply exemption today

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

Add an annotation (Optional):

[Cancel](#) [Apply](#)

If you enable 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 daily requirements and 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

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. Other exemptions must be configured by your Fleet Management Application Administrator.

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

A full list of all available exceptions can be found in the [Hours of Service Ruleset Matrix](#).

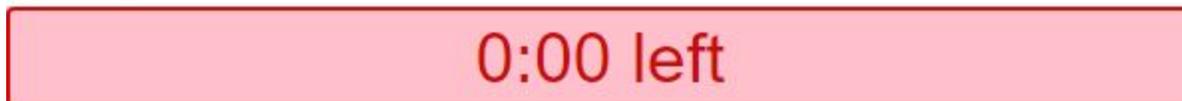
CYCLE RECAP	
Cycle available tomorrow	0:00
Sep 28, 2018	24:00
Sep 29, 2018	24:00
Sep 30, 2018	24:00
Oct 1, 2018	24:00
Oct 2, 2018	24:00
Oct 3, 2018	24:00
Today	16:18
Total	160:18

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

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.



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



The red bar indicates that you have no driving time remaining and must take a break.

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.

Rest in	8:00
Driving left	11:00

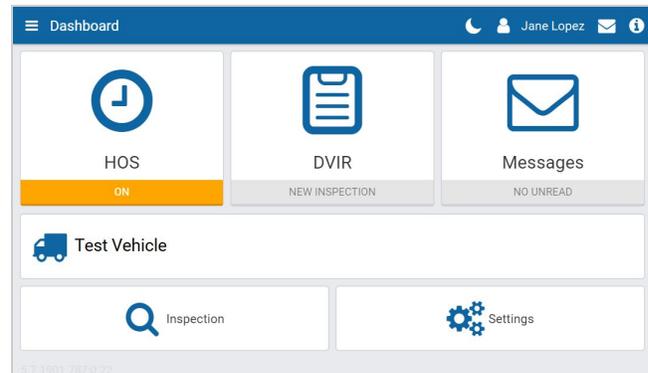
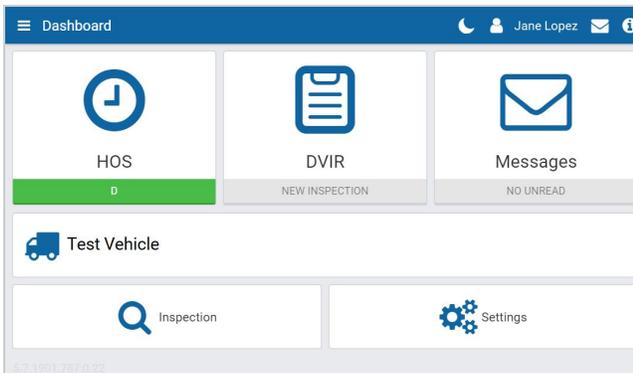
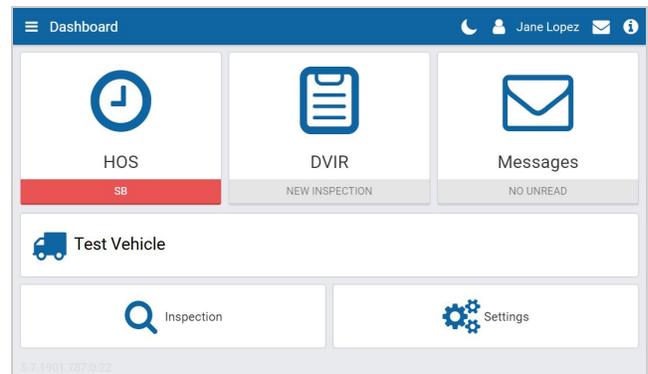
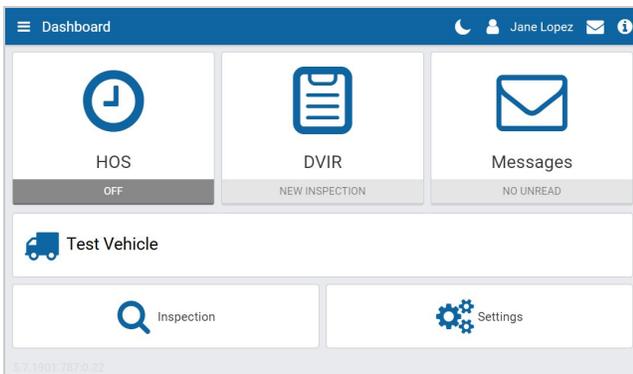
The **Rest in** timer displays the time remaining before you must take a break.

When the **Rest in** timer reaches 0:00, a **Rest duration** timer replaces it when you go off duty.

Rest duration	0:03
Driving left	3:00

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

Your current duty status is visible from the Dashboard:

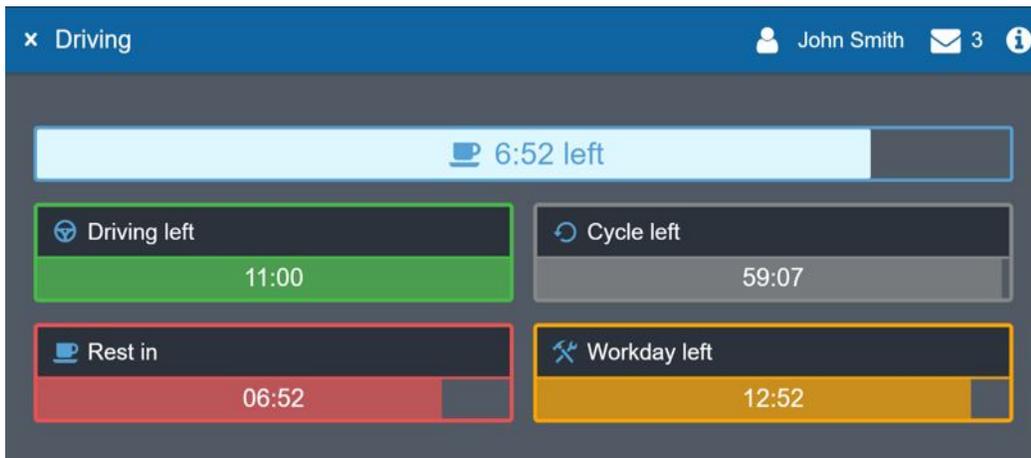


Motion Detection When Driving

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

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

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

Warning

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

- 14-hour workday limit
- 8-hour rest limit

Cancel OK

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

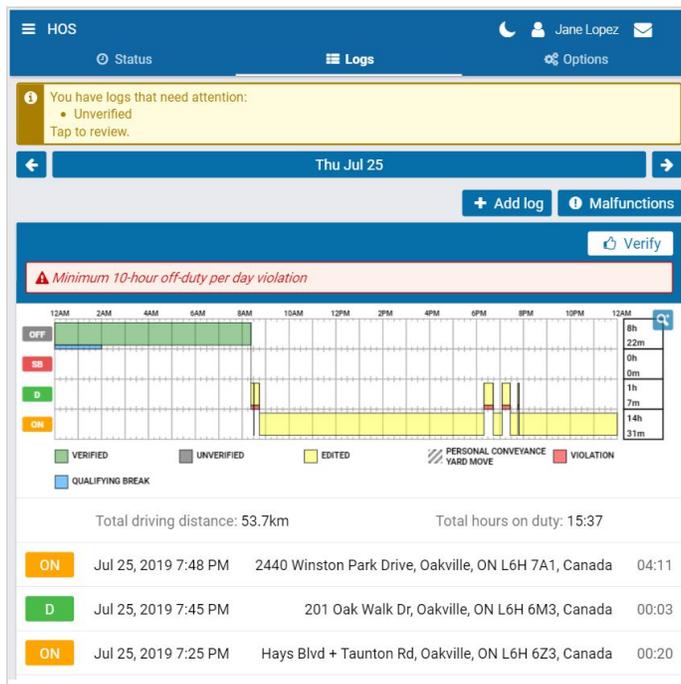
The **Logs** tab displays a list of all Records of Duty Status (RODS) for the past 14 or 16 days, depending on the ruleset, and any violations incurred. Logs are displayed below the graph, one day at a time, and can be navigated using the arrows at the top of the screen, or by clicking the date picker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

VEHICLE ODOMETER

Jane's car

Starting odometer 331196.0km

Ending odometer 331199.0km

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

The screenshot shows the 'HOS Log' screen with the following details:

- Status: ON (with edit icon)
- By: Jane Lopez
- Date: January 21, 2019 4:26 PM (with edit icon)
- Duration: 02:29
- Vehicle: Truck 1802
- Address: 444 Kerr St, Oakville, ON L6K 3C4, Canada
- Origin: Manual driver log
- ANNOTATIONS: Dvir: Pre-trip
- Input field: Add an annotation...
- Save button

When you select a log, the Log page shows additional information about the log, 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.

The screenshot shows a log entry with the following information:

- Status: ON
- Time: Sep 25, 2018 12:33 PM (with checkmark icon)
- Button: Where was this?
- Duration: 04:40

The 'Enter an address' dialog box contains the following fields and buttons:

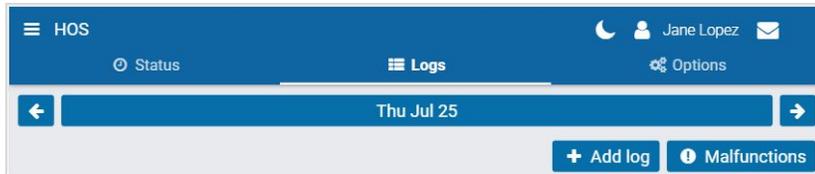
- Address or intersection
- City
- State/province
- Cancel button
- OK button

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 discovered to be incorrect or incomplete. For example, add a manual OFF-Duty log for the previous day if the App remained ON-Duty after you completed your work day. 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 network 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.



To manually create Records of Duty Status, press the “+ Add Log” button.



On the screen that follows, press **Select** for each of the applicable elements of the log.

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

Select Vehicle X

Bobs Truck

Bobs Truck

No vehicle

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

If you do not have the correct vehicle currently assigned to you, and if you were driving (**D**) or **ON** duty at the time of the manual Record of Duty Status, select the vehicle.

Status ON Select

Date June 17, 2019 12:16 PM Select

Vehicle Bobs Truck Select

Add an annotation...

Add

You can also add an annotation to provide context for the manual log. Press **Add** to create the log.

HOS Jane Lopez

Status Logs Options

ON Jul 25, 2019 12:00 AM 13km W TX Willis 08:22

Manual log

OFF Continued from previous day 00:00

VEHICLE ODOMETER

Heather H car

The **Logs** screen will display again after you have created the manual log. To view details, select the log.

i INFORMATION	
Status	 
By	Jane Lopez
Date	 June 17, 2019 12:16 PM
Date Created	June 19, 2019 4:40 PM
Duration	01:00
Vehicle	Bobs Truck
Address	Oakville ON
Origin	Manual driver log
ANNOTATIONS	
 <i>Worked in the office</i>	
Add an annotation...	
	

If you made a mistake while creating a manual log, click 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

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

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

Applying Exemptions

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

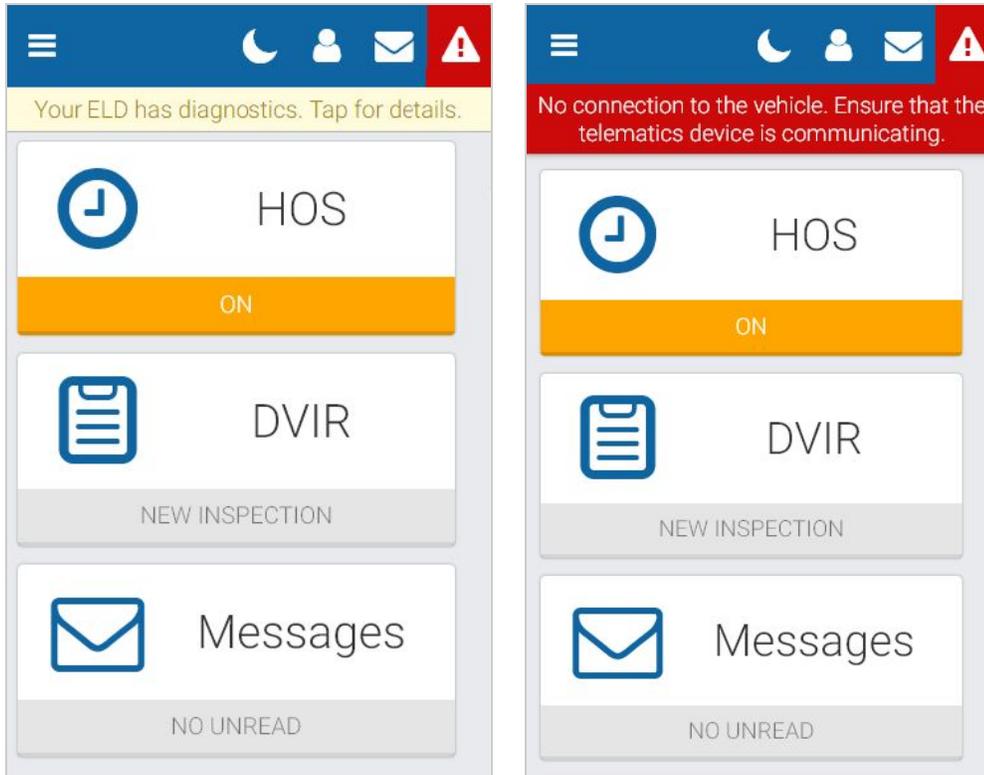
	May 22, 2019 9:57 AM	ON Oakville	01:06
 <i>Adverse driving conditions applied at 2019-05-22 10:31</i>			

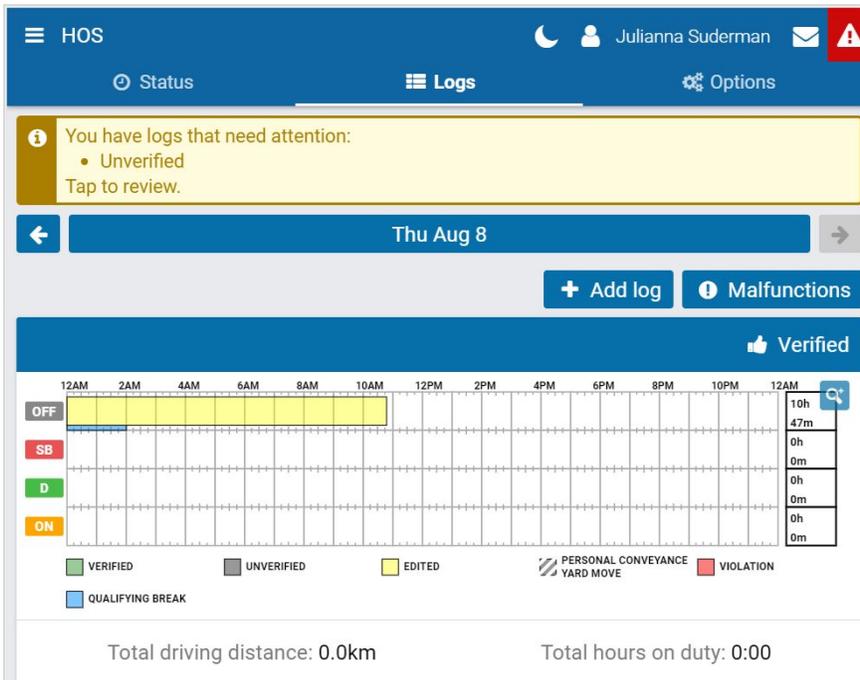
Viewing Diagnostic and Malfunction Events

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.

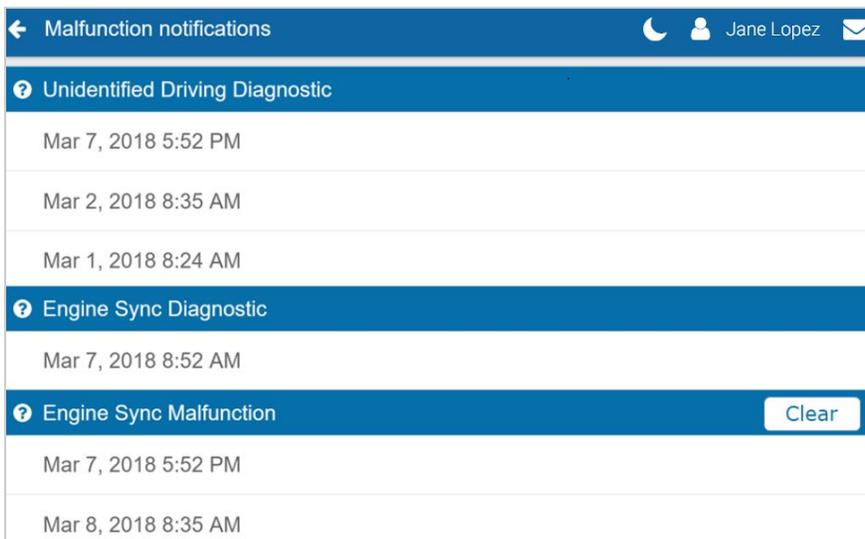
Consult the one-page document titled "[Driver's Guide to Data Diagnostics & Malfunction Events](#)," which provides instructions on what to do when these events occur. When a diagnostic event occurs, the yellow or red bar disappears after the issue is resolved.





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

For more instructions, 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 following screen:

Certify ✕

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

After you press the **Agree** button, every log for the selected date is verified. Verified logs have a checkmark beside them, and the **Verify** button is replaced with text reading "Verified".

Jan 21, 2019		7.9km	👍 Verified
OFF	✓ Jan 21, 2019 7:12 PM 2291 Winston Park Dr, Oakville, ON L6H 6R7, Canada		00:05
D	✓ Jan 21, 2019 7:10 PM 2291 Winston Park Dr, Oakville, ON L6H 6R7, Canada		00:01

*** 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.

Options Tab

The **Options** tab provides quick access to the Drive App **Dashboard** where inspections, DVIRs and other operations are performed.

The Options tab also displays important driver information such as current ruleset and home terminal.

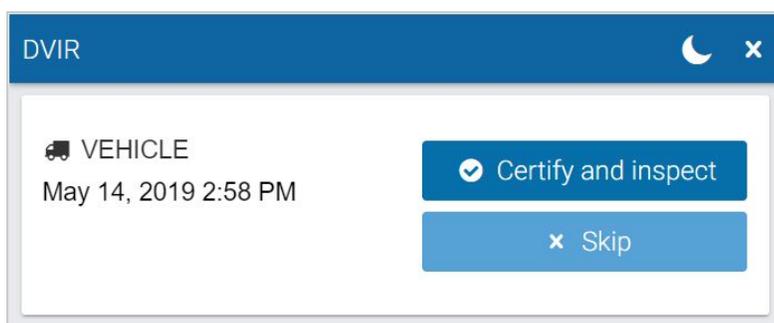
Creating a Driver Vehicle Inspection Report (DVIR)



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 [here](#).

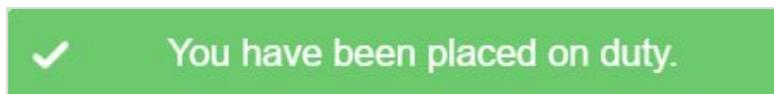
! IMPORTANT: You must have the **Perform DVIR inspections** clearance to perform a DVIR. To learn more, please contact your Administrator.



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 reflect that a pre-trip inspection has occurred.

If you do not have clearance to perform a DVIR, press **Skip** to go to the Dashboard. Otherwise, proceed with the inspection.



Before performing a new inspection, you must first sign off on the **Previous Inspection** to indicate that you are aware of the vehicle's defects history. If there were prior defects, you must review the repairs made and then certify whether or not the vehicle is safe to operate.

Previous Inspections with Defects

TEST VEHICLE	NEEDS REVIEW
<i>This vehicle was inspected in compliance with regional and/or federal regulations.</i>	
Company name	ABC Company
Company address	770 E Pilot Rd Suite A, Las Vegas, NV 89119
Date	March 7, 2019 3:40 PM
Inspection location	444 Kerr St, Oakville, ON L6K 3C4, Canada
Inspection type	Pre-trip
Asset type	Vehicle
Signed by	Jane Lopez
i INFORMATION	
Odometer	324517.0km
Trailers	Test Trailer
RESOLVED DEFECTS	
Horn → Inoperable air horn <i>Repaired</i>	▼
DRIVER CERTIFICATION	
Add a remark	
Certify as unsafe	Certify as safe

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 alerts you that there are **Unresolved defects**

Unresolved defects

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

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

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.

Previous report certified

For more on repairing defects, click [here](#).

Previous Inspections with No Defects

 TEST VEHICLE	 NEEDS REVIEW
<i>This vehicle was inspected in compliance with regional and/or federal regulations.</i>	
Company name	ABC Company
Company address	21-1075 North Service Rd W, Oakville, ON, L6M 2G2
Date	May 16, 2019 1:06 PM
Inspection location	 123 Trafalgar Rd, Oakville, ON L6J 3G4, Canada
Inspection type	Pre-trip
Asset type	Vehicle
Signed by	Jane Lopez
i INFORMATION	
Odometer	324498.0km
Trailers	Test Trailer
 DRIVER CERTIFICATION	
<input type="text" value="Add a remark"/>	
 Certify previous inspection	

A previous inspection with no defects still requires certification. However, the vehicle does not need to be certified as safe or unsafe.

After certifying the previous inspection,

Sign DVIR
This vehicle was inspected in compliance with regional and/or federal regulations.
<input type="button" value="Yes"/>
<input type="button" value="No"/>

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

New Inspections

TEST VEHICLE		REVIEWED
<i>This vehicle was inspected in accordance with Regulation. O. Reg. 199/07</i>		
Company name	ABC Company	
Company address	21-1075 North Service Rd W, Oakville, ON, L6M 2G2	
Date	May 16, 2019 1:06 PM	
Inspection location	123 Trafalgar Rd, Oakville, ON L6J 3G4, Canada	
Inspection type	Pre-trip	
Asset type	Vehicle	
Signed by	Jane Lopez	
INFORMATION		
Odometer	324972.0km	
Trailers	Test	
RESOLVED DEFECTS		
	Coupling Devices → Fifth wheel cracked or damaged <i>Repaired</i>	
DRIVER CERTIFIED		
Certification date	May 30, 2019 9:29 AM	
Certified as	Safe	
Certified by:	Jane Lopez	
Collapse previous inspection		

After certifying a previous inspection, you must perform a new inspection.

Press **Expand previous inspection** to review the most recent inspection on the vehicle.

Press **Collapse previous inspection**, or scroll down to continue with the new inspection.

NEW INSPECTION

Defect List Default Vehicle Defects List

Brakes (Parking)

Brakes (Service)

Coupling Devices

Emergency Equipment

Mirrors

Broken or cracked

Rearview mirror is cracked

Improperly adjusted

Loose or insecurely mounted

Missing

Other

Other

Steering

Tires

Flat or leaking air

Wheels and Rims

Windshield Wipers

Select the inspection type. Pre-trip Post-trip

INSPECTION LOCATION

444 Kerr St, Oakville, ON L6K 3C4, Canada

REMARKS

Add a remark

SAVE NEW INSPECTION

Done

Skip

Walk around the vehicle and record any defects you find. You can add remarks on each defect to provide more details. If a defect is minor, proceed with your day; if a defect is critical, you must alert your Manager before operating the vehicle.

You can select defects from the default list, or from a custom list(s) created by your Administrator and assigned to specific groups with specific vehicles. If there are multiple custom lists, select the list by name from the **Defect List** dropdown.

If a critical defect is noted in the DVIR, the Drive App displays a warning on the lock screen to notify the driver of the affected vehicle.

If you do not find any defects, press the green **No defects** button to complete the inspection.

Press **Yes** to verify that the vehicle was inspected in compliance with regional and/or federal regulations, and to mark the DVIR as complete.

Inspection complete

If your inspection uncovered defects, press the **Done** button to complete the inspection, and proceed to [Repairing Defects](#).

If you do not have the **Perform DVIR inspections** clearance, press **Skip**.

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

Repairing Defects

Repairs can only be logged by users with the proper clearance. If you are not authorized to **Mark DVIR as repaired**, 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.

⚠ Before you certify the DVIR log or perform new inspections, resolve all critical and normal defects. Please contact your administrator for more information.

TEST VEHICLE **NEEDS REPAIR**

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

Company name	ABC Company
Company address	770 E Pilot Rd Suite A, Las Vegas, NV 89119
Date	March 7, 2019 5:00 PM
Inspection location	444 Kerr St, Oakville, ON L6K 3C4, Canada
Inspection type	Post-trip
Asset type	Vehicle
Signed by	Jane Lopez

INFORMATION

Odometer	324517.0km
Trailers	Test Trailer

UNRESOLVED DEFECTS

Tires → Flat or leaking air

REMARKS

Front left tire is flat

Tire has been replaced

REPAIR

Repaired Not necessary

Save

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**.

If a repair is not necessary, add a remark to explain why, and select **Not Necessary**. Press **Save**.

When all defects have been resolved, the DVIR screen displays a **Resolved defects** indicator beside the corresponding asset.



You can review previous DVIRs from the **Inspection Mode** page. On the **Dashboard**, scroll to the bottom of the page and press **Inspection**. Under the **DVIR** tab, press **Review** to view previous DVIRs.

! IMPORTANT: To mark defects as repaired or not necessary, you must have the **Mark DVIR as repaired** clearance. To learn more, please contact your Administrator.

Resolving Defects that Do Not Require Repair



Click the **Repair** button to open the unresolved inspection.

⚠ Before you certify the DVIR log or perform new inspections, resolve all critical and normal defects. Please contact your administrator for more information.

🚚 TEST VEHICLE**🔧 NEEDS REPAIR**

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

Company name	ABC Company
Company address	770 E Pilot Rd Suite A, Las Vegas, NV 89119
Date	March 7, 2019 5:00 PM
Inspection location	🔧 444 Kerr St, Oakville, ON L6K 3C4, Canada
Inspection type	Post-trip
Asset type	Vehicle
Signed by	Jane Lopez

📌 INFORMATION

Odometer	324517.0km
Trailers	Test Trailer

▲ Collapse previous inspection

🔧 UNRESOLVED DEFECTS

🔧 Mirrors → Broken or cracked ▲

🗨️ REMARKS

💬 Rearview mirror is cracked

Mirror is still functional

🔧 REPAIR

Repaired Not necessary

🔧 Save

The inspection lists specific defects discovered by the driver. Click a defect to expand it and read remarks left by the driver.

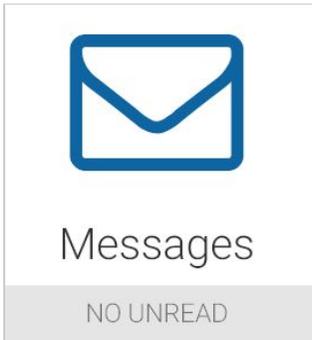
You can add a remark to provide details about the resolution select **Repaired** for each individual defect that has been repaired. Then, press **Save**.

Once the repair has been marked as unnecessary, the DVIR screen displays **Resolved defects** beside the relevant asset.



You can review previous DVIRs from the **Inspection Mode** page. On the **Dashboard**, scroll to the bottom of the page and press **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.

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.

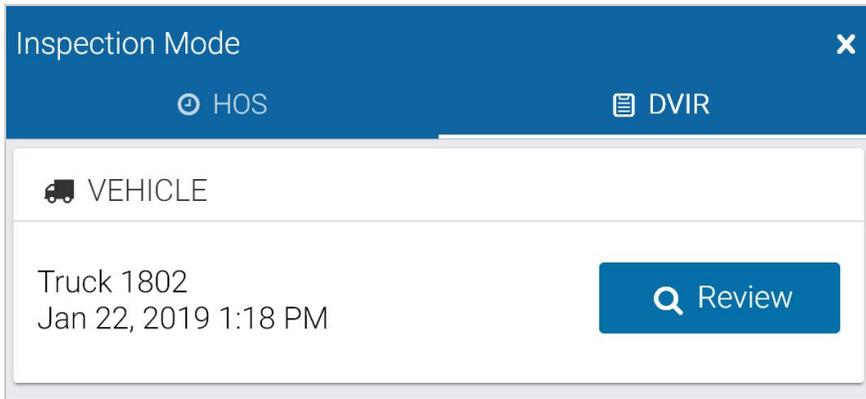
If you are invited to a roadside inspection by law enforcement, you may be asked to provide up to eight (8) days of HOS logs (depending on your ruleset) for inspection. Before entering Inspection Mode, you can set a one-time 4-digit PIN to be used when entering and exiting Inspection Mode. A new PIN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

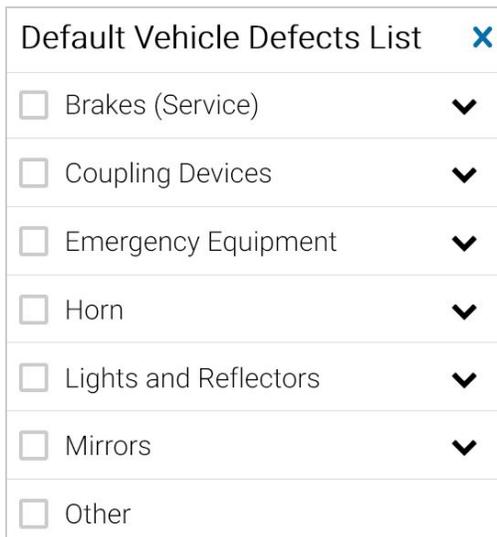
Enter a PIN and press **Continue**. Enter the PIN again when prompted and press **Confirm PIN**. If you choose not to set a PIN, press **No PIN**.

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**



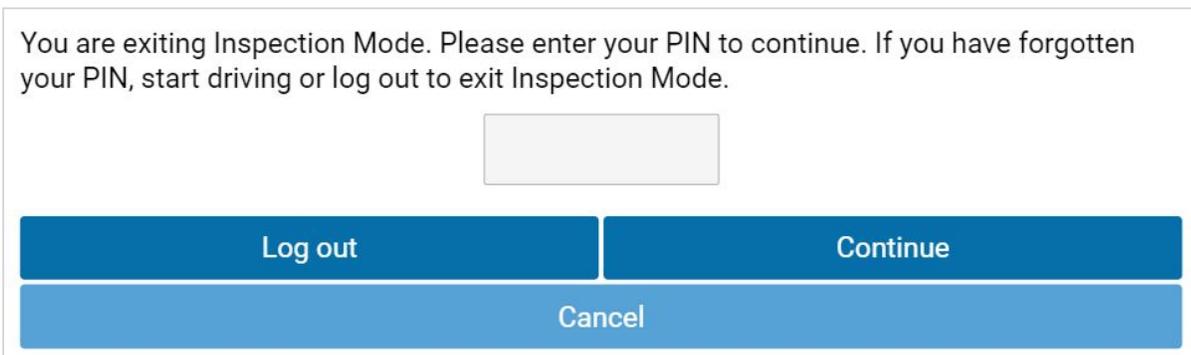
For quick access to the DVIR, select the DVIR icon at the top of the **Inspection Mode** screen, and select **Review**.



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



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



Compliance Print

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

Thu Mar 7, 2019	
ELD REPORT	
Record Date 03-07-19	Current Date 03-07-19
24-hour Start Time & Zone UTC Offset Midnight, -5 UTC	Carrier ABC Company
ELD ID GEOTAB	ELD Provider Geotab, Inc.
Driver Name Lopez, Jane	Driver ID jane.lopez@company.com
Ruleset USA Property 60-hour/7-day (16-hour exemption)	Co-driver Name No
Current Odometer 2392km	Current Engine Hours 42 hours
Truck Tractor ID Truck 1802	Truck Tractor VIN No
Shipping ID No	Trailer ID No
Current Geolocation 2815 Bristol Cir, Oakville, ON L6H 6X5, Canada	Unidentified Driving Records No
Exempt Driver Status No	ELD Malfunction Indicators No
Driver's Data Diagnostic Status No	Total Hours 150h
Miles Today 0.0km	Company Name/Address ABC Company, 770 E Pilot Rd Suite A, Las Vegas, NV 89119
Home Terminal/Home Terminal Address ABC Company, 770 E Pilot Rd Suite A, Las Vegas, NV 89119	

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.

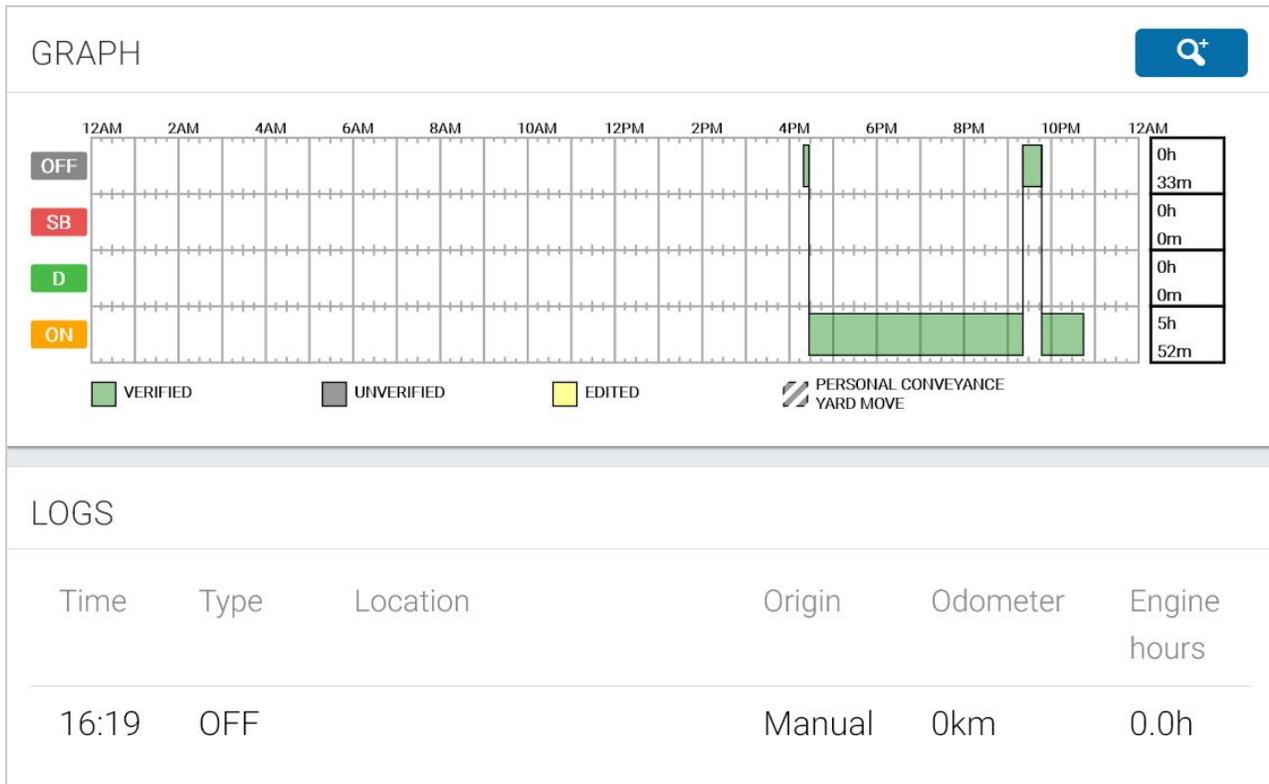
Use the arrow buttons to display up to eight (8) days of logs (for US rulesets) and up to fifteen (15) days of logs (for Canadian rulesets).

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.



*Spanish Guide [here](#). French Guide [here](#) (new Spanish translations in progress)

Scroll down to the **Graph** to display your duty status and logs over a 24-hour period for a given day. When you apply Personal Conveyance exemption and drives the vehicle, the Compliance report does not count the odometer or engine hours for that duration.



Keep scrolling to display any unassigned logs or malfunctions.

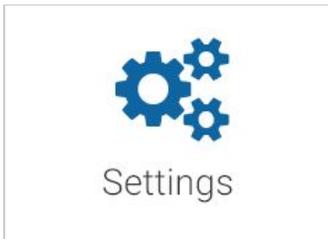
UNASSIGNED LOGS

No logs to display

MALFUNCTIONS

No logs to display

Changing Drive App Settings



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

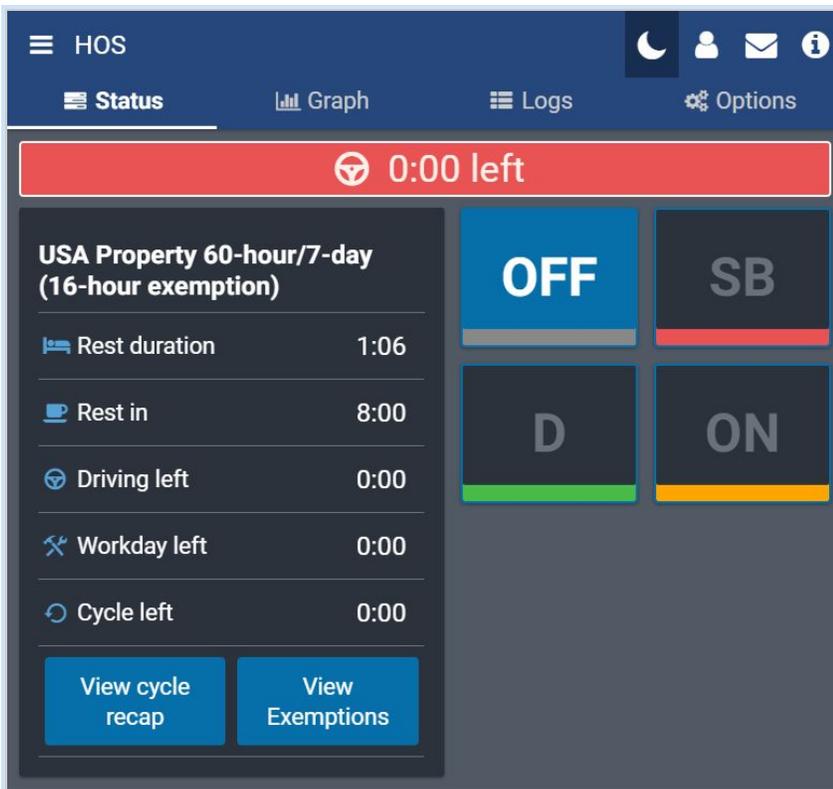
You can access the Settings page by clicking the gear icon from the Dashboard.

Updating the App

The Drive App is constantly updated with features and fixes. Generally, the Drive App 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.

Enabling Night Mode

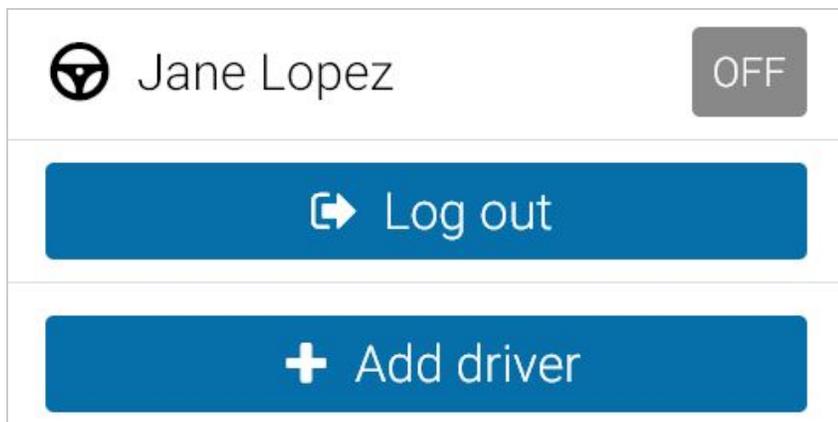
The Drive App can be optimized for viewing in low-light environments by enabling Night Mode. Press the moon icon to enable Night Mode.



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 clicking 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:

- Complete a DVIR
- Detach trailers and shipments
- Verify your logs
- Set your HOS duty status

Complete a DVIR

Before you log out, you are prompted to complete another DVIR if you have driven your vehicle since completing the last inspection. This workflow is similar to the DVIR workflow upon logging in. If you choose to **Skip** the DVIR, the event is recorded in the **Audit Log**. If you are performing a **Post-trip** inspection, your duty status automatically switches to **On Duty**. The new **On Duty** status is automatically annotated to reflect that a post-trip inspection has occurred.

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

*** NOTE:** 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.

Verifying Logs

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.

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

Setting a New Duty Status

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

i You are currently in the 'ON' status.
Choose a new status before logging out.

Clock In/Clock Out (Feature Preview)

If you need to perform your end-of-day tasks but want to remain associated with your vehicle, you can choose to remain logged into the App after your tasks are complete. By remaining in the App, you will be able to view HOS logs, DVIRs and messages if a vehicle is still attached. You can also use this option if the Drive App server is offline, as it does not require you to access the server to log out.

*** TIP:** If you use this option, the login process is streamlined. When you return to ON-duty, simply click **Log in**.

! CAUTION: This feature is currently in Feature Preview and not enabled by default. Features in preview are considered Beta, and as such, may change, break or disappear at any time. We do not recommend using these features in a production setting. To enable Feature Preview, please contact your Reseller.

Installing Add-Ins

Add-Ins expand the capabilities of the Drive App by integrating third-party software with your system. For more information about Add-Ins, contact your Administrator.

Reporting Bugs

If you experience any issues while using the Drive App, 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.

Revision History

Version	Date	Editor	Changes	Approved by
1.1	Jan 22, 2019	Product Editing Team	1804 updates, ongoing document scrubs.	Product Editor
1.2	Mar 7, 2019	Product Editing Team	1901 updates	Product Editor
1.3	June 4, 2019	Product Editing Team	New template and typography standards, 1902 updates.	Product Editor
1.4	July 22, 2019	Product Editing Team	Separated Administrator and Driver sections into separate guides, 1903 updates	Product Editor