

## Driver's Guide to HOS and Inspection Reports



**Note:** Pegasus TransTech has partnered with Geotab to meet the requirements of § 395.20 of 49 CFR Part 395 under the conditions it will be used, as set forth in the Transflo T7 App Manual.

### Logging In

1. Enter your username and password. If you face difficulties logging in, contact your manager.
2. Select your vehicle. If you're unable to locate any nearby vehicles, use the provided field to search by vehicle name, T7 device serial number, VIN, or license plate. If you have no vehicle available to you, press the **No Vehicle** button to continue into the App without an active vehicle.
3. Select an existing trailer. If you are unable to locate a trailer, search for it by trailer name in the provided field. (See Selecting Assets for instructions on adding a new trailer or shipment.)

### Verify Logs

1. If you have unverified logs, you will be asked to verify them by day before proceeding. Select **Verify** next to the log creation date.

### Claim Unassigned Logs

1. If the vehicle has been driven before without a driver logged in, it will have created unassigned logs. You will be asked to review these logs and claim the ones belonging to you by selecting the **Assign to me** button.
2. You can select **Skip**, if this step if you do not believe any unassigned logs belong to you.

**CAUTION!** Claiming unassigned logs belonging to other drivers will cause your logs to be inaccurate.

### DVIR

1. You may be prompted to perform a DVIR inspection for the selected assets. For DVIR instructions, see the [Driver's Guide to DVIR](#).
2. If DVIR is not needed, select **Skip**.

### Co-Driver(s)

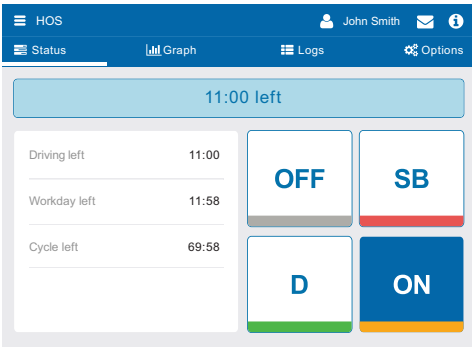
1. To add a co-driver, click on the **User Options** at the top of the screen, then select **Add a driver**. The co-driver will be asked to log in.
2. Once the co-driver has logged in, the wheel icon will indicate which driver is currently responsible for operating the vehicle.

### Data Diagnostics/Malfunctions & Other Settings

1. If a warning message is displayed at the top of your screen stating, "Your Electronic Logging Device is malfunctioning and you may be out of compliance. Tap for details," then select the red bar. For more instructions on this, review the [Data Diagnostic & Malfunctions Guide](#).
2. Also, select the **information panel** at the top right hand corner to verify there are no warning message. If one occurs, select the question mark for help text.

### Selecting Assets

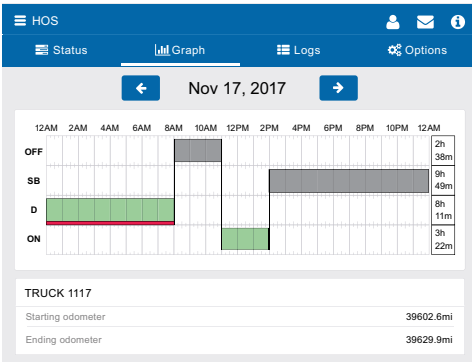
1. Modify vehicle, trailer, or shipment information by selecting the **Vehicle, Trailer and Shipments Configuration** button from the Dashboard.
2. To select an existing trailer, select **Attach**.
3. To switch to a different vehicle, select the **Change** button and complete the DVIR workflow for the new vehicle.
4. To add a new trailer or shipment, select the **New** button beside the appropriate asset type, name the asset, and click **Add**.
5. Similarly, select **Detach** to detach a trailer or shipment when it reaches its destination.



Status Log

## Status Log

1. To access HOS, select the **HOS** button on the Dashboard.
2. Change your duty status by selecting: OFF, SB, D, or ON.
3. The values on the left indicate the remaining time for each duty status.
4. The time in the blue bar above the duty statuses shows the remaining driving time. If the bar is red, then the driver is in violation of the rule set.
5. When the vehicle reaches a speed of 5mph, the duty status will automatically switch to **Drive (D)**. When this occurs, the screen will lock. If this doesn't occur, check the **Information Panel** to see if there are any connection errors.
6. If the vehicle remains motionless for **5 minutes**, you will be prompted to change your duty status. If you do not respond within a minute, your status will automatically switch from **Drive (D)** to **ON Duty**. If this doesn't occur, check the **Information Panel** to see if there are any connection errors.



Graph Log

## Graph Log

1. The time to the right of each section of the graph is the total time spent in the respective duty status.
2. To access logs for different days, use the ← or → buttons beside the date.
3. The following are the colors associated with each log type in the graph:

**Unverified Logs** (Gray)    **Verified Logs** (Green)  
**Edited Logs** (Yellow)    **Drive Time Violation** (Red)

Date	Time	Location	Duration
Aug 27, 2017		0.0mi	Verify
Nov 17, 2017	11:17 AM	NY New York	08:15
Nov 17, 2017	11:00 AM	NY New York	00:16

Log Tab

## Log Tab

1. The Logs tab shows a summary of the record of duty status (RODS) for the past 14 days. It includes: date and time, total distance driven per day, duration spent in each status, location (city, state/province).
2. Click on a log to see additional details. Remarks can be added to the log on this page.
3. Logs can be added manually using the **Add Log** button. If needed, logs can be edited by selecting the pencil icon
4. If you see the **Where was this?**, enter in the appropriate location information of where the log occurred.
5. If a log is highlighted in yellow, it contains edits made by an administrator. Review the changes made to the logs, then select **Accept** or **Reject** to the edits.
6. Click the **Verify** button beside the date that you wish to verify logs for. On the prompt that follows, select Agree to verify that the logs are accurate and true. It is recommended that drivers verify logs at the end of each day.

**CAUTION!** Logs have to be verified within 14 days of their creation.

Exemptions

## Options Tab

### Applying Exemptions

1. Any exemptions available to the driver can be enabled by clicking **Apply today** or **Start**. When the use of the exemption has ended, select **Stop**.

### Transfer Logs at Roadside Inspection

1. Scroll down to Transfer Logs and select **Transfer**.
2. Select between the transfer method of **Email** or **Web Services**.

**Note:** Geotab certifies that the Geotab Drive in-cab solution is compliant with Federal Motor Carrier Safety Regulation 49 CFR §395.20

Data Transfer

### Display Logs at Roadside Inspection

1. Scroll down to Compliance Report and select **Generate**.