

## HOS Administration and Reports

### Driver Logs

1. Select Activity/HOS.../ Duty Status Logs

Search...		Options ▾	Sort by: Date	Add	Compliance Print	View ▾	PDF	Print
<b>Duty Status Logs</b>								Total items 3
<b>Wednesday, October 21, 2015</b>		Driver: John Smith		Total Driving Distance: 0mi		View Graph		
<b>OFF</b>	10/21/15 00:05	2144 Eighth Line, Oakville, ON L6H, Canada				S 41564		
<b>ON</b>	Continued from previous day							
<b>Tuesday, October 20, 2015</b>		Driver: John Smith		Total Driving Distance: 0mi		View Graph		
<b>ON</b>	10/20/15 23:48	2144 Eighth Line, Oakville, ON L6H, Canada				S 41564		
<b>D</b>	10/20/15 23:26	2144 Eighth Line, Oakville, ON L6H, Canada				S 41564		
<b>OFF</b>	Continued from previous day							
<b>Monday, October 19, 2015</b>		Driver: John Smith		Total Driving Distance: 0mi		View Graph		
<b>OFF</b>	Continued from previous day							

### Adding a Driver Log

If a driver has missed changing a status, for example, forgets to log off duty at 5pm, an administrator will need to add a log or he will still be on duty from the day before.

1. In the Duty Status Log screen select the **Add** button (Activity/HOS.../Duty Status Logs)
2. Click the date window to select from the calendar
3. Select the date and time for the new log
4. Change the Status, Device, Driver, Co-driver(s) and/or Address as necessary
5. Add an annotation about the changes made
6. Select **Save** (at top of window)

Any log that has been added will show with a pencil icon in the Duty Status Logs to identify that it has been added in MyGeotab and not created/edited by the driver on the mobile or in-cab device.

### Editing a Driver Log

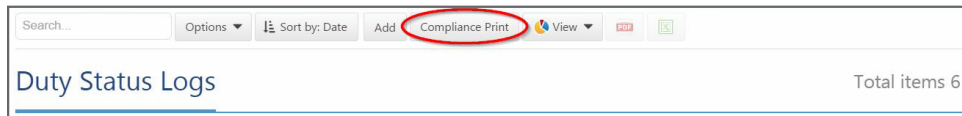
If a log needs to be edited, for example, to change the time the driver went off duty:

1. In the **Duty Status Log** screen, click the log to be edited (Activity/HOS.../Duty Status Logs)
2. Make the changes in the **Log Edit** screen by selecting the desired change (Date, Status, Device, etc.)
3. Select **Save** (at top of window)

Any log that has been added will show with a pencil icon in the Duty Status Logs to identify that it has been added in MyGeotab and not created/edited by the driver on the mobile or in-cab device.

## Compliance Print

This report should be run monthly and kept as a pdf for 6 months as a requirement by the FMCSA regulations.



1. In the **Duty Status Log** screen (Activity/HOS.../Duty Status Logs), select the Options button to select the Date period and Driver for whom to run the report
2. Click **Apply Changes**; this will run the report.
3. At the top of the page, click the **Compliance Print** button. The print screen will display, so you can print out the report you need a driver to sign off on logs he or she has not verified, or save it as a pdf to keep on file. You can also present this report during a DOT inspection.

## Availability Report

This report shows the drivers selected and what their availability is for their cycle and how much time they have left in each status.

1. Select **Activity/HOS.../Availability**
2. Select the desired drivers or Select all to display a list of drivers and their availability



Available		Rest	Driving	Duty	Cycle
OFF	Jane Doe (janedoe@abcco.com)	8:00	11:00	14:00	60:00
OFF	John Smith (johnsmith)	1:57	5:13	7:57	64:04
Not available		Rest	Driving	Duty	Cycle
OFF	Leo Landauer (LeoLandauer)	0:00	11:00	12:00	0:00
OFF	James M. (jamesm@geotab.com)	0:00	13:00	0:00	0:00

## Violations Report

This report displays all violations that have occurred for a specified time period for the specified drivers. This report can be run to display on screen or exported to Excel.



james m. (jamesm@geotab.com) Total violations 2			
Driving	10/15/15 05:44:23	Maximum 13 hour driving limit violation	Driving time: 1d 7h 32m 11s
Duty	10/15/15 08:44:23	Maximum 16 hour duty limit violation	Driving time: 1d 4h 32m 11s

## Listing Violations

1. Select **Activity/HOS.../Violations**
2. Select the time period for which to run the report
3. Select the desired drivers from the drop down list or Select all to display all drivers and their violations for this specified time period, **Apply Changes** to view on screen

## Reporting Violations

1. Select the **View** button/**Report** (change the time period or the drivers with the Options button)
2. The report will display on screen, to export to Excel, Select the **Excel** button at top of page