**FLEETMATICS LOGGING PROCESS**

**Beginning your day**

1. Unlock tablet using bus number
2. Open Fleetmatics a.k.a “Reveal ELD logbook” app.
3. Log in with username and password provided
4. Connect to Bus you are assigned to(unless in a car/van, see car instructions)
	1. If bus does not show in list, follow trouble shoot procedures.
5. Check to make sure your current status shows “off duty” and also look at your grid (under “logs” tab) to make sure you went off duty and were off duty from last time driving.
	1. If you forgot to log off duty, you can edit your last status to put you off duty. (See editing process doc)
6. Go back to Dashboard, go “on duty”
	1. Confirm status
7. Perform and enter DVIR under “inspection” tab. (after pre-trip)
8. Enter the charter number in the “setup“ tab in “shipping reference”.
9. Go back to Dashboard, begin your trip
10. Every stop you make, if sitting more than 10 minutes, go “off duty”. Always confirm status.
	1. Also recommend to “log out” if sitting more than 30 minutes.
		1. Don’t forget to log back in before moving the bus again.

**Ending your day**

1. After your post trip, create DVIR under “inspections” tab.
	1. You have to be “on duty” for this.
2. Signing logs. You can certify them that day or the following day.
	1. Do so under “logs tab”, “certify” that days log.
3. Go back to Dashboard, go to “off duty” status. Hit “confirm”
4. “Log out” of the table at the top right where you see the 3 dots.
	1. It may say you have uncertified logs from previous days. You should certify them then continue with logging out.
	2. Must do this step in order to disconnect or you will create problems for us.

**INSTRUCTIONS FOR CAR/VAN LOGGING**

**Beginning your day**

1. Unlock tablet using vehicle type and number ie: “CAR 1” “VAN 5” etc…
2. Open Fleetmatics a.k.a “Reveal ELD logbook” app.
3. Log in with username and password provided
4. The “Vehicle List” will appear, do not connect to the car/van. Simply hit cancel.
	1. This prevents you from going into driving mode.
5. On the dashboard/main menu hit “on duty” status.
	1. Before it lets you “confirm” status you will have to do the following:
		1. Enter custom location is proper box
			1. Ie: starting location Caseyville, or wherever you are starting
			2. Enter a comment, ie: outbound split/return split
	2. Now you can confirm the status of being “on duty”

**Ending your day**

1. Preform same steps as above except instead of going “on duty” it will be going “off duty”
	1. Enter custom location and comment
		1. Ie: Mt vernon, Il. Splitting out
2. “Confirm Status”
3. Log out at the top right hitting the 3 dots.

**EDITING YOUR OWN LOG’S**

Fleetmatics allows drivers to make certain edit’s to previous statuses. The edit capabilities are limited to certain statuses, for example you cannot edit a driving status. However, if you forgot to go “off duty” at the end of a day previously, it may allow you to correct it. To edit the status please do the following steps.

1. Under the logs tab you have 3 option to view.

 a. “Graph”, “Event’s and Stop’s”, “Driver”

 i: “graph” will show your “log grid”

 ii: “events and stops” shows more details of each days log

 iii: “driver” provides personal driver info such as license #

2. To edit a previous log choose “Event’s and Stop’s”

3. Look for the time/event you are looking to edit.

4. There should be a down arrow on the right side of the screen, touch there and an “edit” option will appear.

a. Here you should be able to change certain statuses and also times.

5. For further help refer to the online training videos or contact an office person (Phil or Pat).