

Geotab Drive User Manual

Edition: Geotab Drive 11.0 (November 2024)



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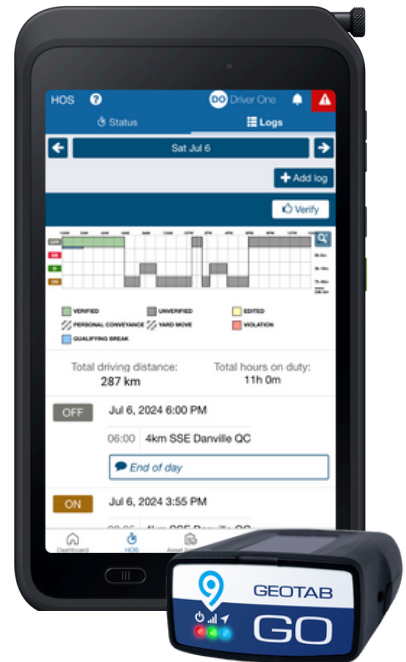
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What is an ELD?

An electronic logging device (ELD) is a device connected to a vehicle's motor, which automatically records all information related to a heavy vehicle driver's hours of driving.



How does it all work together?



Responsibilities

The motor carriers and drivers are responsible for complying with regulations concerning driving and off-duty time as well as more regulation related to the trucking industry. The responsibilities below contain a summary of some topics. It is your responsibility to consult the regulations in force on the SAAQ, Transport Canada or FMCSA websites.

Driver responsibilities related to the ELD



The driver is required to keep track of hours of driving, on-duty time and off-duty time in a record of duty status using a certified ELD device unless the vehicle does not have to be equipped with one (view regulation for more info).

The driver manually enters or verifies the following information in the ELD device:

- 1 All the information associated with their record of duty status as their duty status changes.
- 2 Manually add missing duty status logs, if applicable, even outside the network.
- 3 Complete any incomplete duty status logs (location, annotations, malfunction).
- 4 Add any annotation necessary to complete the record of duty status.
- 5 Inform the motor carrier in case of the presence of an ELD malfunction code.

If the driver was working for more than one motor carrier during the current day or the previous 14 days.

The driver must:

- for each day during the 14 days immediately before the current day, the total number of hours for each duty status that were accumulated by the driver, and the beginning and end time of each 16-hour period referred.

Ensure that all previous activities contains: start time, end time and an explanatory annotation.

How to operate the DX terminal

How to turn on the terminal?



Hold the power button for 2 seconds.

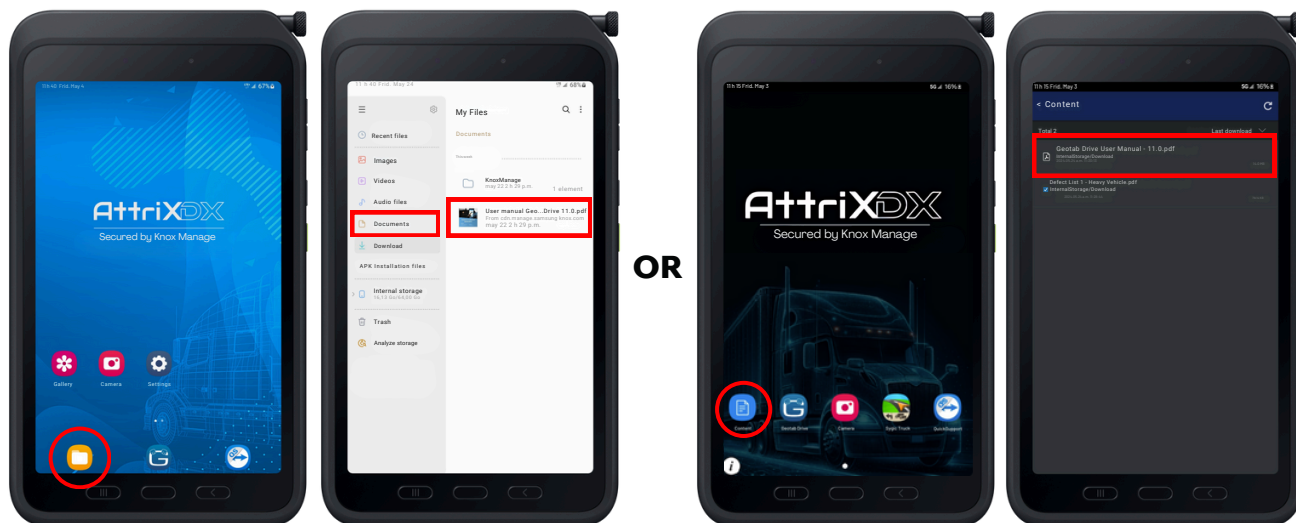
How to turn off the terminal?



Hold the volume button (bottom) and the power button simultaneously for a few seconds.

The Geotab Drive user manual

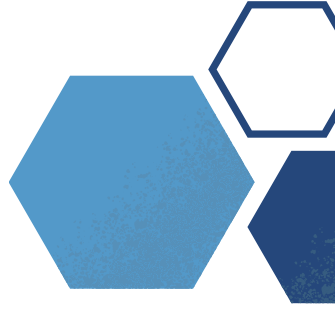
The most recent version of the Geotab Drive user manual is accessible in PDF version in all AttriX DX terminals, from the “My Files” and “Download” tab of the terminal.



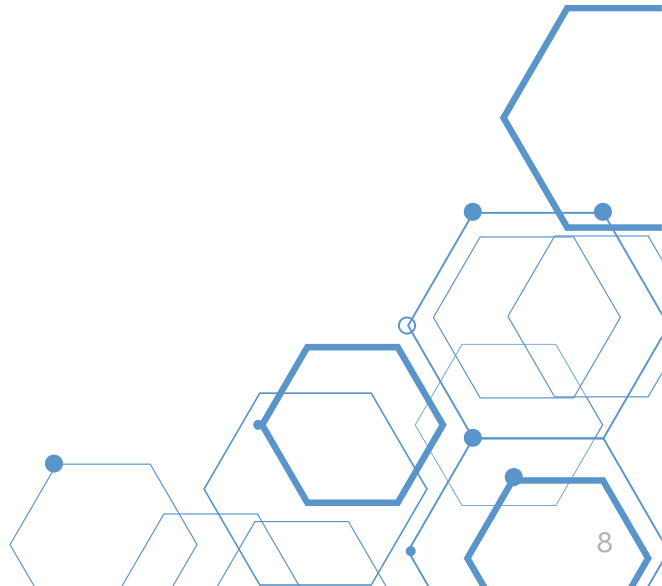
OLD DX3 TERMINAL METHOD:
App File, Documents and Select Guide

NEW DX5 TERMINAL METHOD:
App Content and Select Guide

Logging in



- 9 Log in into Geotab Drive**
- 10 Associate vehicle, trailers and shipments**
- 11 Starting your work shift outside a vehicle**
- 12 Verify logs**
- 13 Unassigned logs**

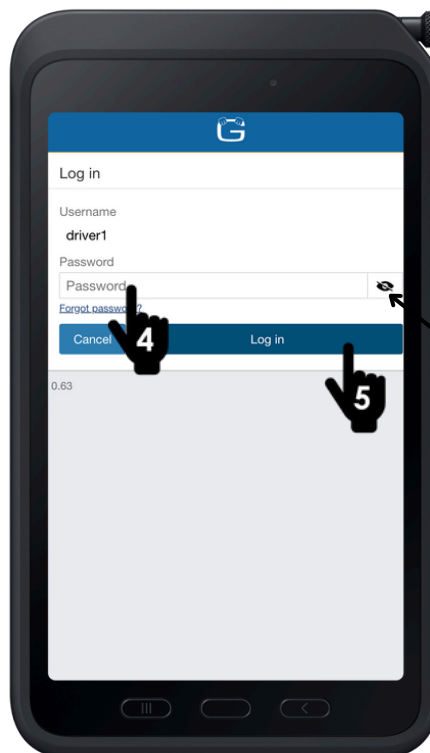
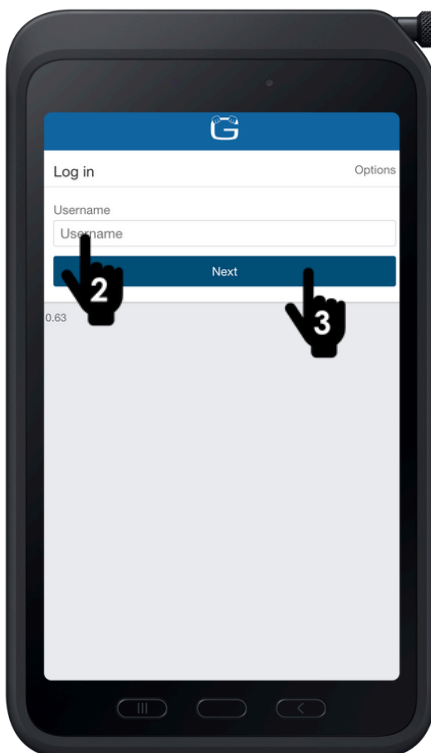


Log in into Geotab Drive



- 1 Press the Geotab Drive app.

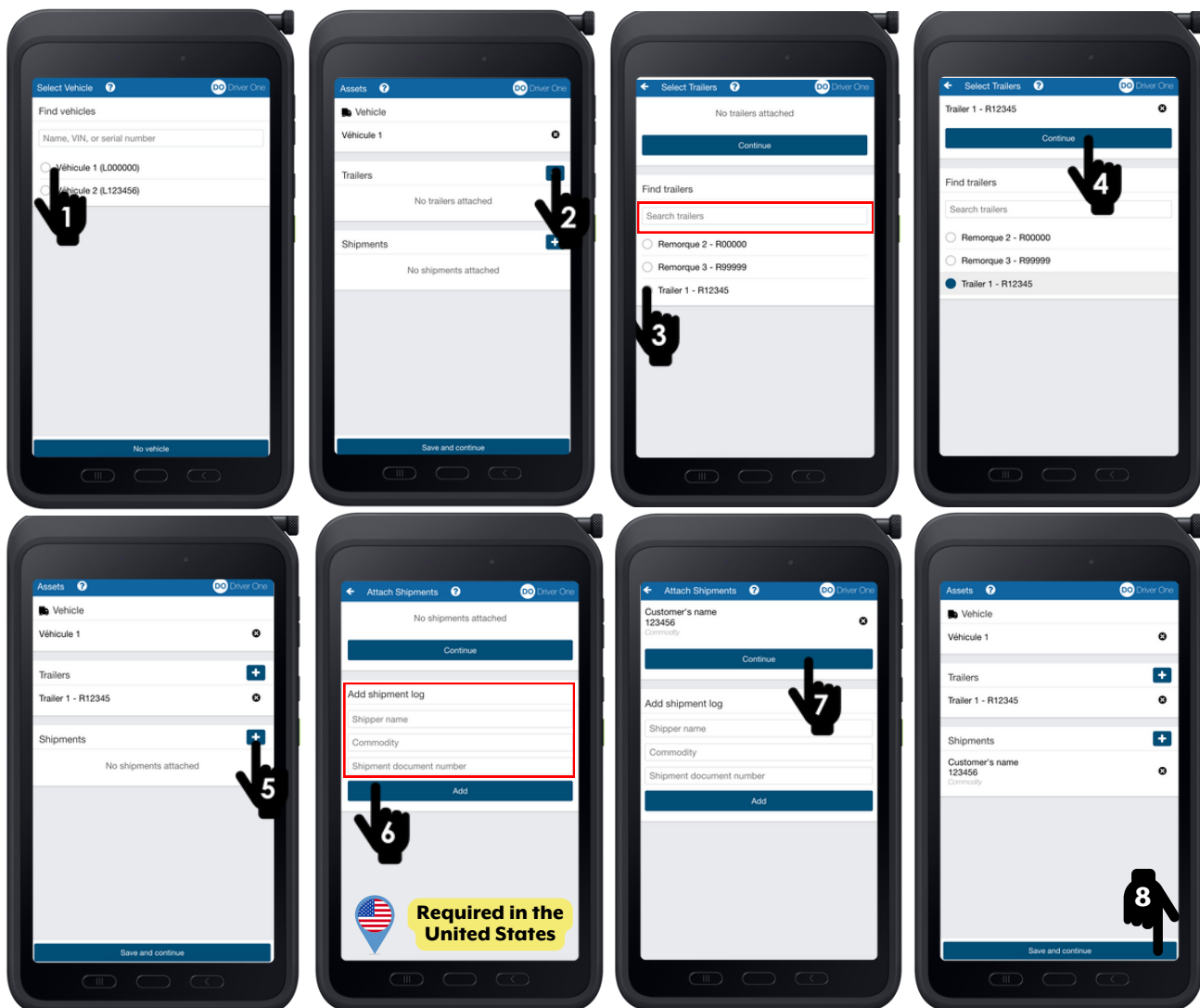


- 2 Enter your username.
- 3 Press "Next".
- 4 Enter your password.
- 5 Press "Log in".



Associate vehicle, trailers and shipments

- 1 Select the vehicle.
- 2 To add a trailer, Press the  on the right of trailers.
- 3 Use the "Search Trailers" field, enter your trailer number and select your trailer.
- 4 Press "Continue."
- 5 To add shipment numbers, Press the  on the right of shipments.
- 6 Fill in the fields and press "Add".
- 7 Press "Continue."
- 8 Press Save and continue.



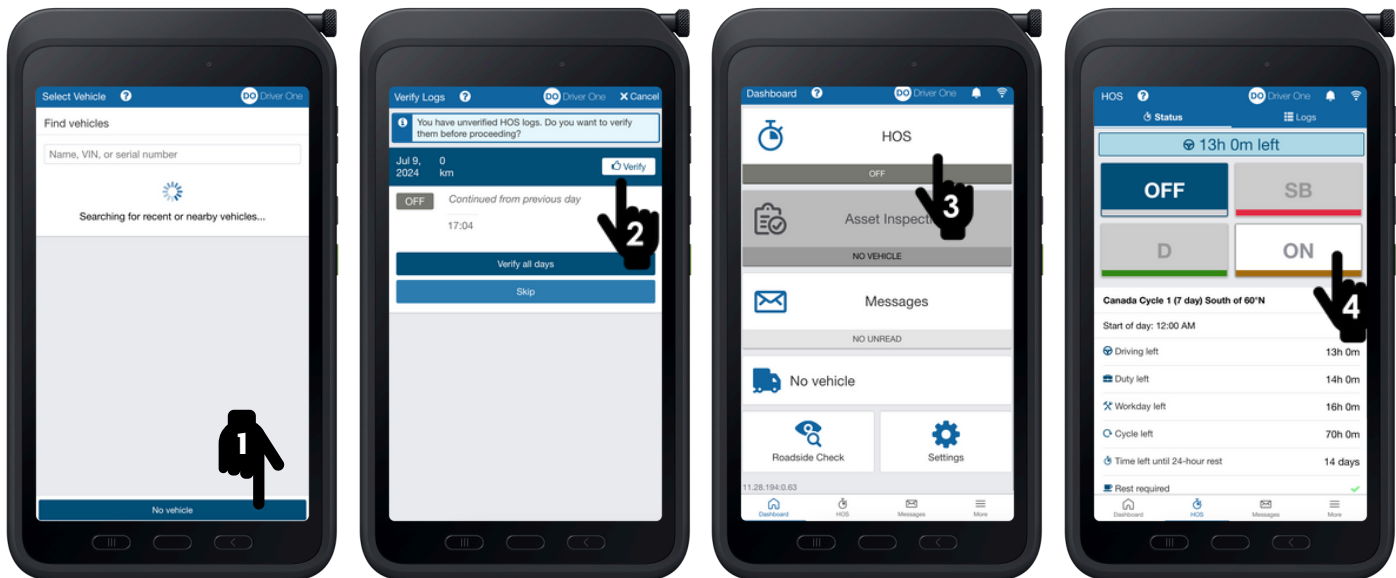
My trailer doesn't appear in the list, what should I do?



- Please use the "Search Trailers" field to search by unit number or license plate.
- If the trailer does not exist, please contact your manager or create a new trailer (see the FAQ for the procedure).

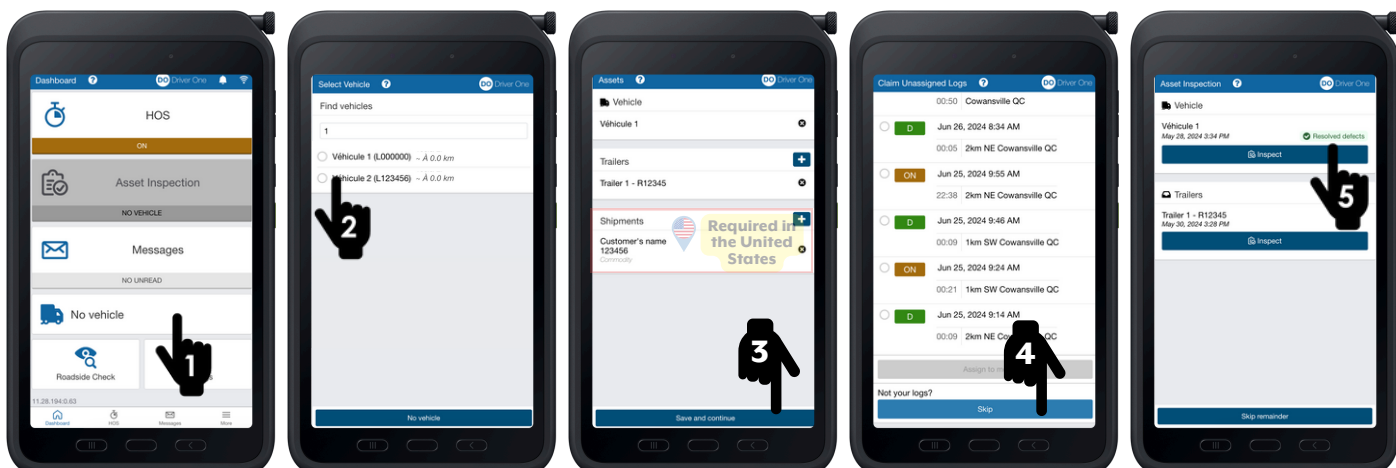
Starting your work shift outside a vehicle

- 1 Select “No Vehicle”.
- 2 Verify your logs (if applicable)
- 3 Press “HOS”.
- 4 Change your status to “ON” (on duty/working).



How to associate a vehicle

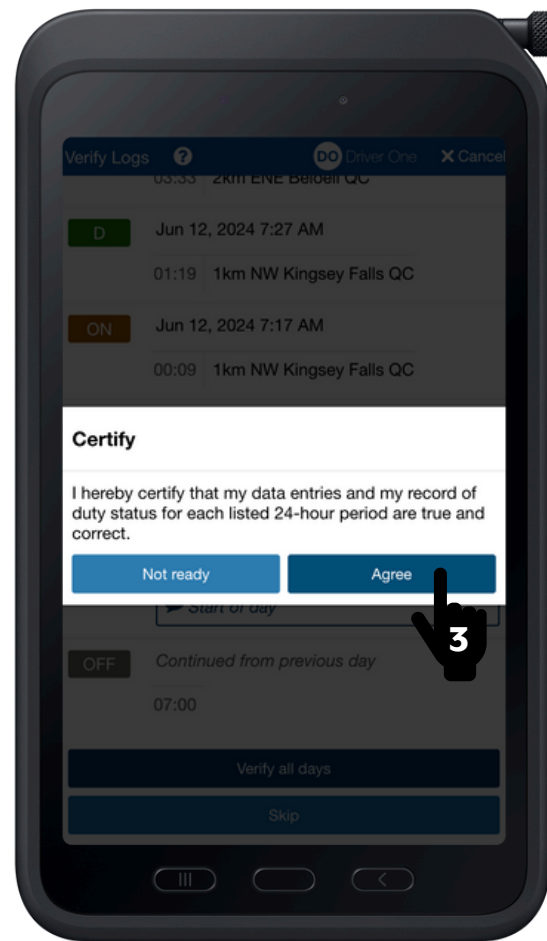
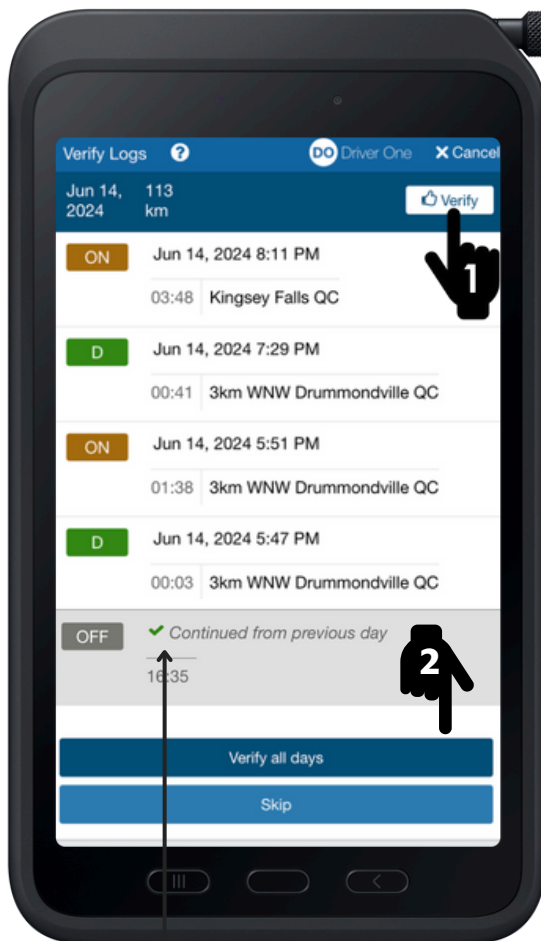
- 1 On the dashboard, select the Assets tab (No Vehicle).
- 2 Press “Select Vehicle” and select your vehicle.
- 3 Associate the trailer and shipments numbers (if applicable).
- 4 Review unassigned logs.
- 5 Perform your asset inspection.



Verify logs

The Verify button allows the driver to confirm that the logs recorded by the Drive App are accurate and valid. This is required every time your login and logout.

- 1 Press "Verify" to certify your On-duty records (logs)
- 2 If there are multiple days to verify, press "Verify all days" at the bottom of the page.
- 3 Press "Agree" to accept the certification of your On-duty records.



Previously verified logs will be displayed in gray, followed by a check mark.



A driver shall, immediately after recording the last entry for a day, certify the accuracy of their On-duty records.

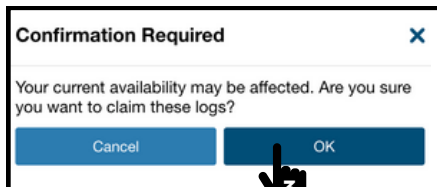
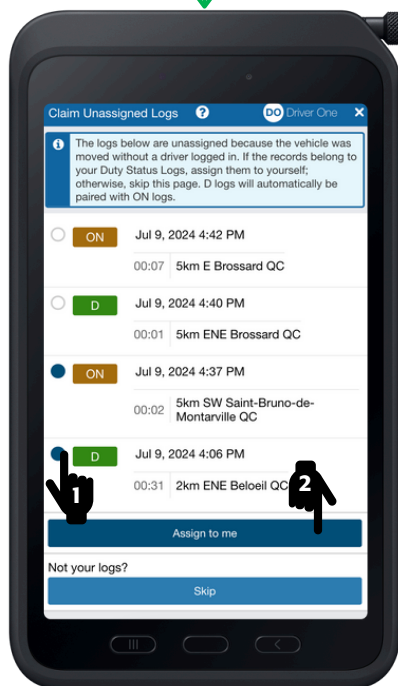
Unassigned logs

The Drive App creates unassigned logs when a vehicle is driven over 8 km/h without a driver assigned to the vehicle. If this occurs, the driver is asked to review and claim or skip the unassigned logs.

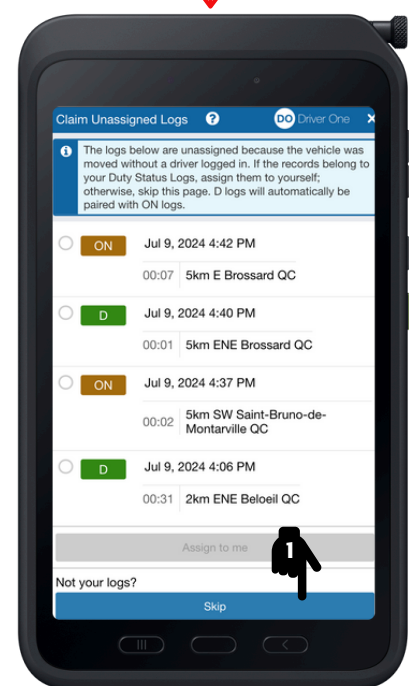


Are these my logs ?

YES



NO



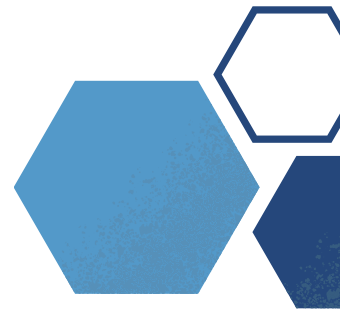
- 1 Claim logs by selecting all relevant logs.
- 2 Press "Assign to me"
- 3 To confirm the claim of the selected logs press "Ok".

- 1 Press "Skip."

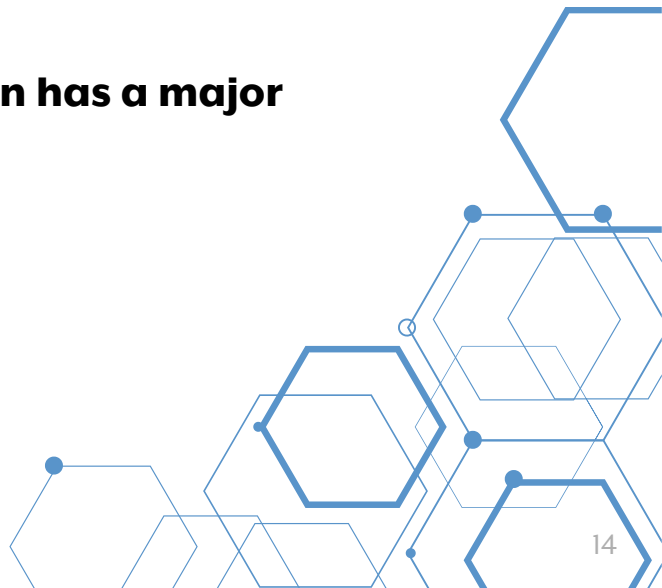


- You become responsible for all selected logs and your availability will be affected.
- Once a log has been claimed, it is no longer possible to unclaimed them.
- It will be at the discretion of the DOT whether or not to accept these logs in the calculation of your on-duty hours.

Asset Inspection (Circle Check)








- 15 **Asset inspection (circle check)**
- 16 **Asset inspection (circle check) process**
- 17 **Validate the last inspection**
- 18 **Case 1: Complete a new inspection with no defect to report**
- 19 **Case 2: Complete a new inspection with the presence of a defect to report**
- 20 **Case 3: The previous inspection has a minor defect not repaired**
- 21 **Case 4: The previous inspection has a major defect not repaired**
- 22 **Using the dashboard**



Asset inspection (circle check)

The driver will now complete their asset inspection electronically in the Geotab Drive application.

Important informations

-  The application works in real time. It's therefore required to follow the electronic procedure before starting the physical asset inspection.
-  One inspection is required per asset (vehicle and trailer).
-  The recommended duration is a minimum of 8 minutes per asset. The regulations require that each item on the list must be inspected in accordance.
-  Blank inspection sheets must be kept on board the vehicle as well as the defect list (Circle check list 1, 2 or 3 depending on the type of vehicle).
-  The asset inspection is valid for a 24 hours period.

Inspection types

During the inspection, it is required to select the inspection type.

New inspection

Pre-trip

In-trip

Post-trip

Pre-trip

- Before starting a trip with an asset.
- In the morning when associating with the vehicle.
- When associating a new asset during the day.

In-trip

- When an inspection has been completed at the beginning of your work shift and you have to report a defect during the day.

Post-trip

- At the end of your work shift.
- When dissociating an asset during the day.

Asset inspection (Circle check) process

- 1 Validate the previous inspection (date, time, presence of defect).
- 2 Press “Inspect” (before doing the physical inspection).
- 3 Begin the physical inspection of the asset.
- 4 Report the presence of a defect, if applicable.
- 5 Complete the inspection.



How is the duration calculated?

The time of the inspection begins when the driver presses “Inspect” and ends when he completes his inspection(sign asset inspection).

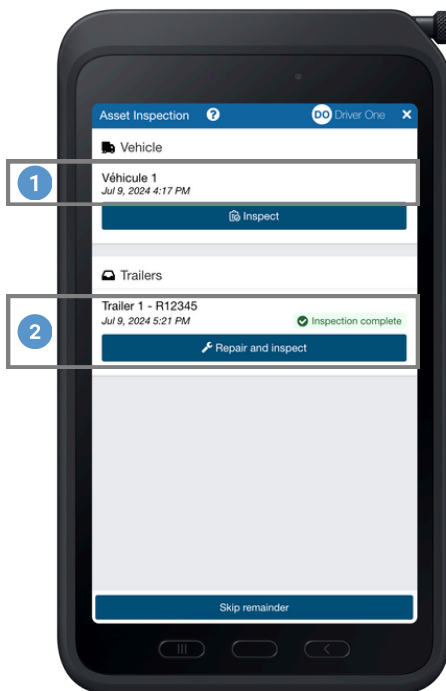
An ON duty status will be automatically added to the On-duty record status containing an annotation.



Validate the last inspection

Before starting a new inspection, it is important to validate the following points:

- 1 Date and time of the previous inspection.
- 2 Presence of defects and state of repair.



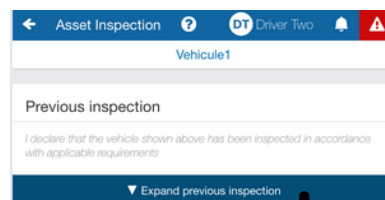
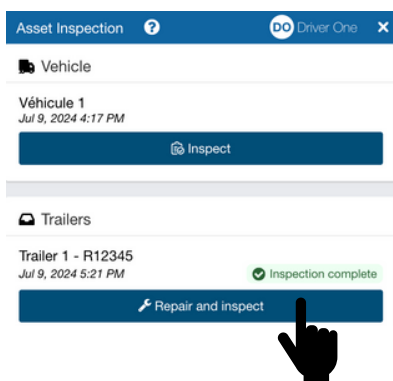
← The date and time of the last inspection will be visible for each asset.

← If a defect has been reported, the status of the defect will be recorded under the inspection date (Repair and inspect) or (Repair)



As you only have access to the last inspection report, you must check with your motor carrier if the defect was reported more than 48 hours ago. If the defect has been reported more than 48 hours ago, the asset cannot be used.

To view additional details on the previous inspection, such as name, location, repair details (if any), comments, etc., press on “Expand previous inspection”.



Resolved defects

Resolved ✓

08 - Phares et feux | Lamps and lights
8.1 Phare de croisement, feu de position, feu de changement de direction, feu de freinage ou feu de la plaque d'immatriculation qui ne s'allume pas | Headlamp, position lamp, direction change lamp, brake lamp or plate lamp does not light up

New position lamp installed

Resolved (ebeaudette, August 7, 2024 2:17 PM)

Case 1: Start a new inspection with no defect to report

- 1 Start the new inspection of the asset by pressing "Inspect".
- 2 Select the inspection type (Pre-trip, In-trip, Post-trip).
- 3 Confirm the location (city and province).
- 4 For trailers indicate the hubodometer if applicable.
- 5 Press "No Major or Minor defects found."
- 6 Press "Yes" to declare the inspection complete.



Case 2: Start an inspection with the presence of a defect to report

- 1 Press “Inspect”.
- 2 Select the inspection type (Pre-trip, In-trip or Post-trip).
- 3 Select the category of the defect (number 01 to 19).
- 4 Press “Add a defect”.
- 5 Add a remark and take a photo, if necessary.
- 6 Confirm the location (city and province) and Press “Done”.
- 7 Declare the inspection completed by pressing “Yes”.

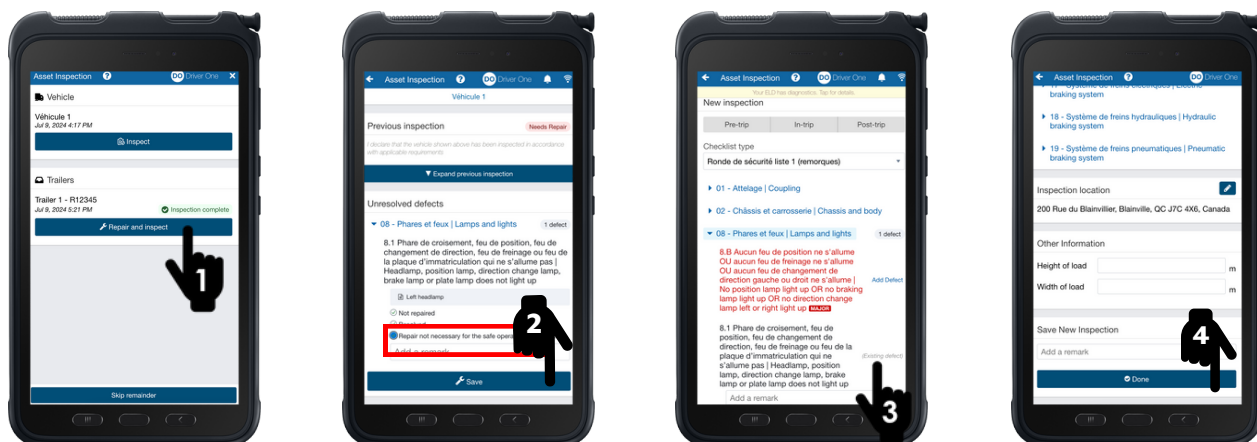


Case 3: Previous inspection with a minor defect not repaired

A minor defect must be repaired within 48 hours according to regulations. Beyond 48 hours, it is prohibited to drive with the asset.

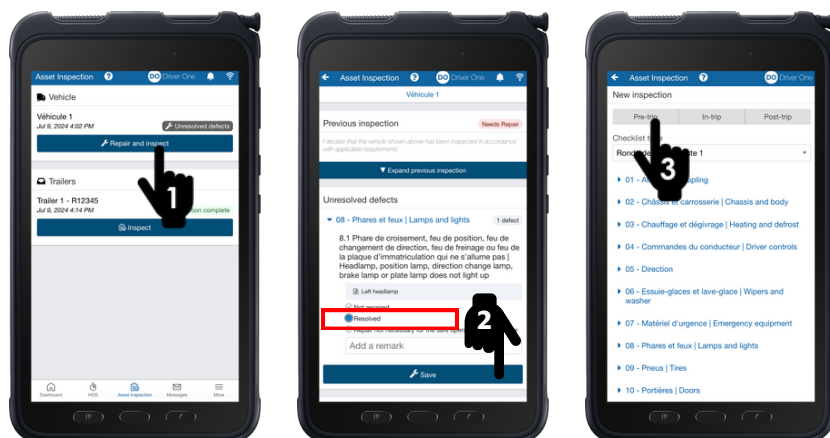
Option 1: The minor defect is not repaired and was declared less than 48 hours ago.

- 1 Press “Repair and Inspect”.
- 2 Select “Repair not necessary for the safe operation of the vehicle” and add a remark.
- 3 Declare any other defect (if applicable)
- 4 Complete your inspection.



Option 2: The defect was repaired, but the repair was not indicated.

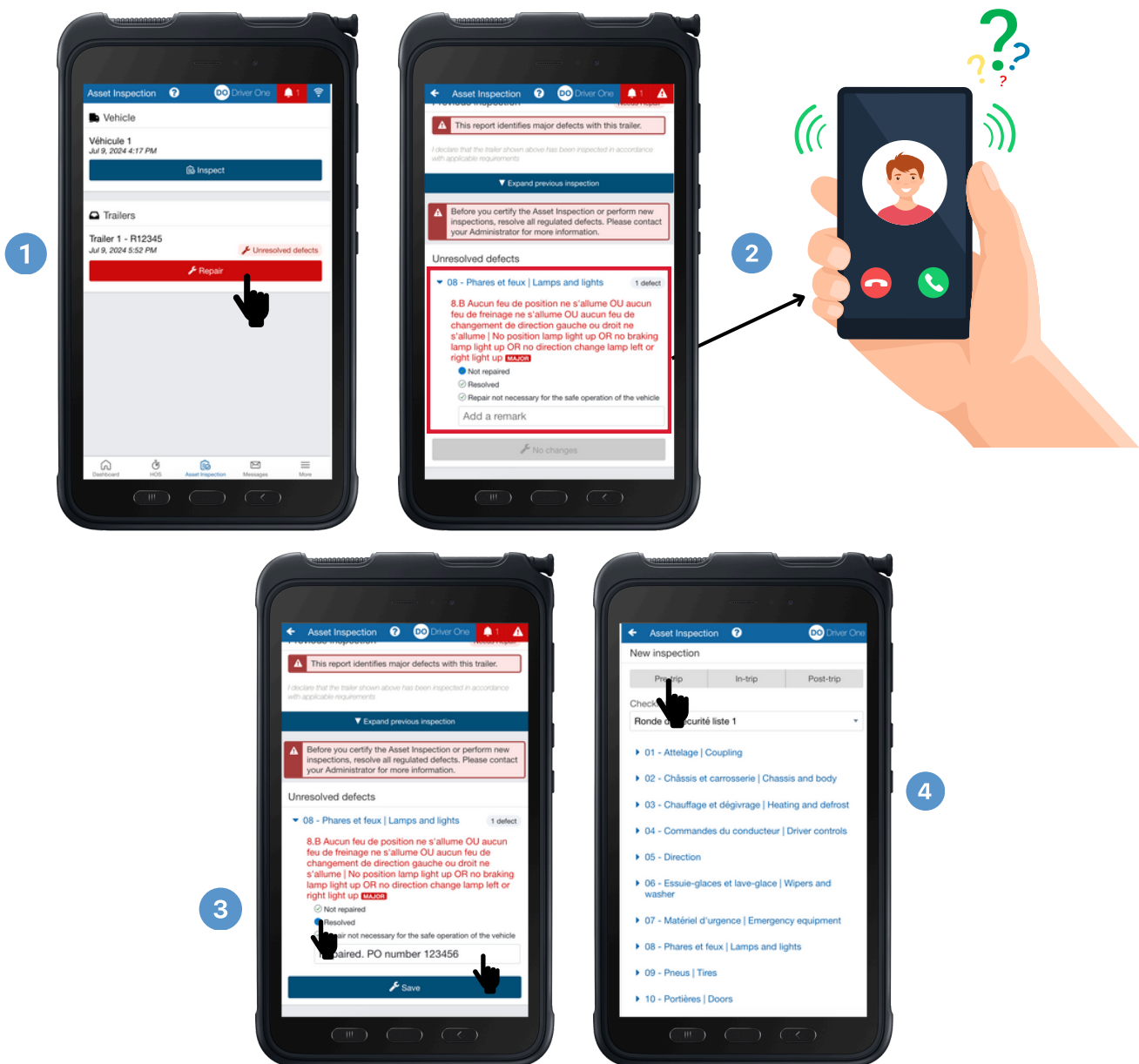
- 1 Press “Repair and Inspect”.
- 2 Select “resolved”, add a note if necessary and press “Save”.
- 3 Perform a new inspection.



The driver must ensure that the defect has been repaired before changing the repair status.

Case 4: Previous inspection with **major defect not repaired**

- 1 Press "Repair" to view the details of the defect.
- 2 Contact your motor carrier to verify that the defect has been repaired.
- 3 If the defect has been repaired, press "Repair", add a note if necessary and press "Save".
- 4 Complete a new inspection.



It is prohibited to drive with an asset that presents a defect major unrepaired.

Using the dashboard



The dashboard is accessible via the home icon.



HOS: Hours of service, availability, violations, graph, logs.



Asset Inspection: Vehicle and trailer inspection.



Messages: Receiving message from administrator/manager.



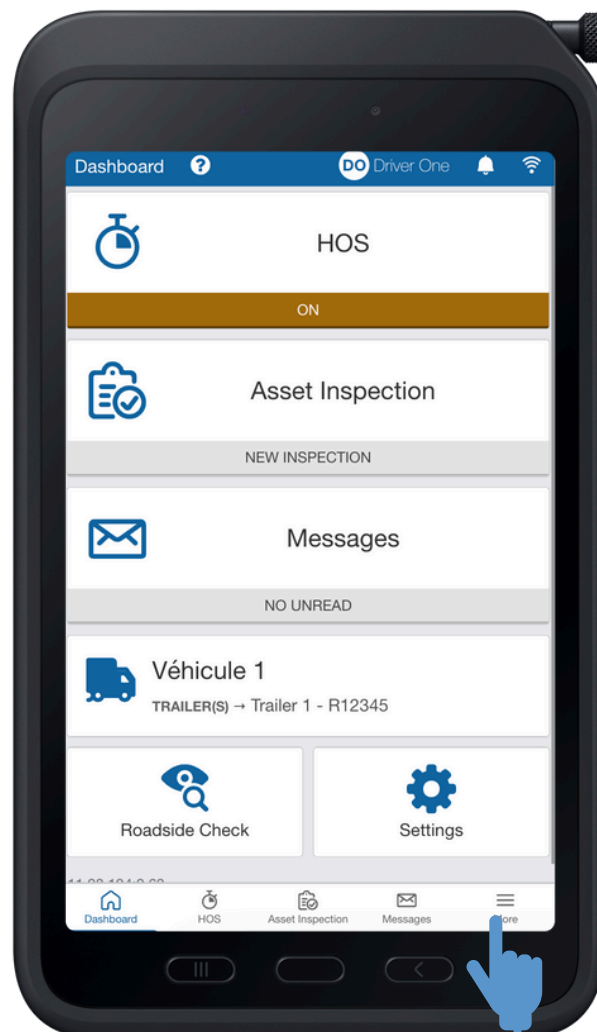
Assets: Vehicle, trailers and shipments management.



Roadside check: View or transfer logs and view inspections during a roadside check.



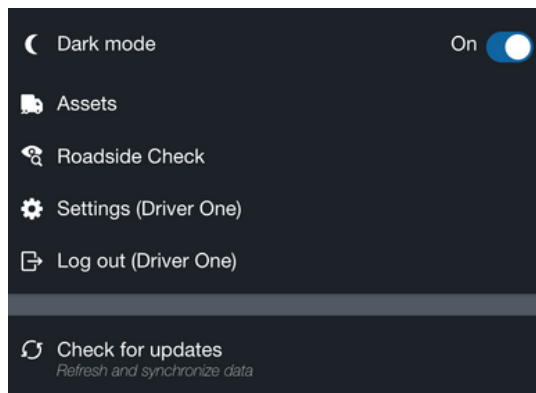
Settings: Confirm driver information or change password (if applicable).



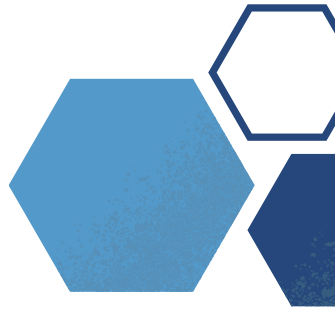
Dark Mode: Allows you to replace the wallpaper with a dark background.



Check for updates: Refreshing app data.



Asset Management



24

Vehicle management

- 24 Dissociate the vehicle and associate "No vehicle"
- 24 Switch of vehicles

25

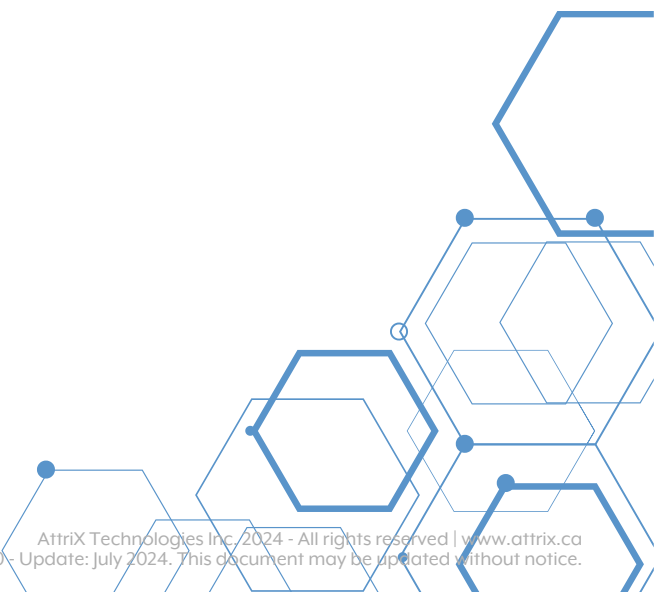
Trailer management

- 25 Switch trailers
- 25 Remove a trailer

26

Shipments management

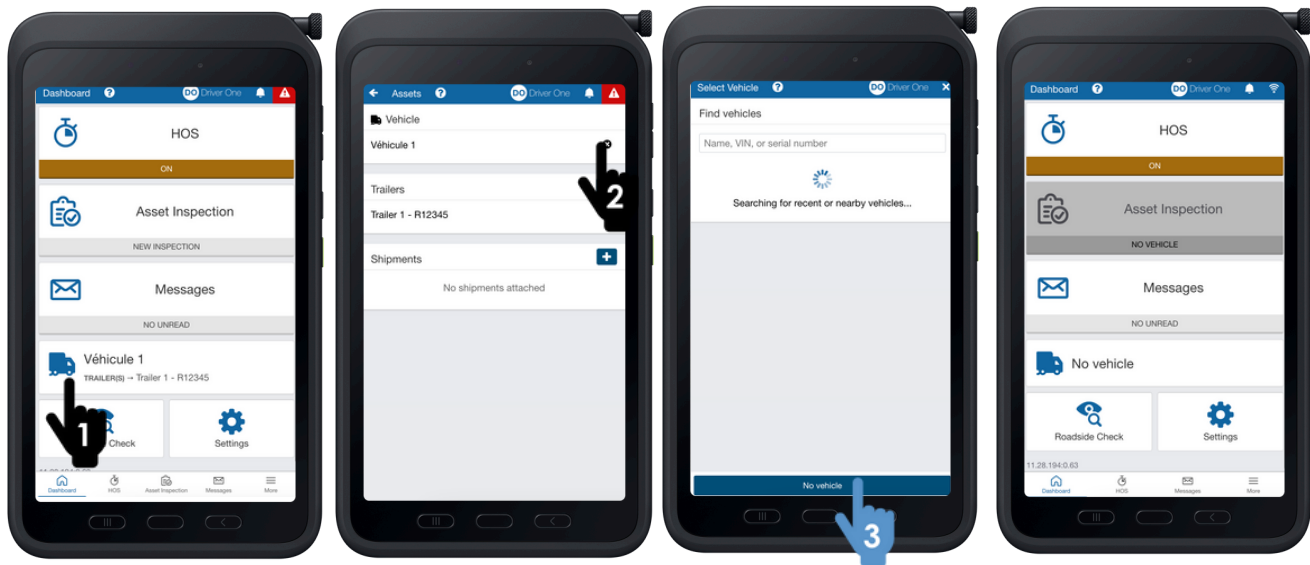
- 26 Remove a shipment number and add a shipment number
- 26 Remove a shipment number and empty cargo (OPTIONAL)



Vehicle management

Dissociate the vehicle and associate "No vehicle"

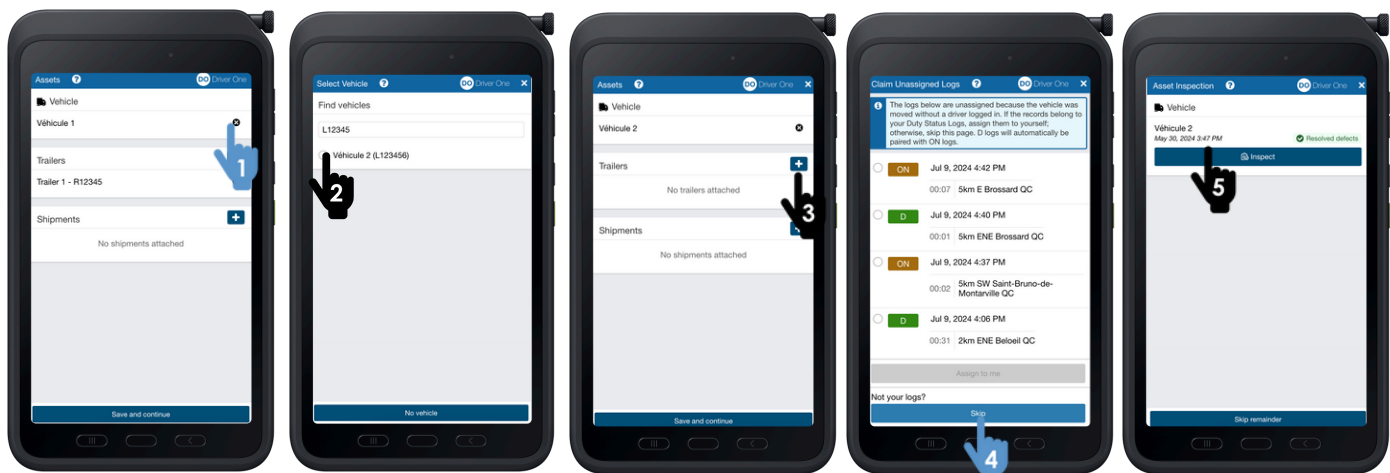
- 1 From the dashboard, press the assets tab.
- 2 Press the X to the right of the vehicle to dissociate it.
- 3 Press "No Vehicle".



Note: by dissociating the vehicle, the trailer will automatically be dissociated.

Switch vehicles.

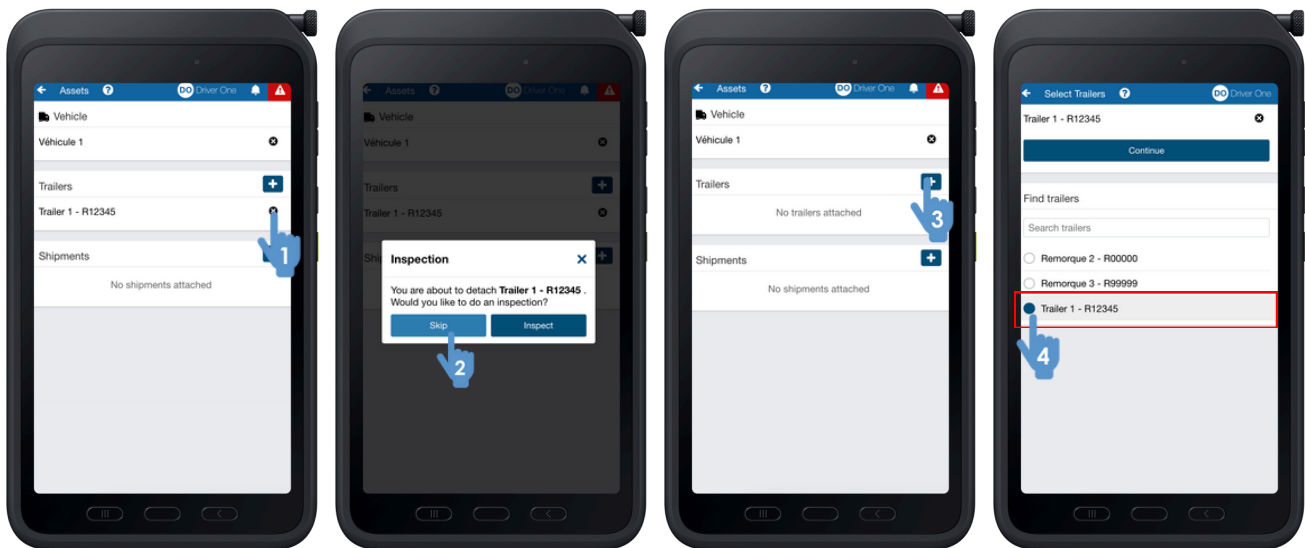
- 1 Press the X to the right of the vehicle to dissociate it.
- 2 Select the new vehicle.
- 3 Add trailer and shipments if applicable.
- 4 Manage unassigned logs.
- 5 Perform the inspection.



Trailer management

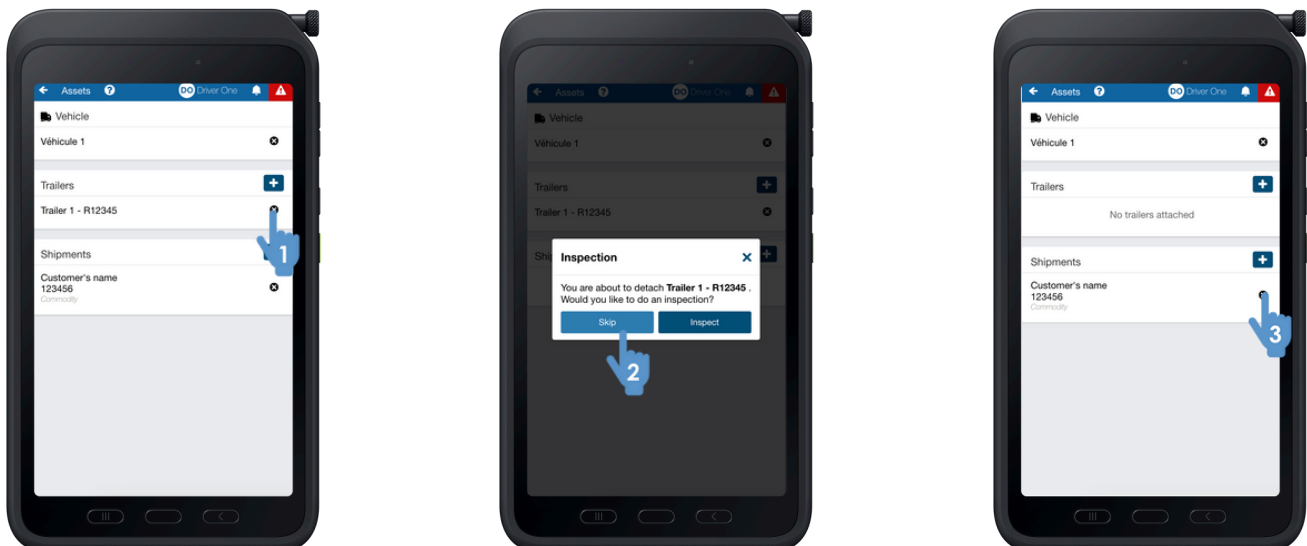
Switch trailers

- 1 Press the X to the right of the trailer to remove it.
- 2 Press "Inspect" to inspect the trailer or press "Skip" to skip the post-trip inspection.
- 3 Press the + to associate the new trailer.
- 4 Search and select the trailer and press "continue".



Remove a trailer

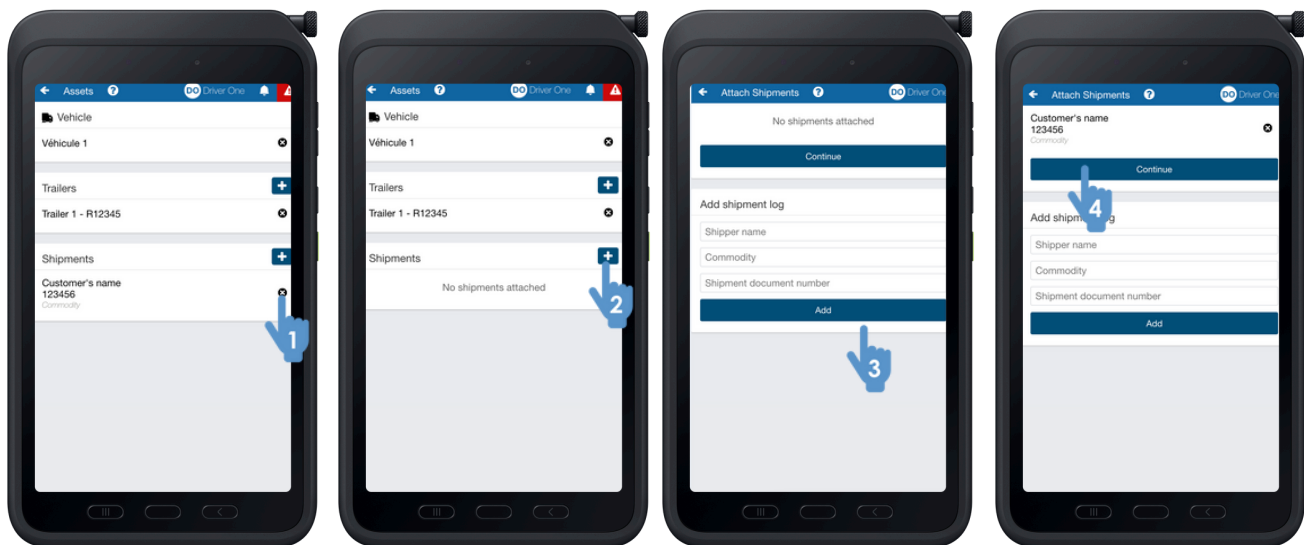
- 1 Press the X to the right of the trailer.
- 2 Press "Inspect" to inspect the trailer or press "Skip" to skip the post-trip inspection.
- 3 Remove remaining shipments.



Shipping management

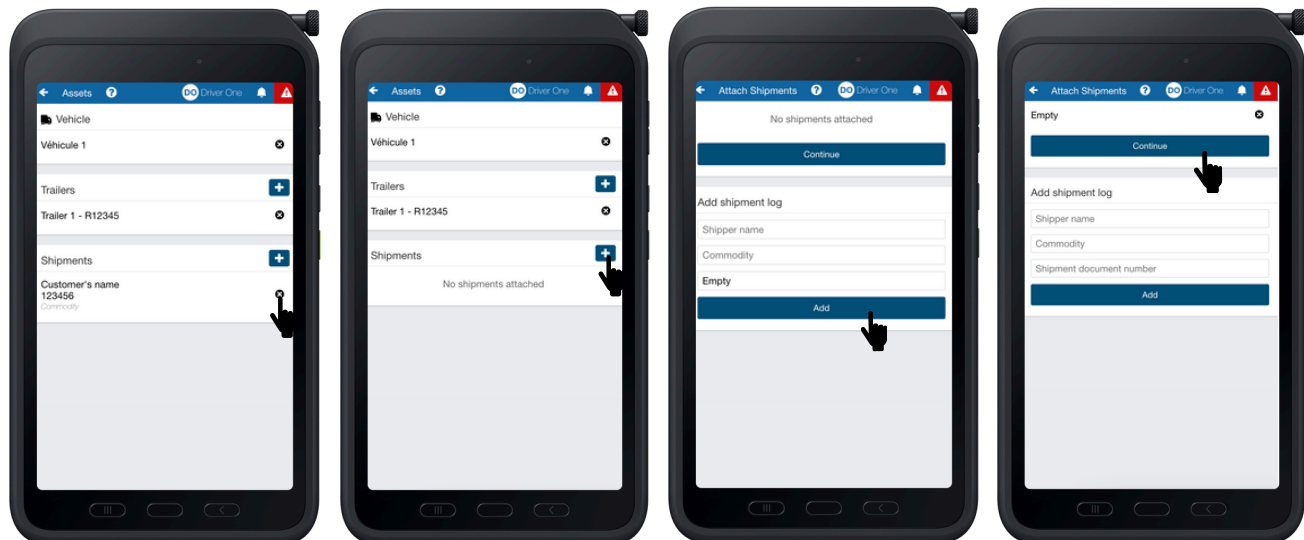
Dissociate a shipment number and add a shipment number

- 1 Press the X to the right of the shipping number to unlink it.
- 2 Press the + to add a new shipment.
- 3 Fill in the required information and press “Add”.
- 4 Press “continue”.

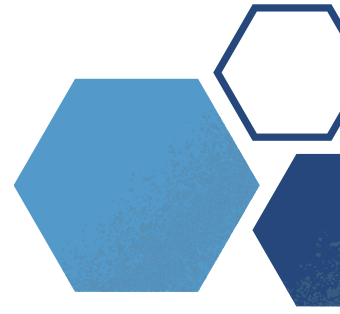


Disassociate a shipment number and your trailer is empty (OPTIONAL)

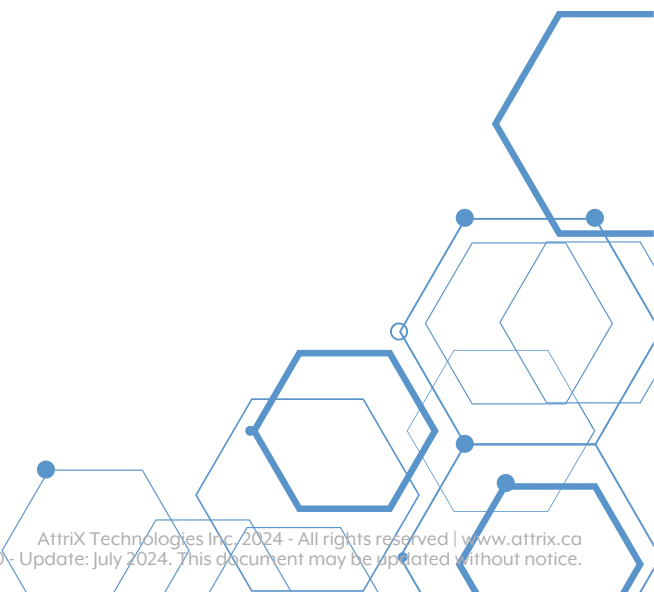
- 1 Press the X to the right of the shipping number to unlink it.
- 2 Press the + to add a new shipment.
- 3 Indicate “Empty” and press “Add”.
- 4 Press “Continue”.



HOS - Status



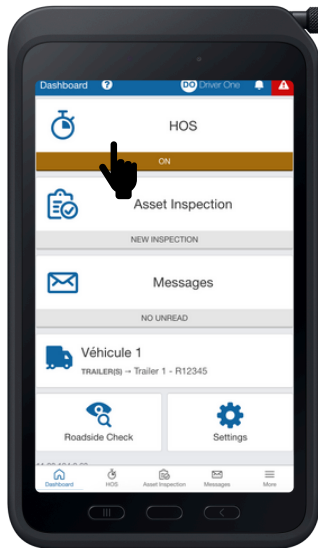
- 28 **HOS - Status**
 - 28 Status tab, logs tab
- 29 **Status definitions**
 - 29 OFF duty (rest period)
 - 29 SB (Rest in sleeperberth)
 - 30 ON (On-duty not driving / working)
 - 31 D (Driving)
 - 31 Equipment installations (ELD, devices, mount, etc)
- 32 **Change your status**
- 33 **Operation outside of the cellular network**
 - 33 Network connection restored
- 34 **Real-time availability**
- 35 **Ruleset Change**
- 36 **View cycle recap**
- 36 **View exemptions**
- 37 **Apply exemptions**
 - 37 Adverse driving conditions
 - 38 Off-duty deferral
 - 39 Yard move
 - 40 Personal conveyance



Status tab

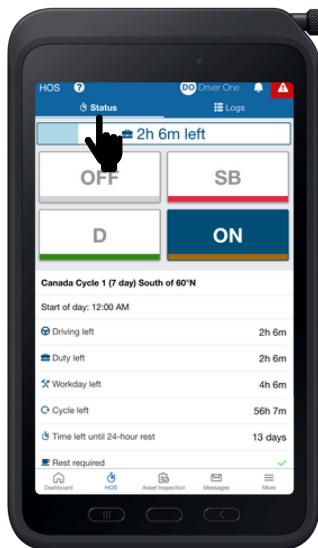
HOS - Hours of service

HOS includes two tabs, Status and Logs, which allow management of the On-duty record.



Status tab

The Status tab allows the driver to change their status, see their availability, apply an exemption or view the cycle recap.



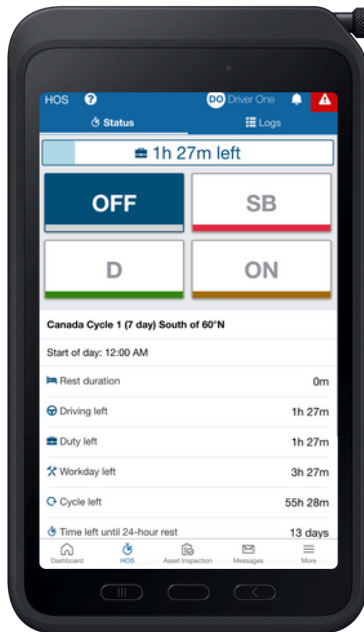
Logs tab

The logs tab allows the driver to view the graph, previous records of duty status, total driving distance, total hours on duty and other additional information.



Status definitions

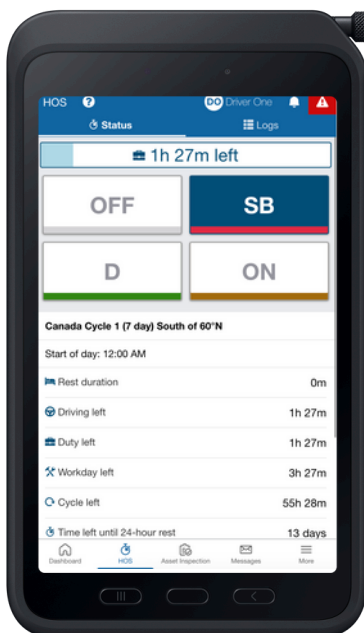
OFF duty (rest period)



Any period of time other than a driver's hours of service.

- Breaks, time taken for meals, holiday, vacation and time spent on a ferry are deemed to be hours of rest, provided that for the duration of the downtime in question, the driver is free to partake in any activities of the driver's choice and is allowed to leave the location of the vehicle.
- Time spent at home or the hotel.
- An operator is not required to issue a letter to a driver (also called a release letter) authorizing the driver to enter time taken for meals or other breaks as hours of rest.

SB status (Sleeper Berth)



- The amount of time actually spent in the sleeper berth of a heavy vehicle to rest.

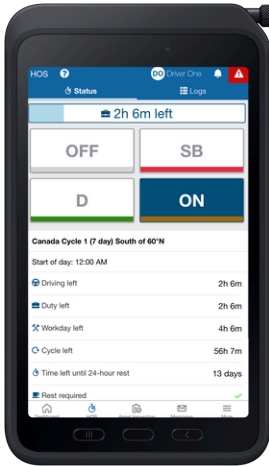
Sleeper berth

- An area of a heavy vehicle designed for use as a sleeping compartment that is located in the cab or beside the cab and complies with the provisions of the Regulation .

Status definitions

ON (On-duty not driving /working)

Manual or automatic status (following a period of driving) which indicates a period of work.



The period that begins when a driver starts work, including any time when the driver is required by the operator to be available at the work site, and that ends when the driver stops working or is relieved of their responsibilities by the operator. The period of hours of service includes hours of driving and any time the driver spends on the following activities:

- Inspecting, servicing, repairing, conditioning or starting a heavy vehicle;
- Fueling a heavy vehicle;
- Writing reports;
- Travelling in a moving heavy vehicle as a co-driver, except for time spent in the sleeper berth;
- Participating in the loading or unloading of a heavy vehicle;
- Waiting before and while a heavy vehicle is being serviced, loaded or unloaded;
- Waiting to be assigned work;
- Waiting before and while a heavy vehicle or its load is inspected and, if relevant, while any remedial action is taken;
- Waiting before and while verifications are made to check whether a driver complies with requirements;
- Waiting at an en-route point because of an accident or other unplanned occurrence or situation;
- Performing yard manoeuvres with a heavy vehicle within any area of a terminal, depot or port that is not on a public road;
- Resting while on board the heavy vehicle or otherwise occupying the vehicle, except where:
 - the time spent inside the vehicle is considered to be off-duty time as a passenger;
 - the driver spends this time in the sleeper berth;
 - the time spent inside the stopped vehicle is considered part of the mandatory hours of off-duty time that are not part of the required period of 8 consecutive hours of off-duty time;
 - the time spent inside the stopped vehicle is considered to be in addition to the mandatory hours of off-duty time that are not part of the required period of 8 consecutive hours of off-duty time;
- Performing any other work at the request of the operator.

SAAQ reference: <https://saaq.gouv.qc.ca/blob/saaq/documents/publications/driving-off-duty-heavy-vehicle.pdf>

Status definitions

D (driving)



Automatic Status: Once you begin to drive, your status automatically switches to D when the vehicle reaches a speed of 5 mph (8 km/h).

Manual Status: When you are outside of the cellular network



Visual indicators will display the number of hours remaining while driving.

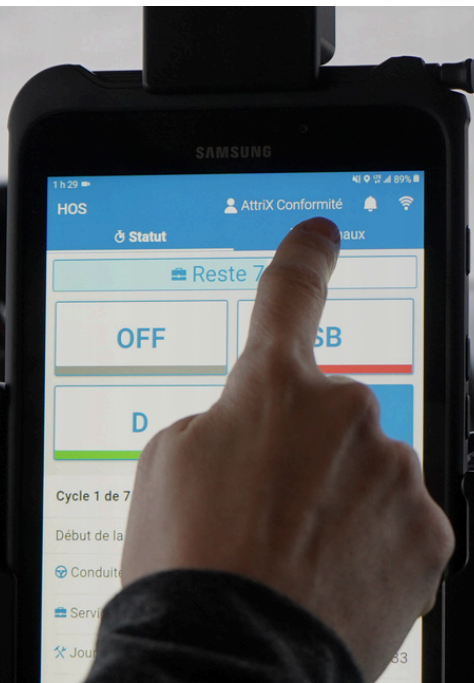
Equiptement installations

A motor carrier shall ensure that each commercial vehicle that it operates is equipped with an ELD and shall ensure that the device used by the driver (phone or tablet) is mounted in a fixed position during the operation of the commercial vehicle and is visible to the driver when the driver is in the normal driving position.



Possible impact on PEVL's: 5 points for the driver, 3 points for the company.

<https://saaq.gouv.qc.ca/en/transportation-goods/conduct-review-policies>



The device (phone or tablet) must be mounted in a fixed position during the operation of the vehicle.

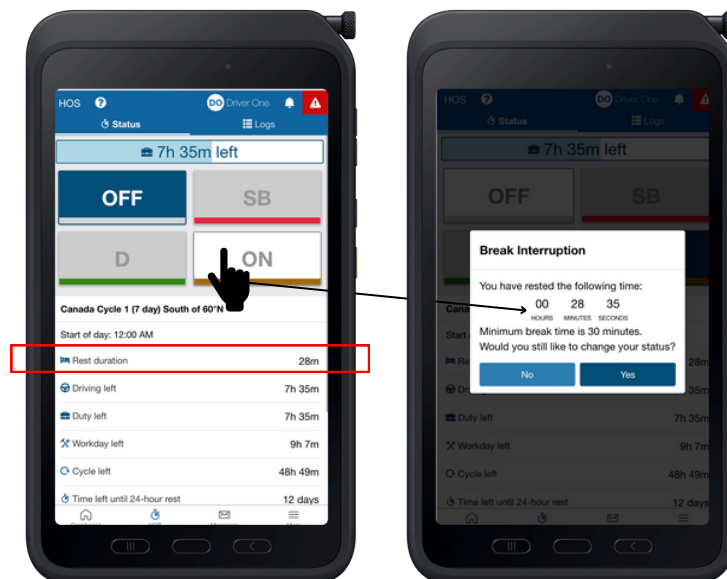
Change your status

To make a status change, simply press HOS and on the desired status. The current status will be dark blue.



Warning message: Break interruption

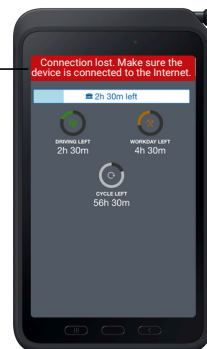
Following your rest period, press "ON". If your rest period is less than 30 minutes, the system will display a message indicating the actual duration of your break. Press "No" to continue your rest period or Yes if you wish to change your status to ON.



If you forgot to enter your break, you can add logs (Page 44).

Outside of the cellular network

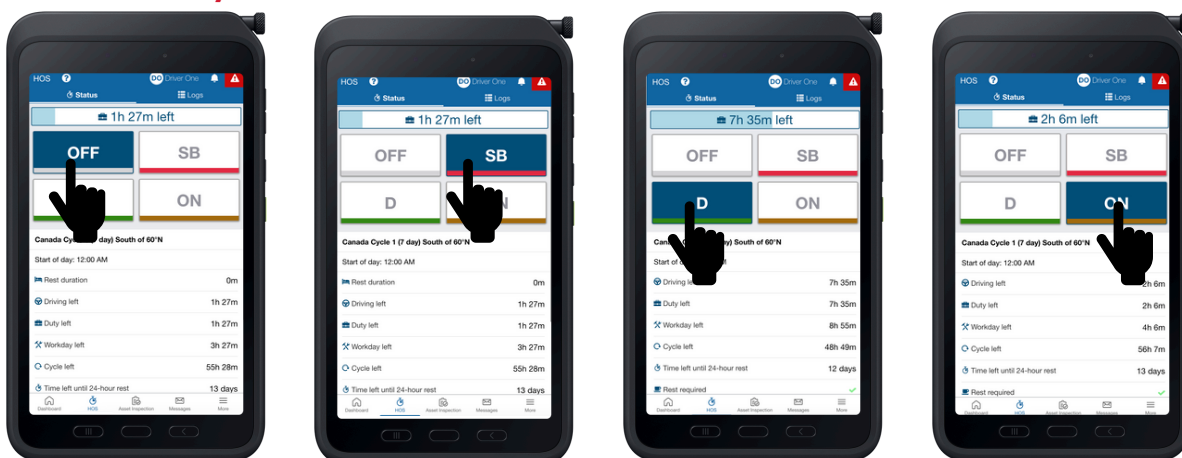
When outside of cellular network, you are notified that the connection is lost.



Driver Responsibilities

- The driver must keep his On-duty record up to date.
- He must manually make status changes during that period. If the driver does is only driving thru the area without cellular network, no action is required.

Manually enter all status in an area without cellular network

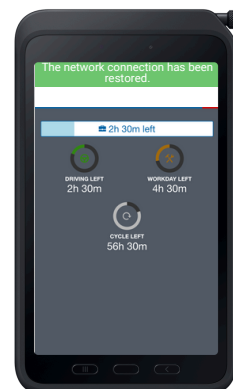


Do not log out of the application outside of cellular network since the application requires the connection to login.

Network connection restored

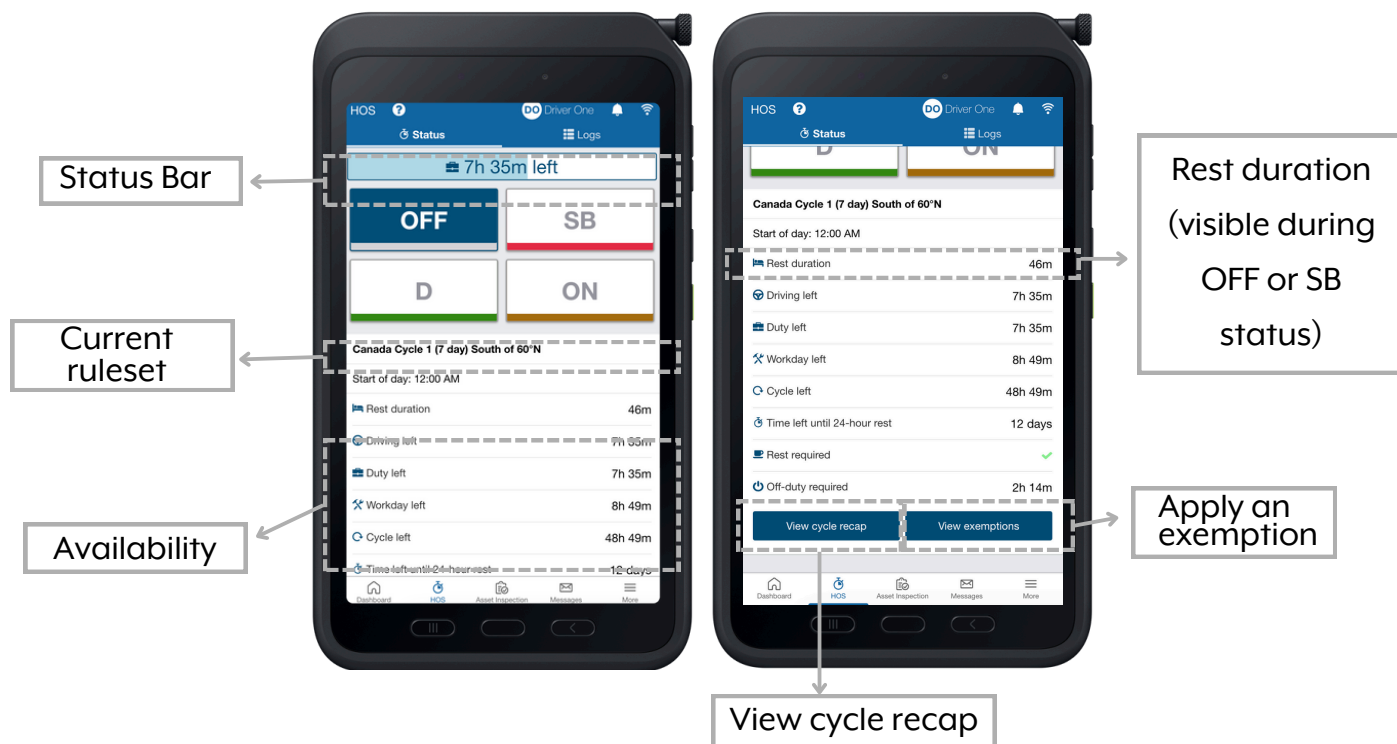
A notice will be displayed at the top of the screen indicating that the connection has been restored.

When the connection is restored, the data will be synchronized and all automatic status changes (D and ON) detected will be added to your On-duty record.



Real-time availability

The blue bar at the top of the screen indicates the time remaining before you must take a break.



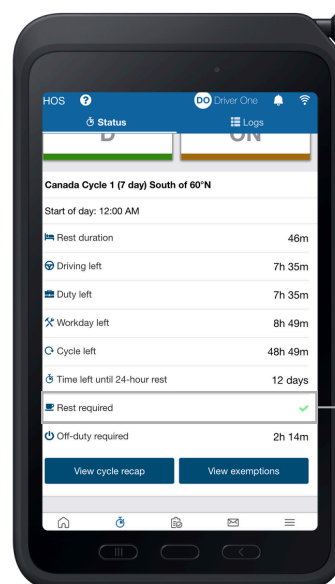
What is the difference between rest required and Off-duty required?

 Rest required

Missing time to complete the 2 hours of rest required between 2 work shifts.


 Off-duty required

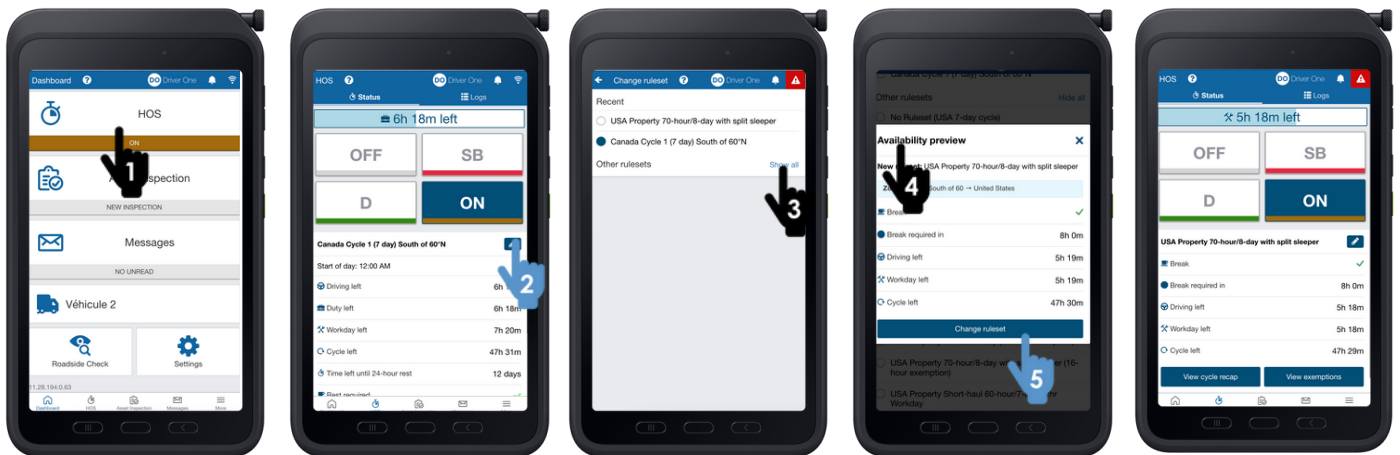
Missing time to complete 10 hours rest for the daily requirements.



See the regulations section of the document for more details on different times and availability.

Ruleset change

- 1 Press HOS from the dashboard
- 2 Press the pencil 
- 3 Select the new ruleset. If the desired ruleset is not visible, press “Show All” to display all ruleset.
- 4 An availability preview in the new ruleset will be displayed.
- 5 Press “Change ruleset” to apply changes.



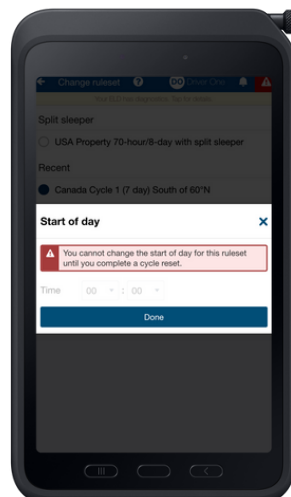
Start of day

Following a cycle reset, the application will ask you to choose the time for the start of day when you switch from a another ruleset to a Canadian ruleset.

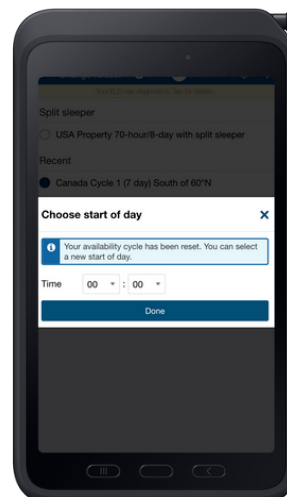


PLEASE NOTE: the start time of the day is not the same as the start time of the work shift. 00:00 is the most common time (midnight to midnight).

The same cycle continue, driver did not complete the rest requierement to reset the cycle



or

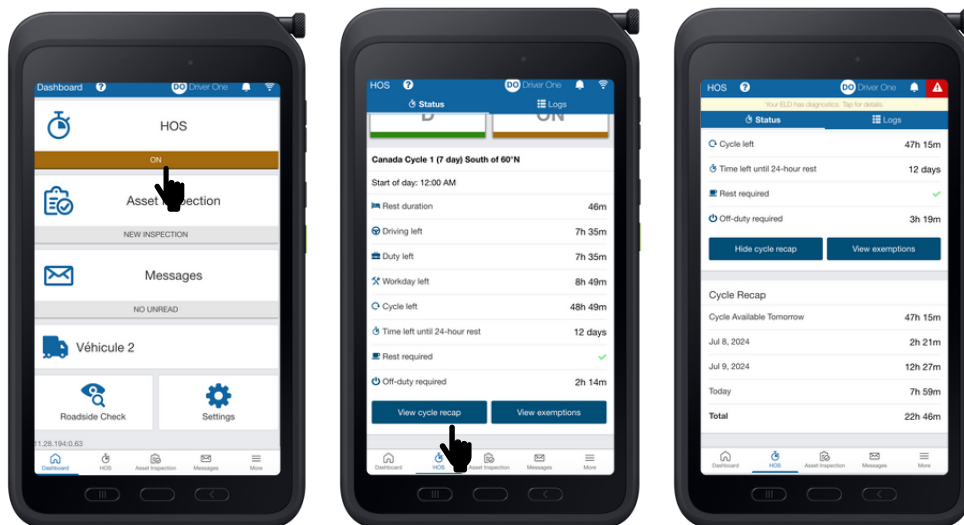


New cycle ,driver did complete the rest requierement to reset the cycle.

View cycle recap

In the HOS – Status tab, Press “View cycle recap”. This allows to:
View the hours available today and tomorrow.

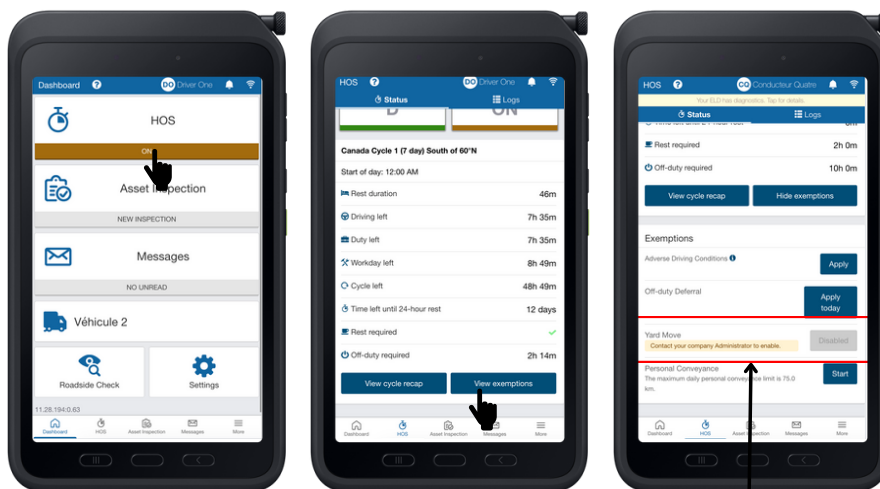
- View the hours of duty per day during the current cycle.
- View the total of hours of duty on the current cycle.



View exemptions

In the HOS - Status tab, press “View exemptions”. This allows to:

- Apply an exemption.
- View available exemptions.

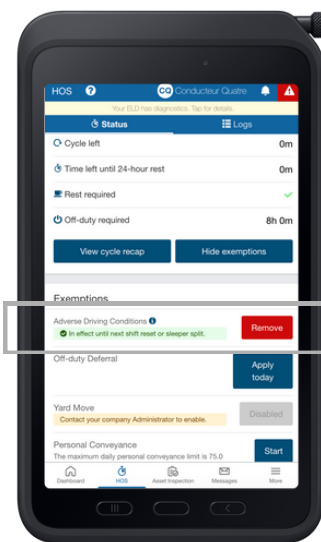
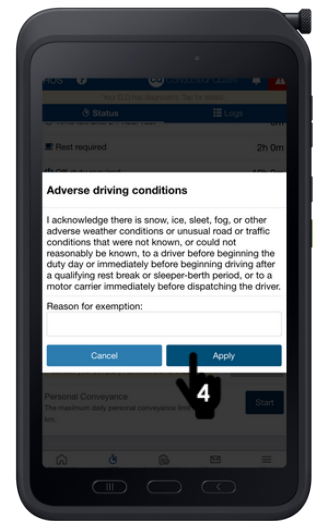
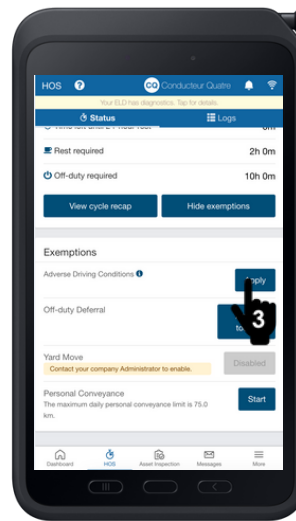
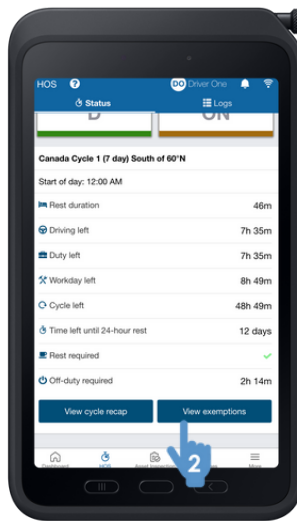
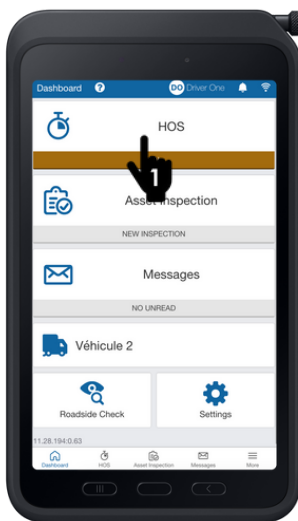


Indicates that the exemption has not been enabled for your user.

Apply exemption: Adverse driving conditions (ADC)

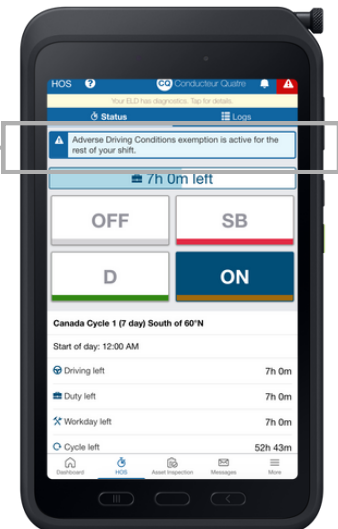
To apply the adverse driving conditions exemption:

- 1 Press "HOS" on the dashboard.
- 2 Press "View exemptions" under availability.
- 3 Press "Apply" next of Adverse Driving Conditions.
- 4 Add a reason (annotation) and press "Apply".



The exemption will be active for the rest of your work shift.

It is possible to remove the exemption by pressing "Remove".

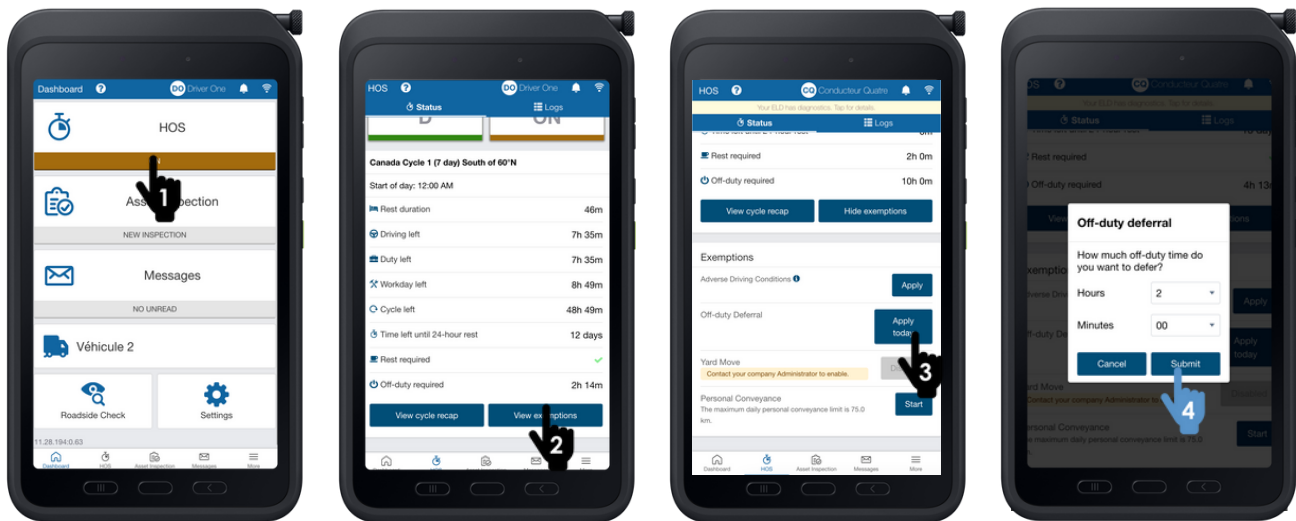



For the regulation regarding the ADC exemption see page 68.

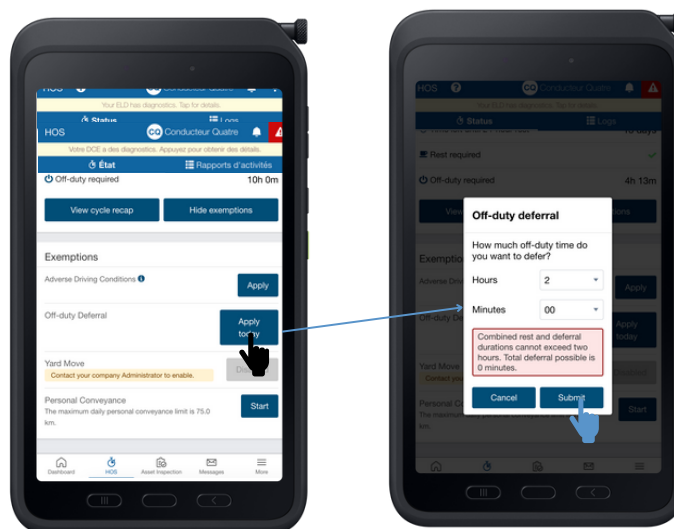
Apply the exemption: Off-duty Deferral (EODD)

To apply the off-duty deferral exemption:

- 1 Press "HOS" on the dashboard.
- 2 Press "View exemptions" under availability.
- 3 Press "Apply today" next of Off-duty deferral.
- 4 Indicate the number of hours to be defer and press "Submit".



 The application will automatically calculate the number of hours deferred and indicate the maximum deferral possible to avoid a violation.

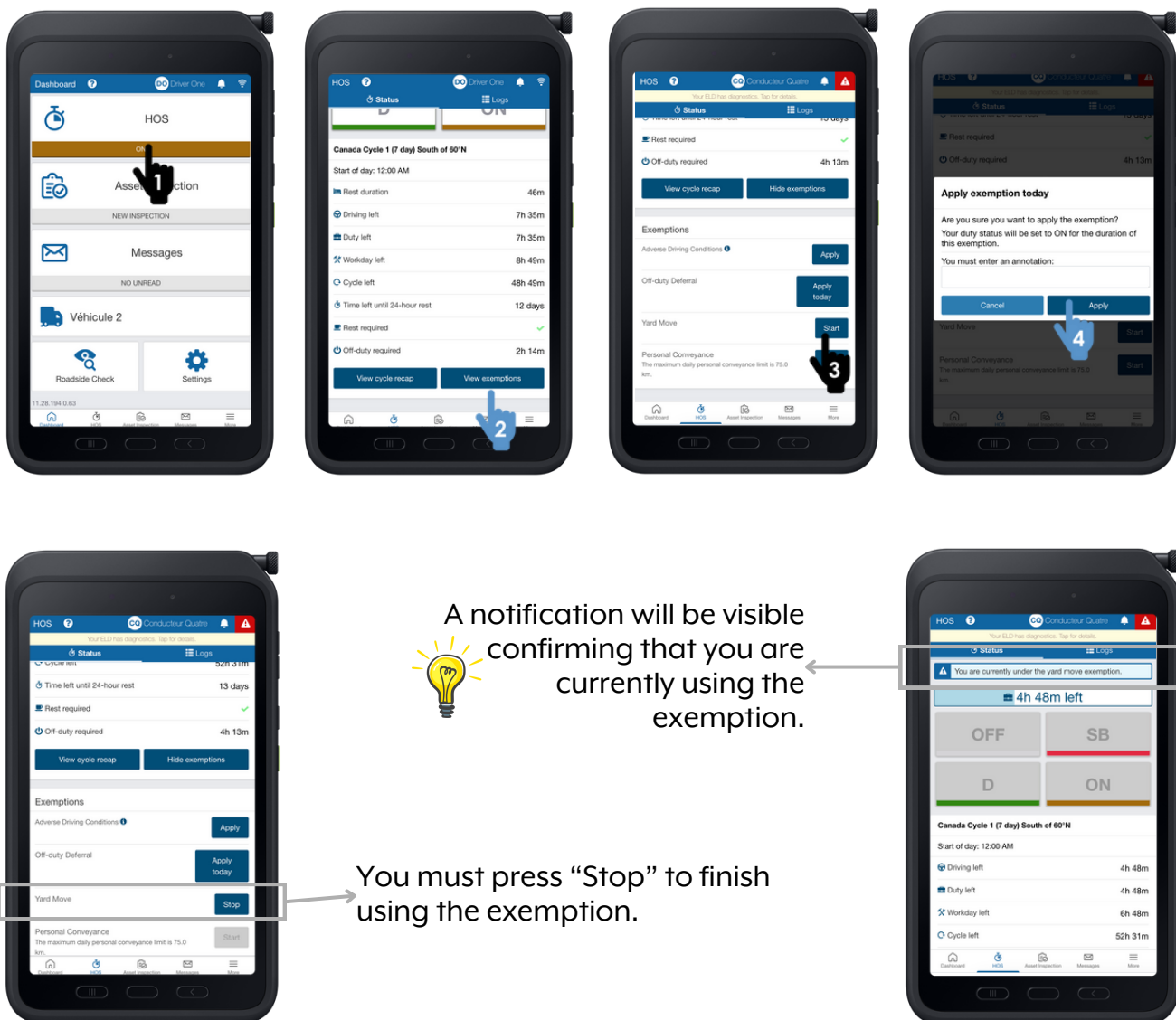


For the regulation regarding the EODD exemption see page 68.

Apply the exemption: Yard move (YM)

To apply the yard move exemption:

- 1 Press "HOS" on the dashboard.
- 2 Press "View exemptions" under availability.
- 3 Press "Start" next of Yard move.
- 4 Add an annotation and press "Apply".



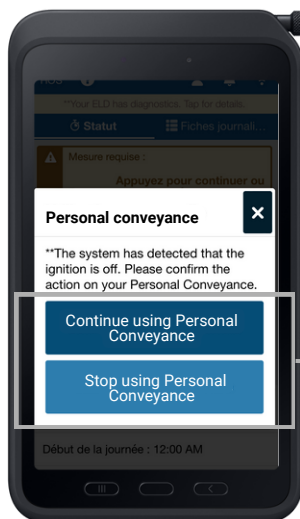
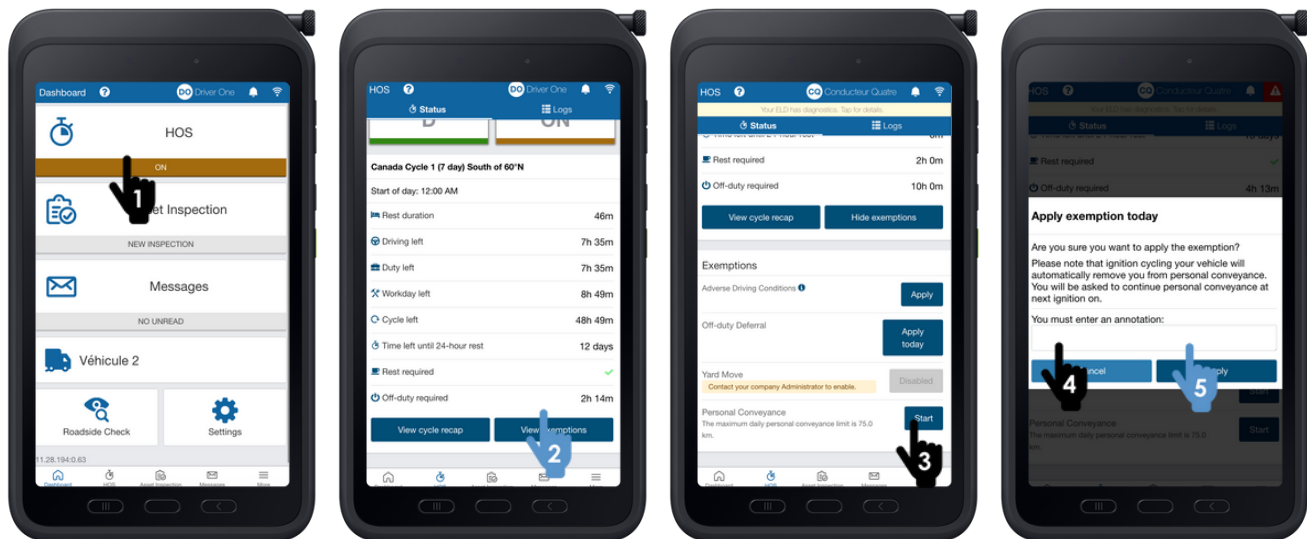
For the regulation regarding the YM exemption see page 69.

Apply exemption: Personal Conveyance (PC)

Example : once at the hotel, you want to go to the restaurant

To apply the personal conveyance exemption :

- 1 Press the HOS tab on the dashboard.
- 2 Press “View exemptions” under availability.
- 3 Press “Start” next to Personal Conveyance.
- 4 Add an annotation and press "Submit".



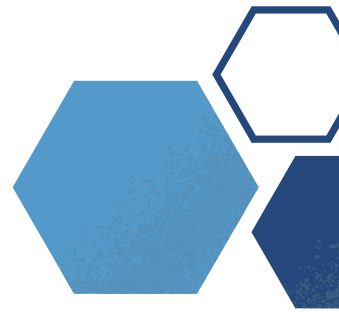
Personal conveyance is disabled when the vehicle engine is turned off. The status will automatically be set to OFF. If PC is required on the next trip, you must confirm on the screen by selecting “Continue using Personal Conveyance”.

Options offered by the application when starting the engine following use of the exemption.



For the regulation regarding the PC exemption see page 69.

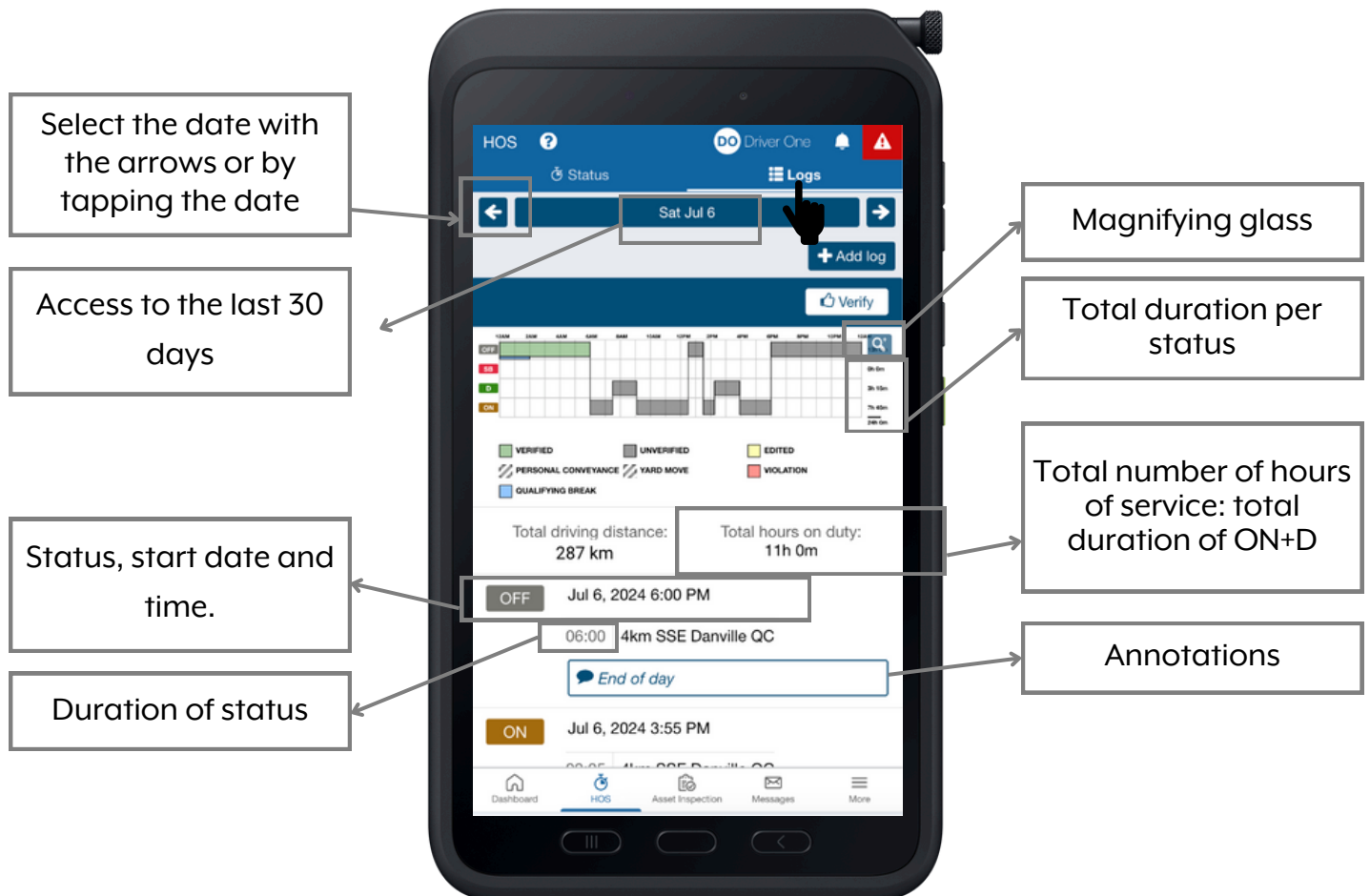
HOS - Logs (Graph) & Violations



- 42 **Logs tab (On-duty record) - Graph**
- 43 **The different colors of the graph**
- 44 **Add a manual log**
- 45 **Change an existing manual status**
- 46 **Edit an automatic ON status**
- 47 **Change the start time of a status**
- 48 **Annotate a status**
- 49 **Incomplete logs (On-duty records)**
 - 49 **Unverified log (On-duty record)**
 - 49 **Missing location**
- 50 **ELD malfunctions**
- 50 **What to do if a fault code is present**
- 51 **How to see a violation coming**
- 52 **Scenario: Correcting a violation**

Logs tab - Graph

On-duty record 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.



Location: 4km SSE Danville QC

The location will be displayed in geolocation including the distance and direction to the name of the nearest reference place corresponding to a city. This display complies with the ELD technical standard.

The different colors of the graph

The bars on the graph are color-coded

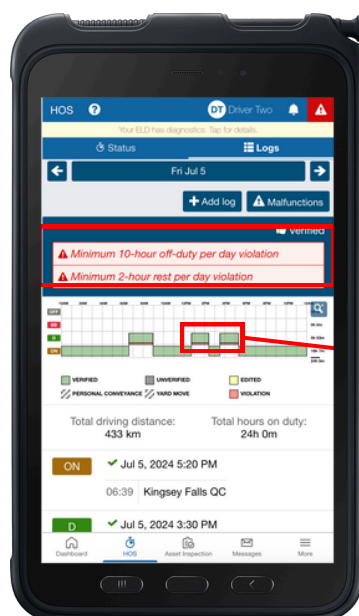
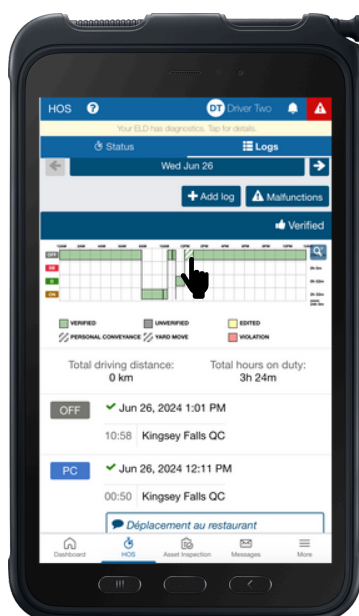
Green = Verified (signed)

Gray = Unverified logs



Hatched = PC or YM used

Red = Logs in violation



Red box indicating the nature of the violation.

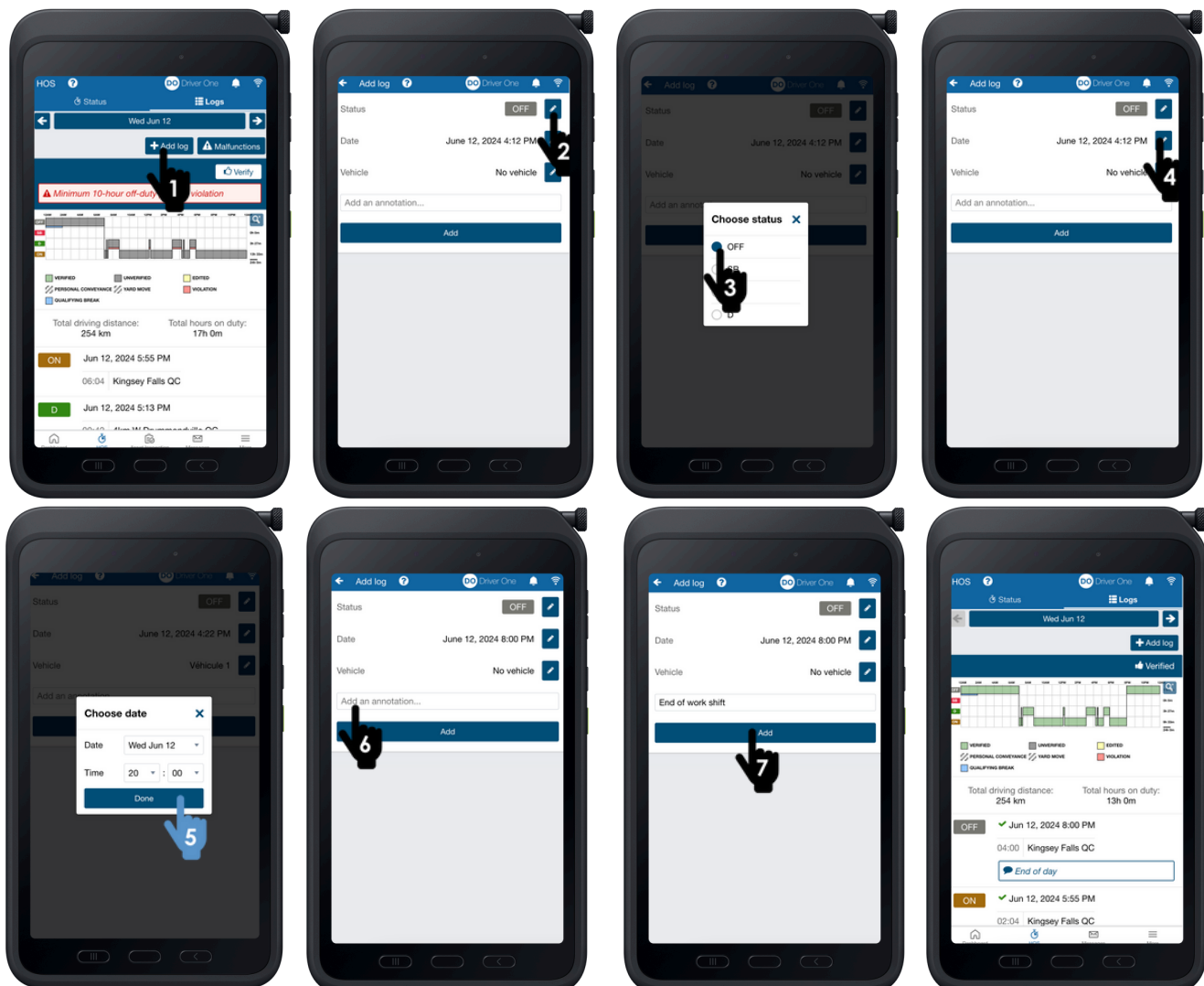
Only driving statuses (D) will be highlighted in red if violated.

How to add manual logs

Manual logs allow you to correct your HOS logs when existing logs are found to be incorrect or incomplete. For example, you can add an OFF-duty log for the previous day, if you remained ON-duty after you finished your workday. You can also use manual logs to enter the days that you worked at the office or another motor carrier.

- 1 Press “Add log”.
- 2 Press the pencil to the right of the status.
- 3 Choose the status to add.
- 4 Press the pencil to the right of the date.
- 5 Select the start time and press “Done”.
- 6 Add an annotation.
- 7 Press “Add.”

Example: add a rest period at 8:00 p.m.



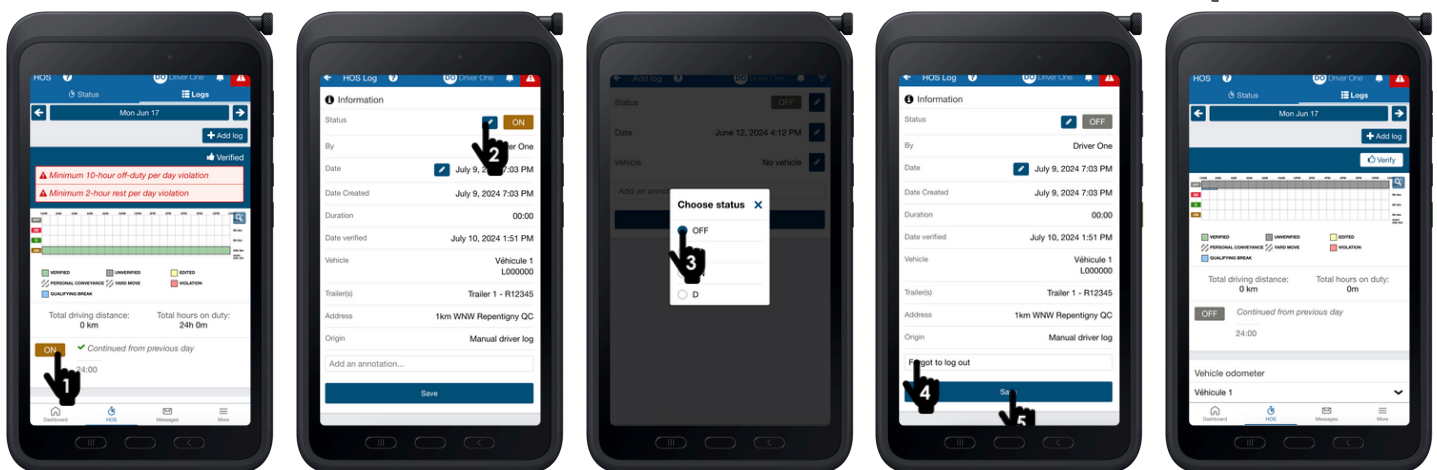
Result

Change an existing manual log

To change an existing manual log (ON, OFF, SB or D).

- 1 Select the status you want to edit (in the graph or in the list).
- 2 Press the pencil to the right of "Status".
- 3 Choose the new status from the list.
- 4 Add an annotation.
- 5 Press "Save".

 **Result**

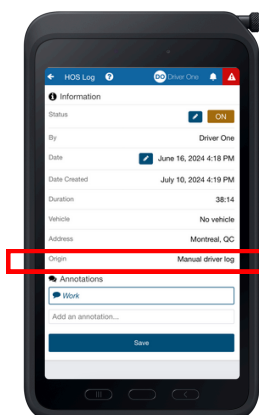


How to identify if a status is automatic or manual?

Select an existing status, the origin will be indicated.

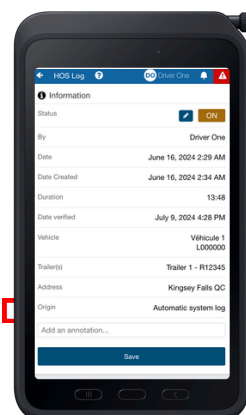
Manual driver log

Created manually by the driver by pressing on a status.



Automatic system log (Drive or ON)

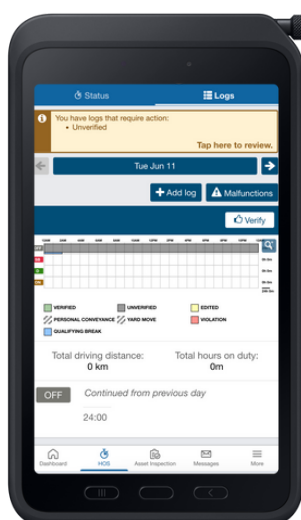
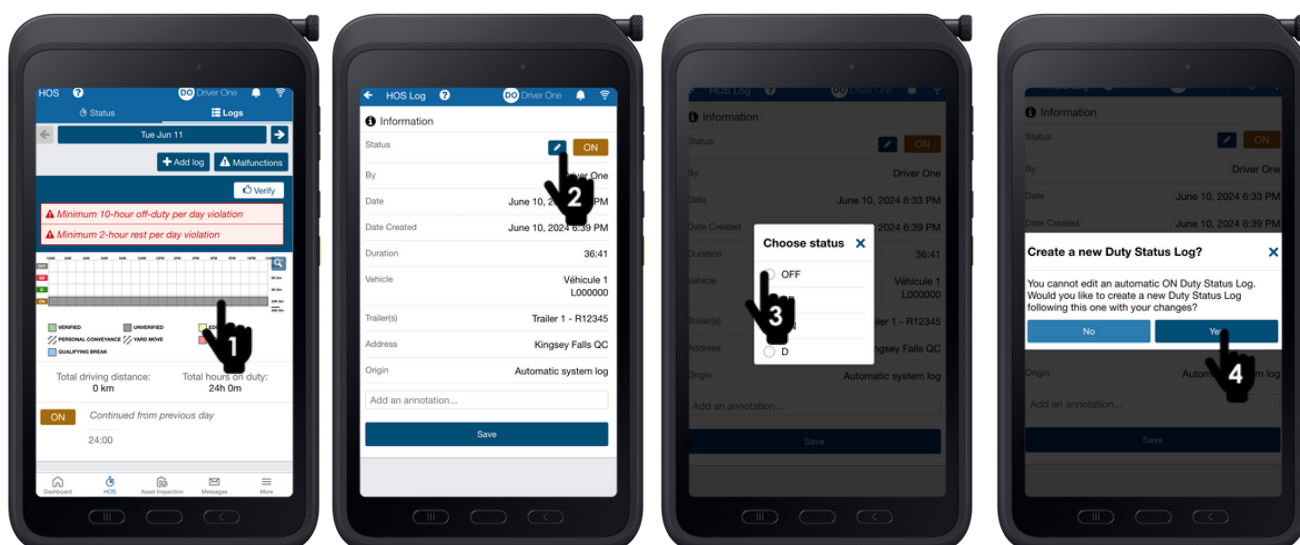
Status automatically switches to D when the vehicle reaches a speed 8 km/h. Once you stop driving, when 5 minutes have passed, your status switches to ON duty automatically.



Edit an automatic ON duty status

Only manual logs can be edited in the Drive App. Automatic logs cannot be modified or changed to another status. If you attempt to change the status of an automatic log, you are asked if you would like to create a new log with the desired duty status.

- 1 Select the ON duty status you want to edit (in the graph or in the list).
- 2 Press the pencil to the right of "Status".
- 3 Choose the new status from the list.
- 4 Select "Yes".



This action modifies the total duration of the status. It is also possible to add a log manually.
See next page.

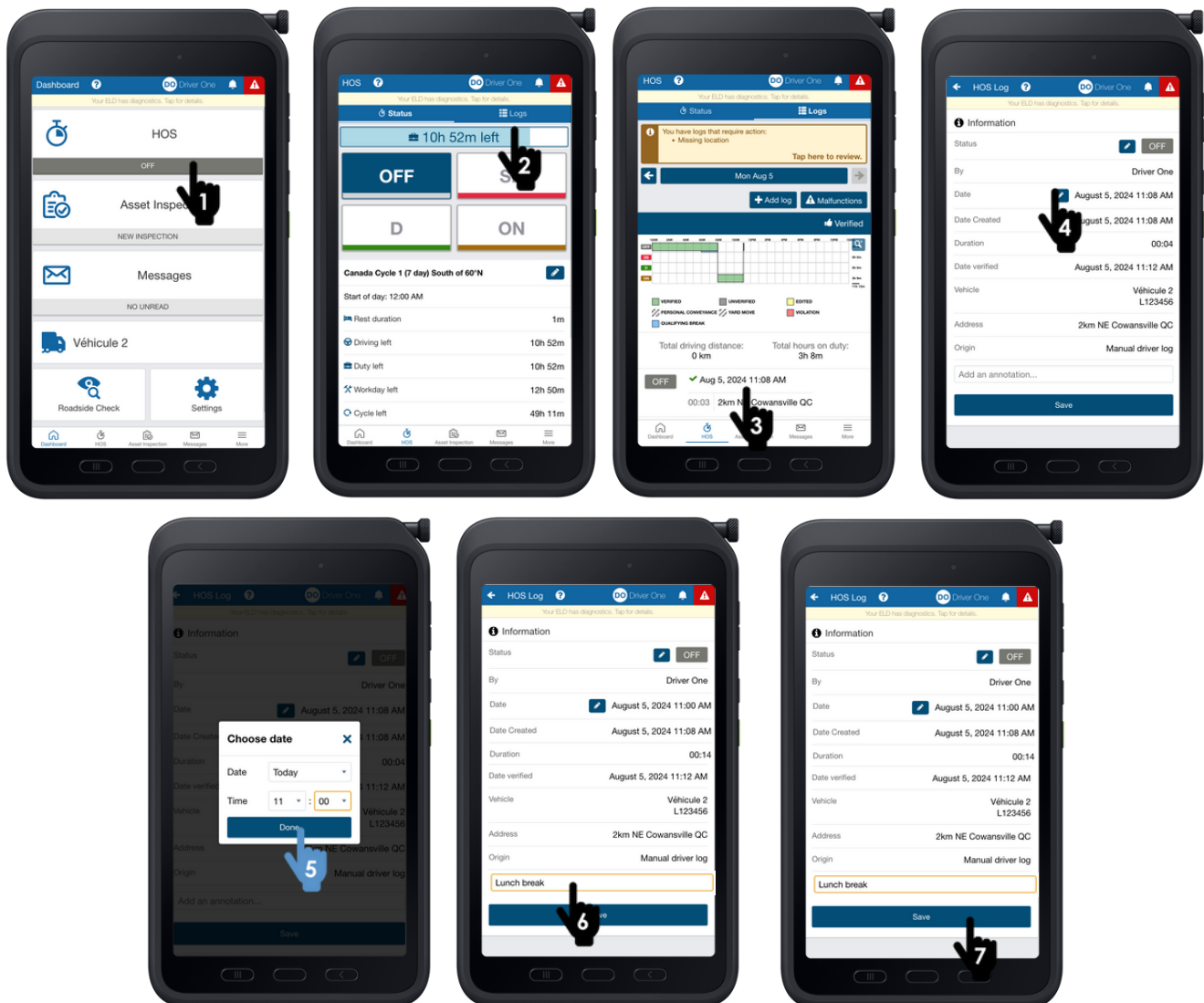


Result

Change the start time of an existing status

To edit the start time of a status:

- 1 Press "HOS" on the dashboard.
- 2 Press "Logs".
- 3 Select the status you want to edit (in the graph or in the list).
- 4 Press the pencil next to the date.
- 5 Indicate the actual status start time.
- 6 Enter an annotation.
- 7 Press "Save".



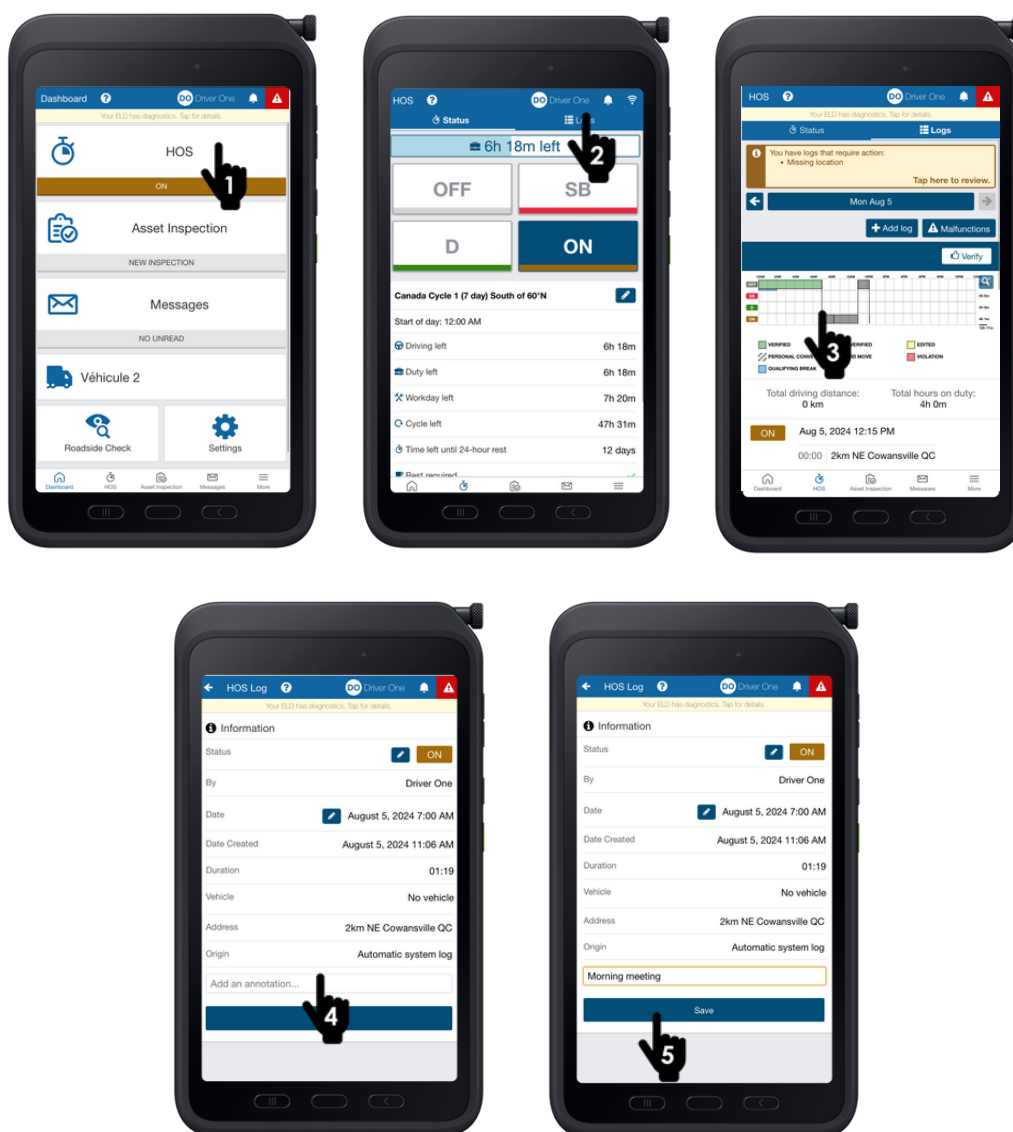
Please note:

- Automatic Driving statuses cannot be edited only annotated.
- It is not possible to edit the time of a status following a driving period (D).

Adding an annotation to a status

To annotate a status :

- 1 Press "HOS" on the dashboard.
- 2 Press "logs".
- 3 Select the status you want to edit (in the graph or in the list).
- 4 In the "Add Annotation" section, add an annotation.
- 5 Press "Save".



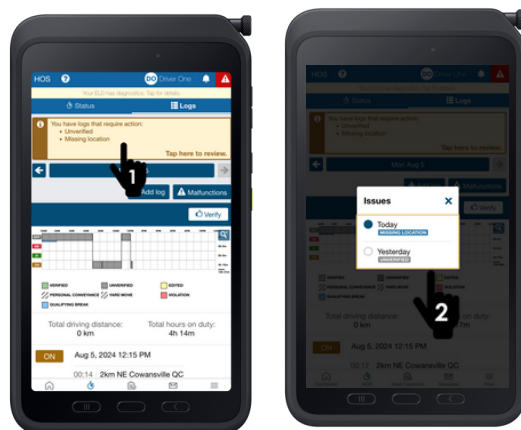
Please note:

- Automatic annotations are created when an asset inspection is completed or an automatic On status has been modified.

Incomplete logs

A notification banner appears at the top of the page when special attention is required such as unverified log or missing location.

- 1 Press the banner to view the issues requiring an action,
- 2 Press the date to navigate to the correct day.

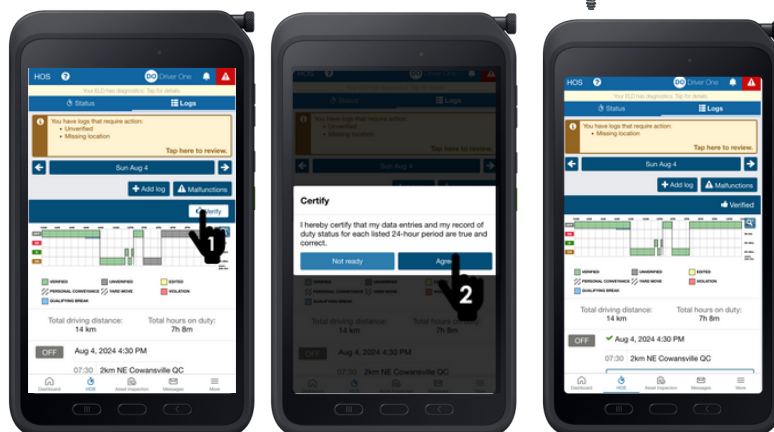


Unverified log

You must certify your On-duty record immediately after a modification in a previous day or at the end of each work shift.

- 1 Validate all activities and then Press "Verify".
- 2 Press "Agree" to certify your reports.

 **Result**



Use this method at the end of your work shift to check your On-duty record for the day.

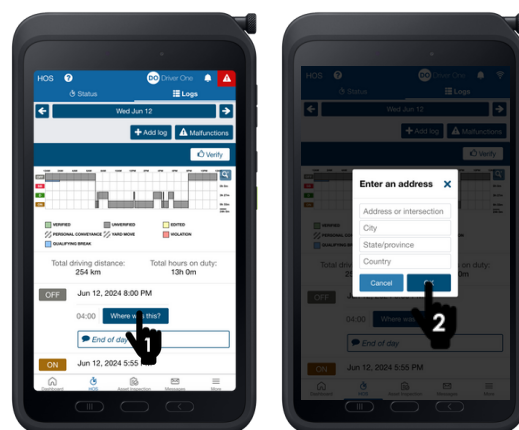
Missing location

The ELD was not able to record the status location automatically. In that case, you must enter the location manually in order to complete your On-duty record.

- 1 Press "Where was this?"
- 2 Enter the information and press "OK".



Missing locations are frequently related to statuses assigned to no vehicles added for a previous day.



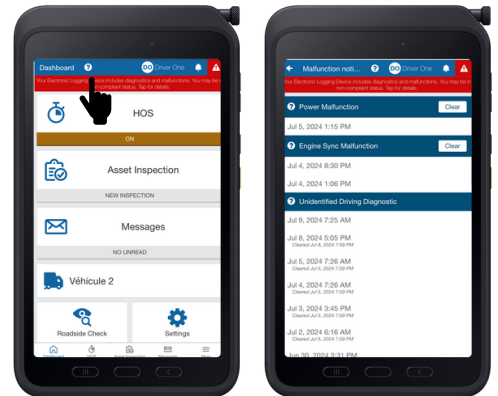
ELD malfunctions



A malfunction leads to actions that must be completed by the driver.

When the ELD detects a fault code, a red bar will be present indicating the presence of a fault also known as an anomaly.

A Malfunction is a malfunction of the ELD caused by:
 Poor power supply (e.g. unplugging of the harness);
 Poor synchronization with the engine or with the time;
 Loss of GPS;
 Poor data transfer.



What to do if an eld malfunction code is present?



Driver Responsibilities

Follow the instructions in Appendix A to validate that your RODS are compliant.

- 1 Press the red message indicating the presence of a malfunction.
- 2 Press the question mark to understand the malfunction and see the actions to take.
- 3 When you have examined the malfunction, press the “Clear” button;
- 4 Identify the code related to the malfunction in the reference code table.
- 5 Inform your motor carrier immediately of the presence of a malfunction.
- 6 Check that your record of duty status (RODS) is complete and is compliant with the federal regulations (for example, no activities, locations or distances are missing).
- 7 Add an annotation to your e-log, with the following information:
 - the fault code;
 - the date and time the malfunction code was noticed;
 - when you informed the carrier of the presence of a malfunction code.
- 8 If data is missing, record on a paper log, required information that can't be retrieved from the ELD.



The driver is required to record the code in the RODS for each day following the code's discovery until the ELD is repaired or replaced.

Violations

How to see a violation coming?

When logging into the app.

The application will display an availability notice with or possible violations when connecting to the application. If you are in violation, a red bar indicating "0min left" will be visible. When approaching a violation, a yellow bar will be displayed.



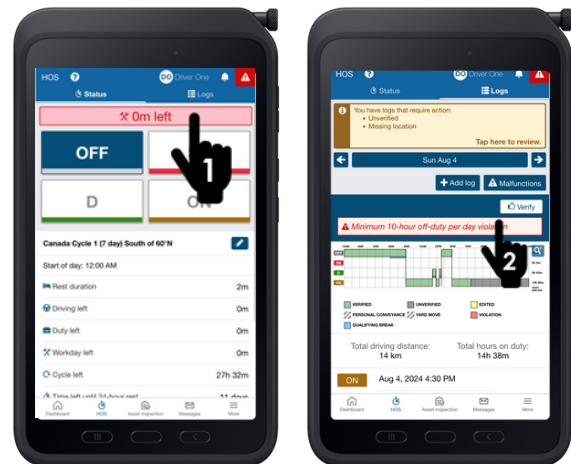
In the HOS section

1 Status tab

When a violation occurs, the status bar will be red and indicate "0min left".

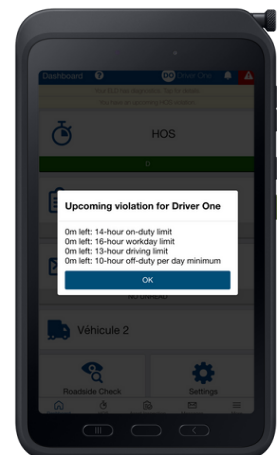
2 Logs tab

A red box above your graph will indicate that you are in violation.



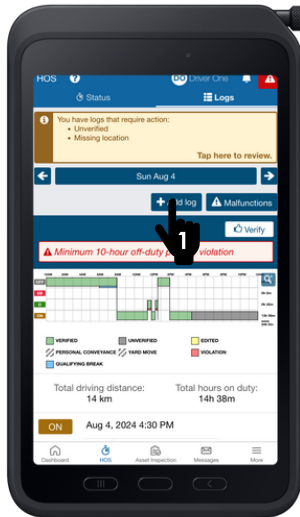
Visual and audible warning from the application.

The app will display a message and emit an audible warning indicating that a violation is imminent along with the details of that violation.



Scenario: Correcting a violation

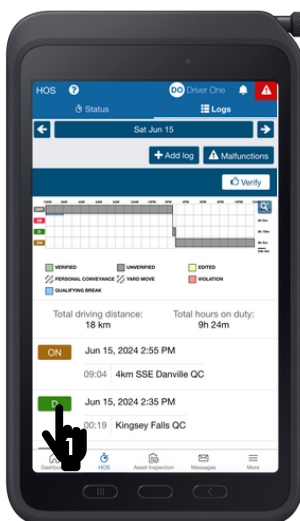
Case 1: I finished my work shift and forgot to change my status to rest(OFF or SB). I stayed in ON all night.



In order to resolve this violation, simply add a rest status (OFF or SB) at the time you finished your work shift.

See the complete procedure on page 44 (add a manual log).

Case 2: I forgot to log out and the vehicle was moved by another person.



- 1 Driving statuses (D) cannot be changed. In that situation, you must annotate all driving and on-duty statuses that do not belong to you.
 - See the complete procedure on page 48 (Annotate a status).
- 2 Subsequently, you must change the work statuses (ON) to rest (OFF or SB) status.
 - See the complete procedure on page 46 (Change an automatic ON status).

It is not possible to modify automatic driving (D) statuses. The operator can ignore the statuses. Once those statuses are ignored, they won't be calculated in the driver's availability but they will still remain visible in the on-duty record with the annotations added by the driver and the operator in case of a roadside check.

Finalize a work shift

54

Finalize a working shift

- 54 End of work shift outside the vehicle (log out)
- 55 End of work shift inside the vehicle (sleeper berth)

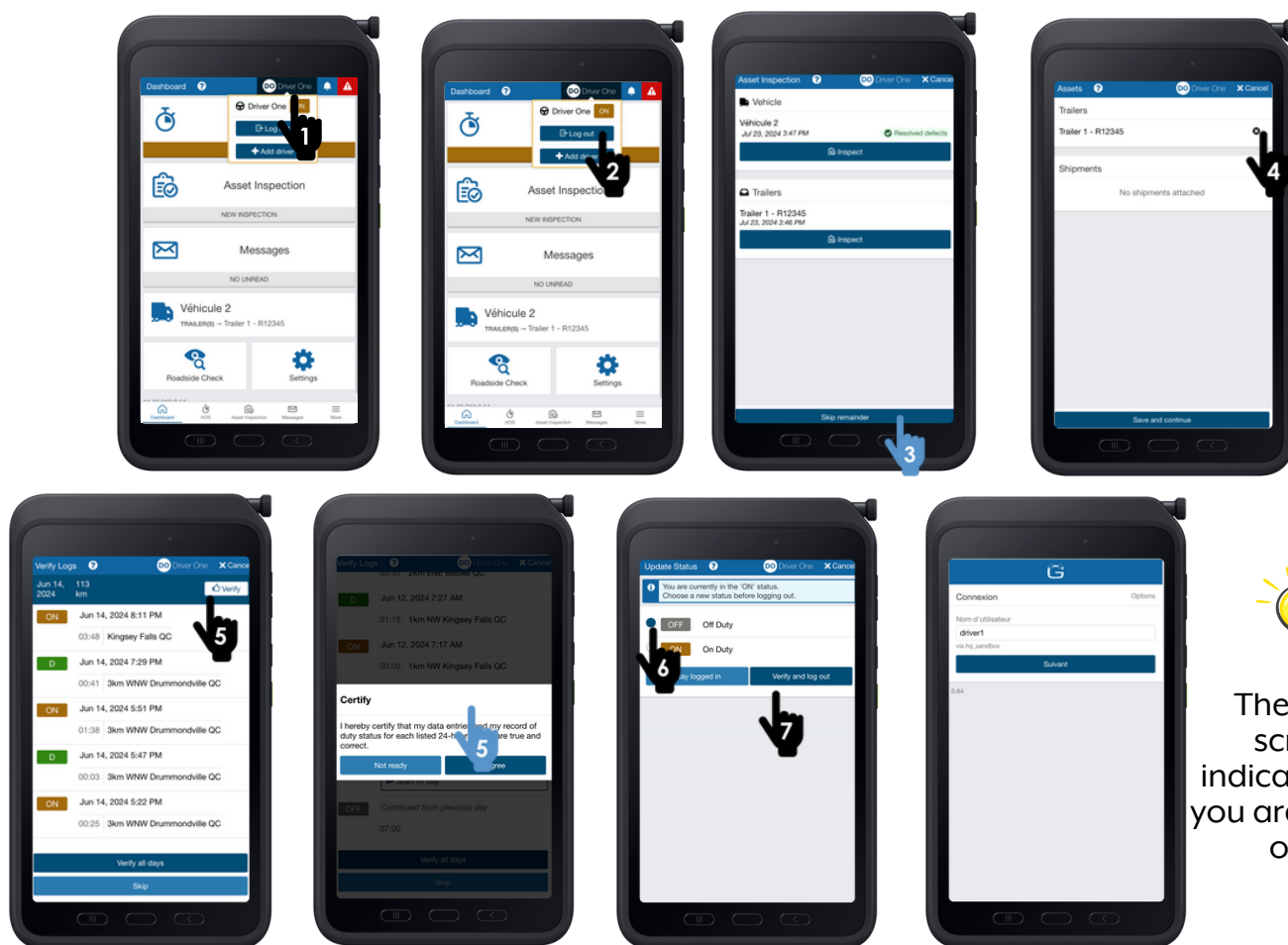
Finalize a working day

End of work shift outside the vehicle (log out)

Examples: Going home or sleeping at the hotel

Perform a complete log out.

- 1 Press your name.
- 2 Select "Log out".
- 3 Complete or skip the post-trip inspection.
- 4 Remove the trailer or Press "Save and Continue."
- 5 Verify and certify your On-duty record (signature).
- 6 Select "OFF" status.
- 7 Press "Verify & Log out."



The login screen indicates that you are logged out.

You must follow all the logout steps.

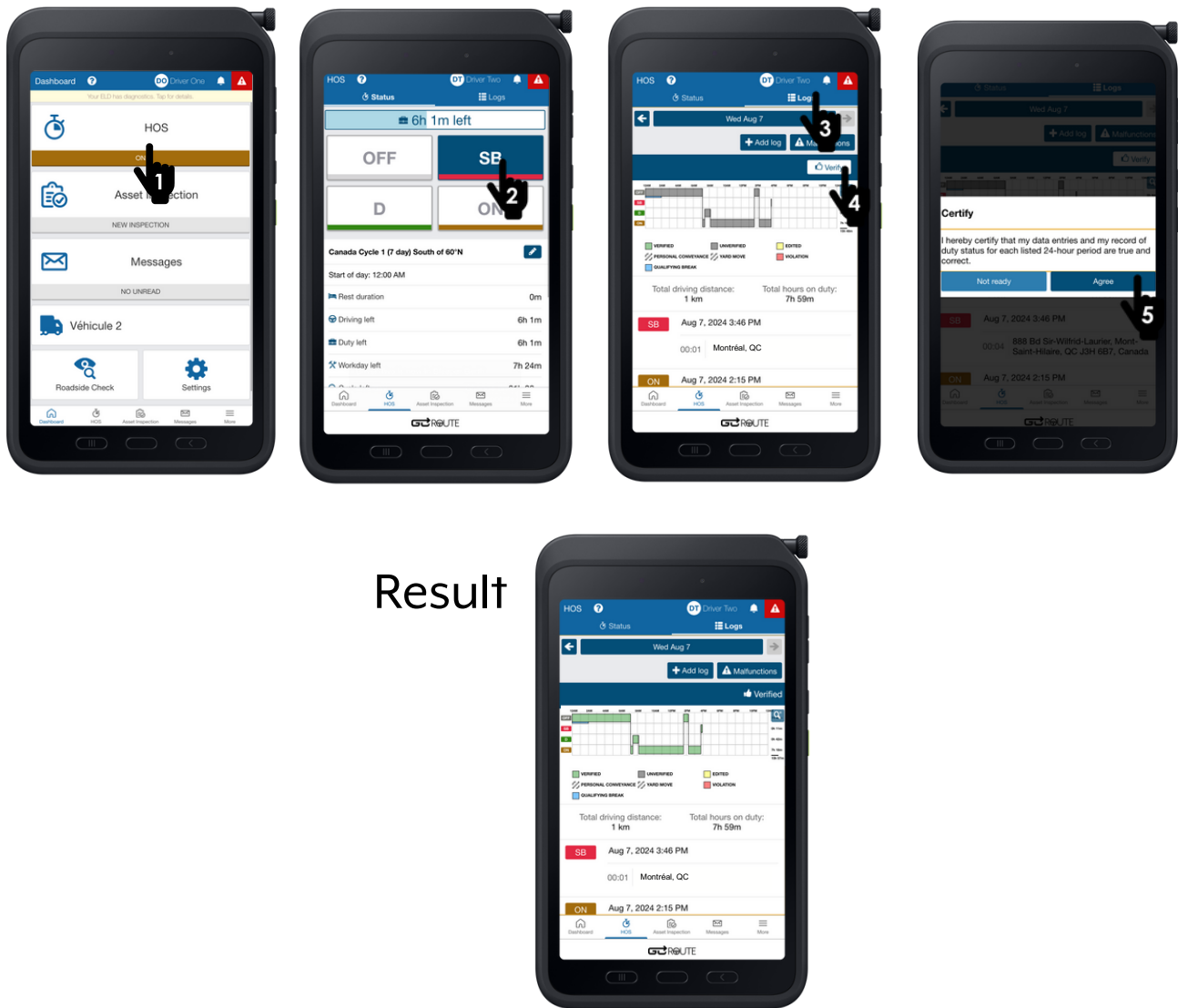


Closing the Geotab Drive application, or turning off the terminal does not log out the driver.

Finalize a work shift

End of work shift inside the vehicle (sleeper berth)

- 1 Press “HOS”.
- 2 Press “SB” to change your status.
- 3 Press “Logs”
- 4 Review your On-duty record and Press “Verify”.
- 5 Press “Agree” to certify.



Result



You must remain logged into the app as long as you are responsible for the vehicle.

Roadside check

57

HOS - Transfer methods

57

[How to transfer eRODS in Quebec and Canada](#)

58

[How to transfer eRODS in United States](#)

59

View Compliance print (outside cellular network)

60

View asset inspections (circle check)

61

DVIR History

Roadside check

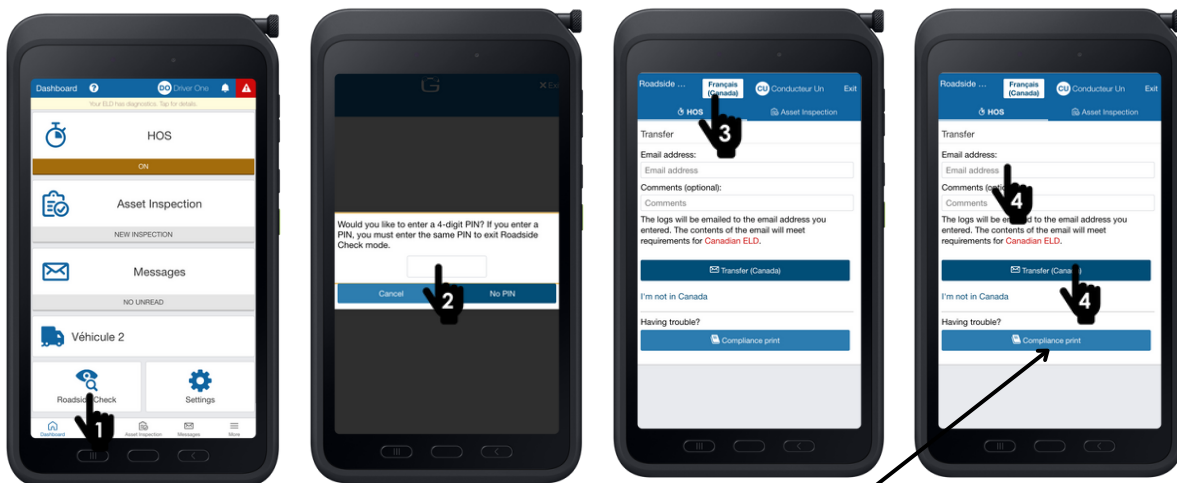
The Roadside Check feature displays only the information necessary to print or transfer to compliance authorities during a roadside check. If you are asked to participate in a roadside check, you may be asked to provide up to 14 days of HOS logs (depending on your ruleset) for inspection.



How to transfer your *ERODS in Quebec and Canada



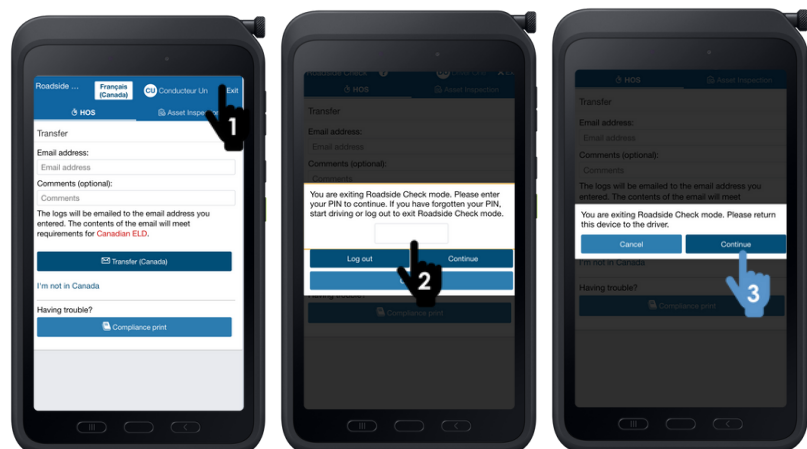
- 1 From the Dashboard, Press "Roadside check".
- 2 You can set a one-time 4-digit PIN to be used when entering and exiting Roadside Check mode. A new PIN must be set each time you enter Roadside Check mode.
- 3 If the DOT is french, Press "French (Canada)".
- 4 To transfer your RODS, enter the provided **email address and press "Transfer (Canada)".



If the transfer fails, you can display your RODS on the screen by pressing "Compliance print".

Exit "Roadside check" mode

- 1 Press "Exit".
- 2 If applicable, enter the 4-digit PIN.
- 3 Press "Continue."



**Only email addresses recognized by Transport Canada can receive your On-duty record.

*Electronic Record of Duty Status (eRODS)



How to transfer your ERODS in the United States

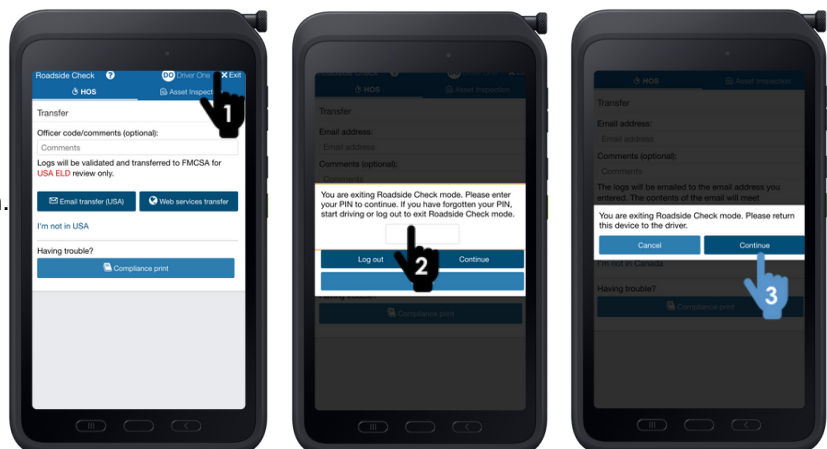
- 1 From the Dashboard, Press “Roadside Check”.
- 2 You can set a one-time 4-digit PIN to be used when entering and exiting Roadside Check mode. A new PIN must be set each time you enter Roadside Check mode.
- 3 Enter the DOT “PIN” code in the officer code/comment section.
- 4 Press Web services transfer.



If the transfer fails, you can display your RODS on the screen by pressing "Compliance print".

Exit “Roadside check” mode

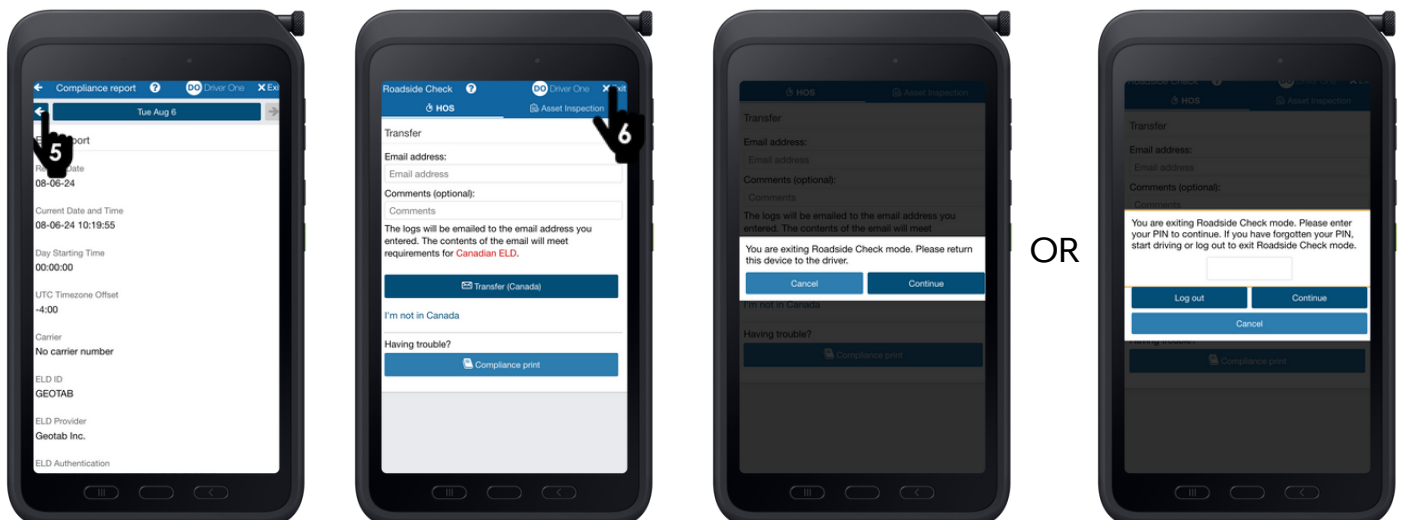
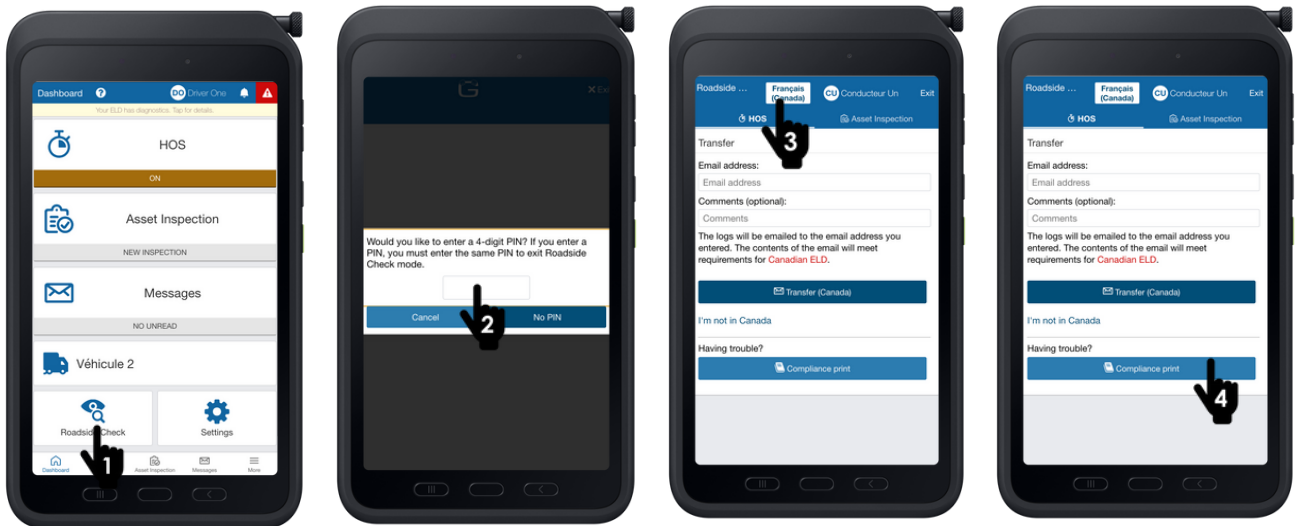
- 1 Press “Exit”.
- 2 If applicable, enter the 4-digit pin.
- 3 Press “Continue.”



Compliance print

You may also be asked to display a Compliance Print on your mobile device during a roadside check. This option is available while you are out wireless coverage.

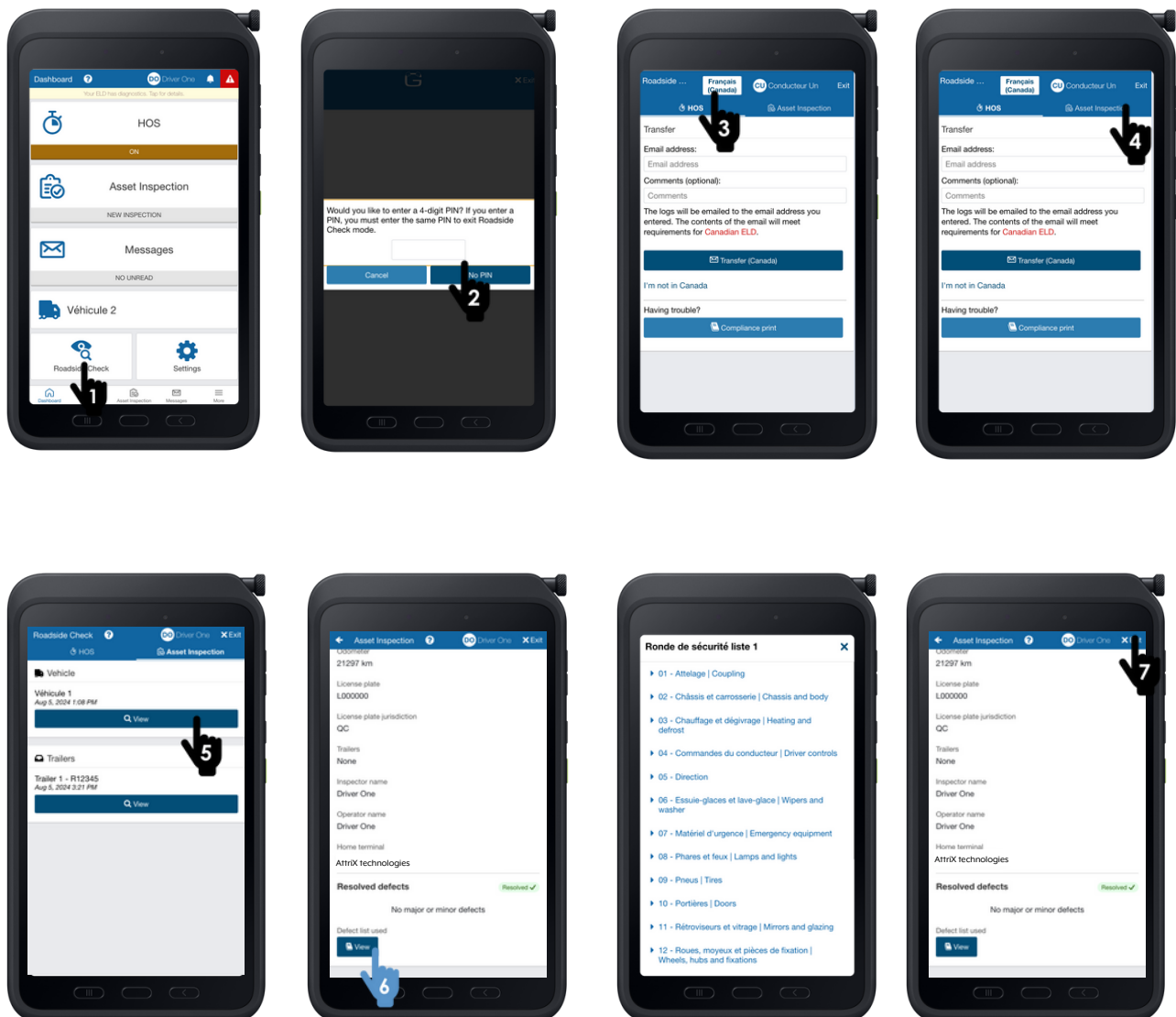
- 1 From the Dashboard, Press “Roadside check”.
- 2 You can set a one-time 4-digit PIN to be used when entering and exiting Roadside Check mode. A new PIN must be set each time you enter Roadside Check mode.
- 3 If the inspector is French-speaking, Press "French (Canada)".
- 4 To generate your eRods on the screen, Press “Compliance print”.
- 5 Use the arrows to navigate previous days.
- 6 Press “Exit” and follow the on-screen instructions.



OR

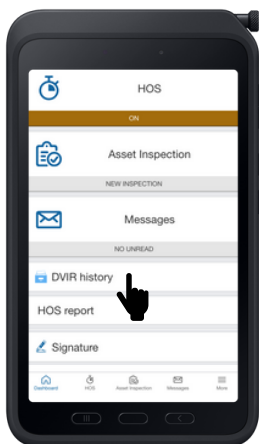
View Asset inspections

- 1 From the Dashboard, Press "Roadside check".
- 2 You can set a one-time 4-digit PIN to be used when entering and exiting Roadside Check mode. A new PIN must be set each time you enter Roadside Check mode.
- 3 If the DOT is French, Press "Français(Canada)".
- 4 Press "Asset Inspection".
- 5 Press "View" on the vehicle or trailer.
- 6 Press "View" the defect list used.
- 7 Press "Exit" and follow the on-screen instructions.



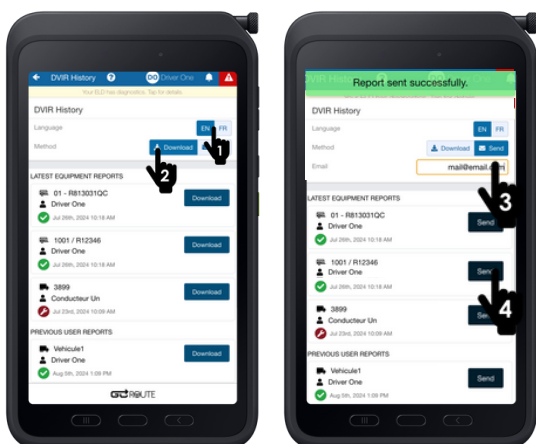
DVIR history

This add-in is exclusive to AttriX customers.



This add-in allows you to view the asset inspection history of the last 14 days. To access it, Press “DVIR History”.

Send previous inspections by email

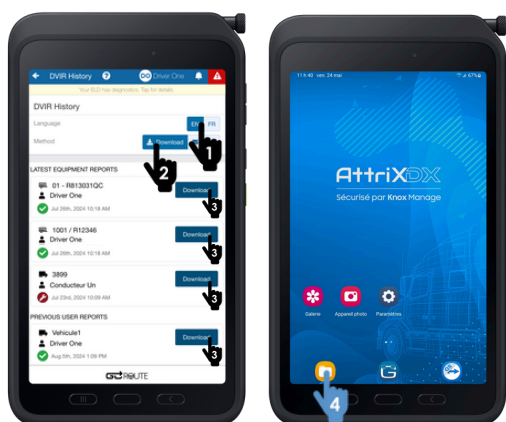


- 1 Select language
- 2 Select Send
- 3 Enter email address
- 4 Press “Send” on each inspection to be emailed



Once the report is sent, a green notification will be shown.

Download the inspections in PDF version



- 1 Select language
- 2 Select Download
- 3 Press Download on each inspection
- 4 Open the PDF file from your downloads in your device

Co-drivers

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How to add a co-driver ?

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Responsibility of the co-driver

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Determine the driver's seat

64

Perform the asset inspection

65

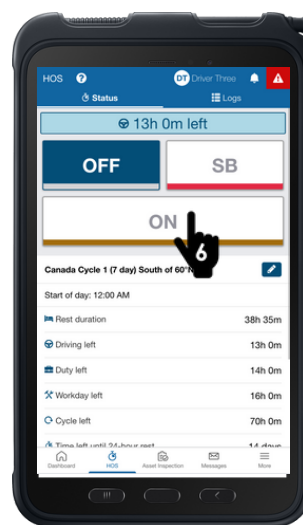
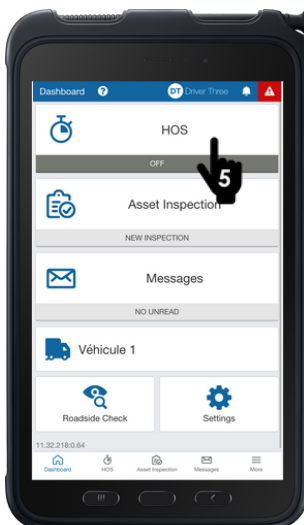
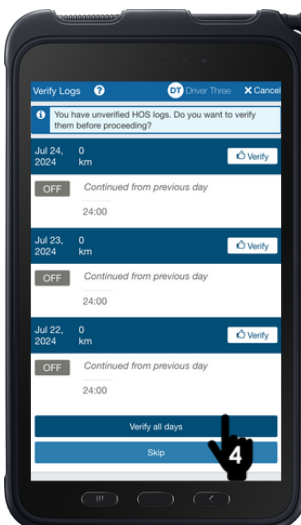
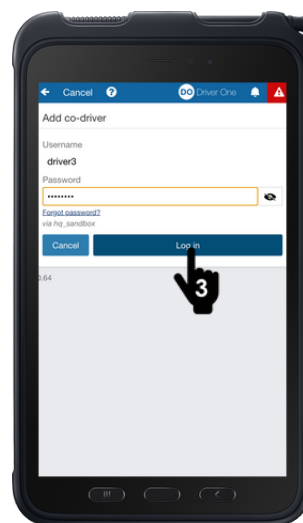
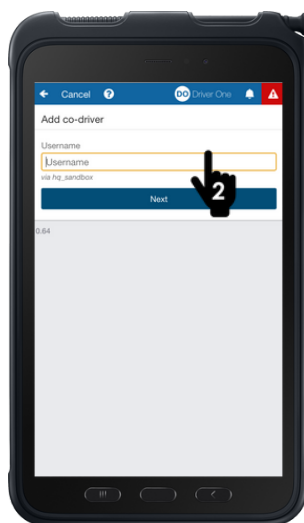
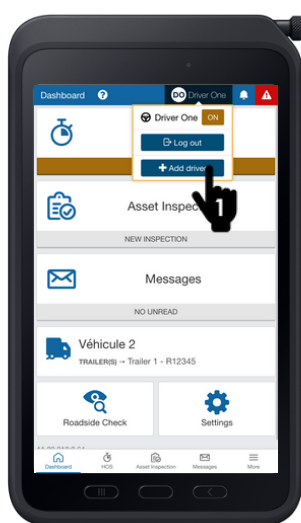
Co-driver log out

Co-drivers

When 2 or 3 drivers are in the same vehicle, they become co-drivers. Co-drivers must use the same mobile device to connect to the Geotab Drive application and keep their HOS logs updated. This is required by federal regulations. You can add up to three drivers per vehicle.

How to add a co-driver ?

- 1 Press the username and Press “Add Driver”.
- 2 Enter the username and press "Next".
- 3 Enter the password and Press “Log in”.
- 4 Verify logs.
- 5 Press HOS.
- 6 Change your service status to ON.

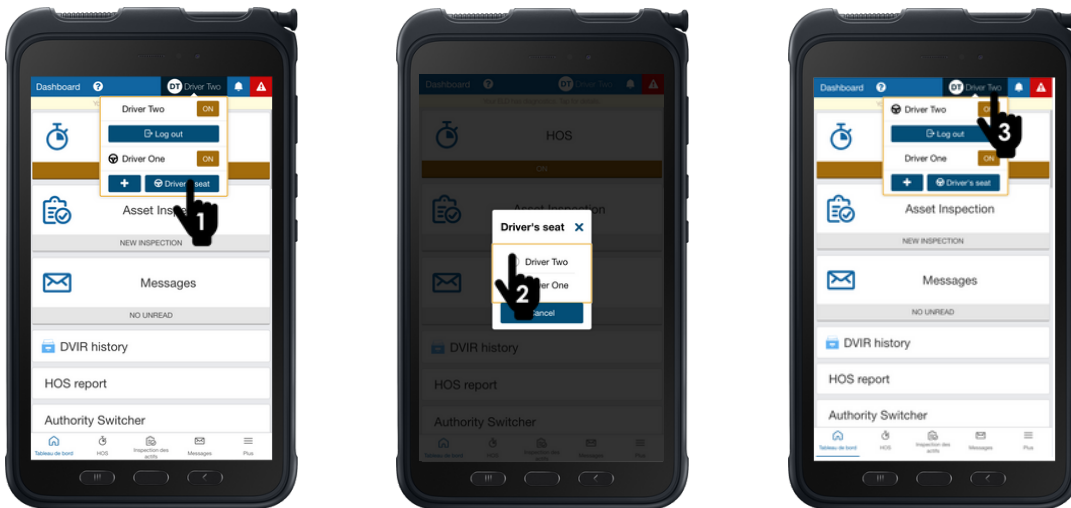


Responsibilities of the co-driver

Co-drivers must use the same mobile device to connect to the Geotab Drive application. Once connected, drivers are responsible for keeping their logs up to date throughout the day. Before driving, the driver must identify himself as the driver via the application.

Determine the driver's seat

- 1 Press the username and “Driver’s Seat.”
- 2 Select the current driver.
- 3 Driving statuses will now be applied to the co-driver.



Perform the asset inspection

Before driving, the driver must complete an asset inspection.

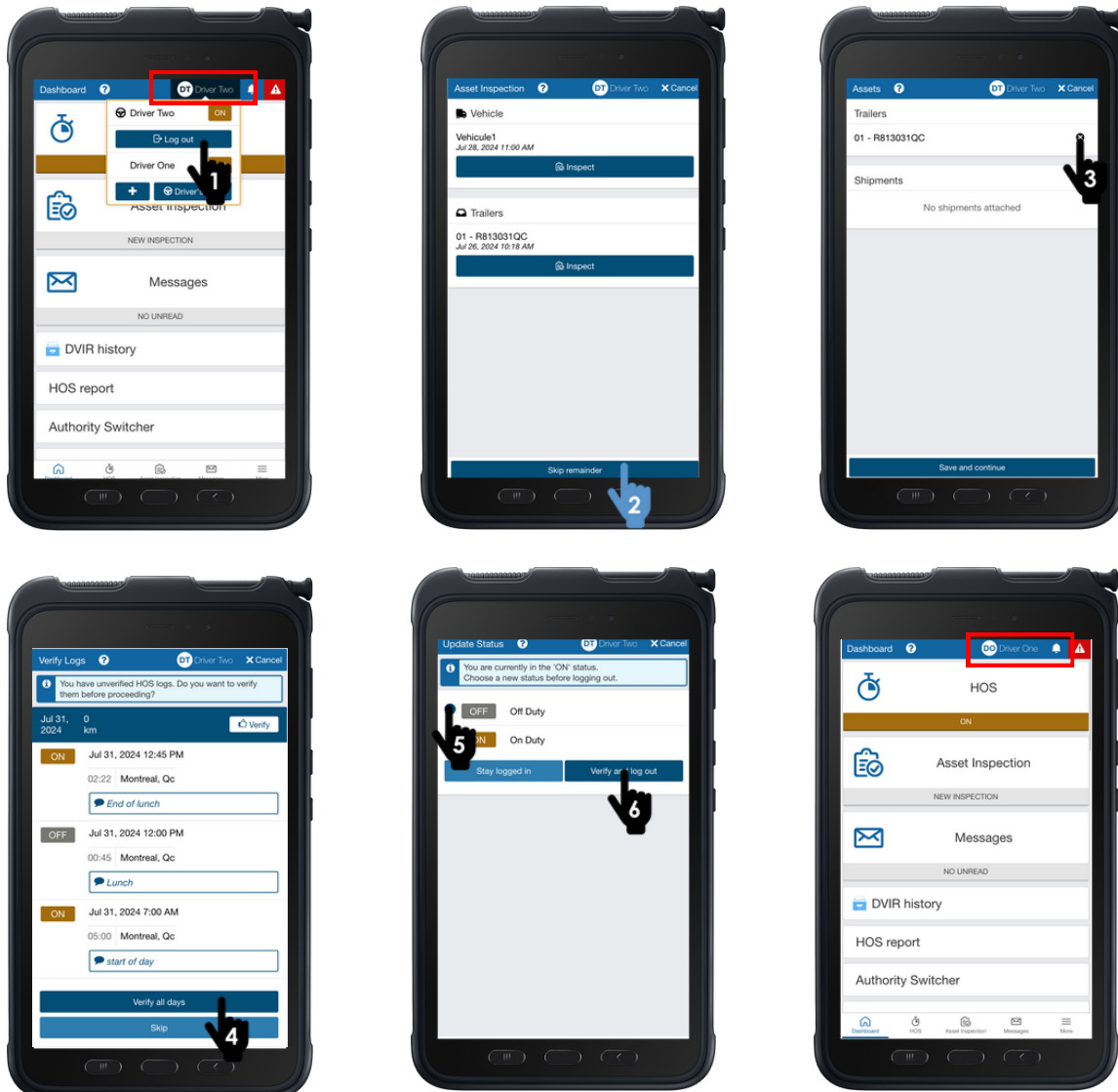
- 4 From the dashboard, Press “Asset Inspection”.
- 5 Press Inspect and complete the inspection.
- 6 Repeat the same actions for the trailer.



Co-driver log out

The co-driver must follow all log out steps. Make sure you are on the dashboard of the person who needs to log out before starting the process. In this example, Driver Two logs out.

- 1 Press the username to log out and Press “Log Out”.
- 2 Perform or skip the post-trip inspection (if required).
- 3 If applicable, remove the trailer.
- 4 Verify your logs.
- 5 Update the status (OFF or ON) and Press “Verify and Log out”.
- 6 Result: Driver one is now the only one connected on the app. He must perform a complete log out to end his work shift.



Regulations & Exemptions

- 67 **Driving and Off-Duty time - Definitions Quebec - Canada**
- 68 **Driving and off-Duty time - Special situations**
 - 68 Exemption: Off-duty deferral
 - 68 Exemption: Adverse driving conditions
 - 69 Exemption: Personal conveyance
 - 69 Exemption: Yard move
- 70 **Driving and Off-duty time - USA Definitions**
- 71 **Passenger transportation - Special features**
 - 71 Quebec - Canada
 - 71 United States



Driving and OFF-Duty time hours Definitions



Work shift

The time between two periods of at least 8 consecutive hours of rest.

Work shift requirements

From the time a work shift begins, no driving is authorized after:

- accumulating 13 hours of driving time;
- accumulating 14 hours of on-duty time;
- 16 hours have elapsed.

Day

A day is a period of 24 hours that corresponds to the period covered by a record of duty status. During a cycle, a day always begins at the same time. If a driver wishes to change the time a day begins, a new cycle must be started.

Daily Requirements

To be authorized to drive, a driver must have taken at least 10 hours of off-duty time during each of the 14 previous days.

This must include at least 2 hours of off-duty time that are not part of the 8 consecutive hours of off-duty time the driver must take before starting a new work shift. These 2 hours can be split up into breaks of not less **than 30 minutes**.

During a day, a driver must stop driving after accumulating:

- 13 hours of driving time; or
- 14 hours of on-duty time.

14 days

Regardless of which cycle is followed, in order to be allowed to drive, a driver must have taken at least 24 consecutive hours of off-duty time during the preceding 14 days

Cycle 1

- A cycle under which on-duty time is accumulated over a period of 7 days.
- 70 hours of work over a period of 7 consecutive days.
- No driving is allowed after the driver has accumulated 70 hours of on-duty time over a period of 7 consecutive days.

Cycle 2

No driving is allowed after the driver has accumulated:

- 120 hours of on-duty time over a period of 14 consecutive days;
- 70 hours of on-duty time, without having taken at least 24 consecutive hours of rest.

Beginning a cycle or switching cycles

Cycle 1: Complete at least 36 consecutive hours of off-duty time.

Cycle 2: Complete at least 72 consecutive hours of off-duty time.



Driving and Off-Duty time

Special situations (exemptions)



Deferral of daily off-duty time

A driver can extend driving time or on-duty time by up to 2 hours in a given day, provided that 2 hours of off-duty time are then deferred to the following day and the following conditions are met:

- The driver does not split daily hours of off-duty time in a sleeper berth.
- The hours of off-duty time deferred are not part of the mandatory 8 consecutive hours of off-duty time.
- The hours of off-duty time deferred are added to the 8 consecutive hours of off-duty time taken on the second day.
- A total of at least 20 hours of off-duty time are taken during the 2 days.
- A total of no more than 26 hours of driving time are accumulated during the 2 days.
- The total number of hours of driving in a day does not exceed 15 hours.
- The driver reports the deferral of off-duty time in the record of duty status and indicates whether it is the first or second day of the deferral period.



VERY IMPORTANT: A deferral of off-duty time allows the number of hours of driving to be extended to a maximum of 15 hours in a day, or the number of hours of on-duty time to be extended to a maximum of 16 hours in a day. The hours that are deferred, however, cannot cause driving hours and hours of on-duty time of a work shift to be extended..

Adverse driving conditions

A driver who during a trip encounters adverse driving conditions that cause a delay may extend the hours of driving time and on-duty time permitted by 2 hours if:

- the driver has not taken 2 hours of off-duty time in addition to the 8 consecutive hours of off-duty time;
- the trip could have been completed under normal driving conditions.

Adverse driving conditions are adverse road or weather conditions that were not known to the driver or dispatcher before the driver began driving or could not reasonably have been known to them. Such unforeseen events must also be related to road, weather or traffic conditions.

For example, a traffic build-up due to an unforeseen event, such as an accident that occurred after a driver left, falls within the definition of an unforeseen road or traffic condition. However, traffic build-up during rush hour or a mechanical Malfunction are not unforeseen road or traffic conditions. A snowstorm or icy road conditions are unforeseen road or traffic conditions, as long as these conditions were not known or could not have reasonably been known to the driver or dispatcher prior to the vehicle's departure.

SAAQ reference: <https://saaq.gouv.qc.ca/blob/saaq/documents/publications/driving-off-duty-heavy-vehicle.pdf>



Driving and rest hours

Special situations



Exemption: Personal Conveyance

A heavy vehicle used during part of the day by an individual for personal purposes, more specifically for purposes other than commercial or professional ones, is exempted for the first 75 kilometres travelled in a day, where the following conditions have been met:

- The vehicle has been unloaded and any trailers have been unhitched.
- The driver has entered in the record of duty status the odometer readings that correspond to when the driver started and stopped using the vehicle for personal purposes.
- The driver has not been issued an out-of-service order
- For instance, a driver whose home terminal is at a business's establishment uses a tractor to return home after a day of work: this driving time is considered to be off-duty time for the first 75 km travelled.
- If the distance exceeds 75 km, the time required to cover the additional distance will be deemed driving hours.

Exemption: Yard movement

- Canadian Regulations:

Performing yard manoeuvres with a heavy vehicle within any area of a terminal, depot or port that is not on a public road;

A "yard," which may be a carrier's terminal, a customer facility, or a repair shop may be considered a yard if the facility has signs or barriers prohibiting public access.

It can be used for loading or unloading cargo in a terminal

- American regulations:

In the United States, speed must be limited to 20 mph when using yard move exemption.



PASSENGER-CARRYING DRIVERS

Special features



PROPERTY-CARRYING DRIVERS

Work shift

24-hour period that begins after a 10-hour consecutive rest period.

May not drive:

when, from the beginning of the work shift

- 14 hours of service are accumulated;
- 11 hours of driving are accumulated;
- if the 30-minute driving break within 8 hours of driving has not been completed.

Mandatory rest

Drivers must take a 30-minute break when they have driven for a period of 8 cumulative hours without at least a 30-minute interruption. The break may be satisfied by any non-driving period of 30 consecutive minutes (i.e., on-duty not driving, off-duty, sleeper berth, or any combination of these taken consecutively).

Ruleset : USA Property 70-hour/8-day

May not drive after 70 hours on duty in 8 consecutive days. A driver may restart a 8 consecutive day period after taking 34 or more consecutive hours off duty.



Ruleset : USA Property 70-hour/8-day with split sleeper

Drivers may split their required 10-hour off-duty period, as long as:

- One off-duty period (OFF or SB) is at **least 2 hours long**
- the other rest period involves at least **7 consecutive hours** spent in the **(SB)**.
- All sleeper berth pairings **MUST** add up to at least 10 hours.
- When used together, neither time period counts against the maximum 14- hour driving window.



The ruleset must be set as USA Property 70-hour/8-day with split sleeper in the driver's profile to be able to split hours in Geotab Drive.



PASSENGER-CARRYING DRIVERS

Special features



Canadian Regulations

Chartered transportation

It is mandatory to enter the contract number during a charter trip in the shipment number.

Cycles

- Cycle 1 (70 hours/7 days)
- Cycle 2 (120 hours/14 days)

List of defects for asset inspections

- List 2: Buses (other than motor coaches), minibuses and trailers hauled by a bus, minibus or motor coach
- List 3: Motor coaches exclusively

Circle check particularities for buses and minibuses

In the case of a bus, a minibus, the driver can accept and co-sign the circle check report completed by the previous driver, even if the latter person is not a person designated by the operator to carry out the circle check.

<https://saaq.gouv.qc.ca/blob/saaq/documents/publications/circle-check-guide.pdf>

Personal use exemption

To use the personal use exemption, no passengers shall be on board and you must respect the conditions of the exemption.



PASSENGER-CARRYING DRIVERS

Special features

American regulations



US Passenger 70-hour/8-days

- 70 hours of work over a period of 8 consecutive days.
- 8 consecutive hours of rest.
- 10 hours of driving.
- 15 hours of work.
- The rule of 30 minutes of breaks after 8 hours of driving does not apply.
- Cycle reset does not apply.

Add-ins

- 72 **HOS Report**
- 73 **Perform the countersignature**
- 74 **Signature**
- 74 **Driver Challenge**
- 75 **Authority switcher**
- 75 **Fuel Tracker**
- 76 **C-TPAT (United States)**
- 76 **Spotted Lanternfly (United States)**

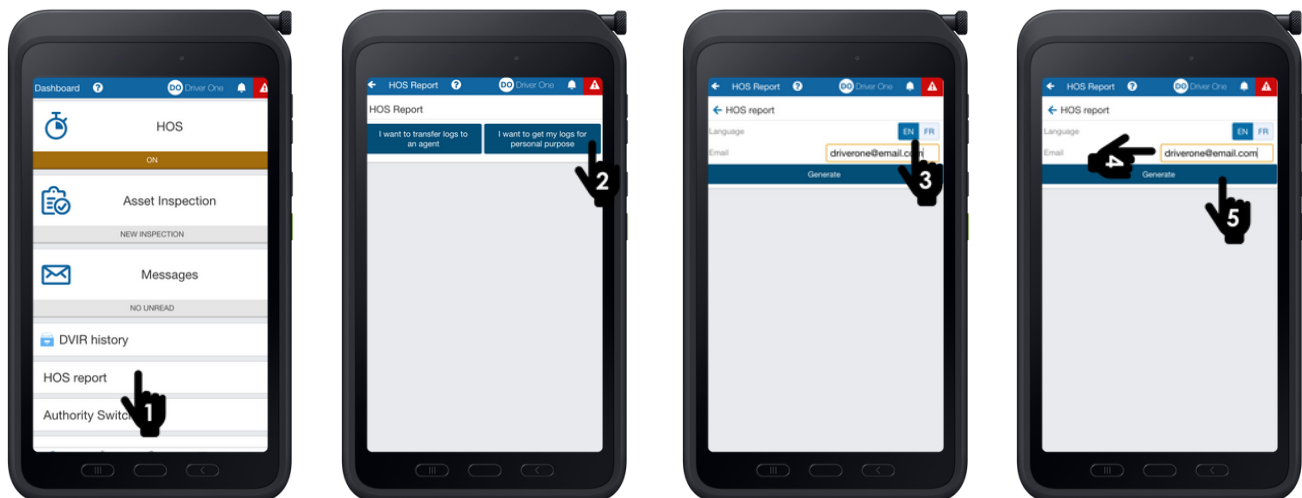
HOS Report

Add-in developed by AttriX to obtain your eRODS for personal purposes.

AttriX has developed the HOS report add-in , to allow sending by email the last 14 days for personal use. This module can be used if you work for more than one operator in order to have your last 14 days in your possession.

Allows you to receive your electronic record for the last 14 days.

- 1 Press HOS Report.
- 2 Press “I want to get my reports [...]”.
- 3 Select language.
- 4 Enter email address.
- 5 Press Generate.



The report may take up to 5 minutes to be sent by email. Check your spam box.

Perform the countersignature

Before using this add-in, please read and follow all regulations at p. 9 and p.10 of the SAAQ Circle check document:

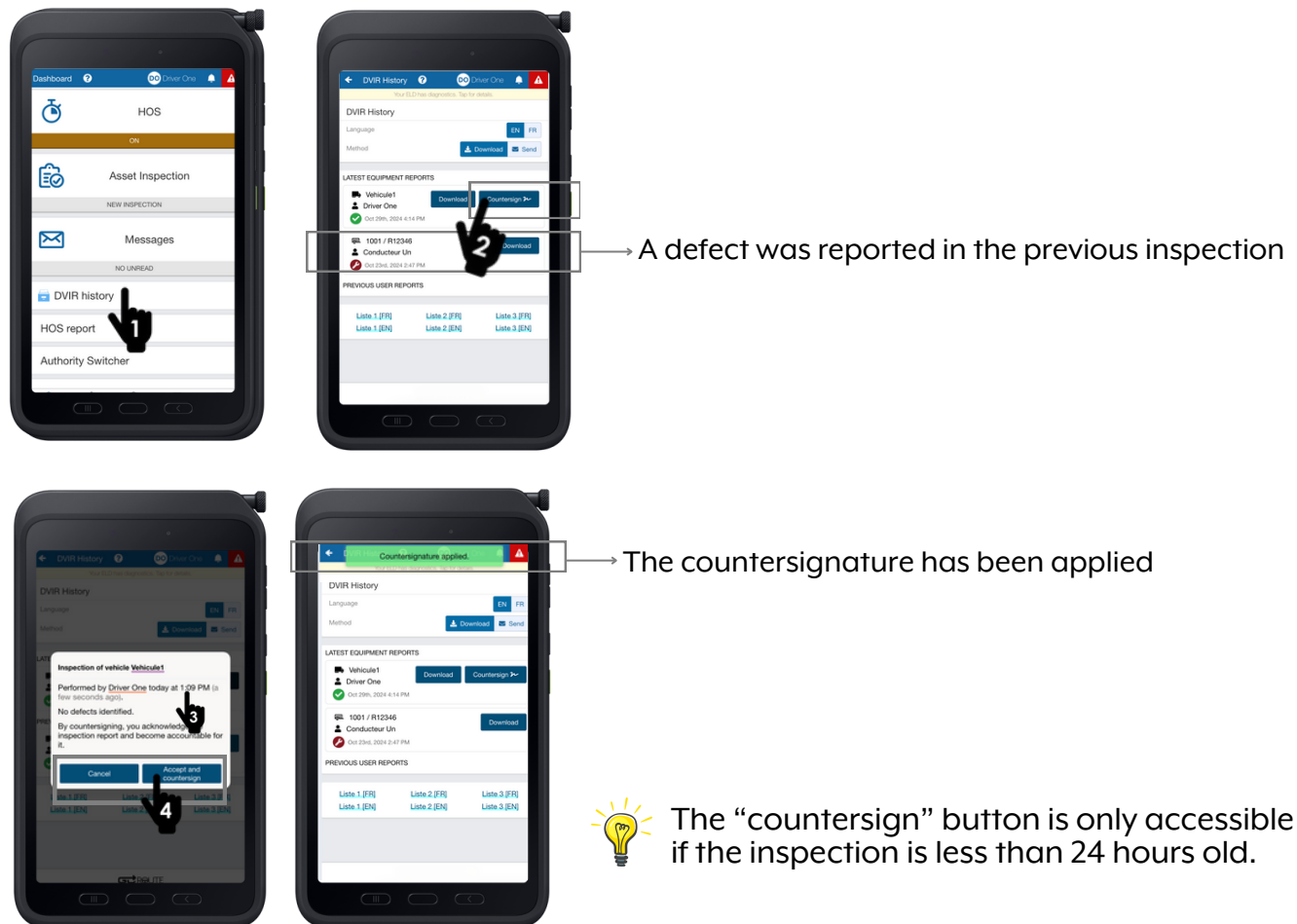
<https://saaq.gouv.qc.ca/blob/saaq/documents/publications/circle-check-guide.pdf>

AttriX is not responsible for the misuse of this add-in. The driver and motor carrier are responsible to know, understand and follow all regulations in place.

DVIR History

If the vehicle has already been inspected by a person designated by the operator in the last 24 hours, it is possible to countersign rather than perform a new circle check.

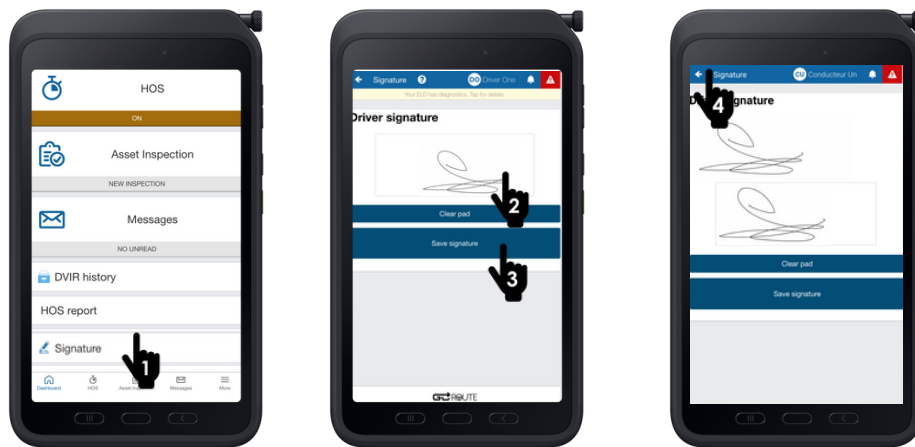
- 1 From the dashboard, Press “DVIR History” or “RDS History”.
- 2 Press “Countersign”.
- 3 Validate the time of the inspection as well as the presence of defects.
- 4 Press “Accept and countersign”. You then become accountable for it.



Signature

This add-in allows you to create the driver's signature in order to affix it to circle checks and for downloading eRODS for personal use.

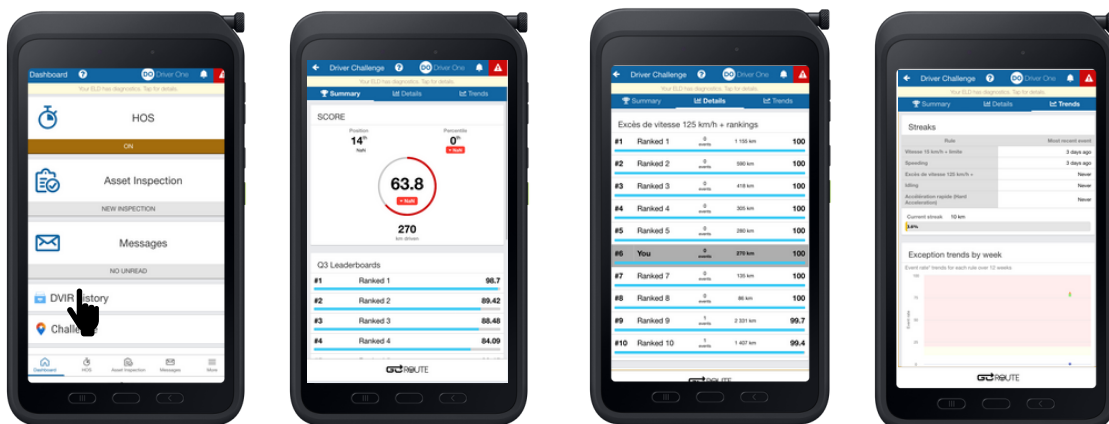
- 1 Press "Signature" from the dashboard
- 2 Create your signature
- 3 Press "Clear pad" to Start Over or "Save" to save your signature
- 4 Press the arrow at the top to return to the dashboard



Driver Challenge

This add-in allows you to see the driver's classification according to company rules.

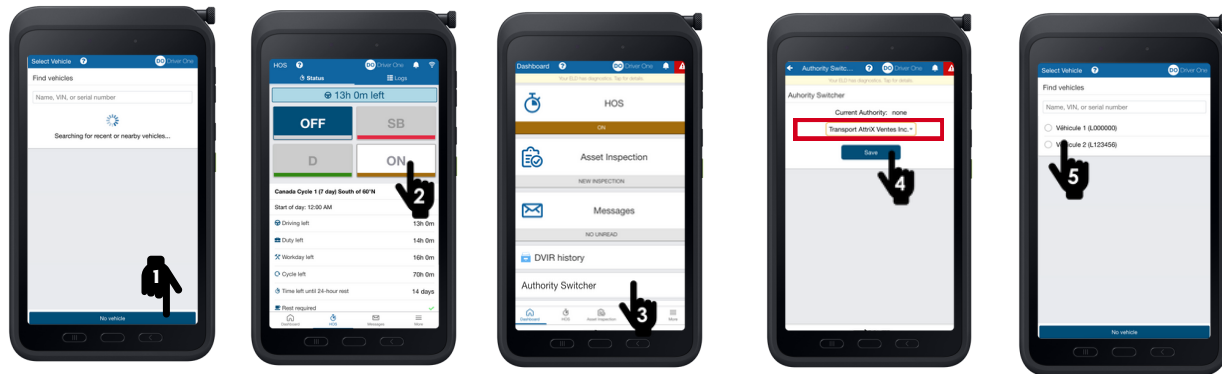
- Ranking Summary
- Details of recent events
- Trends of the last 12 weeks



Authority switcher

This module enables the driver to select the authority for which he is working during his shift. Driver must change the authority before assigning the assets.

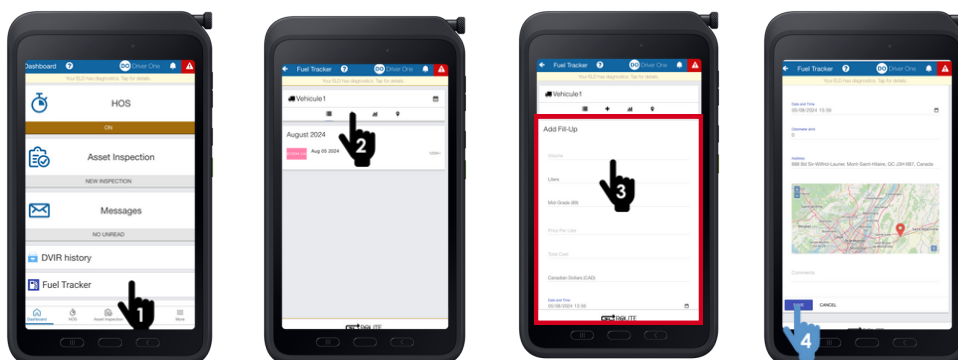
- 1 Select “No vehicle”.
- 2 Start your work day (On Duty)
- 3 From the dashboard, select “Authority Switcher”
- 4 Select the authority from the drop-down menu and press “Save”.
- 5 Assign your vehicle



Fuel Tracker

This module allows you to add the quantity of fuel added to the vehicle.

- 1 After fueling, press “Fuel tracker” in the dashboard
- 2 Press +
- 3 Enter the required information
 - Number of liters
 - Type of fuel (example: Diesel)
 - Price per liter: 1
 - If necessary, correct the location
- 4 Press “Save”



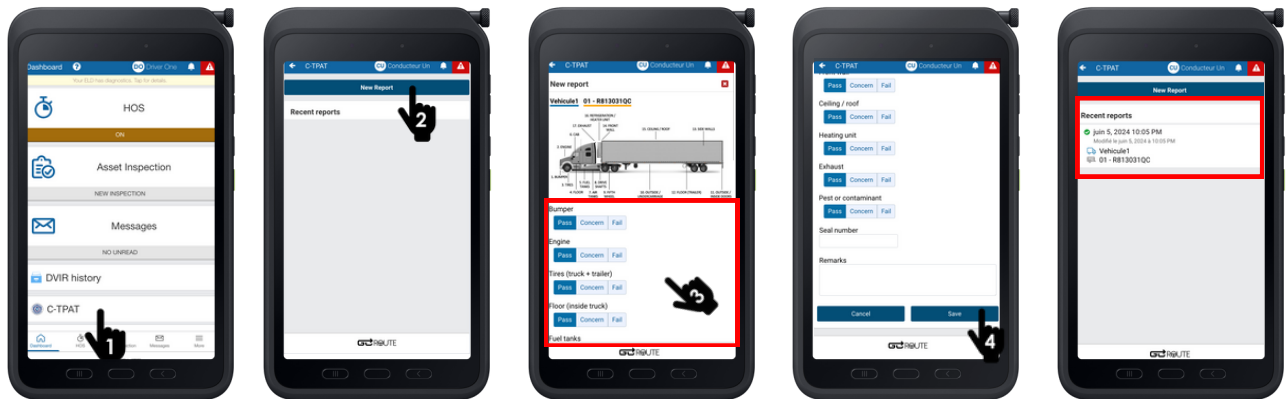


C-TPAT



This add-in allows the driver to complete electronic CTPAT reports for companies governed by this regulation.

- 1 Press "C-TPAT" from the dashboard
- 2 Press "New report"
- 3 Complete the report
- 4 Press "Save"

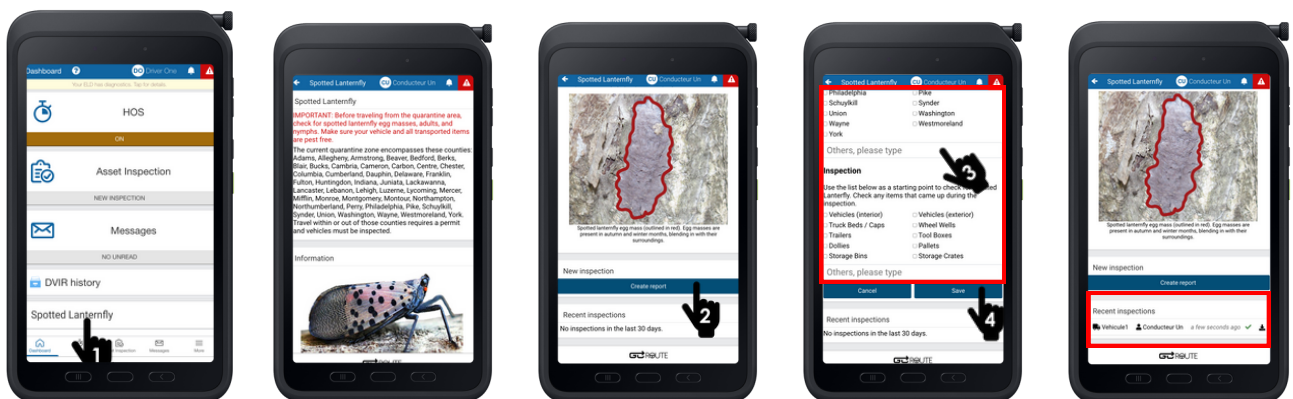


Spotted Lanternfly



This add-in helps complete inspection reports for companies traveling to affected regions.

- 1 Press "Spotted Lanternfly" from the dashboard
- 2 Press "Create report"
- 3 Complete the report
- 4 Press "Save"



Appendix

79 **Appendix A- Driver's Guide to ELD malfunction Events**

80 [ELD malfunction events explanatory table](#)

81 **Appendix B - Driver's Guide to Data diagnostics**

82 [ELD malfunction events explanatory table](#)

83 **Appendix C – Motor carriers Guide to ELD Malfunction Events**

83 [Quebec & Canada](#)

83 [United States](#)

84 [ELD Malfunction register](#)

85 **Appendix D - Guide du conducteur pour les événements de défaillances du DCE**

86 [Tableau explicatif des codes de défaillances du DCE](#)

87 **Appendix E - Guide du conducteur pour les événements de diagnostic de données**

88 [Tableau explicatif des codes de défaillances du DCE](#)

89 **Appendix F - Guide de l'exploitant pour les événements de défaillances du DCE**

89 [Quebec & Canada](#)

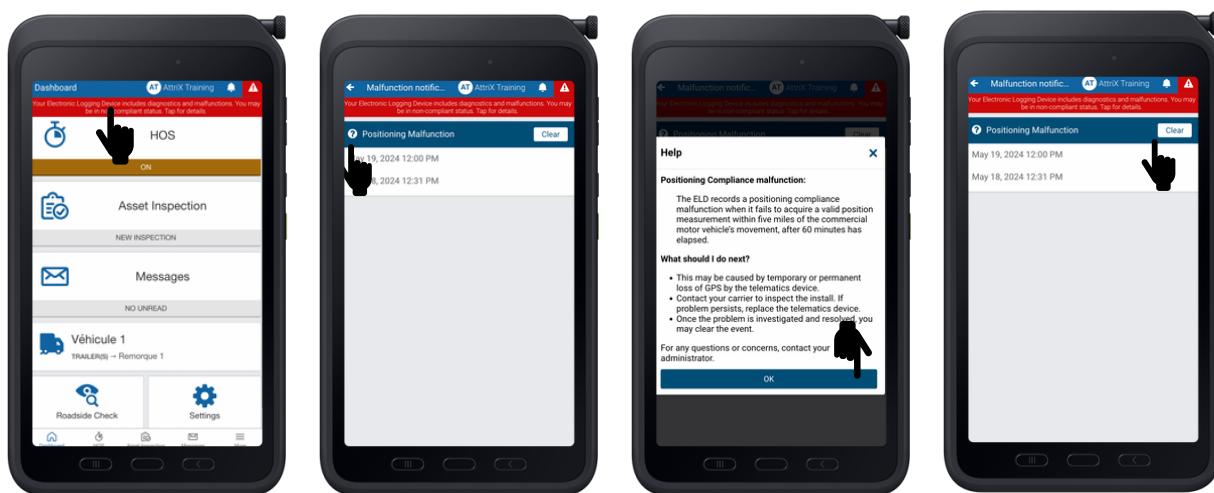
89 [United States](#)

Appendix A - Driver's guide to ELD malfunction Events

- 1 Press the red message indicating the presence of a malfunction.
- 2 Press the question mark to understand the malfunction and see the actions to take.
- 3 When you have examined the malfunction, press the “Clear” button;
- 4 Identify the code related to the malfunction in the reference code table.
- 5 Inform your motor carrier immediately of the presence of a malfunction.
- 6 Check that your record of duty status (RODS) is complete and iscompliant with the federal regulations (for example, no activities, locations or distances are missing).
- 7 Add an annotation to your e-log, with the following information:
 - the fault code;
 - the date and time the malfunction code was notice;
 - when you informed the carrier of the presence of a malfunction code.
- 8 If data is missing, record on a paper log, required information that can't be retrieve them from the ELD.



The driver is required to record the code in the RODS for each day following the code's discovery until the ELD is repaired or replaced.



*ELD Malfunction Reference Code Table

P	Power Malfunction	L	Positioning Malfunction
E	Engine Sync Malfunction	R	Data Recording Malfunction
T	Timing Malfunction	S	Data Transfer Malfunction
O	“Other” ELD identified malfunction		

*The Malfunction code must be entered in the register completed by the motor carrier.

ELD malfunction events explanatory table

Power Malfunction - Reference Code P			
Description	Possible cause	To check in your RODS	Actions required
The ELD is not powered for a cumulative in-motion driving time of 30 minutes or more over a 24-hour period, for all drivers.	This may be caused by an intermittent or full disconnection from the vehicle ECM.	Check that the automatic duty statuses (ON and D) really reflect your activities.	<ol style="list-style-type: none"> 1. If the duty statuses are not present, complete a paper log for the current 24 hours. 2. Notify the motor carrier. 3. In your RODS, on the status concerned, annotate the code P, the date and time of the observation as well as the moment you notified the operator. 4. Check or have checked the installation of the ELD.
Engine Sync Malfunction - Reference Code E			
Description	Possible cause	To check in your RODS	Actions required
The ECM connectivity to any of the required data sources (i.e. engine power status, vehicle motion status, miles driven, engine hours) is lost for more than 30 minutes during a 24-hour period, for all drivers.	This may be caused by an intermittent or full disconnection from the vehicle ECM.	Check that your logs are complete and compliant.	<ol style="list-style-type: none"> 1. Notify the motor carrier. 2. In your RODS, on the status concerned, annotate the code E, the date and time of the observation as well as the moment you notified the motor carrier. 3. If the RODS is incomplete, complete a paper log. 4. Check or have checked the installation of the ELD.
Timing Malfunction - Reference Code T			
Description	Possible cause	To check in your RODS	Actions required
Loss of synchronization with an external UTC source causing an absolute deviation of 10 minutes at any time.	The time setting on your mobile device is not set to automatic.	Check that the hours on your service records are consistent.	<ol style="list-style-type: none"> 1. Notify the motor carrier. 2. In your RODS, on the status concerned, annotate the code T, the date and time of the observation as well as the moment you notified the motor carrier. 3. Check your mobile device's time settings.
Positioning Malfunction - Reference Code L			
Description	Possible cause	To check in your RODS	Actions required
Loss of GPS positioning for more than 8 kilometers when traveling after a delay of 60 minutes.	Temporary or permanent loss of GPS positioning of the DCE module.	Check if your activity report has any missing locations.	<ol style="list-style-type: none"> 1. Notify the motor carrier. 2. In your RODS, on the status concerned, annotate the code L, the date and time of the observation as well as the moment you notified the motor carrier. 3. Manually add missing locations.
Data Recording Malfunction - Reference Code R			
Description	Possible cause	To check in your RODS	Actions required
The ELD can no longer record or retain required events, or retrieve recorded logs that are not otherwise cataloged remotely by the motor carrier.	Complete data loss.	Check when you need to reproduce a paper activity report.	<ol style="list-style-type: none"> 1. Notify the motor carrier. 2. Reconstruct the record of duty status (RODS) for the current 24-hour period on paper, as well as the previous 14 consecutive days unless the driver already has the records, or can retrieve them from the ELD. 3. In your RODS, on the status concerned, annotate the code R, the date and time of the observation as well as the moment you notified the motor carrier.
Data Transfer Malfunction - Reference Code S			
Description	Possible cause	To check in your RODS	Actions required
The ELD stays in the unconfirmed data transfer mode following the next three consecutive monitoring checks.	Loss of internet connection.	Check that your activity report is complete and compliant.	<ol style="list-style-type: none"> 1. Check your internet connection. 2. Complete your RODS manually. 3. Notify the motor carrier. 4. In your RODS, on the status concerned, annotate the code S, the date and time of the observation as well as the moment you notified the motor carrier.
"Other" ELD identified malfunction: Reference Code O			
The other ELD identified malfunction is not supported.			



The driver is required to record the code in the RODS for each day following the code's discovery until the ELD is repaired or replaced.

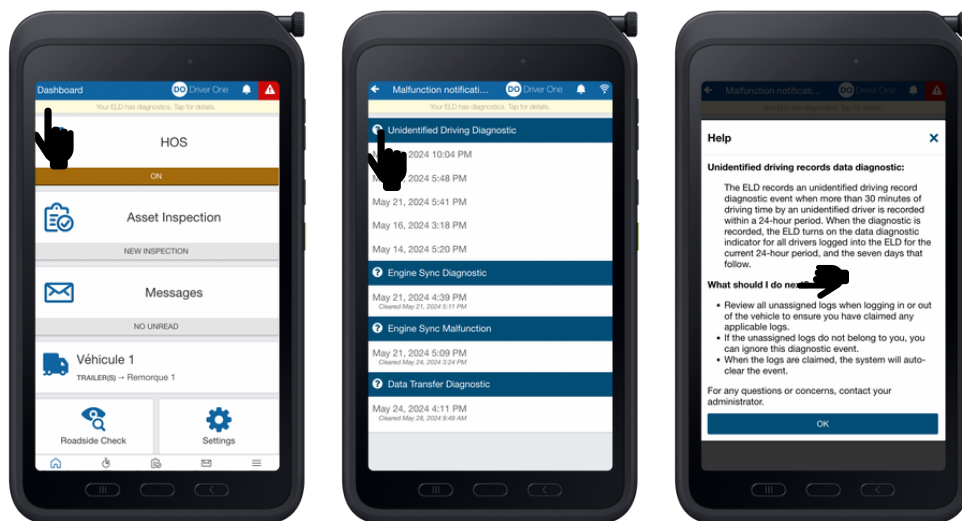
Appendix B - Driver's Guide to Data Diagnostic Events

When the DCE detects a diagnostic code, a yellow bar will be present.

Note: this is not a malfunction.

Driver Responsibilities

- 1 Press the yellow message indicating the presence of a diagnosis.
- 2 Press the question mark to understand the diagnostic code.
- 3 Follow the directions under What to do next?
- 4 If necessary, consult the diagnostic code reference table.
- 5 Data diagnostic events cannot be cleared by the driver, they clear automatically once the problem is resolved.



*ELD diagnostic reference code table

1	Power Diagnostic
2	Engine Sync Diagnostic
3	Positioning diagnosis
4	Data Transfer Diagnostic
5	Unidentified Driving Diagnostic

*Diagnostic codes do not require record keeping in Quebec.

ELD Data Diagnostic explanatory table

Power Diagnostic - Reference Code 1		
Description	Possible cause	Actions required
The DCE is not powered and fully functional within one minute of starting the vehicle's engine, and does not remain powered as long as the vehicle's engine is running.	An intermittent or missing connection to the vehicle's engine control module.	1. Once the problem is resolved, the system will automatically resolve the event.
Engine Sync Diagnostic - Reference Code 2		
Description	Possible cause	Actions required
Loss of connectivity with the engine for all data sources and it is no longer able to collect updated values of required parameters from the DCE within five seconds of the request.	An intermittent or missing connection to the vehicle's engine control module.	1. Check that your activity report is compliant and that no data is missing. 2. Contact your operator if the problem persists.
Positioning Diagnostic - Reference Code 3		
Description	Possible cause	Actions required
Required data elements are missing when any required field is not present at the time it was saved.	This can be caused by the creation of a manual report by the driver during a temporary loss of GPS on the telematics device.	1. Manually enter the address when the message "Where was this?" » is displayed in your activity report.
Data Transfer Diagnostic - Reference Code 4		
Description	Possible cause	Actions required
The operation of the data transfer mechanism(s) cannot be confirmed. The DCE checks this operation at least once every seven days	Loss of internet connection for more than seven days.	1. Check your Internet connection. 2. Once the problem is resolved, the system will automatically resolve the event.
Unidentified Driving Diagnostic – Reference Code 5		
Description	Possible cause	Actions required
The DCE recorded a period of driving of more than 30 minutes over a 24-hour period without a driver being identified.	A driver not governed by DCE regulations moved the vehicle.	1. When associating with the vehicle, review all unassigned trips and claim trips that belong to you. 2. If the unassigned moves do not belong to you, you can ignore this code. 3. When the reports are requested, the system will automatically resolve the event.

Appendix C – Motor carriers Guide to ELD Malfunction Events

The motor carrier ensures that any ELD installed or used in a commercial vehicle it operates is in good working order and that it is calibrated and maintained in accordance with the manufacturer's or seller's specifications.



Motor carriers responsibilities (Quebec & Canada)

1. A motor carrier shall, within 14 days after the day on which it was notified of an ELD malfunction or data diagnostic code by the driver or otherwise became aware of it, or at the latest, upon return of the driver to the home terminal from a planned trip if that return exceeds the 14-day period, repair or replace the ELD.
2. The motor carrier shall maintain a register of ELD malfunction or data diagnostic codes for ELDs installed or used in commercial vehicles that it operates for which a malfunction was noticed, and that register shall contain the information in the Appendix - ELD Malfunction Register or as per indicated in the article 78.6.
3. The motor carrier shall retain the information set out in subsection (6) for each ELD for which a malfunction was noticed for a period of 6 months from the day on which the ELD is replaced or repaired.

Transport Canada reference: <https://laws-lois.justice.gc.ca/eng/regulations/DORS-2005-313/page-4.html#h-1287022>



Motor carriers responsibilities (UNITED STATES)

In the event of Malfunction of an ELD, the motor carrier must:

1. Correct, repair, replace, or service the defective ELD within 8 days of discovery of the condition or driver notification to the carrier.
2. Require the driver to maintain a report of duty status (RODS) until the ELD is back in service.
3. Ensure that the driver complies with the provisions of 49 CFR 395.34(a)(2) and (3) by requiring the driver to maintain a paper log of hours of service (RODS), if the Malfunction code prevents accurate recording of the hours of service (RODS). data relating to the driver's hours of service, until the ELD is back in service.

FMCSA reference: <https://www.ecfr.gov/current/title-49/subtitle-B/chapter-III/subchapter-B/part-395#395.34>

ELD Malfunction register

the name of the driver who noticed the malfunction code	
The fault code that was observed	
The name of each driver who used the vehicle between the time the fault code was noted and the time the ELD was repaired or replaced	
The make, model and serial number of the electronic logging device	Make: Geotab Model: _____ Serial number: G_____
License plate or vehicle identification number	
The date the malfunction code was detected and where the vehicle was located on that date	Date: Location :
The date on which the motor carrier was informed or became aware of the code	
The date the ELD was replaced or repaired	
A concise description of the actions taken by the motor carrier to repair or replace the ELD	

The motor carrier shall retain the information set out in subsection (6) for each ELD for which a malfunction was noticed for a period of 6 months from the day on which the ELD is replaced or repaired.

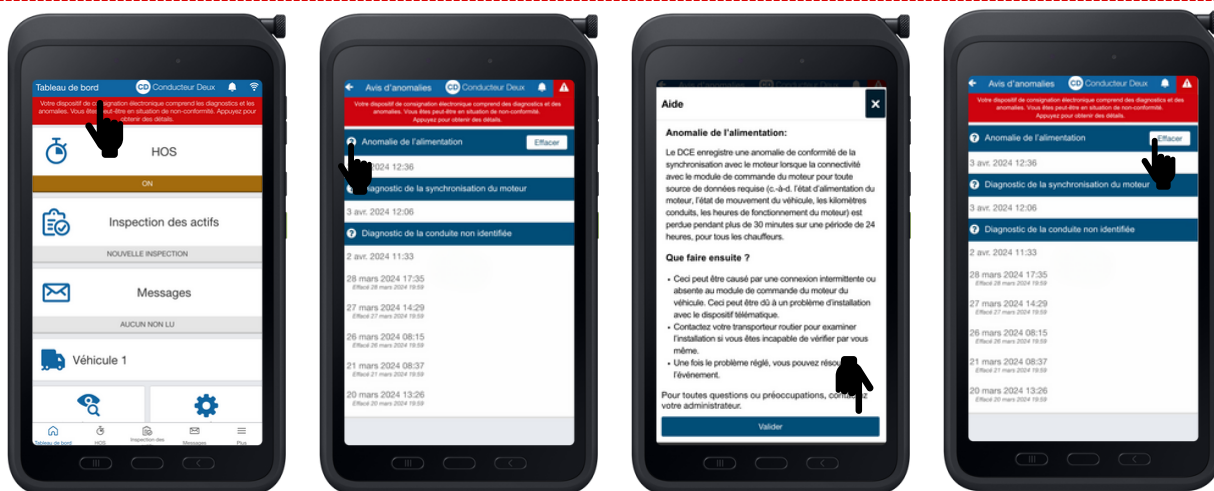
Transport Canada reference: <https://laws-lois.justice.gc.ca/eng/regulations/DORS-2005-313/page-4.html#h-1287022>

Appendix D - Guide du conducteur pour les événements de défaillances du DCE

- 1 Appuyer sur le message rouge indiquant la présence d'une défaillance.
- 2 Appuyer sur le point d'interrogation afin de comprendre la défaillance et voir les actions à prendre.
- 3 Lorsque vous avez examiné la défaillance, appuyez sur le bouton « Effacer »;
- 4 Identifier le code lié à la défaillance dans le tableau des codes de références.
- 5 Informer l'exploitant dès maintenant de la présence d'un code de défaillance.
- 6 Vérifier que votre rapport d'activités est complet et conforme à la réglementation (par exemple, aucun statuts, emplacements ou distances est manquants).
- 7 Ajouter une annotation dans votre rapport d'activités électronique, avec les informations suivantes:
 - le code de défaillance;
 - la date et l'heure de la constatation du code de défaillance;
 - le moment où vous avez informé l'exploitant du code de défaillance.
- 8 Au besoin, compléter le rapport d'activités papier avec les informations requises.



Le conducteur est tenu de consigner le code visé dans le rapport d'activités de chacune des journées suivant la constatation du code jusqu'à ce que le DCE soit réparé ou remplacé.



*Tableau des codes de références des défaillances du DCE

P	Anomalie de l'alimentation (Power Malfunction)	L	Anomalie du positionnement (Positioning Malfunction)
E	Anomalie de la synchronisation du moteur (Engine Sync Malfunction)	R	Anomalie de l'enregistrement des données (Data Recording Malfunction)
T	Anomalie de l'heure (Timing Malfunction)	S	Anomalie du transfert de données (Data Transfer Malfunction)
O	Autre défaillance détectée par le DCE ("Other" ELD identified malfunction)		

*Le code de défaillance doit être inscrit dans le registre de défaillance complété par l'exploitant.

Tableau explicatif des codes de **défaillances** du DCE

Anomalie de l'alimentation (Power Malfunction) - Code de référence P			
Description	Cause possible	À vérifier dans votre rapport d'activités	Actions requises
Aucune alimentation détectée pour un temps cumulatif de conduite (en mouvement) pour une durée de plus de 30 minutes durant les dernières 24 heures.	Une connexion intermittente ou absente au module de commande du moteur du véhicule.	Vérifier que les statuts automatiques (ON et D) reflètent réellement vos activités effectuées.	<ol style="list-style-type: none"> 1. Si les statuts automatiques ne sont pas présents, compléter un rapport d'activités papier. 2. Aviser l'exploitant. 3. Dans votre rapport d'activités, sur le statut visé, annoter le code P, la date et l'heure du constat ainsi que le moment que vous avez avisé l'exploitant. 4. Vérifier ou faire vérifier l'installation du module DCE.
Anomalie de la synchronisation du moteur (Engine Sync Malfunction) - Code de référence E			
Description	Cause possible	À vérifier dans votre rapport d'activités	Actions requises
Perte de connectivité avec le moteur pour toutes sources de données pour une durée de plus de 30 minutes durant les dernières 24 heures.	Une connexion intermittente ou absente au module de commande du moteur du véhicule.	Vérifier que votre rapport d'activités est complet et conforme.	<ol style="list-style-type: none"> 1. Aviser l'exploitant. 2. Dans votre rapport d'activités, sur le statut visé, annoter le code E, la date et l'heure du constat ainsi que le moment que vous avez avisé l'exploitant. 3. Si le rapport d'activités est incomplet, remplir un rapport papier. 4. Vérifier ou faire vérifier l'installation du module DCE.
Anomalie de l'heure (Timing Malfunction) - Code de référence T			
Description	Cause possible	À vérifier dans votre rapport d'activités	Actions requises
Perte de synchronisation avec une source UTC externe causant un écart absolu de 10 minutes à tout moment.	Le paramètre de l'heure de votre appareil mobile n'est pas paramétré sur automatique.	Vérifier que les heures de vos états de service sont conformes.	<ol style="list-style-type: none"> 1. Aviser l'exploitant. 2. Dans votre rapport d'activités, sur le statut visé, annoter le code T, la date et l'heure du constat ainsi que le moment que vous avez avisé l'exploitant. 3. Vérifier les paramètres de l'heure de votre appareil mobile.
Anomalie du positionnement (Positioning Malfunction) - Code de référence L			
Description	Cause possible	À vérifier dans votre rapport d'activités	Actions requises
Perte du positionnement GPS pendant plus de 8 kilomètres lors d'un déplacement après un délai de 60 minutes.	Perte temporaire ou permanente du positionnement GPS du module DCE.	Vérifier si votre rapport d'activités a des emplacements manquants.	<ol style="list-style-type: none"> 1. Aviser l'exploitant. 2. Dans votre rapport d'activités, sur le statut visé, annoter le code L, la date et l'heure du constat ainsi que le moment que vous avez avisé l'exploitant. 3. Ajouter manuellement les emplacements manquants.
Anomalie de l'enregistrement des données (Data Recording Malfunction) - Code de référence R			
Description	Cause possible	À vérifier dans votre rapport d'activités	Actions requises
Le module DCE n'est plus en mesure d'enregistrer ou de conserver des événements requis, ou de récupérer des rapports enregistrés.	Perte de données complète.	Vérifier à partir de quel moment vous devez reproduire un rapport d'activités papier.	<ol style="list-style-type: none"> 1. Aviser l'exploitant. 2. Reproduire les rapports d'activités en format papier jusqu'à nouvel ordre. 3. Dans votre rapport d'activités, sur le statut visé, annoter le code R, la date et l'heure du constat ainsi que le moment que vous avez avisé l'exploitant. 4. Obtenir les 14 derniers jours des rapports d'activités.
Anomalie du transfert de données (Data Transfer Malfunction) - Code de référence S			
Description	Cause possible	À vérifier dans votre rapport d'activités	Actions requises
Le DCE demeure dans le mode de transfert de données non confirmé à la suite des trois prochaines vérifications consécutives de surveillance.	Perte de connexion internet.	Vérifier que votre rapport d'activités est complet et conforme.	<ol style="list-style-type: none"> 1. Vérifier votre connexion internet. 2. Compléter votre rapport d'activités manuellement. 3. Aviser l'exploitant. 4. Dans votre rapport d'activités, sur le statut visé, annoter le code S, la date et l'heure du constat ainsi que le moment que vous avez avisé l'exploitant.
Code O: Autre défaillance détectée par le DCE ("Other" ELD identified malfunction)			
L'anomalie « Autre » identifiée par le DCE n'est pas prise en charge.			



Le conducteur est tenu de consigner le code visé dans le rapport d'activités de chacune des journées suivant la constatation du code jusqu'à ce que le DCE soit réparé ou remplacé.

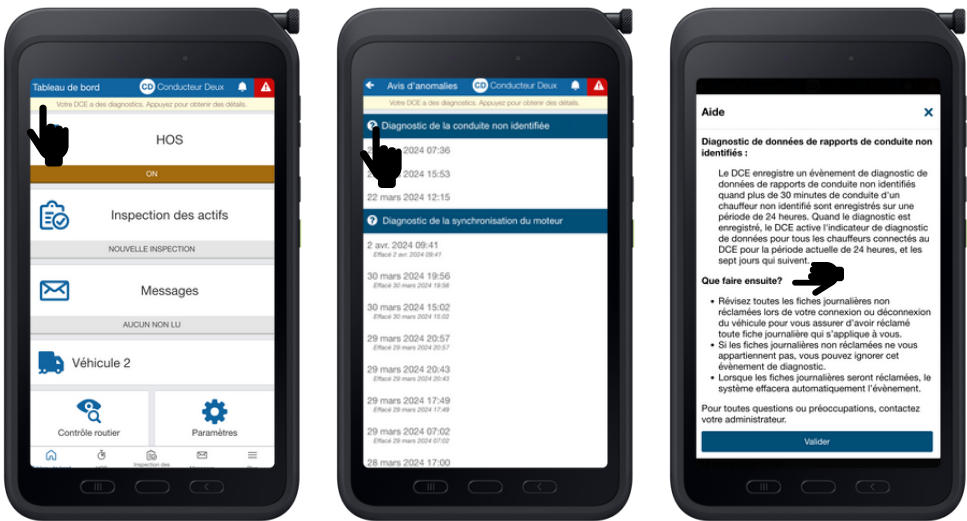
Appendix E - Guide du conducteur pour les événements de diagnostic de données



Lorsque le DCE détecte un code de diagnostic, une barre jaune sera présente.
 Note : il ne s'agit pas d'une défaillance.

Responsabilités du conducteur

- Appuyer sur le message jaune indiquant la présence d'un diagnostic.
- Appuyer sur le point d'interrogation afin de comprendre le code de diagnostic.
- Suivre les indications sous Que faire ensuite?
- Au besoin, consulter le tableau de référence des codes de diagnostic.
- Les événements de diagnostic de données ne peuvent pas être effacés par le conducteur, ils s'effacent automatiquement une fois le problème résolu.



*Tableau des codes de références de diagnostic du DCE

1	Diagnostic de l'alimentation (Power Diagnostic)
2	Diagnostic de la synchronisation du moteur (Engine Sync Diagnostic)
3	Diagnostic du positionnement (Positioning Diagnostic)
4	Diagnostic du transfert de données (Data Transfer Diagnostic)
5	Diagnostic de la conduite non identifiée (Unidentified Driving Diagnostic)

*Les codes de diagnostic ne nécessitent aucune tenue d'un registre au Québec.

Tableau explicatif des codes de **diagnostic** du DCE

Diagnostic de l'alimentation (Power Diagnostic) - Code de référence 1		
Description	Cause possible	Actions requises
Le DCE n'est pas alimenté et entièrement fonctionnel dans la minute qui suit la mise en marche du moteur du véhicule, et qu'il ne demeure pas alimenté tant que le moteur du véhicule fonctionne.	Une connexion intermittente ou absente au module de commande du moteur du véhicule.	1. Une fois le problème réglé, le système résoudra automatiquement l'évènement.
Diagnostic de la synchronisation du moteur (Engine Sync Diagnostic) - Code de référence 2		
Description	Cause possible	Actions requises
Perte de connectivité avec le moteur pour toutes sources de données et qu'il n'est plus en mesure de recueillir les valeurs mises à jour des paramètres requis du DCE dans les cinq secondes qui suivent la requête.	Une connexion intermittente ou absente au module de commande du moteur du véhicule.	1. Vérifier que votre rapport d'activités est conforme et qu'aucune données n'est manquante. 2. Contactez votre exploitant si le problème persiste.
Diagnostic de positionnement (Positioning Diagnostic) - Code de référence 3		
Description	Cause possible	Actions requises
Des éléments de données requis sont manquants lorsque tout champ requis n'est pas présent au moment de son enregistrement.	Ceci peut être causé par la création d'un rapport manuel par le chauffeur lors d'une perte temporaire du GPS sur le dispositif télématique.	1. Entrer manuellement l'adresse lorsque le message « Où était-ce? » s'affiche dans votre rapport d'activités.
Diagnostic du transfert de données (Data Transfer Diagnostic) - Code de référence 4		
Description	Cause possible	Actions requises
Le fonctionnement du ou des mécanisme(s) de transfert de données ne peut être confirmé. Le DCE vérifie ce fonctionnement au moins une fois tous les sept jours	Une perte de la connexion internet depuis plus de sept jours.	1. Vérifiez votre connexion Internet. 2. Une fois le problème réglé, le système résoudra automatiquement l'évènement.
Diagnostic de la conduite non identifiée (Unidentified Driving Diagnostic) - Code de référence 5		
Description	Cause possible	Actions requises
Le DCE a enregistré une période de conduite de plus de 30 minutes de sur une période de 24 heures sans qu'un conducteur soit identifié.	Un conducteur non régi par la réglementation du DCE a déplacé le véhicule.	1. Lors de votre association au véhicule, révisez tous les déplacements non assignés et réclamer les déplacements qui vous appartiennent. 2. Si les déplacements non assignés ne vous appartiennent pas, vous pouvez ignorer ce code. 3. Lorsque les rapports seront réclamés, le système résoudra automatiquement l'évènement.

Appendix F - Guide de l'exploitant pour les événements de défaillances du DCE

Le transporteur routier veille à ce que tout DCE installé ou utilisé dans un véhicule utilitaire qu'il exploite soit en bon état de marche et qu'il soit étalonné et entretenu conformément aux spécifications du fabricant ou du vendeur.



Responsabilités de l'exploitant (Québec & Canada)

En cas de défaillance d'un DCE, l'exploitant doit :

1. Réparer ou remplacer le DCE dans les 14 jours suivants le jour où il est informé du code de défaillance par le conducteur ou suivant le jour où il en prend connaissance ou au plus tard au retour du conducteur à son terminus d'attache, si l'on prévoit qu'un tel retour aura lieu après la période de 14 jours.
2. Tenir un registre des codes de défaillance affichée sur les DCE installés ou utilisés dans les véhicules lourds qu'il exploite contenant toutes les informations dans l'annexe Registre des codes de défaillances du DCE ou tel qu'indiqué dans l'article de loi 78 (6) de Transport Canada.
3. Conserver le registre pendant une période de 6 mois à compter du jour où le dispositif est réparé ou remplacé.

Référence SAAQ: <https://saaq.gouv.qc.ca/fileadmin/documents/publications/conduite-repos-vehicules-lourds.pdf>

Référence Transport Canada: <https://laws-lois.justice.gc.ca/fra/reglements/DORS-2005-313/page-4.html#h-1287022>



Responsabilités de l'exploitant (ÉTATS-UNIS)

En cas de défaillance d'un DCE, l'exploitant doit :

1. Corriger, réparer, remplacer ou entretenir le DCE défectueux dans les 8 jours suivant la découverte du problème ou la notification du conducteur au transporteur, selon la première éventualité.
2. Veillez à ce que le conducteur respecte les dispositions des 49 CFR 395.34(a)(2) et (3) en lui demandant de tenir un registre papier des heures de service (RODS), si le code de défaillance empêche l'enregistrement précise des données relatives aux heures de service du conducteur, jusqu'à ce que le DCE soit de nouveau en service.

Référence FMCSA: <https://www.ecfr.gov/current/title-49/subtitle-B/chapter-III/subchapter-B/part-395#395.34>

FAQ

91 Adding the last 14 days

92 Visual steps - adding last 14 days

93 Connection Status

93 Vehicle disconnected

93 Geotab Drive disconnected

93 GPS disconnected

93 Power unplugged

94 Confirmation required

94 Creating a trailer

Adding the last 14 days



Situations requiring the addition of manual statuses.

- When using the application for the first time.
- When you have driven a heavy vehicle not yet equipped with a ELD.
- When you have carried out all types of work not related to driving a vehicle (office, training, meetings, etc.).
- When you worked for another operator.
- In the event of ELD Malfunction.

Only work (ON) and rest (OFF) statuses are required when adding the last 14 days.

Adding statuses allows the application to calculate your availability in real time and comply with regulations.

To add records from the last 14 days in the Geotab Drive application, the driver must:

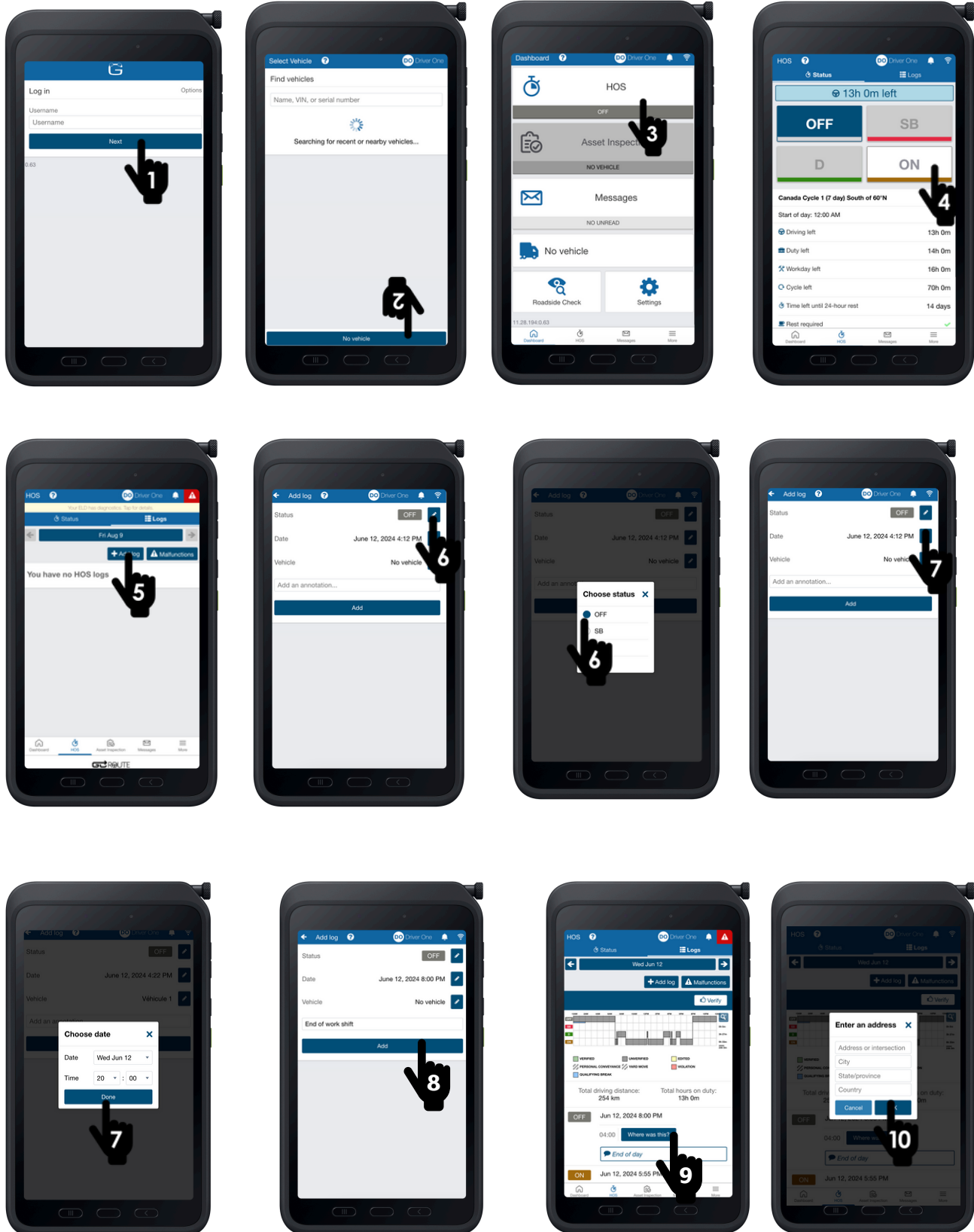
- 1 Log in to the application.
- 2 Press “No Vehicle”.
- 3 Press “HOS”.
- 4 Press “Logs”.
- 5 Press “Add log”.
- 6 Press the  icon to select a status.
- 7 Press the  icon to select the date and Press “Done”.
- 8 Add an annotation and press "Add".
- 9 Press “Where was it?”
- 10 Add the city, province and press "OK".



Repeat steps 5 to 10 to complete the last 14 days.

To see the images, see the next page of the guide.

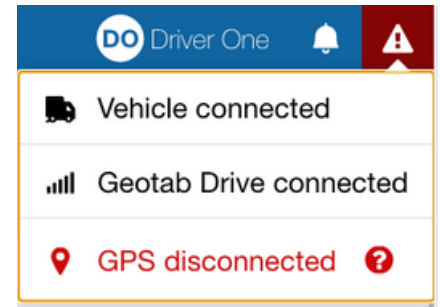
Visual steps - adding last 14 days



Connection status

You can check your connectivity status by tapping the wireless icon in the upper right corner of the screen.

This will tell you if there is a problem, where it is.



Vehicle disconnected

This message is displayed in red when the telematics device is not communicating with the server. This may be due to wireless network issues or telematics device power loss.

Ways to solve:

- **Outside the cellular network: No action required**
- **Check Geotab modem connection (between ECM, harness and Geotab modem). Contact your administrator, the connection may be involved**

Geotab Drive disconnected

This message is displayed in red when your portable device is not connected to the server. This situation occurs when the driver terminal network is unreliable or in Airplane mode.

Ways to solve:

- **Off cellular network - No action required**
- **Connecting to the cellular network: Restart your terminal**

GPS disconnected

This message is displayed in red when there is a disturbance in the GPS communication of the portable device. This may be caused by location, environment, or airplane mode. The Drive app uses GPS as an alternative for the lock screen.

Ways to solve:

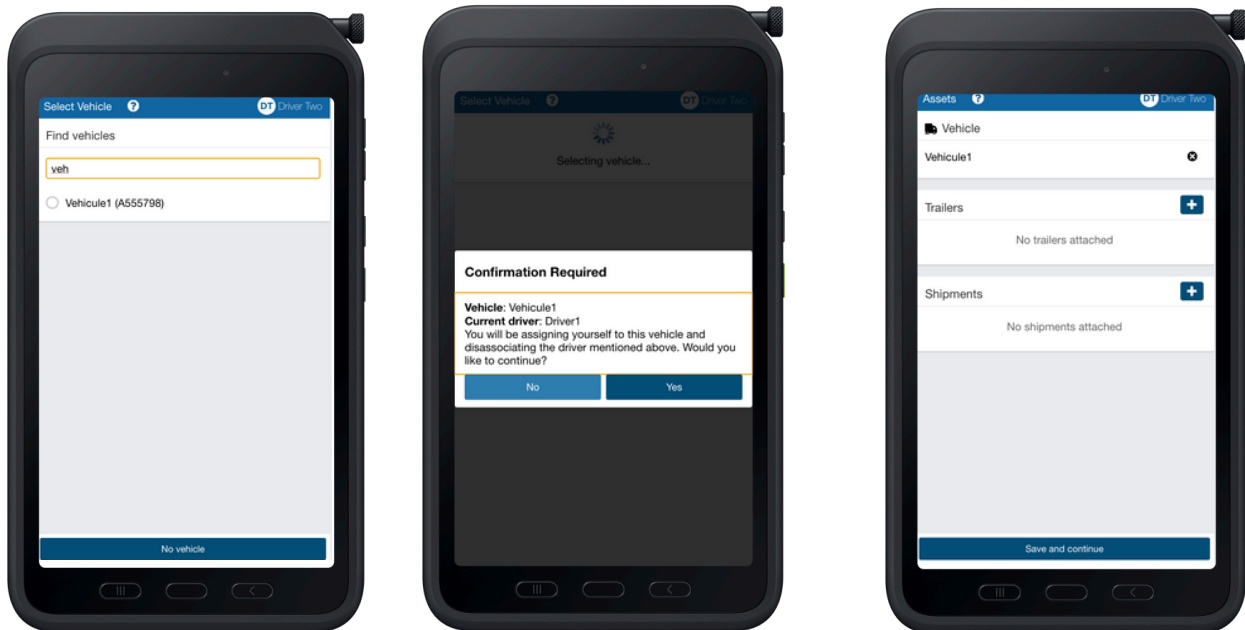
- **In a building or indoor parking: No action required**
- **Outside: Restart your terminal**

Power disconnected

The driver may lose power to the device if their portable device is not charged. Lock screen sensitivity may not be as good if the device is not plugged in.

Driver - Confirmation required

A “confirmation required” indicates that a driver is currently connected to the selected vehicle. Confirm you have the correct vehicle and Press "Yes".



Creating a trailer

If the trailer does not already exist in the database and you have the required access to do so, you must create it in the application.



Make sure the trailer does not already exist to avoid creating duplicates.

- 1 Press the blue plus to search for your trailer
- 2 Indicate unit number and plate in title
- 3 Press Add

