

Administrator's Guide to Hours of Service (HOS)

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

For more information about Administrator tasks, refer to the [Administrator's Guide to the Drive App](#).

Company Setup

Before using Geotab Drive as an HOS solution, please ensure that you have filled out the appropriate compliance information within your database.

1. In MyGeotab, navigate to **Administration > System... > System Settings** and ensure that the company name and address are correct.
2. Under **Other**, set the **Maximum personal conveyance distance** to an appropriate value. You can also set the Personal Conveyance (PC) limit(s) on the **User Edit** page. The daily PC limit(s) in the **User** settings takes precedence.

Vehicle and Trailer Setup

1. Install a GO device by following the instructions [here](#).
2. Navigate to **Vehicles** and select a device. On the page that follows, ensure that the VIN, license plate, odometer, and state/province information is correct.
3. Navigate to **Engine & Maintenance > Trailers**. Click the **Add** button, and enter the name of the trailer and any related comments.
4. Click **Save** to add the trailer.

Driver Setup

Before your driver can start using the Drive App, you must assign the appropriate credentials, security clearances, and settings.

1. In MyGeotab, navigate to **Administration > Users**.
2. Select the **Add** button to see the following tabs on the **Add User** page.



Driver Setup – User Tab

1. On the **Add User** page, select the **User** tab and enter a username, first name, and last name for the new user. You can restrict the user's data access by assigning them to a specific group.
2. Enter additional information about the driver's designation, employee number, as well as any relevant comments.
3. If you want the driver to create their own password, set the **Force password change on next login** option to **Yes**. If you want to set the password yourself, select **No** and enter a password.
4. Under **Security clearance**, select the **Drive App User** clearance, which is the default driver security clearance.
5. On the **Data access** dropdown menu, select the groups appropriate for the user. Users are not able to see vehicles or HOS logs outside their data access.

Customize Security Clearances

1. After Saving any changes made to the new user, return to **Administration > Users** and click the **Clearances** button.
2. On the **Security Clearances** page, click **Drive App User**. On the page that follows, click **Add Sub-Clearance**. Enable or disable features as appropriate for the role.
3. Click the **Save** to finalize your changes.

Refer to the chart below for the relevant feature level.

HOS* Only	Disable the following: <ul style="list-style-type: none"> • Administer Asset Inspection Logs • View Asset Inspection Logs • Send Messages • View Messages
HOS* and Messaging †	Disable the following: <ul style="list-style-type: none"> • Administer Asset Inspection Logs • View Asset Inspection Logs
Messaging † Only	Disable the following: <ul style="list-style-type: none"> • Administer Asset Inspection Logs • View Asset Inspection Logs
Asset Inspection and Messaging †	Disable the following: <ul style="list-style-type: none"> • Administer Asset Inspection Logs • View Asset Inspection Logs

Asset Inspection Only	<p>Disable the following:</p> <ul style="list-style-type: none"> • Administer Asset Inspection Logs • View Asset Inspection Logs • Send Messages • View Messages
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* **NOTE:** HOS features will incur additional charges if the user is not on the Regulatory Rate Plan or above.

Driver Setup – Driver Tab

1. Under the **Driver** tab, set **This user is a driver** to **Yes**. Enabling this option allows you to assign drivers to trips and create reports based on drivers.
2. If you want to prevent your driver from seeing the trip, exception, and GPS data of other drivers, set the **Prevent driver access to shared data** option to **Yes**.

3. For compliance with HOS regulations, enter the driver's license number and state or provincial license information.

Driver Setup – UI Settings Tab

1. Under the **UI Settings** tab, adjust the **Regional Settings** as appropriate for the driver.
2. Click **Save** to create the user account.

Driver Setup – HOS Settings Tab

1. Under the **HOS Settings** tab, select the appropriate HOS ruleset from the **Ruleset** drop-down menu.
2. Set any exemption that applies to the driver to **On**.

* **NOTE:** Enabling an exemption allows the driver to select the exemption for their HOS logging under the **Options** tab in the Geotab Drive app when necessary.

* **NOTE:** For drivers who are exempt from HOS rules, enable the **HOS Exempt Allowed** exemption. To learn more about HOS Exempt, refer to the [How to use "HOS Exempt" exemption](#) article in the Geotab Community.

4. Ensure the home terminal, home terminal address, authority name, authority address, and carrier number (i.e. USDOT number) are correct. If you are registered in both Canada and the US, **enter the USDOT number only**. If you are registered in Canada only, leave this field blank.

* **NOTE:** Custom HOS exemptions cannot share names with an existing status or exemption.

Finish Setup

Once the user has been properly configured, press the **Save** button to finalize the user account settings.

Continue reading for instructions on viewing and editing Records of Duty Status.

View HOS Logs

You can view the HOS logs associated with a driver.

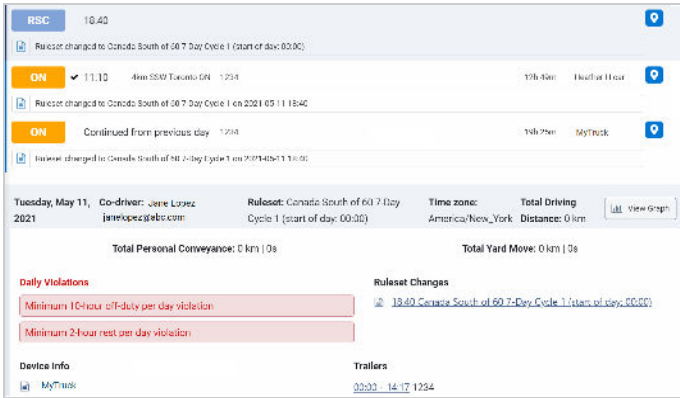
1. In MyGeotab, navigate to **Activity > HOS... > Logs**.
2. Click **Options** and select the **Date Period** and **Driver(s)**.
3. If desired, select **Additional logs** to view modifications and other logs.
4. Select a **Default view** from the **Graph** and **List** toggle.
5. Click **Apply changes** to search applicable HOS logs.

! IMPORTANT: Date information for HOS logs are displayed in the driver's time zone, which may be different from the Administrator's time zone.

* **NOTE:** HOS logs do not display archived users.

HOS logs use the following conventions:

- Duty status and exemptions are color-coded.
- Verified logs are marked with a checkmark.
- Unverified logs are not marked with a checkmark.
- Edited logs are marked with a pencil icon.
- Violations are shown in red with additional data.



You can select each log to view details such as the origin (manual or automatic), date of verification, modifications, and associated annotations.

* **NOTE:** HOS logs are only assigned to co-drivers.

Add Manual HOS Logs

You can add manual HOS logs for any driver in your fleet.

1. In MyGeotab, navigate to **Activity > HOS... > Logs**.
2. Click **Add** and fill out the appropriate information.
3. Click the **Save** to finalize your changes.

* **NOTE:** The **HOS disabled/HOS enabled** options under **Status** allows you to control when automatic logs are created. These options require the **Administer the device's advanced settings** clearance.

Assign HOS Logs

When vehicles are driven without a driver assigned, the Drive App creates an HOS log and assigns them to the built-in **Unidentified driver** account. You can reassign these logs to drivers.

1. In MyGeotab, navigate to **Activity > HOS... > Logs**.
2. Click **Options** and search for the **Unidentified driver**.
3. To assign drivers to unassigned Yard Moves, click **Yes to Show only Yard Moves**, and **Apply changes**.

Drivers

Selected: Unidentified driver

Additional logs

Selected: Show modifications

Show Only Yard Moves

4. Select a log and assign it to the appropriate driver.

5. If the log is part of an automatic **ON** log, or multiple Yard Moves, use the **Multiple Selection Menu** on the top right to select the desired number of logs.
6. When finished, click **Edit selected HOS logs**.
7. Beside **Driver**, click **Replace With** and assign the log to the appropriate driver.
8. Click the **Save** to finalize your changes.

* **NOTE:** If you intend to leave a log unassigned, you must add a notation to explain why the log was left unassigned.

Modify HOS Logs

1. In MyGeotab, navigate to **Activity > HOS... > Logs**.
2. Use the **Options** menu to filter on specific duty status logs and click **Apply changes**.
3. On the **HOS Logs** graph for a day, click **View Logs**.
4. Select a log from the list and modify the log.
5. Click the **Save** to finalize your changes.

* **NOTE:** Administrators cannot edit unverified logs.

View Graphs

You can view a graph of all HOS activity for a 24-hour period for any set of driving logs.

1. In MyGeotab, navigate to **Activity > HOS... > Logs**.
2. Use the **Options** menu to filter on a 24-hour period of duty status logs and click **Apply changes**.

View the Violations Report

The Violations report lists all HOS violations in the system.

1. In MyGeotab, navigate to **Activity > HOS... > Violations**.
2. Use the **Options** menu to filter on time periods and drivers. You can also filter the report using the search box, the **Sort by** dropdown, or find additional reporting options using the **Report** dropdown.

Options ▾

Sort by: Driver ▾

Report ▾

View the Availability Report

The Availability Report displays a list of all drivers in the fleet with HOS logs and the following information:

- A recap of driver hours,
- Future availability with hours gained at midnight,
- Shipments,

- Trailer attachment,
- Ruleset,
- Location, and
- Attached vehicle.

1. In MyGeotab, navigate to **Activity > HOS... > Availability**.
2. Use the **Options** menu to filter on specific drivers. You can also filter the report using the search box, the **Sort by** dropdown, or find additional reporting options under the **Report** dropdown.