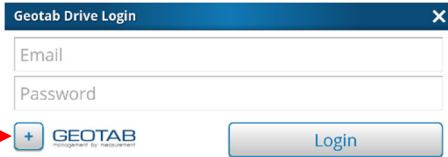


Turning on your Android device

1. Your Android device screen will turn on when you start your engine unless the device is powered off. If device is powered off, push the power button located on the side of the device.
2. Touch the “Geotab Drive” application on your desktop or in your app menu to launch it.

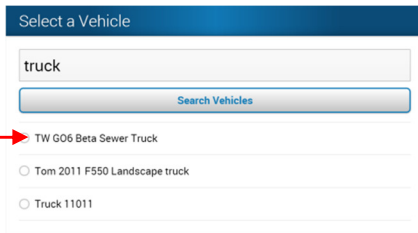
Logging in

1. Enter your information (email address and password) provided to you by your manager. Touch the [+] sign to enter your assigned <Database> and <Server> (if required).



'+' sign →

2. Once authenticated, your Android device will download your last DVIR report.
3. If your vehicle has not been attached to your device; a list of nearby vehicles will be displayed. Make sure your vehicle engine is running.
4. If your Android device is unable to locate any nearby vehicles, use the provided field to search your vehicle name or your GO device serial number. You cannot exit out of this screen until a vehicle has been attached.

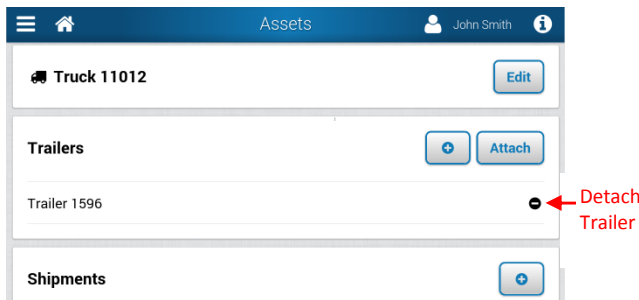


List of Vehicles that match search →

5. If your vehicle is already attached it will appear on your home screen (see next image).

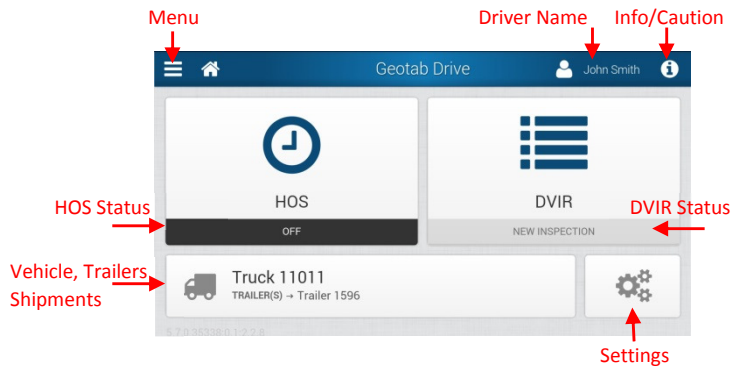
Assets

- Enter Trailer information and shipment information by touching your vehicle on the main screen.
- Attach an existing trailer, or touch the [+] button and enter a new trailer to the database.
- For Shipments, you must enter document number OR shipper name AND commodity OR all three
- Detach your trailer or shipment by touching the [-] button near the trailer



Getting Around Geotab Drive

Home Screen • provides a preview of your HOS status, available DVIR reports, and attached vehicle and trailers.



Menu • Provides access to HOS, DVIR, assets (vehicle, trailers, and shipments), and Settings.

Driver Name • First and Last name. Touch [Driver Name] to log out. Note: Only log out if you are changing vehicles. If you operate the same vehicle on consecutive days, it is not necessary to log out. Logging out will remove your logs from the Android device.

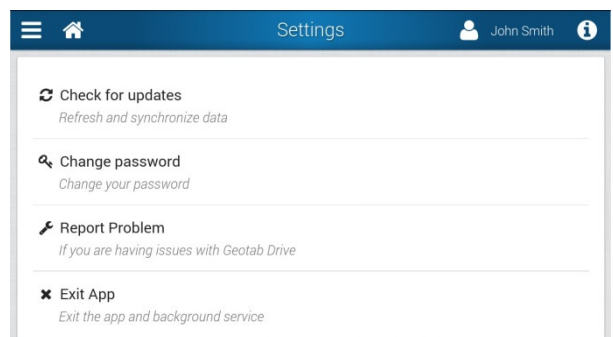
Info/Caution [i] • provides Android device status information and connection warnings.

Attached Vehicle, Trailers, and Shipments

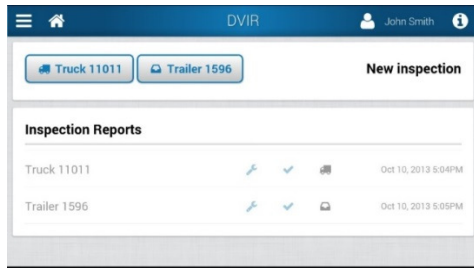
Settings • Lists the time zone, carrier name and address, units, duty cycle, and application information. Also allows you to update your logs from the server and change your password.

Settings

- Allows you to update your logs, change your password, and exit the application.
 - Click [Check for updates] to update your Android device status, and update your logs from and to the server.
 - [Exit] the application only if instructed by your manager. Exiting the application does NOT change your status nor log you out. Application must be running while the vehicle is in operation. If it is not running, touch the “Geotab Drive” application on your desktop or in your app menu to launch it.
- Lists the driver’s home location time zone, carrier name and address, units, duty cycle, and application information.



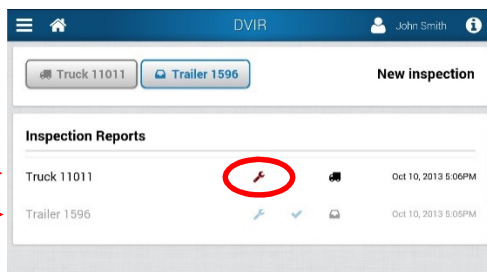
DVIR Workflow



1. **At the end of a shift** a new DVIR is created by the driver
2. Maintenance staff reviews DVIRs, fixes issues, and updates the inspection, marking as repaired or repairs to be unnecessary
3. **At start of shift** driver reviews any open reports, and chooses if vehicle is safe to operate or not.

Creating a DVIR

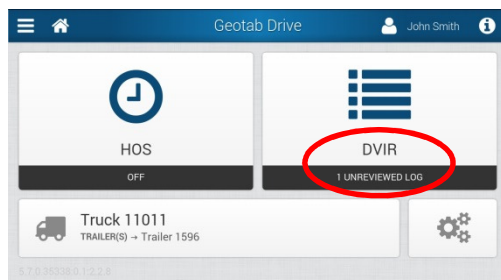
1. At the end of your shift, touch DVIR on the home screen
2. Touch the Asset (vehicle or trailer) to be reviewed
3. Touch the defective part from the list
4. Choose the defect and scroll through to the bottom of the list (swiping up with finger), and select [Done] (more than one defect can be selected). Repeat steps 3 and 4 for multiple defects.
5. When you have completed the selection of defective parts, scroll to the bottom of list, type a remark if desired, touch [Done] For a 'no defect' DVIR, scroll down, add a remark and touch [Done] without selecting any defects



- The system will always show you the last DVIR for each attached asset, regardless of its status, a red wrench indicates repairs are needed.
- A 'greyed out' DVIR is closed, i.e. repairs have been made or not necessary, AND certified as safe or not safe to operate.
- Driver can only start a new DVIR if the last DVIR has been closed

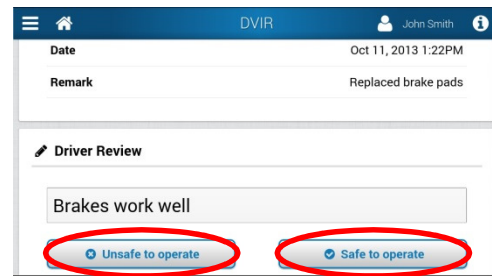
Reviewing Open DVIR's

After conducting an inspection at the end of the day inspections are then reviewed by maintenance staff, driver manager/coordinators. They will review the inspection and address any open issues.

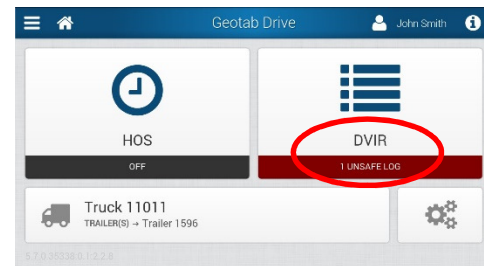


Reviewing Open DVIR's (cont'd)

1. At the start of a shift, touch DVIR on the home screen which will show any unreviewed DVIR
2. The maintenance team or driver manager has reviewed the log and has touched Repairs made or Not necessary. You will see a blue wrench indicating the DVIR has been reviewed.
3. Touch the DVIR to review
4. Scroll through the inspection by swiping your finger upward to see the repairs made or not necessary and any remarks mentioned by maintenance.
5. Scroll through to the Driver Review and add a remark if desired
6. Touch [Unsafe to operate] OR [Safe to operate] once you have determined the general vehicle condition



- If you are not satisfied with the corrective action or have concerns over status, you can choose [Unsafe to operate] and then open a new DVIR to create a new defect
- The Home Screen displays an Unsafe DVIR



Troubleshooting

(For complete troubleshooting guide see HOS Driver Instruction Guide)

1. **I forgot my password!**
Call your manager and ask them to reset your password and then change it to something you'll remember.
2. **When trying to login I see "Network Error: Couldn't connect to the server. Please check your network connection and try again"**
This message is displayed when the device cannot make a network connection to the server. **Please revert to paper logs and try again when you are in network coverage.**
3. **When trying to login I see "Incorrect MyGeotab Login Credentials"**
Verify your credentials and try again.