GEOTAB

Geotab Garmin HOS
System Operation Guide

Compliance   Fleet   Safety   Productivity

Definitions

As stated in the "Geotab HOS Certificate – Garmin HOS Solution" document:

+ Approved "GO Device": GO6 device running 101.2.61 firmware or higher

+ Approved "Garmin Device": Garmin dēzl 760 LMT (preferred) or 560 LMT

+ "MyGeotab": Approved MyGeotab version that supports HOS. It is currently release version 5.7

+ The "Solution": "GO Device" + "Garmin Device" + "MyGeotab" as defined above

  Note: All screenshots were captured using a Garmin dēzl 760 LMT. Certain screen displays on a dēzl 560 LMT may differ.

Compliance

+ Know your obligations as a motor carrier! (FMCSA 395.15)

+ Obtain your compliance certificate from Geotab and store a copy at your Main Office address

+ Make sure every driver has a copy of the "Geotab Garmin – HOS Driver Instruction Guide", as well as a supply of blank driver records of duty status graph-grids sufficient to record the driver's duty status and other related information for the duration of the current trip

+ The motor carrier must maintain a second copy (back-up copy) of the electronic hours-of-service files, by month, at a different physical location than where the original data is stored [FMCSA 395.15 (i) (10)].

+ Install your device as per the "IOX-Garmin Support Doc" available from www.geotab.com

Compliance (Cont'd...)

+ This system works on a fixed 24-hour period starting time of 12AM. It does not provide for alternatives.

+ This system is limited to 2 drivers only i.e. only 2 drivers can be logged in with statuses other than "Off Duty" at the same time.

+ Unknown Driver events are not logged; distance traveled during "Off Duty", "Sleeper" or "On Duty" statuses is highlighted in red in MyGeotab.

+ No support for exemptions (adverse weather conditions, emergency, etc).

+ Support is limited to 7-day/8-day **property** carrying drivers only. No support for oil field, salesperson, personal conveyance or passenger carrying driver rules.

Compliance (Cont'd…)

+ No support for Canadian rules.

+ No support for DVIR (Driver Vehicle Inspection Report).

+ The system is limited to 5 time zones (Eastern, Central, Mountain, Pacific & Alaskan). If a driver is set to any other time zone in MyGeotab than the aforementioned time zones, the driver will be allocated to Eastern Standard Time.

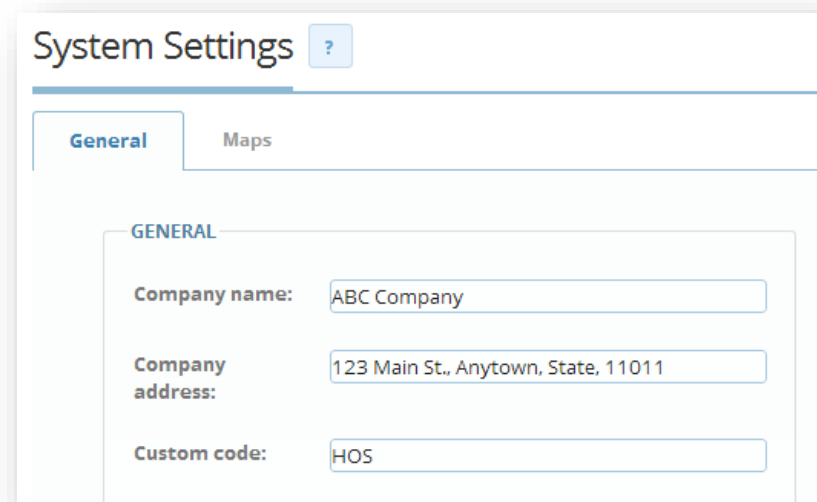+ All RODS (Record of Duty Status) fields can be edited in MyGeotab. Editing RODS must be used with caution. Edited RODS will be marked permanently.

Host Setup

+ Before you install the Garmin device in your vehicle, contact your reseller to create a database for you on MyGeotab. Once created, ask for a MyGeotab Administrator login. This can also be used to log into the HOS application on the Garmin device.

+ Once setup, your reseller must contact Geotab Support and request the following:

  + **Move** your database to an HOS enabled server
  + **Enable** HOS on the database
  + **Upgrade** your GO device to HOS compatible firmware
  + **Edit** your GO device in MyGeotab to "Turn GPS text device off" 10 minutes after ignition is turned off

Host Setup

+ In MyGeotab 5.7 HOS is automatically turned on when logging has been identified

+ In MyGeotab 5.6.2 enable HOS on your database by entering the text "HOS" in the <Custom code> field under [Administration >> System >> System Settings]

+ Enter "Company Name" and "Company Address" information under [Administration >> System >> System Settings] as they appear on your official DOT documents

System Settings ?

General   Maps

GENERAL

Company name: ABC Company

Company address: 123 Main St., Anytown, State, 11011

Custom code: HOS

Host Setup

+ Setup your users and drivers. Make sure to set their appropriate home time zone, applicable HOS rule set, and units of measure

+ Two reports are available under [Drivers & Activity >> HOS]:

  • Duty Status Change Logs Report

  • Violations Report

Garmin Approved Device

+ These instructions are intended for operational staff at a carrier. Off-the-shelf Garmin devices (Garmin Dēzl 560 & 760) can be setup in the office in bulk and then installed in vehicles after the setup process is complete. We strongly recommend that all devices and cabling are securely fixed.

+ Before starting device setup, **Upgrade** your Garmin device to the latest firmware via the Garmin website. (see Appendix B)

+ Populate the appropriate areas of the "Geotab Garmin HOS Project Setup Sheet". (see Appendix B)

+ You will need the following information for each vehicle:
    + **Asset description:** same as the one used in MyGeotab
    + **Vehicle details:** odometer, weight, height, width and length
    + **HOS login:** provided by your MyGeotab administrator

+ DO NOT use the USB cable that comes with the Garmin device to connect the Garmin device to your GO device. You can only use an IOX cable.

In-Vehicle Setup

1. Connect your IOX to your Garmin device and your GO device as per the "IOX-Garmin Support Doc" found on www.geotab.com (see Appendix B)

2. Turn ignition on and wait until your Garmin device powers on

3. Select a locale (Country)

4. Select a language

5. Read and [Accept] the EULA (End User License Agreement)

6. Read the displayed warning and select [OK]. ***Important*:** You will be prompted to either accept the current transportation mode, "Automobile" or switch to "Truck mode". Make sure you switch to "Truck" mode. Select [Truck], [Save], [Agree]

7. The following message will be displayed:

    "An active vehicle profile is required to operate in the selected mode. Configure your vehicle profile now?"
    Select [YES]

In-Vehicle Setup (Cont'd...)

8. Enter Odometer (this will later synchronize with MyGeotab)

9. Enter the weight, height, width and length of the vehicle

10. Choose whether you want your Garmin to avoid traffic or not
    Caution: Could result in odd routes off busy highways

11. Enter profile name (corresponding to asset description in MyGeotab)

12. Verify info by selecting [Done]

13. All entries are displayed for review

14. Read and [Agree] to warning

15. Verify that the Garmin device is synchronized with MyGeotab
    i.e. Truck icon says [Geotab]. This will require an active cellular
    connection on your GO device i.e. engine running and middle LED lit

In-Vehicle Setup (Cont'd...)

16. Select [Apps]

17. Select [Hours of Service]

18. Select [YES] when it prompts you to login as a driver

19. Enter MyGeotab username (without @xxxxx.com)
Example: "joesmith@geotab.com" is entered as "joesmith" only

20. Enter your MyGeotab password (Basic login only)

21. Wait for authentication to complete successfully and for driver logs to download. This may take 1-2 minutes

22. Once completed, your device is ready for use

Note: Vehicle weight, height, and length information entered on the Garmin device are not uploaded to MyGeotab. This information is used by Garmin for navigation and advice. If the device is moved to another vehicle, this information must be updated for best results

At Start up…

+ When device setup is complete, turn ignition on to power on your Garmin device

+ If not already in truck mode, select [Switch Mode] and choose "Truck Mode"

+ Read and [Agree] to the warning!

WARNING

Even when using this product for Truck or RV navigation, it is your responsibility to account for your vehicle's height, length, weight and other restrictions when driving at all times. Always heed all posted road signs and road conditions when making driving decisions, even when driving on routes calculated by this device, including preferred routes.

Switch Mode   Agree

Initial Screen

Menu →

Verify Truck Settings

Truck Profile
Truck Test

Scroll Up →

Odometer
20222.0 ^k_m

Width
4.00 m

Scroll Down →

Overall Length
23.00 m

Switch   OK

Adding a Trailer

+ Using the down arrow ⬇ find and select [Trailer Number]
+ Enter your trailer number
+ Select [Done], [Save]
+ Select [Agree] to the warning
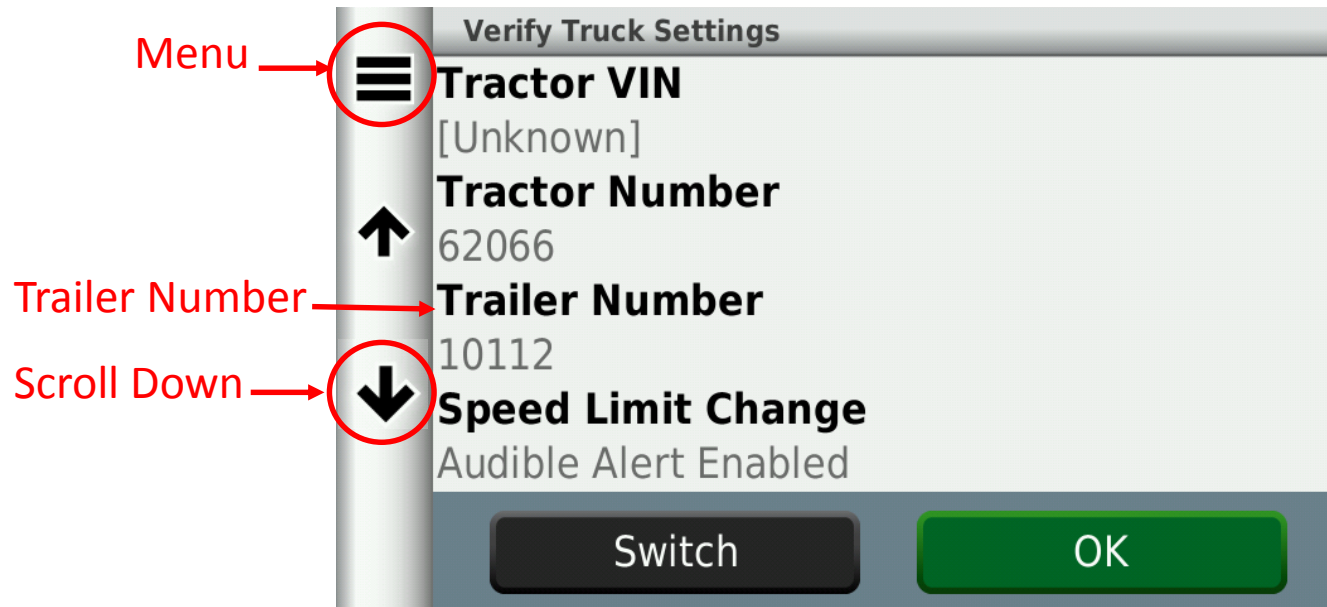
Home Screen

+ Confirm that your truck icon says [Geotab] and that your Garmin is in "Truck" mode, indicated by the white truck at the top of the home screen

+ If you are already logged in, you will see the word "HOS" at the top of the home screen for easy access to the status change window

+ If you are NOT logged in yet, select [Apps], [Hours of Service]

Truck Mode

Hours of Service (Displays if driver is logged in)

Geotab Truck Icon

Apps for HOS   Settings
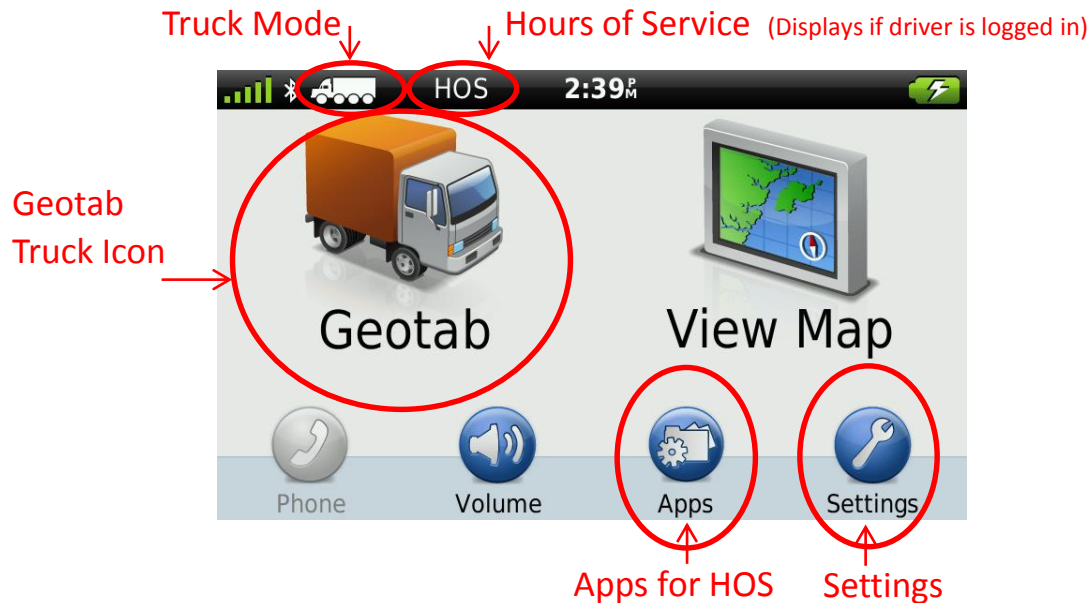
Setting Garmin to Truck Mode

+ If your device is in "Automobile" mode (Note: the car icon), select the car icon, select [Truck Mode] and [Save] to enable HOS functions on the Garmin

Truck Mode

Automobile Mode
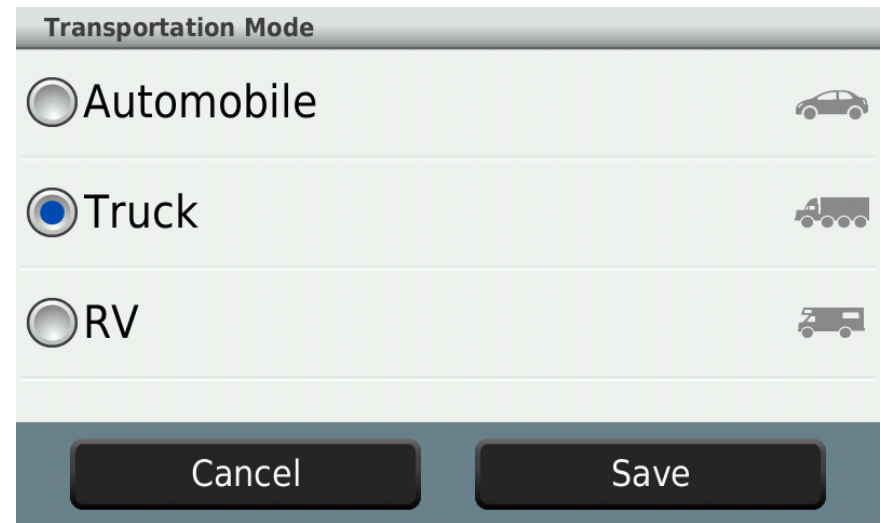
Apps

+ To log into HOS and view all HOS options, select [Apps], [Hours of Service] and enter your HOS driver credentials

  + Note: [Hours of Service] icon will not be there if your Garmin device is not in "Truck" mode

Login

+ Confirm that the device is asking if you want to login, **NOT** if you want to create a driver profile

+ Select [Yes] and enter the ID and password provided to you by your manager when prompted

+ Enter your ID (your MyGeotab username without @xxxxx.com). Example: "johnsmith@geotab.com" is entered as "johnsmith" only
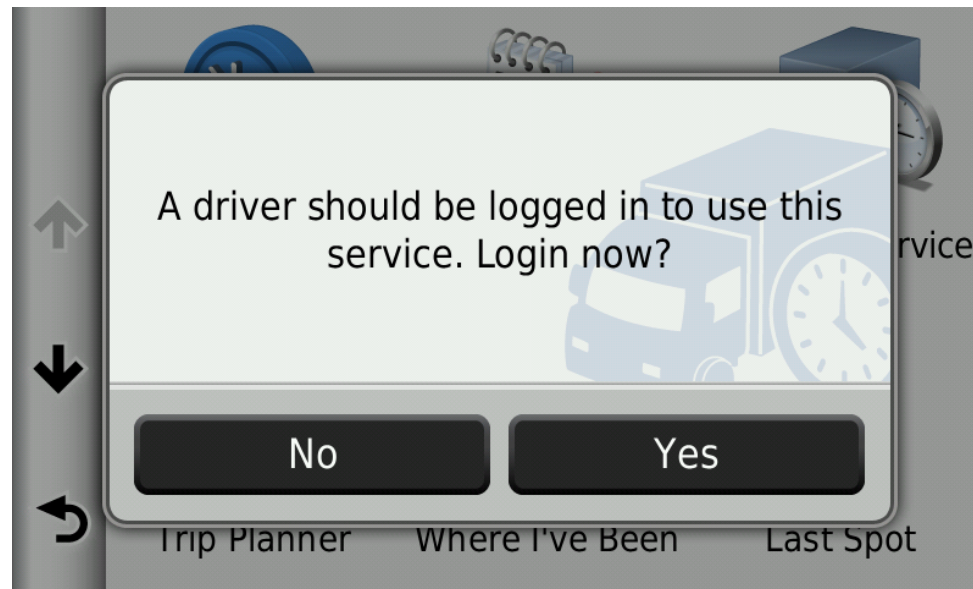
Authentication

+ Your Garmin device will check your credentials in MyGeotab and let you know once authenticated

+ If your credentials are not accepted, make sure you are using the correct ones and try again
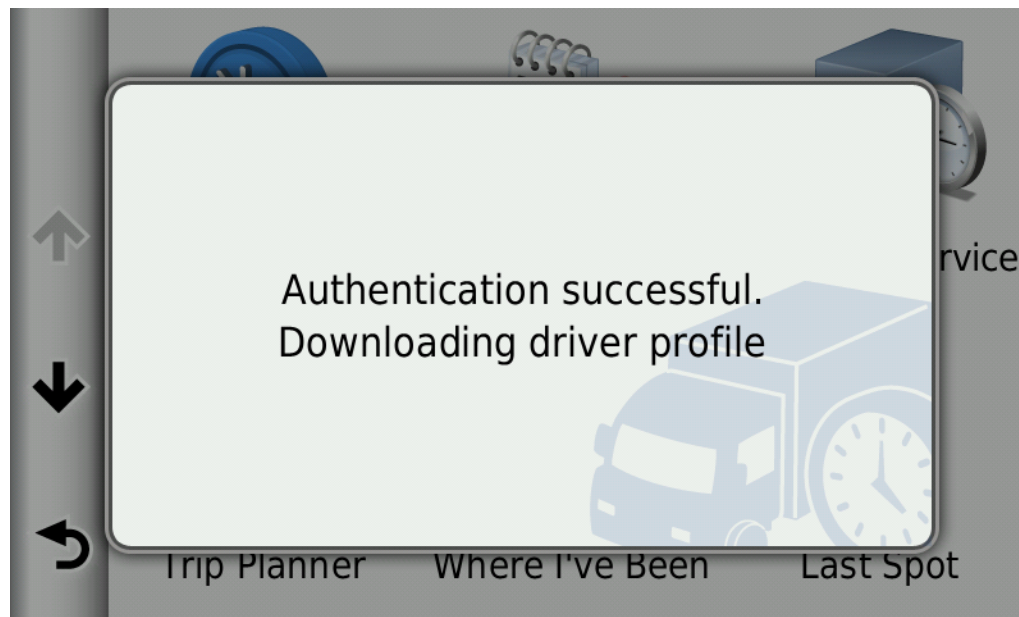
Download Logs

+ Your Garmin device will then download your last 7 or 8 days' worth of logs from server

+ If this step fails, **logout** and log back in
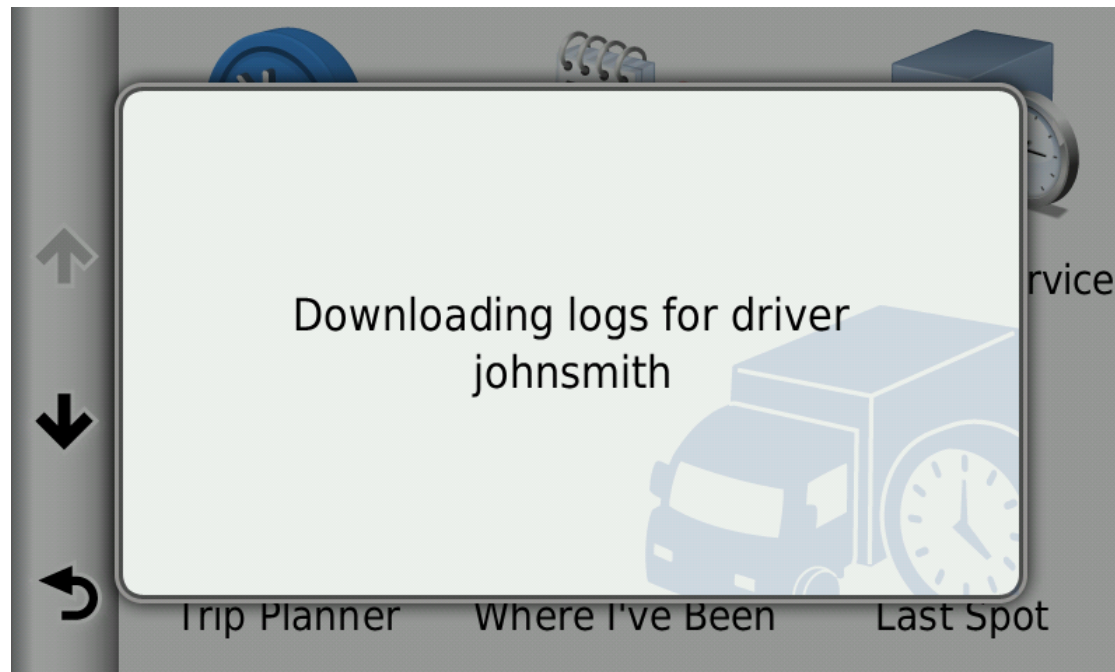
Download Shipments

+ Your shipment information is downloaded next from the server. If you do not currently have any shipments in your profile, nothing will be downloaded
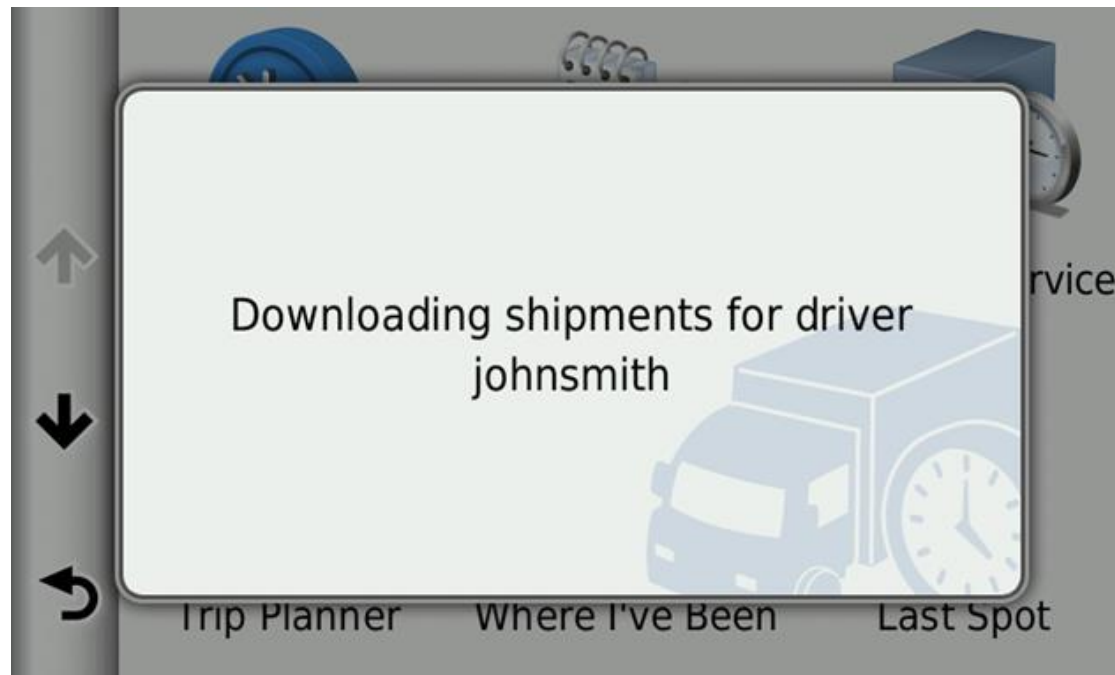
Download Driver Profile

+ Finally, your driver profile, including information such as your ID, HOS rule set, time zone, main office, carrier name, etc. will be downloaded to the device

This information is important for roadside inspection.
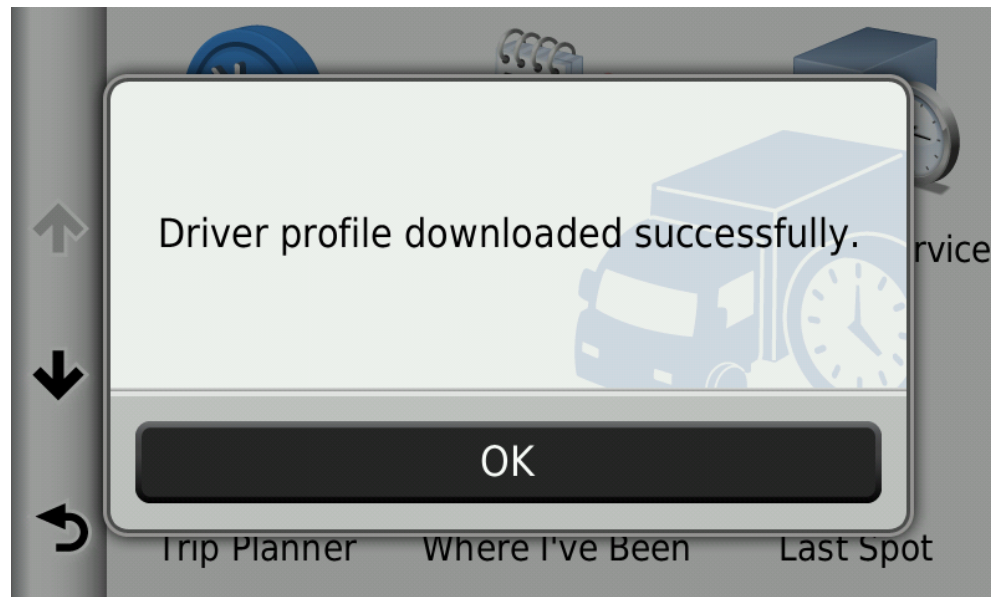
Co-Drivers

+ Up to two drivers can be logged in simultaneously.
+ To login another driver, select ✚
+ Enter Driver ID and password
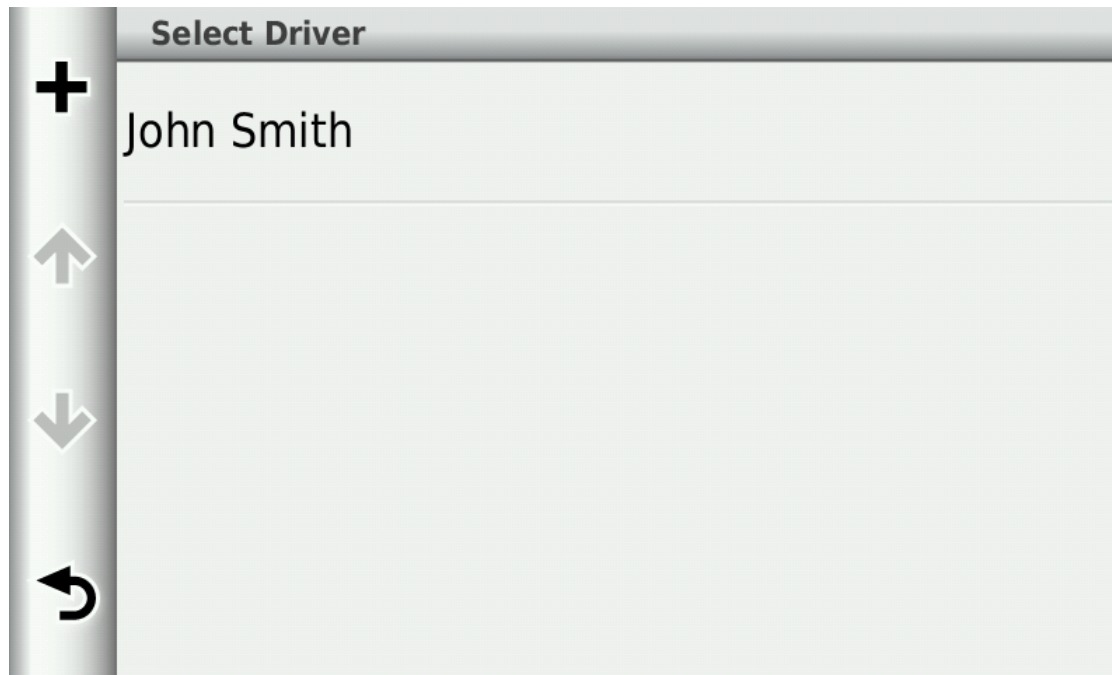
Co-Drivers

+ Once two drivers are logged in, the **+** is greyed out

+ To change your status, select [your name]

+ Choose the appropriate status for each driver and select [Save]

Only One Driver!

+ Only one driver is allowed to be in "Driving" status
+ If both drivers select "Driving" as their status, the following message is displayed
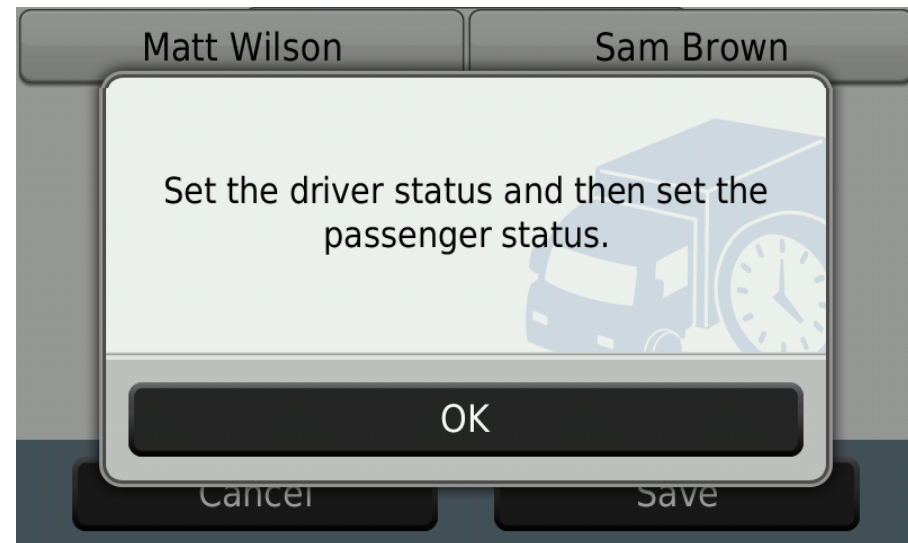
Regulations Enforced Automatically

+ Co-driver and passenger seat related regulations are enforced automatically
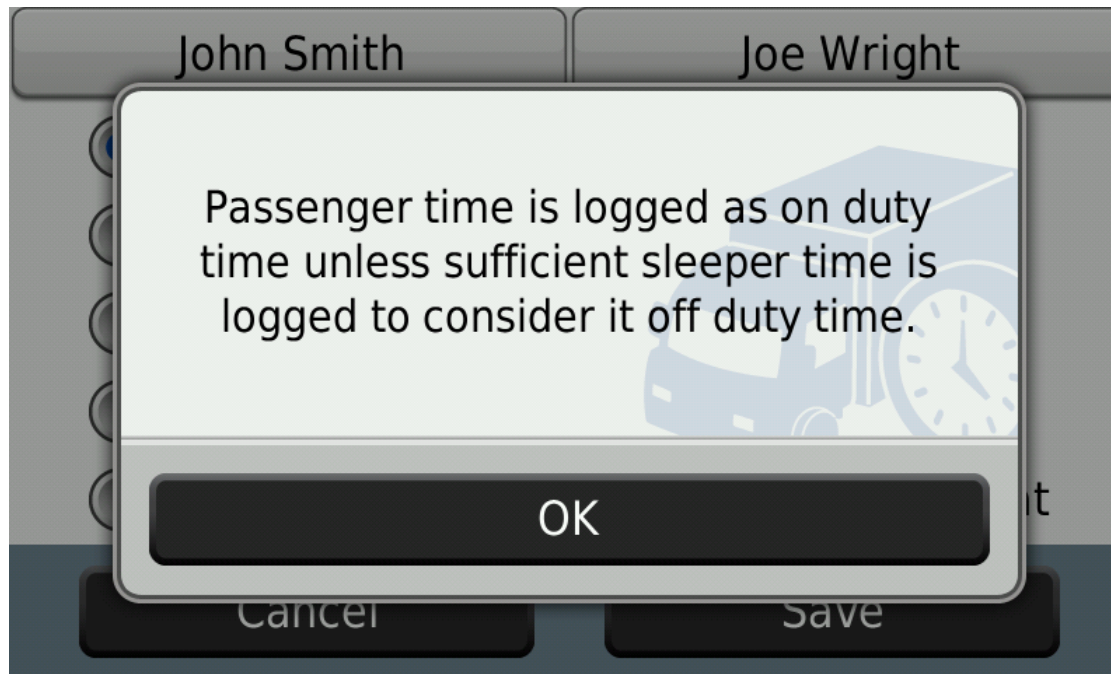
Hours of Service Options

+ For other HOS options, go to [Apps], [Hours of Service], [your name] and you will see the options below

+ You can always go back using the [Return] ↰ or scroll up ↑ and down ↓
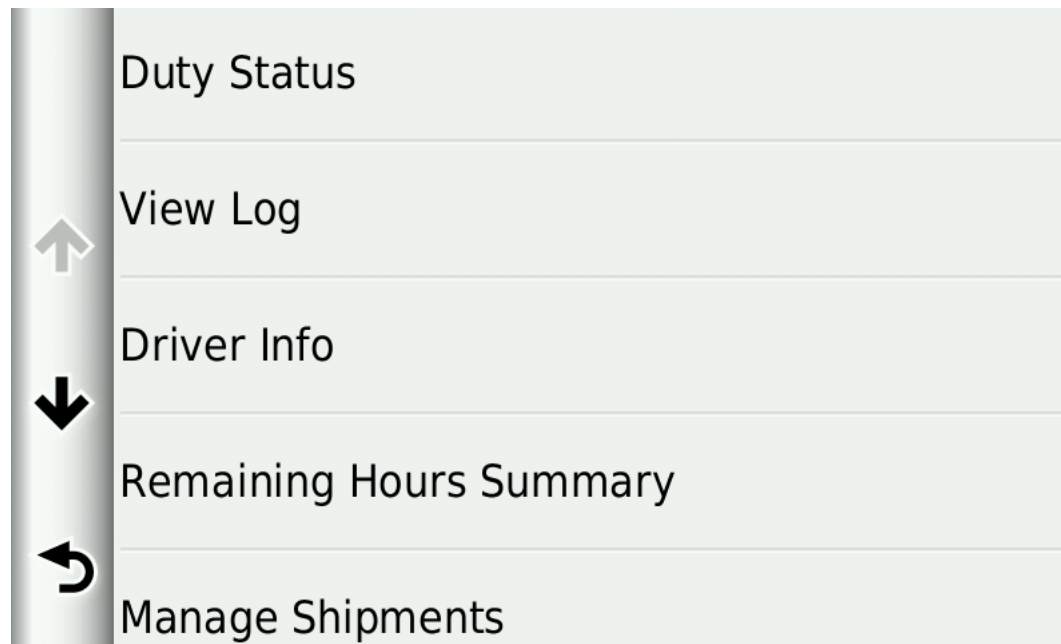
Hours of Service Options (Cont'd...)

+ Other options include [Driver Info], and [View 7/8 day Summary]

Note: [Export Log] is not currently supported in MyGeotab
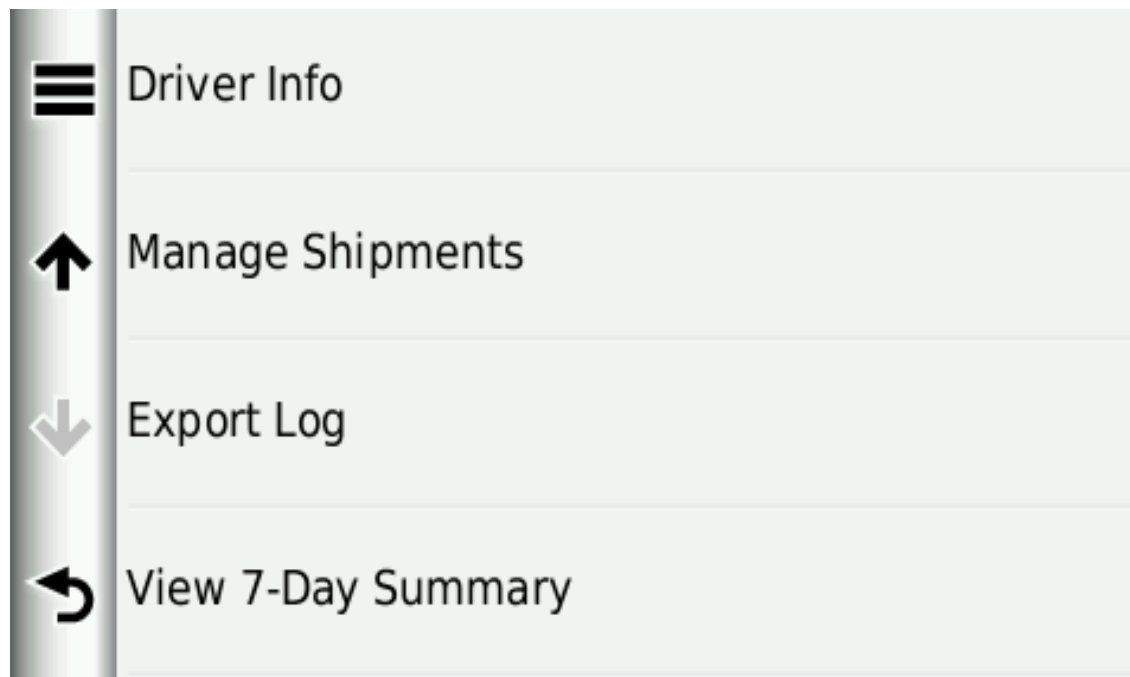
View Log

+ The grid shows your status changes
+ Zoom in ➕ and out ➖ to view more or less data
+ Column on the right shows the total time spent in each status, as well as the total distance driven
+ Time spent driving in violation is in red shading

Unverified Logs   Verified Logs

Menu

Zoom In

Zoom Out

Return

Jul 11, 2013 - Jul 12, 2013
Joe Wright

8.0 hr

14.1 hr

Off Duty
9.0 hr

Sleeper
0.0 hr

Driving
15.0 hr
152

On Duty
0.0 hr

Total Time spent in each duty status

Distance Driven
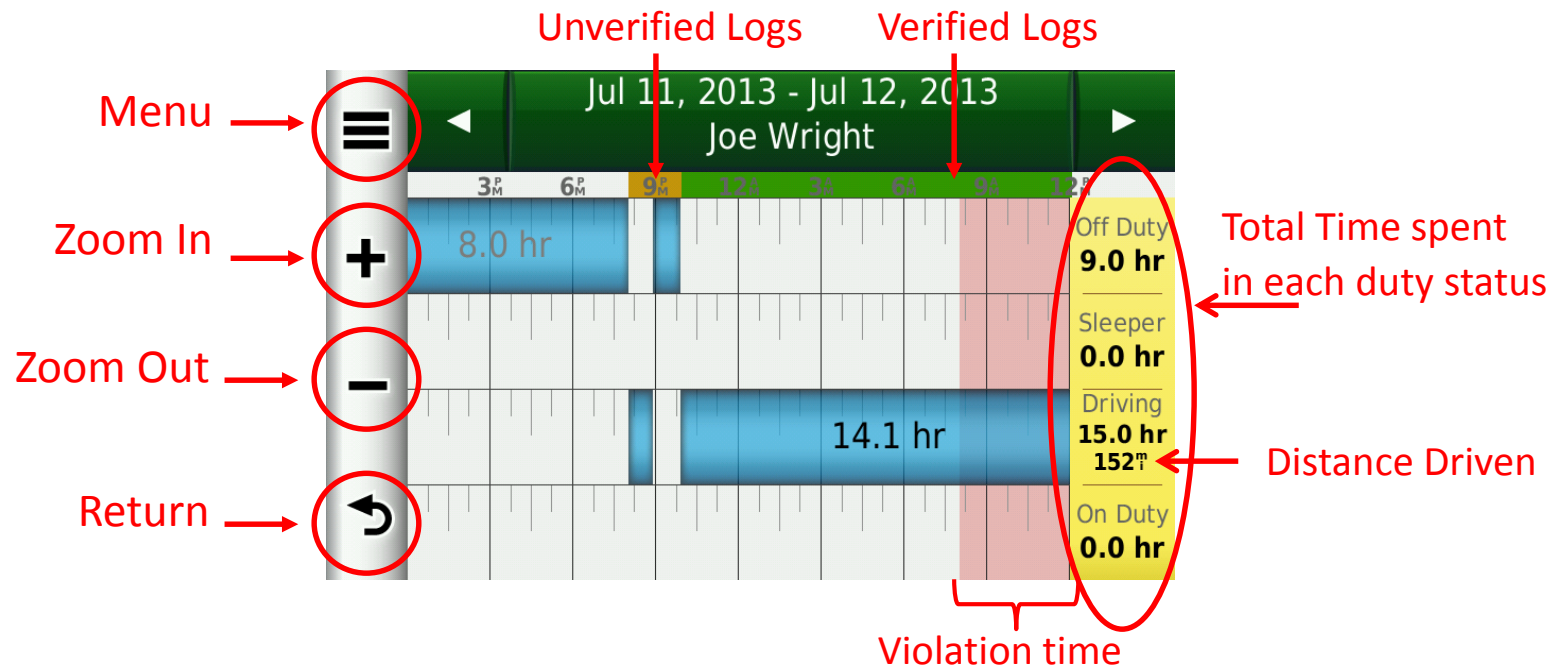
Violation time

Violations & Verify Logs

+ Select Menu ☰ to access your [Violations] and [Verify Logs] options

+ Drivers review their logs and verify that they are correct

   + Logs should be verified at the end of each shift

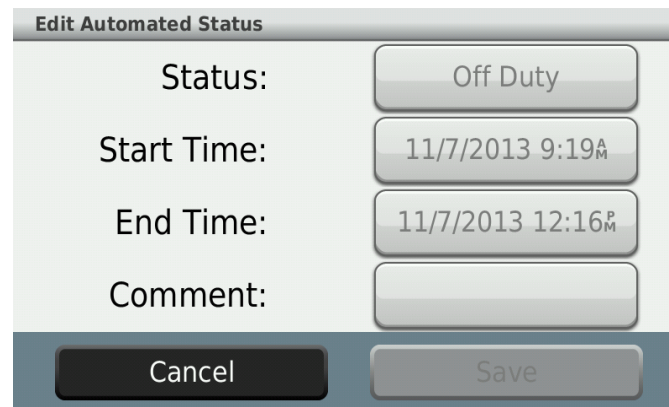   + Verified logs are indicated in MyGeotab with a check mark
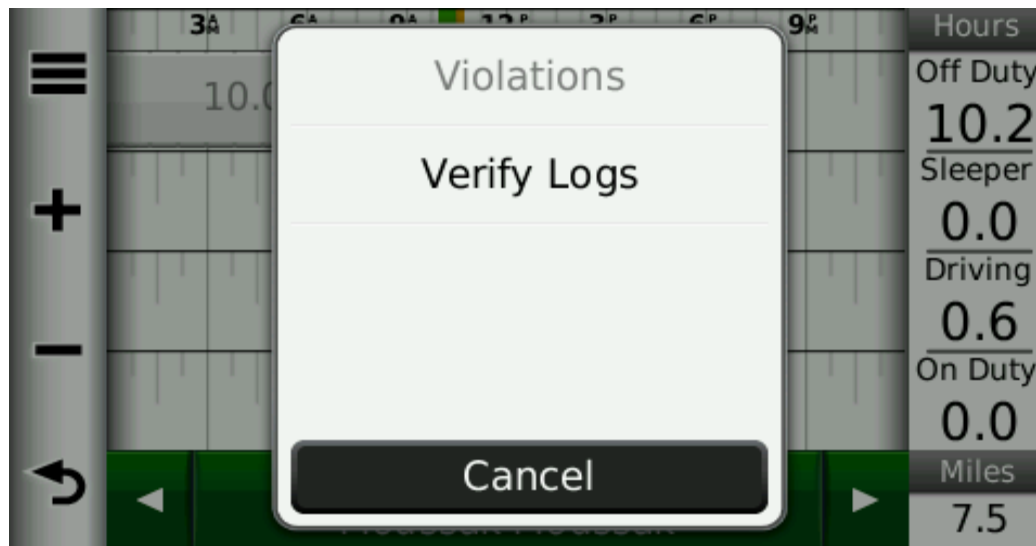
Verify Logs

- Select logs individually, or [Select All] then select [Verify], [Yes]

- Drivers are reminded if they do not verify logs after 10 days

- Drivers are also prompted to verify their logs on logout
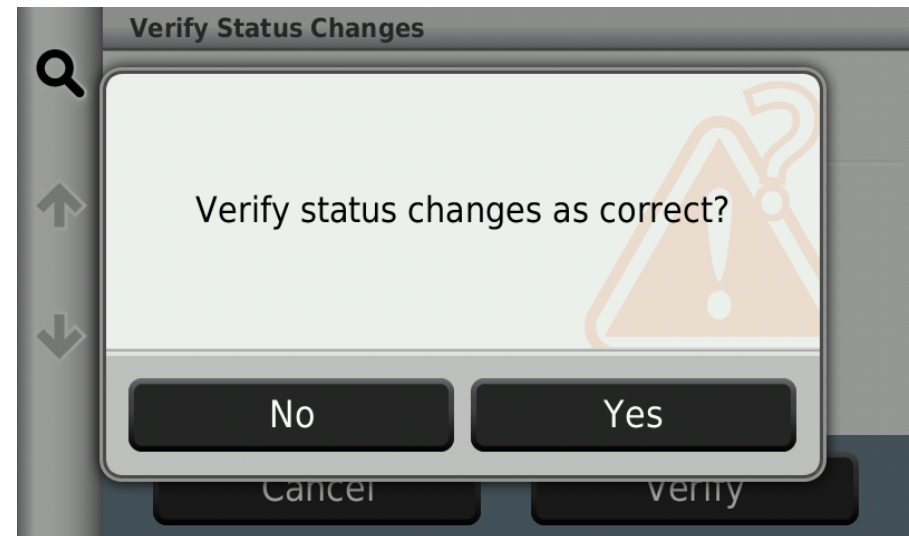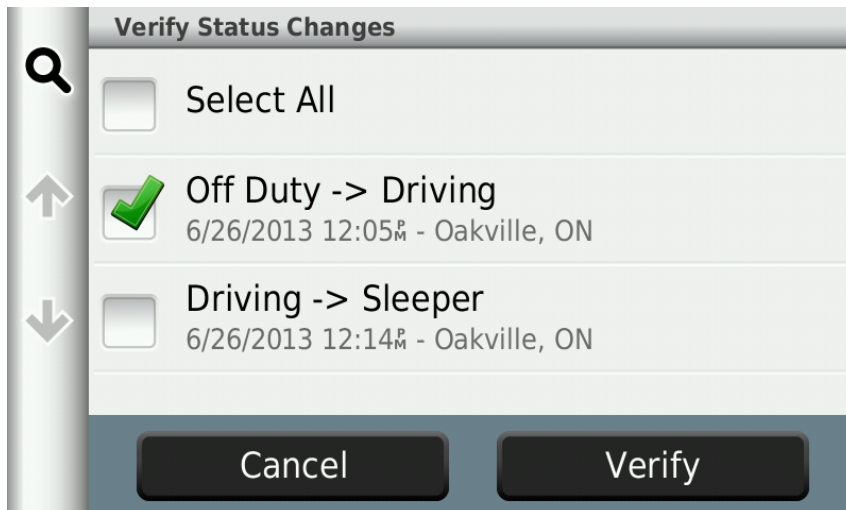
Edit Status and Comments

+ To add a comment, select the log in the grid. You will see the screen below

+ The entire log must be shown on the screen before it can be commented on. Use the zoom out ⊟ button if needed

+ Select the <Comment> field to display a keyboard

   • Enter text in the comment field, and the comment will be uploaded to MyGeotab with the log

   • This is the same as a 'remark' on a paper log

Edit Automated Status

Status:	Off Duty
Start Time:	11/7/2013 9:19 AM
End Time:	11/7/2013 12:16 PM
Comment:	

Cancel   Save
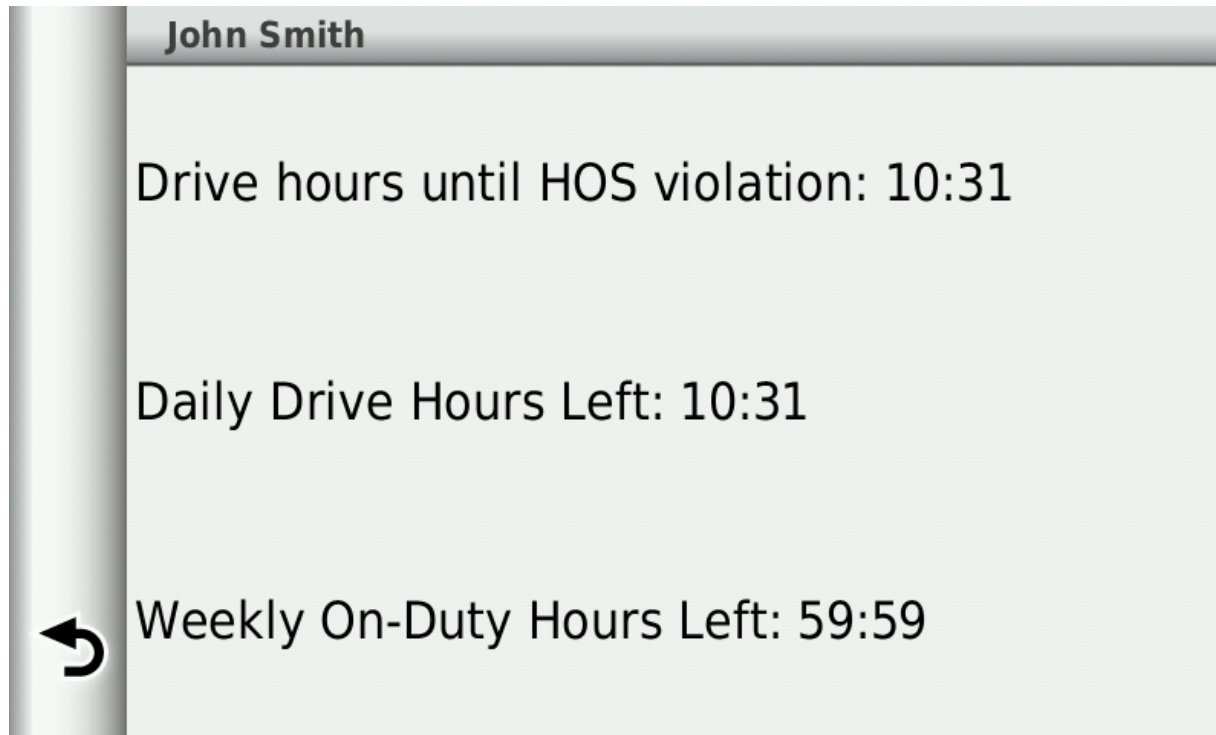
Driver Info

+ Used to review driver details

+ Not editable on your Garmin device, contact your manager for changes

+ Editable in MyGeotab; allows you to select HOS rule set of choice, set carrier name, and set time zone

Name
John Smith
ID #
johnsmith
Carrier Name
GEOTAB
Carrier ID #
Rule Set

Carrier Name
GEOTAB
Carrier ID #
Rule Set
70 Hours in 8 Days
Home Time Zone
Pacific

Remaining Hours

- A quick overview of the driver's current availability

John Smith

Drive hours until HOS violation: 10:31

Daily Drive Hours Left: 10:31
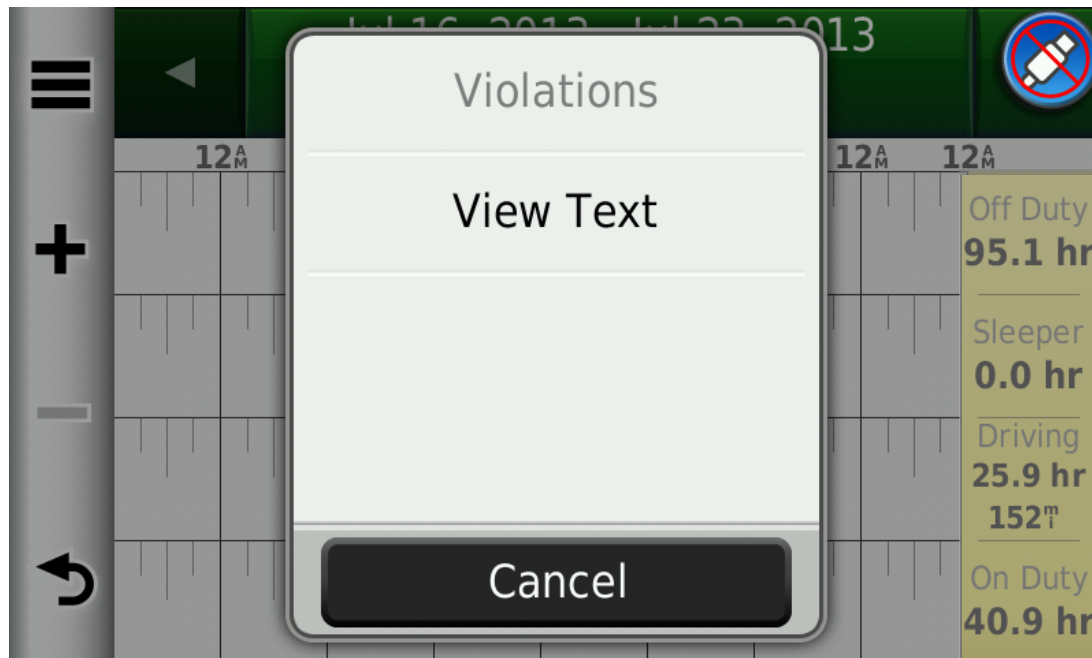
Weekly On-Duty Hours Left: 59:59

View 7/8 Day Summary

- Similar to "View Log" but summarizes the last 7/8 days
- Column on the right hand side shows the total time spent in each status, and the total distance driven

Total Time spent in each duty status

Distance Driven
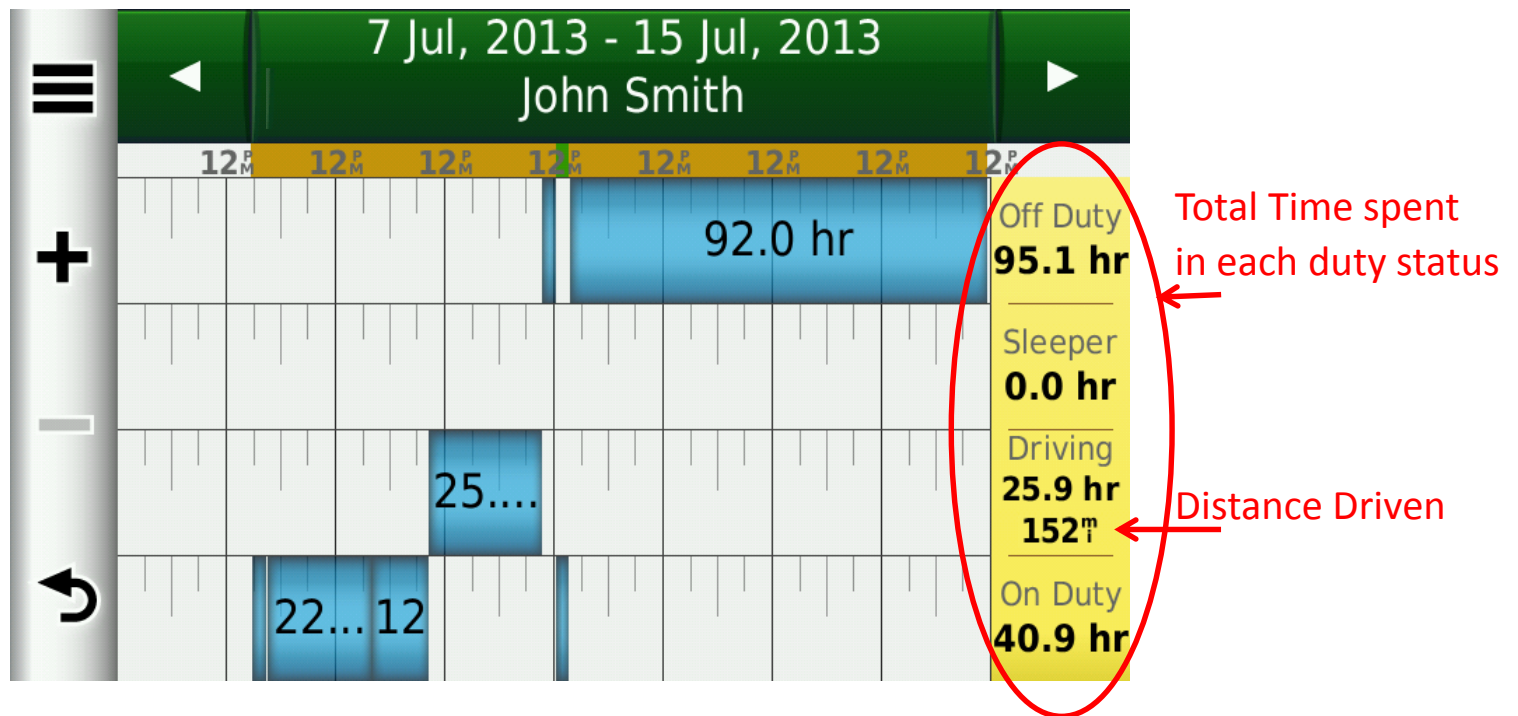
View 7/8 Day Summary (Cont'd...)

+ Menu in the top left corner gives you access to current "Violations" and "View Text"

View Text

+ Summary of logs in text form

+ Text includes start and end time and location of a status

+ Useful for roadside inspection

Status: Driving

Status Info Type: Full
Start Time: 6/20/2013 8:08ᴬᴹ
End Time: 6/20/2013 10:31ᴬᴹ
Time Elapsed: 2.4 Hours
Start Location: Oakville, ON
End Location: Oakville, ON
Miles Driven: 0.0 miles
Driver Verified: Yes

Status: Off Duty

Status: Off Duty

Status Info Type: Partial
Start Time: 6/20/2013 8:08ᴬᴹ
End Time: 6/20/2013 8:08ᴬᴹ
Time Elapsed: 0.0 Hours
End Location: Oakville, ON

Status: Off Duty

Status Info Type: Full
Start Time: 6/20/2013 10:31ᴬᴹ

Violations

+ Pending and active violations trigger audible and visual alerts on the screen

+ Select "More Info" to find out what rule will be/is being violated
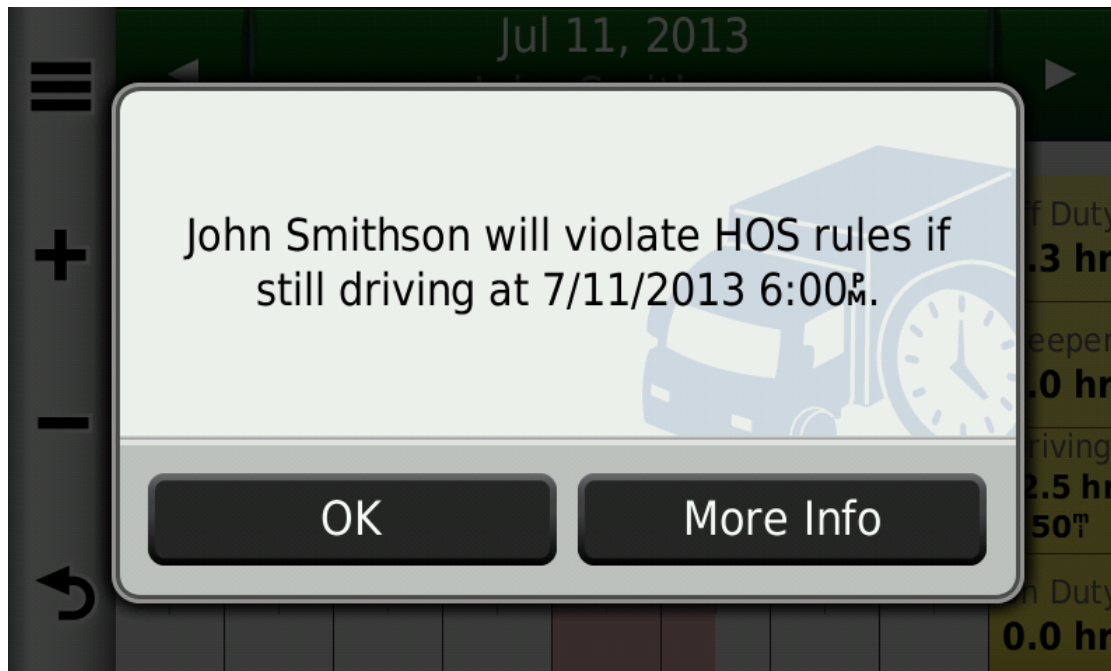
Logout

+ Go to [Apps], [Hours of Service], [your name]

+ Select Menu ☰, [Logout Driver] to exit HOS completely

+ Logout to allow another driver to login or to download edited logs from the server or for security to ensure no one else updates your status. Logging out and back in is required when changes to your logs are made by your manager in MyGeotab

Menu

Logout (Cont'd...)

+ Logging out removes your logs and profile information completely from the device. If you log out, you will need to log back in to use the system again

+ Logging out allows other drivers to log in
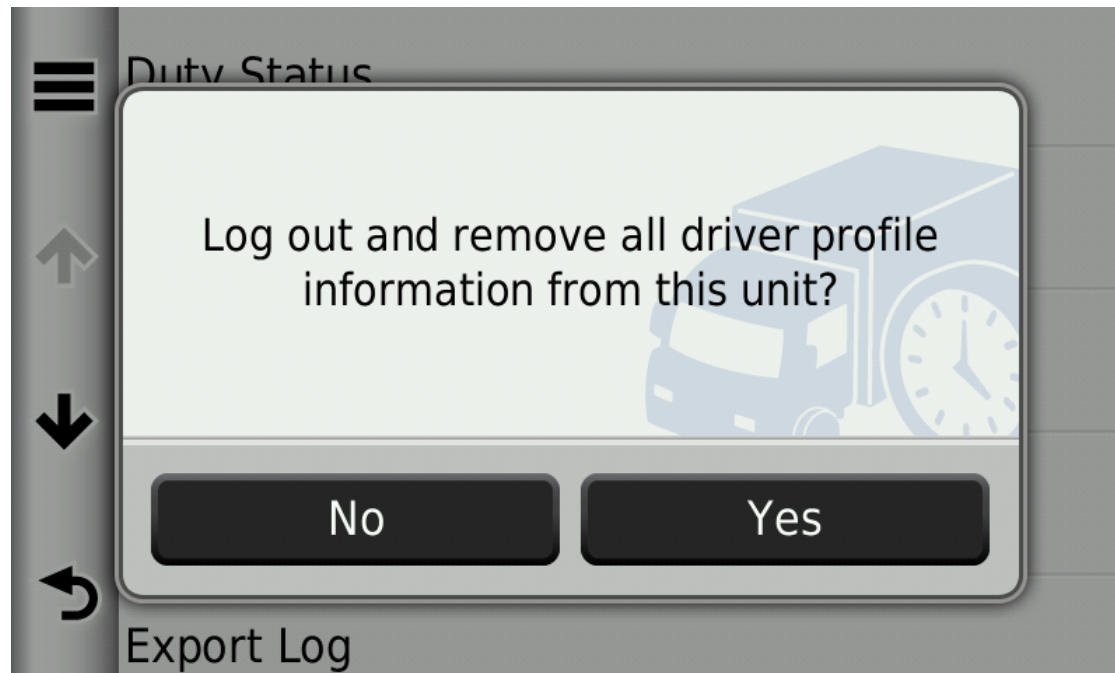
Driving Without Logging In

+ If you begin driving without a logged in driver, you will see the following screen

+ Stop the vehicle when safe to do so, and login

+ Wait until your driver profile and logs are downloaded successfully, change your status, and then start driving again
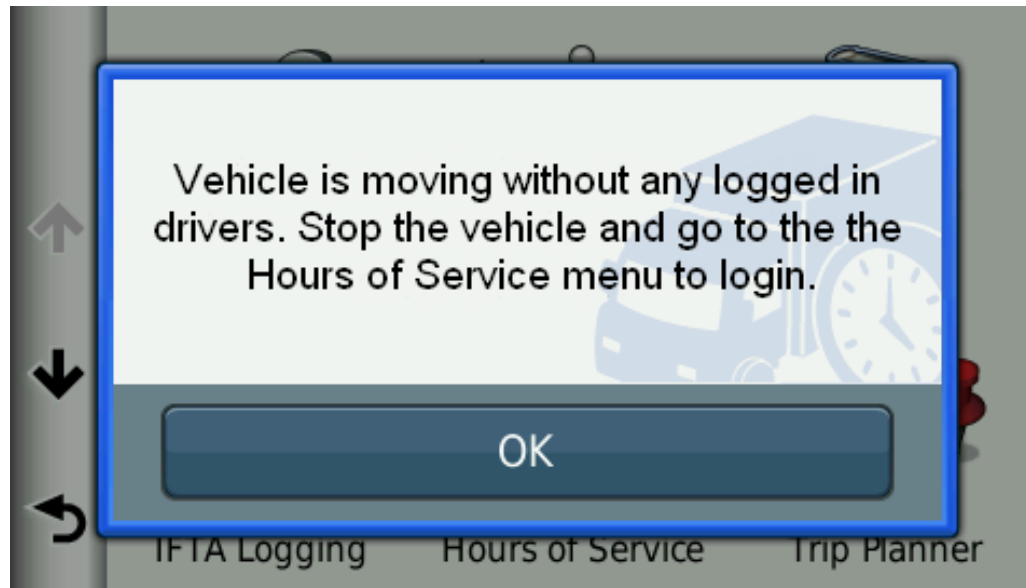
Driving While Logged In

+ If you are logged in but your status is not set to "Driving" prior to moving the vehicle, the following prompt is displayed

+ Select [Yes] to change to "Driving status"

+ Selecting [No] will keep you in your current status for the duration of the trip
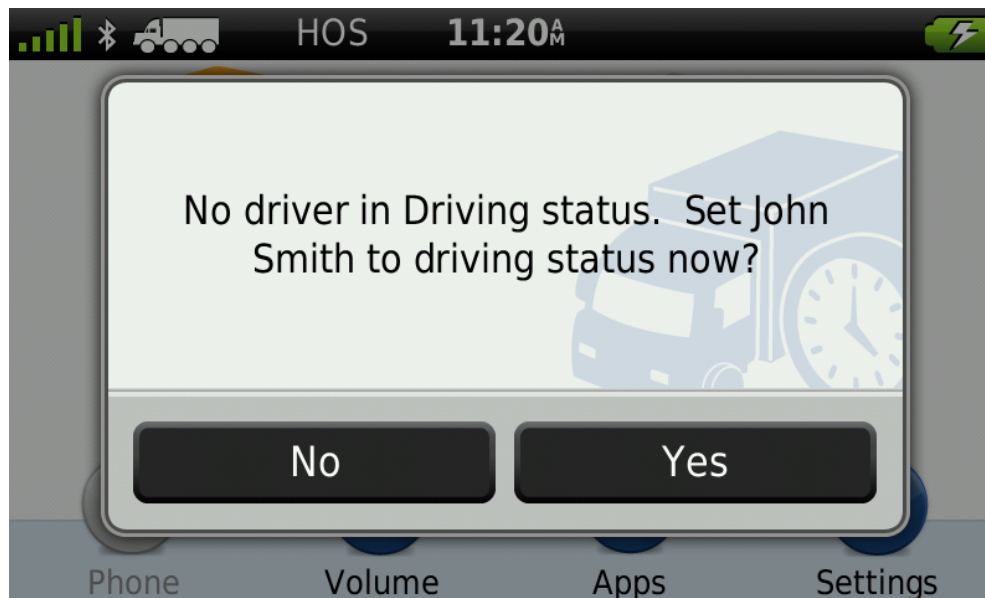
Forgot to go "Off Duty"?

+ Remember! If you "logged out", your status would have been changed to "Off Duty" automatically

+ However, if you DID NOT log out, and forgot to change your status to "Off Duty", here's what you can do:

Option 1: Return to the vehicle, turn ignition on, wait for your Garmin to power up, and change your status

OR if you no longer have access to the vehicle or if it's too late:

Option 2: Call your manager to edit your logs

- Your manager will add a change of duty status to change your status to "Off Duty" after your last trip
- Logout! Then log back in using the same credentials
- Logging into the system again will download the new edited logs and return availability to you
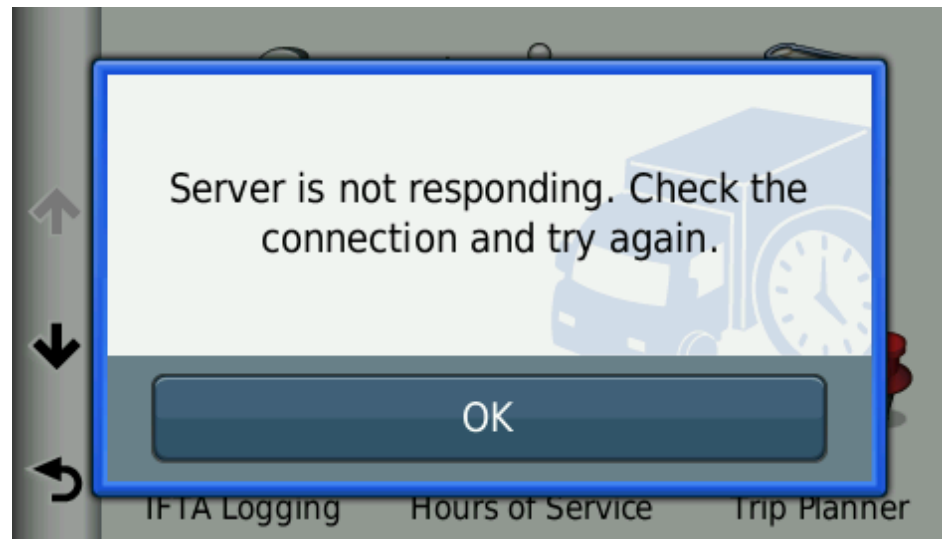
Troubleshooting

+ When the Garmin device loses connection with the GO device, a "disconnected" icon appears in the top right corner

+ Selecting the icon displays extra information, shown below

+ Make sure your Garmin device is securely connected to your GO device. If the problem persists, contact your manager
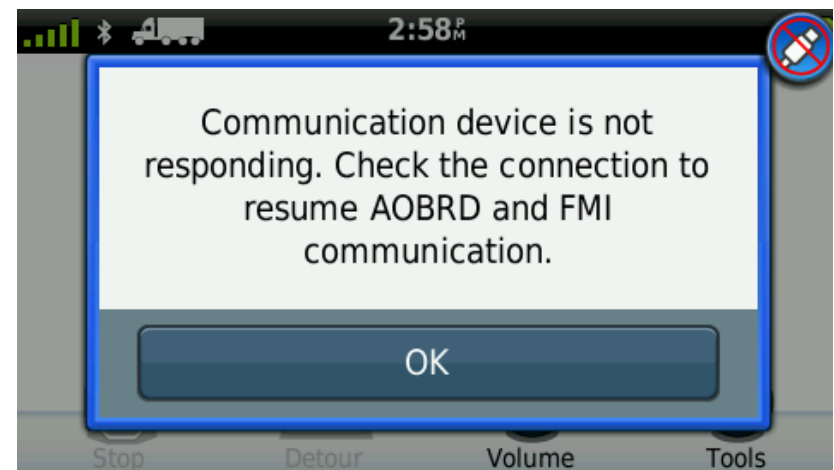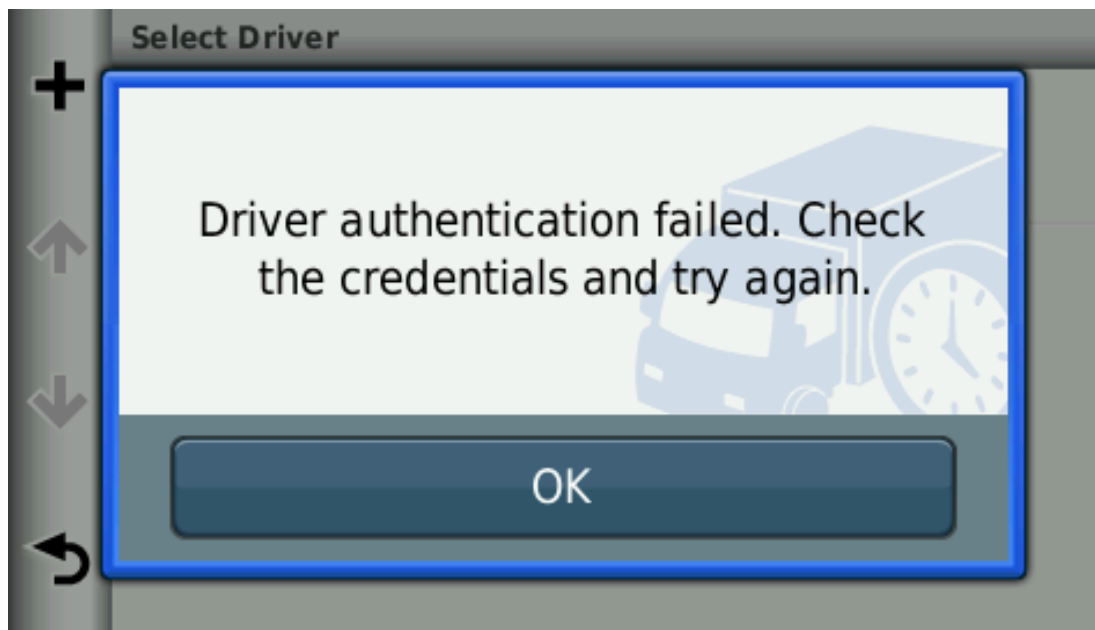
Troubleshooting (Cont'd)

+ When logging in, if you see the screen below, it's due to your Garmin device not being connected to the server

+ Make sure your GO device modem is on (middle LED), and that your Garmin is securely connected to your GO device

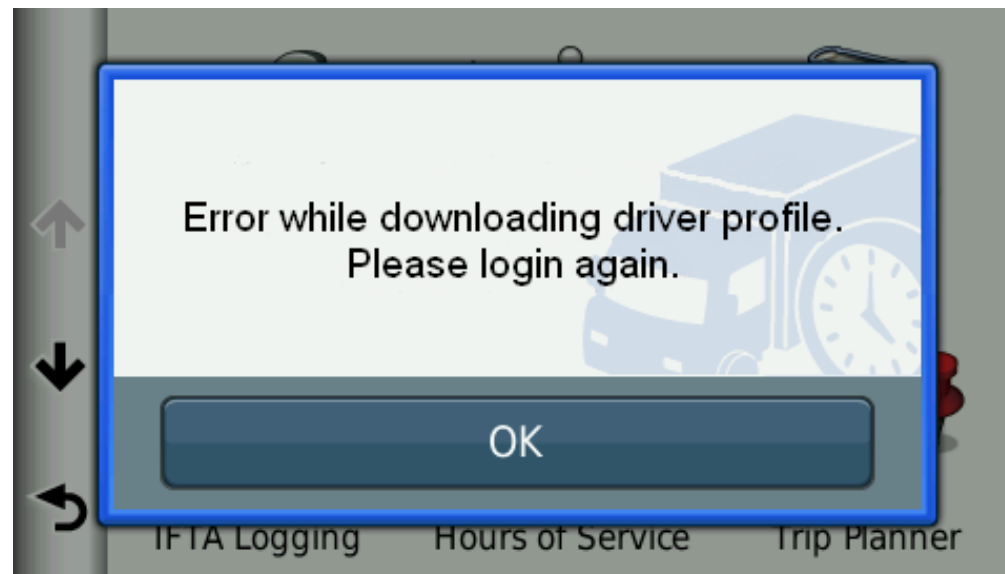+ **If problem persists, revert to paper logs and contact your manager.**

Troubleshooting (Cont'd)

+ When logging in, if you get the following screen after you enter your credentials, verify your ID and password and try again

+ Remember: For ID, only enter the part before the '@' sign

+ Remember: Passwords are case sensitive

Troubleshooting (Cont'd)

+ When logging in, if the connection is interrupted while the system is still downloading your profile, make sure your GO device modem (middle LED) is still on.

+ LOGOUT! And log back in.

+ **If problem persists, revert to paper logs and contact your manager.**

Troubleshooting (Cont'd)

+ When logging in, if you see the screen below, it means your logs were not downloaded successfully from the server. **This can put you out of compliance.** The system will allow you to change your status but will not be able to calculate your availability

+ LOGOUT! And log back in

+ **If problem persists, revert to paper logs and contact your manager.**
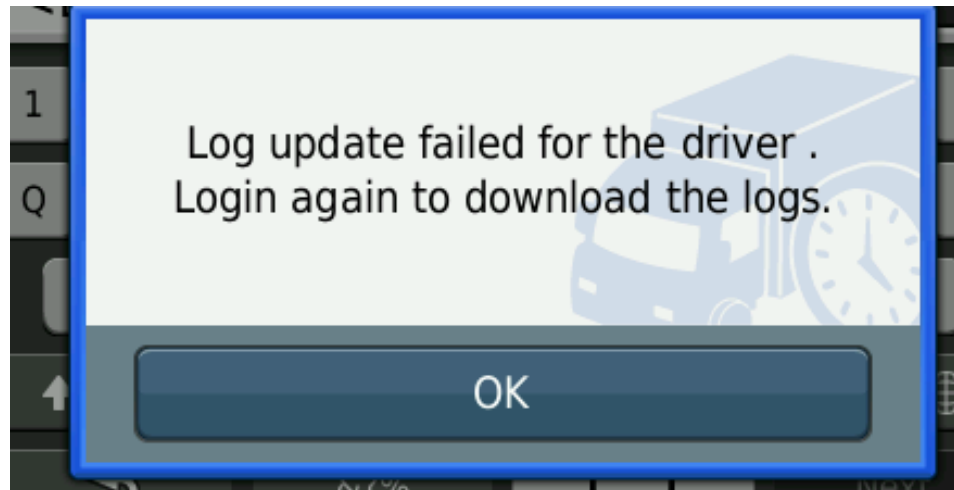
Troubleshooting (Cont'd)

+ If you see this message while your engine is still running, your Garmin has lost connection with the GO device. Check your connections and contact your manager if problem persists

+ However, if this happens after you turn your engine off, select [Update] to change your status before the device shuts down. Note: It is always advisable that you change your status before you turn ignition off
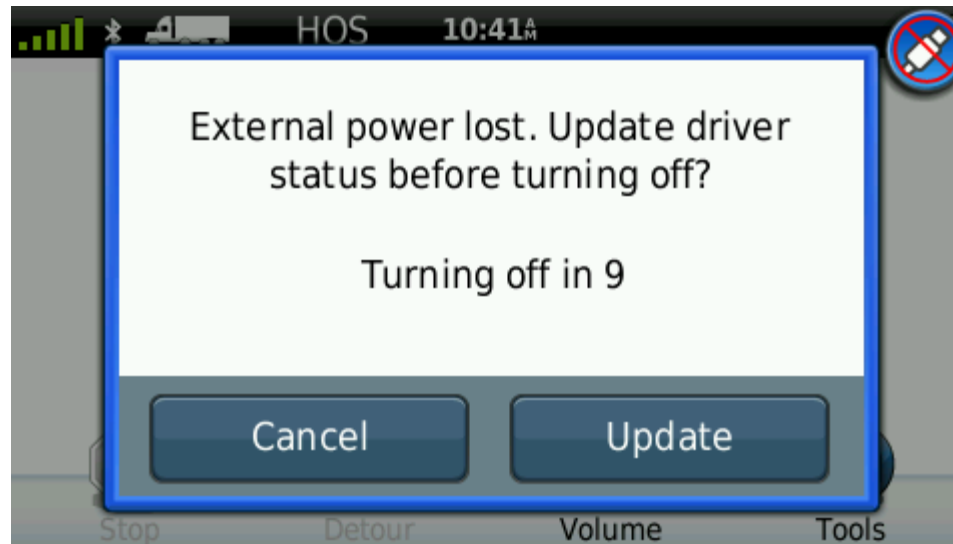
Troubleshooting (Cont'd)

+ My Garmin won't let me change status or logout.

+ This happens when you have not been connected to the server in a number of days and the data is at a maximum on the device. If you have in the upper right corner of the Garmin, this means you are not connected.

+ **If problem persists, revert to paper logs and contact your manager.**

MyGeotab - Driver Log Report

+ Allows you to view one driver's logs at a time
+ Under [Options], select a driver and a time range, and click [Apply Changes]
+ To add a RODS (record of duty status), select a driver first
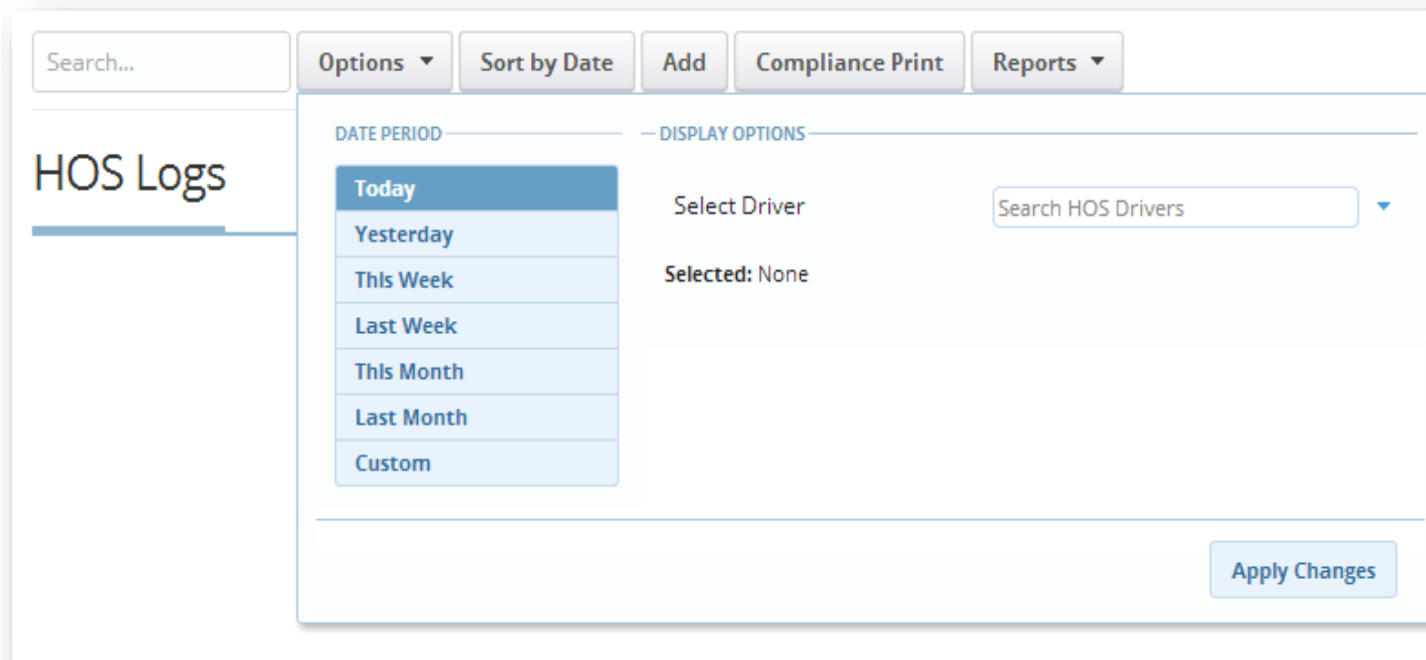
Duty Status Change Logs Report

+ Every line is a record of duty status (RODS) and includes driver name, co-driver name, date, time, location, device name and attached trailers

+ Total distance while in "Driving" status is displayed for each day

+ 'Verified' logs are marked with a 'check mark'

+ 'Edited' logs are permanently marked with a 'pencil' icon

+ Violations are shown in red within the logs

Edit Logs

+ The following fields are editable: Date, Status, Co-Driver, Trailer, Address, and Annotation

+ Editing a verified record of duty status makes it unverified

View Graph

+ Click "View Graph" to see one day's worth of logs on the grid
+ Grid shows a 24-hour period, starting at 12AM
+ Total time spent per status is shown on the right
+ 'Verified' logs are shown in green
+ 'Unverified' logs are shown in grey
+ 'Edited' logs are shown in yellow
+ Driving while in violation is shown in red
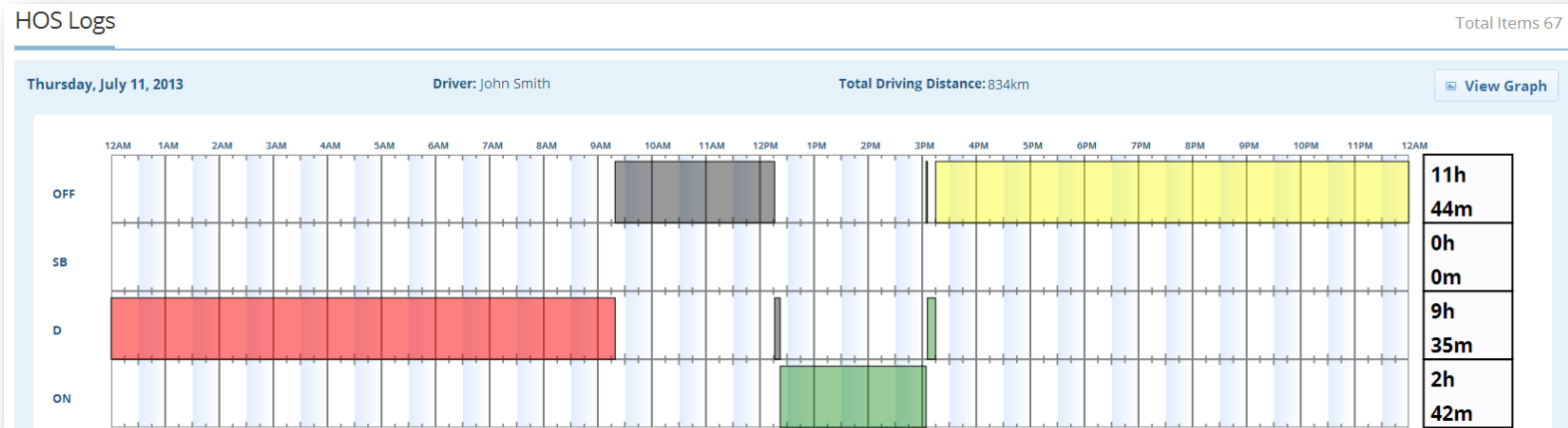
Compliance Print

+ Enhanced "Print View"

+ Allows for exporting multiple days worth of logs per driver at a time, grouped by day

+ Only verified logs will be shown in the compliance print. Logs must be verified before they are submitted to the FMCSA

+ To "Save as" pdf, change your browser's printer destination to "Save as pdf" or "Print to pdf"
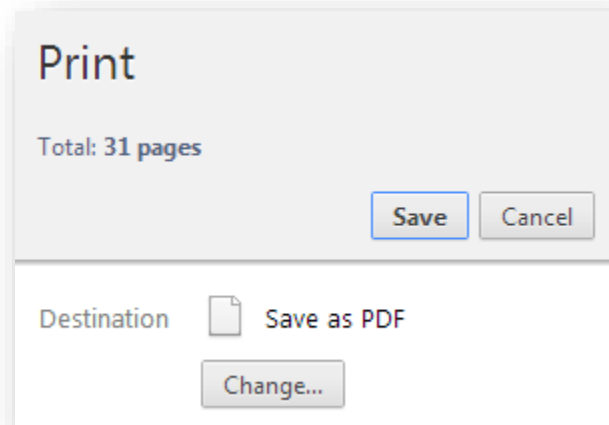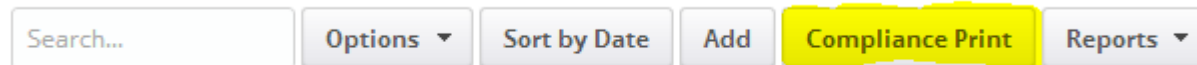
Violations Report

+ The violations report can be run for a single or multiple drivers

+ Lists the violations that occurred within the selected time period

+ Violation date, start time, and end time are reflected in the report

+ Current violations have no end date

HOS Violations		Total Items 9
John Smith (johnsmith@geotab.com)		**Total Violations 9**
DUTY	07/03/13 1:38:04 AM – 07/05/13 3:42:38 PM	Maximum 14hr duty limit violation
REST	07/03/13 2:20:38 AM – 07/03/13 4:59:17 PM	Driving after more than 8 hours since 30 minute rest break
DRIVING	07/03/13 5:09:10 AM – 07/05/13 3:42:38 PM	Maximum 11hr driving limit violation
REST	07/04/13 4:20:55 AM – 07/04/13 9:53:40 AM	Driving after more than 8 hours since 30 minute rest break
CYCLE	07/04/13 7:18:46 AM – 07/11/13 3:14:55 PM	Maximum 60hr on duty in 7 days

Appendix A - Rules

+ 8-Hour Rest Break (Starting July 1st)

+ 11-Hour Driving Limit

+ 14-Hour On Duty Limit

+ 60-Hour On Duty Limit in 7 Days

+ 70-Hour On Duty Limit in 8 Days

+ 10-Hour Off Duty

+ 34-Hour Restart Work (Starting July 1st - must include two consecutive 1-5 am periods, may be used once a week)

+ Integrated Sleeper Berth and Passenger Seat rules

Appendix B - Supporting Documents

+ Geotab HOS Certificate – Garmin HOS Solution

+ Geotab Garmin HOS Driver Instruction Guide

+ Geotab Garmin HOS System Operation Guide

+ Geotab Garmin HOS Project Setup Sheet

+ IOX-Garmin Support Document (www.geotab.com)

+ Garmin Software Update Guide (www.geotab.com)

+ Garmin Fleet Updater:

> http://software.garmin.com/en-US/fleet_updater.html

- Update Maps AND software on up to 10 units at a time
- Since most computers have a limited number of USB ports a high quality powered USB hub is recommend. Though a number of quality hubs exist in the market, Belkin and Siig proved to be standouts in Garmin testing and are recommended by Garmin
- When more than 10 devices are connected to the computer, updates will start automatically on the next device as others finish updating.

Geotab – Management by Measurement

If you can't record it you can't report it!

COMPLIANCE   FLEET   SAFETY   EFFICIENCY

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