

Driver's Guide to Hours of Service

Geotab Drive meets the requirements FMCSA 49 CFR §395.22 (h) and FMCSA 49 CFR § 395.22(i), under the conditions it will be used, as set forth in the [Driver's Guide to the Drive App](#).

Log In

1. Enter your username and password. To view the typed password, tap the eye symbol in the Password field.
2. Select your vehicle, or use the field provided to search by vehicle name, device, serial number, VIN, or license plate.
3. If no vehicle is available, press **No Vehicle**.
4. Select up to four trailers, or use the field provided to search by trailer name, then select shipments (up to 25). To learn more see [Add Assets](#).

Verify Logs

1. If you have unverified logs, press **Verify** to verify by day.
2. To verify all days, scroll down and press **Verify all days**.

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

Verify all days

3. At the prompt, press **Agree** to certify that your RODS for each 24-hour period listed are true and correct.

Claim Unassigned Logs

1. If the vehicle has been driven while logged out, unassigned logs are created and you are prompted to claim logs belonging to you. To claim unassigned logs, press **Assign to me**.

i The logs below are unassigned because the vehicle was moved without a driver logged in. If the records belong to your Duty Status Logs, assign them to yourself; otherwise, skip this page. D logs will automatically be paired with ON logs.

Assign to me

2. If none of the unassigned logs belong to you, press **Skip**.

! WARNING: Claiming unassigned logs belonging to other drivers will cause your logs to be inaccurate.

Set Your Availability

1. Review the **Availability** screen for violations, potential violations, upcoming violations, and driving limits.
2. To apply the **Exempt HOS Allowed**, tap the **Exempt HOS** button, if enabled by an Administrator, or add an **OFF** log for upcoming violations.

Exempt HOS

Continue

Inspect the Vehicle (DVIR)

1. You are prompted to perform a Driver Vehicle Inspection Report (DVIR) for the vehicle and attached trailers. To learn more, see the [Driver's Guide to DVIR](#).
2. If a DVIR is not required, press **Skip remainder**, otherwise press **Yes** to sign the DVIR.

Sign DVIR

This vehicle was inspected in accordance with Regulation. O. Reg. 199/07

No

Yes

Add a Co-Driver

1. To add a co-driver, click the user icon at the top of the screen, then press **Add driver**. The co-driver is prompted to log in.
2. When the co-driver logs in, the wheel icon indicates which driver is responsible for operating the vehicle.

Jane Doe

Jane Doe ON

Logout

John Smith D

+ Driver's seat

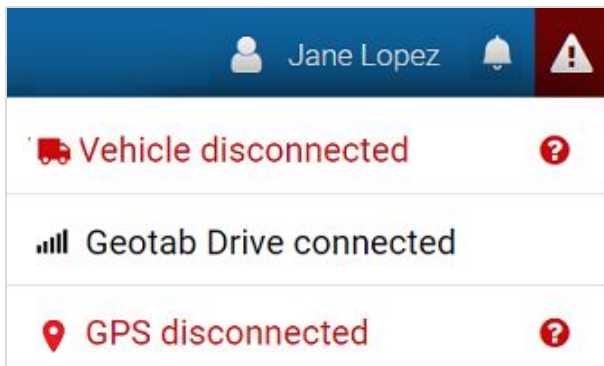
Diagnostic and Malfunctions Events

1. If the app detects a diagnostic event, a **yellow** bar displays across the top of the **Dashboard** indicating a diagnostic is present. A **red** bar indicates a malfunction is present. Press the yellow or red bar to display details about the events (see also [Logs Tab](#) to view malfunction notifications).

Your ELD has diagnostics. Tap for details.

Your Electronic Logging Device is malfunctioning and you may be out of compliance. Tap for details.

2. You can also press the information icon at the top right of the screen to check messages. If there are alerts, the panel displays a warning icon. Press the warning to view errors.



3. To see all diagnostic and malfunctions, review the [Data Diagnostic & Malfunctions Guide](#).

Add Assets

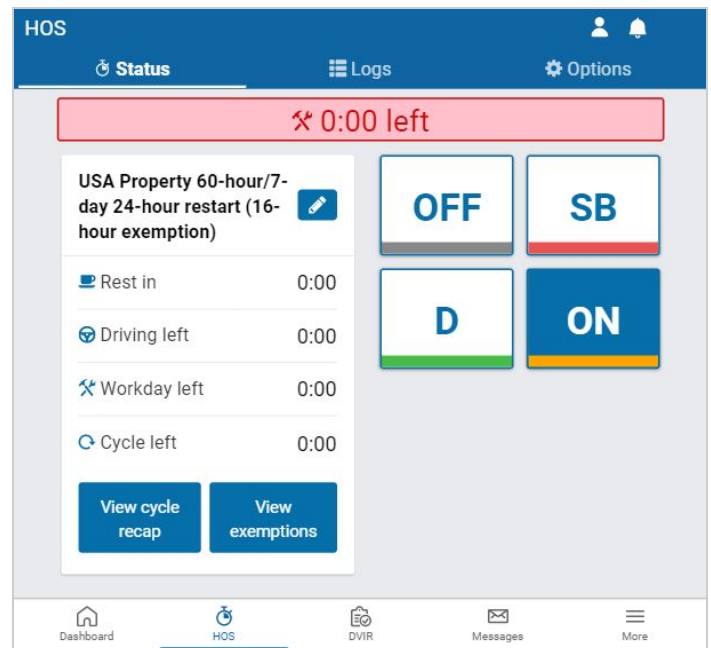
1. To modify or add new vehicles, trailers, or shipments, select the current vehicle from the Dashboard.
2. To switch vehicles, press **Change** and complete the DVIR for the new vehicle.
3. To add a new shipment, press **New**. (Limit of 25)
4. Press **X** to detach the trailer or shipment when it reaches its destination.
5. Press **Save and continue**.

Save and continue

Hours of Service

Status Tab

1. From the Dashboard, press **HOS**.
2. Press **OFF**, **SB**, **D**, or **ON** to set your duty status.
 - * **NOTE:** If you change 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. See [Log out](#) for more information. If you change your status to **ON** duty, you are prompted to add an annotation.
3. The timer at the top shows the remaining driving time. If the bar is **red**, the driver is in violation of the ruleset.
4. The values on the left show the remaining time in the current cycle.
5. To change the ruleset, press the **Edit** icon next to the current ruleset, and select a new one from the list.



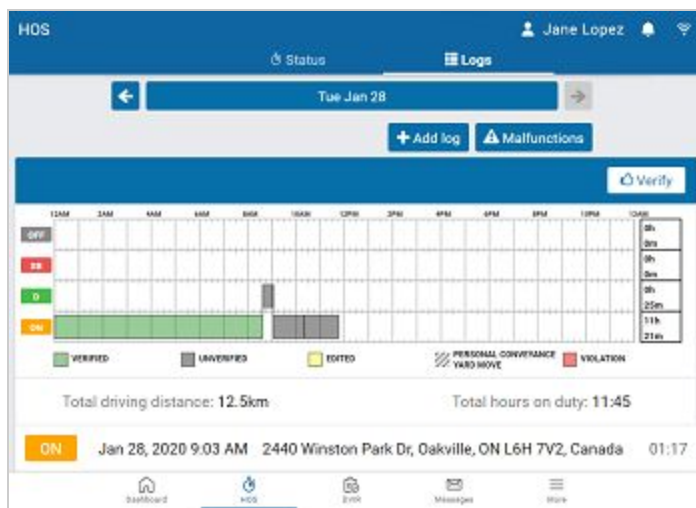
6. Press **View Cycle Recap** to view:
 - Available cycle time tomorrow
 - Cycle hour for current day
 - Hours used within the cycle
 - Total number of hours
7. Press **View Exemptions** to:
 - Apply or start exemptions
 - Start/stop Yard Move
 - Start/stop Personal Conveyance
8. When the vehicle reaches a speed of five mph, the duty

status automatically switches to Drive (D). When this occurs, the screen locks. If this does not occur, press the information icon in the top right corner to check for connection errors.

- If the vehicle remains motionless for five minutes, you will be prompted to change your duty status. If you do not respond within one minute, the status automatically switches from Drive (D) to **ON Duty**. If the status does not automatically switch, press the information icon in the top right corner to check for connection errors

Logs Tab

- The **Logs** tab shows all Records of Duty Status (RODS) for the past 14 or 16 days, depending on the ruleset. Logs include date and time, location, distance driven per day, and duration spent in each status. Any violations are also displayed.
- At the top of the page, the Graph 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:
 - Unverified Logs** (Gray)
 - Verified Logs** (Green)
 - Edited Logs** (Yellow)
 - Drive Time Violation** (Red)
 - Personal Conveyance/Yard Moves** (Striped)
 - Qualifying Break** (Blue) — for Canadian rulesets
- Use the arrows or the date picker to navigate to a different day. The total time spent in a single duty status can be seen to the right of the graph.



- Press **Verify** to verify logs by day (recommended), or **Verify by all days**. On the prompt that follows, press **Agree** to verify the logs are accurate and true.
- Press a log from the graph, or from the list of logs

below, to see additional details. You can add remarks and edit certain elements of each log.

- Press the **+ Add log** button to manually add a log, or the pencil icon to edit a log. Press **Malfunctions** to view malfunction event details.

*** NOTE:** You can add manual logs for the past 14 days. For Canadian rulesets, you can add them for the past 28 days.

- If applicable, press **Where was this?** and enter the location where the log occurred, then press **OK**.
- If a log requires attention (e.g. verification, requested edits, missing location, etc.), a notification banner displays at the top of the page. You can tap the banner to go to that specific log and make the necessary updates.

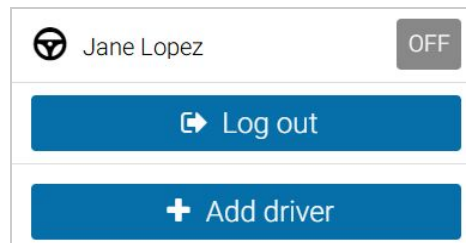
! IMPORTANT: Logs must be verified within 14 days of their creation.

*** NOTE:** Log transfers are only supported in the USA.

! IMPORTANT: The **Options** tab will be removed in an upcoming release.

Log Out

- From the **Status** tab, set your duty status to **OFF**.
- Select the user icon at the top of the screen to **Log out**.



- Complete your end-of-day tasks as described below.

*** TIP:** To streamline your login process in the future, choose **Stay Logged In** after you log out and perform your end-of-day tasks. See [Clock In/Clock Out](#).

Inspect the Vehicle (DVIR)

- If you have driven your vehicle since completing your last inspection, you are prompted to perform a DVIR on the vehicle, and any attached trailers before logging out.
- Complete a **Post-trip** inspection and sign the DVIR. If you do not have clearance to perform a DVIR, press **Skip**.

Detach Trailers and Shipments

1. If necessary, detach shipments and press **Continue**.
2. If necessary, detach trailers and press **Continue**.

Verify Logs

1. If you have unverified logs, press **Verify** to verify by day.
To verify all days, scroll down and press **Verify all days**.
- * **NOTE:** Drivers must also verify placeholder logs that are continued from the previous day.
2. Press **Agree** to certify that your RODS for each 24-hour period listed are true and correct.

Certify

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

Not ready

Agree

Set Your Status

1. If you did not set your duty status to **OFF**, you are prompted to set your new status.
2. Select **OFF** and press **Log out**.

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

☒ **OFF** Off Duty

☐ **ON** On Duty

Log out

3. The Drive App completes the logout process.

LOG OUT



Synchronized HOS logs (1 of 1)...

Clock In/Clock Out (Feature Preview)

The **Clock in/Clock out** feature allows drivers to complete their login/logout tasks without leaving the Drive App.

If you have completed your end-of-day logout tasks, but want to remain assigned your vehicle, you can **Stay Logged in** to the Drive App, but clocked out of your workday.

1. Set your status to **Off Duty**.
2. To stay in the Drive App, press **Stay Logged In**.
3. To remain assigned to your vehicle, with access duty status logs, DVIRs and messages, press **Yes** when prompted.
4. To resume driving, press **Tap here to clock in!** at the top of the screen to log back in.

Tap here to clock in!

* **NOTE:** 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.