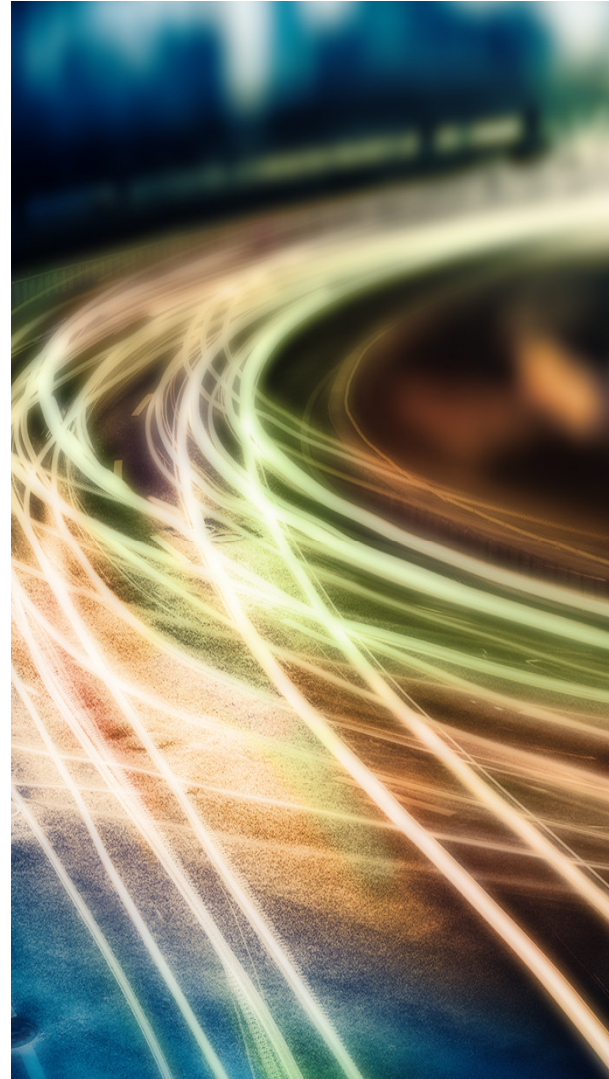


IVG Driver Training

Hours of Service



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Safety Information

WARNING

**Driver - Do not use while vehicle is in motion.
Use of display unit while driving will cause distraction and loss of vehicle control which may lead to serious injury or death.**

- You cannot use the IVG to read or type messages while moving.
- There is one exception: a co-driver who is logged in but not driving can use the IVG without restriction.



You can **listen** to messages while driving.

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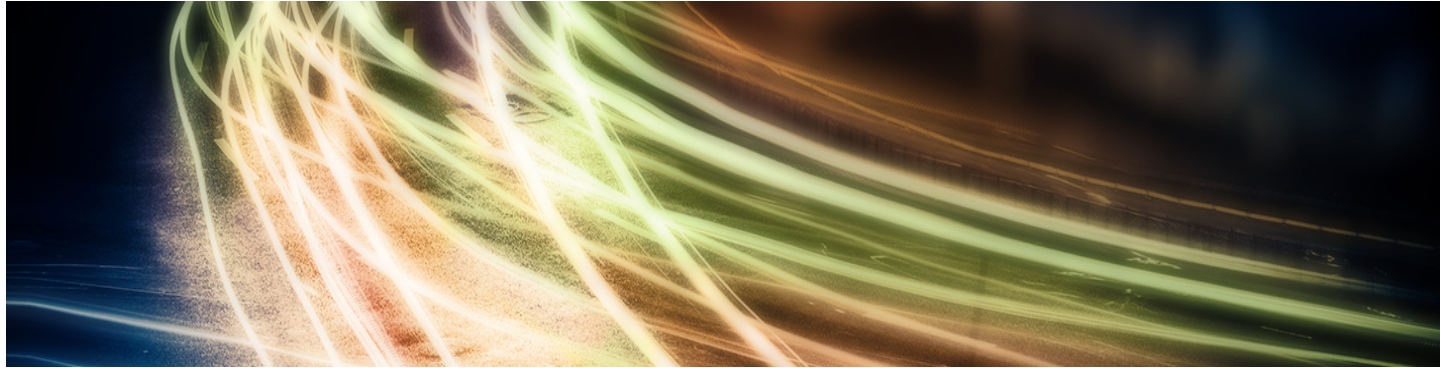
Goals

This presentation show how to use Hours of Service to record and maintain your RODS logs to comply with regulations.



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Hours of Service

Safety and Compliance Services

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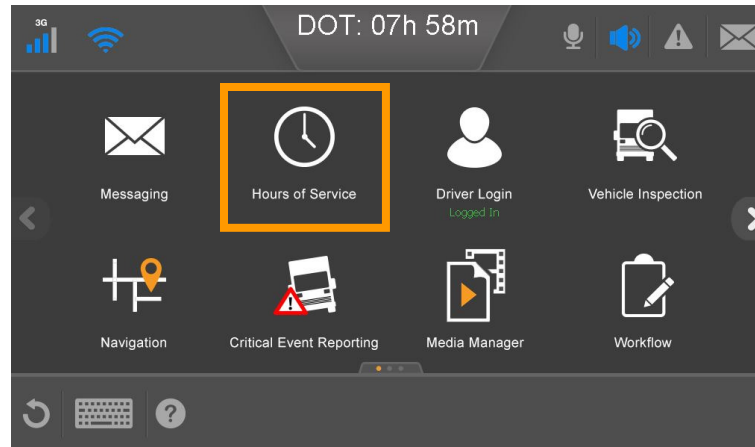


Hours of Service



HOS helps you record RODS logs and certify them to comply with Hours of Service regulations. You will learn how to:

- View/change your current status
- Clock in/clock out
- View summaries of your status
- Provide logs to a highway patrol officer or DOT inspector
- Approve/edit your logs
- Create/edit a load
- Identify a carrier
- View load history and carrier information



Hours of Service Rule Sets

If you drive in Canada, or cross the border between the US and Canada, you also need to know how to:

- View/change your rule set
- Record a border crossing
- Properly document deferrals and ferry crossings

The screenshot displays the Omnitracs mobile application interface for Hours of Service (MOT). At the top, the status bar shows 3G signal, Wi-Fi, and battery level. The MOT is 15h 00m. Below this, the user's name is Kelly Rhodes, and the date is 02/09/2018 with MOT: 15:00. A navigation bar includes tabs for Status, Summary, Clocks, Graph, Day Log, Cycle 1, Certify, Load, and Carriers. The main content area shows the following information:

Status: On Duty	Hrs to be Gained: 00h 00m
Start: 07:23 CST, 02/09	Hrs Gained in 2 Days: 00h 00m
Now: 07:33 CST, 02/09	Mileage Today (mi): 0.0
Duration: 00h 10m	Cycle 1 Time Used: 00h 09m
Exception: None	

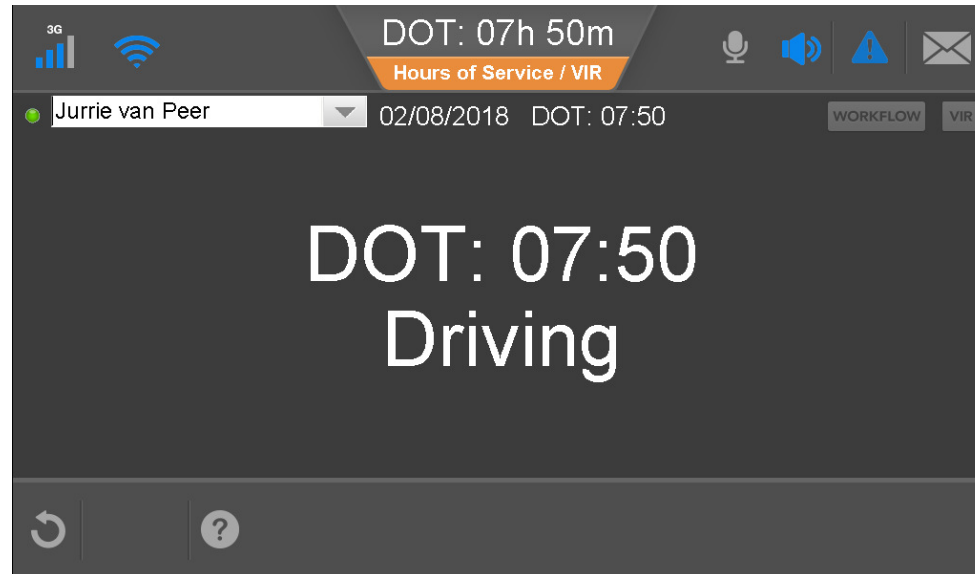
At the bottom, there are buttons for Clock Out, Clock In, Remarks, and Change, along with a keyboard icon and a help icon.

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Available Hours, While Driving

If you tap the HOS button while driving, you see the time until you are in violation. This considers all of your HOS clocks.



Duty Status



Statuses include:

- Sleeper Berth
- Off-Duty
- On-Duty, not driving
- Driving
- Personal Conveyance, only available if enabled by your company

Drive time accumulates the moment the wheels move and is captured to the second.

A green dot indicates the active driver, the driver who has driving time applied to his/her logs.

The screenshot shows the Omnicracs mobile application interface. At the top, it displays the DOT (07h 23m) and Hours of Service / VIR. Below this, the driver's name 'Jurrie van Peer' is shown with a green dot next to it, indicating they are the active driver. The date is 02/08/2018 and the current DOT is 07:23. The interface includes tabs for Status, Summary, Clocks, Graph, Day Log, 7-Days, Certify, Load, and Carriers. The 'Status' tab is selected, showing the following information:

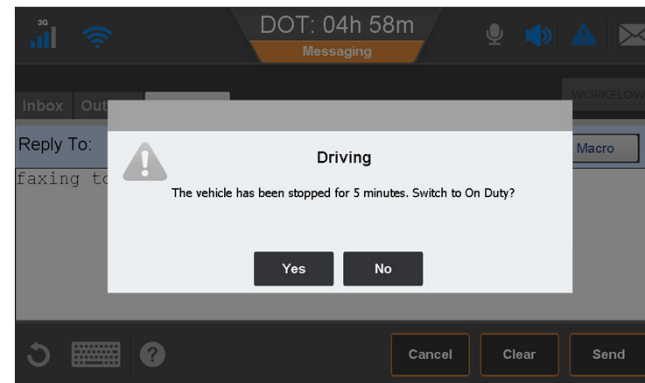
Status: Personal Conveyance	Last (34hr) Reset: 22:42 CST, 02/06
Start: 13:08 CST, 02/08	Hrs to be Gained: 00h 00m
Now: 13:10 CST, 02/08	Hrs Gained in 2 Days: 00h 00m
Duration: 00h 02m	Mileage Today (mi): 0.0
Exception: None	

At the bottom of the screen, there are buttons for 'Clock Out', 'Clock In', 'Exceptions', 'Remarks', and 'Change'.

Duty Status

HOS automatically puts the active driver in **Drive** when the wheels turn. When the truck stops, the driver is prompted to enter **On Duty**.

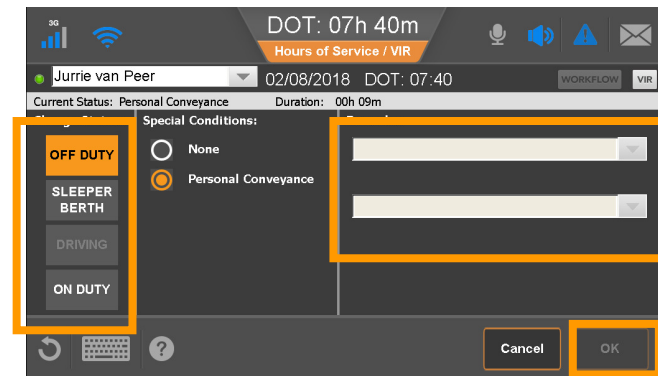
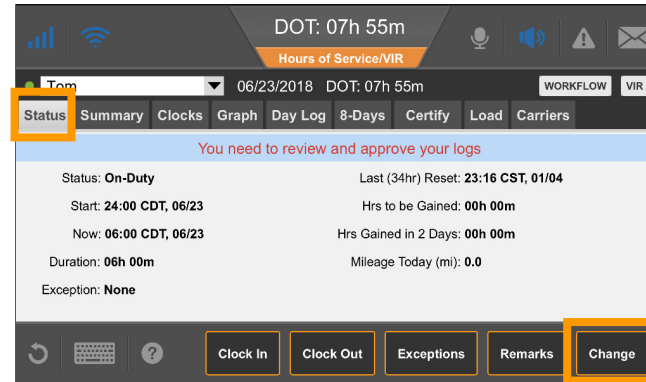
- All other statuses must be changed manually.
- You may be prompted to enter On Duty status while stopped (in traffic).
- If you're driving under Personal Conveyance, the duty status must be changed manually when stopped.



View/Change Current Status

1. From the Home screen, tap the Hours of Service button.
2. Wait until "You need to review and approve your logs" displays.
3. Tap Change.
4. Tap a different status.
5. Select or type up to two remarks explaining what occurred during the status.
6. Tap OK.

Note: Personal Conveyance displays if it is enabled for your company.



View/Change Current Status—Oil Well



To select the Oil Well exemption:

1. From the Status tab, tap Change.
2. Tap Off Duty or Sleeper Berth, and select Oil Well.
3. Select or type up to two remarks explaining what occurred during the status.
4. Tap OK.

Note: The Oil Well option is available when the active driver select Off Duty or Sleeper Berth.

DOT: 07h 55m
Hours of Service/VIR
Tom 06/23/2018 DOT: 07h 55m WORKFLOW VIR
Status Summary Clocks Graph Day Log 8-Days Certify Load Carriers
You need to review and approve your logs
Status: On-Duty Last (34hr) Reset: 23:16 CST, 01/04
Start: 24:00 CDT, 06/23 Hrs to be Gained: 00h 00m
Now: 06:00 CDT, 06/23 Hrs Gained in 2 Days: 00h 00m
Duration: 06h 00m Mileage Today (mi): 0.0
Exception: None
Clock In Clock Out Exceptions Remarks Change

DOT: 07h 41m
Hours of Service / VIR
Fabian Reilly 02/08/2018 DOT: 07:41 WORKFLOW VIR
Current Status: On Duty Duration: 00h 19m
Change Status: OFF DUTY SLEEPER BERTH DRIVING ON DUTY
Special Conditions: None Oil Well Personal Conveyance
Remarks:
Cancel OK

View and Change Current Status—Rest Break



For drivers who must take a rest break after 8 hours of drive time:

- The rest break must be 30 min or more in duration.
- During rest break, driver must be in Off Duty or Sleeper Berth status.
- If the wheels move during your break, you must restart the entire break.

3G 4G
DOT: 00h 07m
Hours of Service / VIR

Honore Gamache 02/09/2018 DOT: 00:07 WORKFLOW VIR

Current Status: On Duty Duration: 00h 04m

Change Status: OFF DUTY SLEEPER BERTH DRIVING ON DUTY

Special Conditions: None

Remarks: break

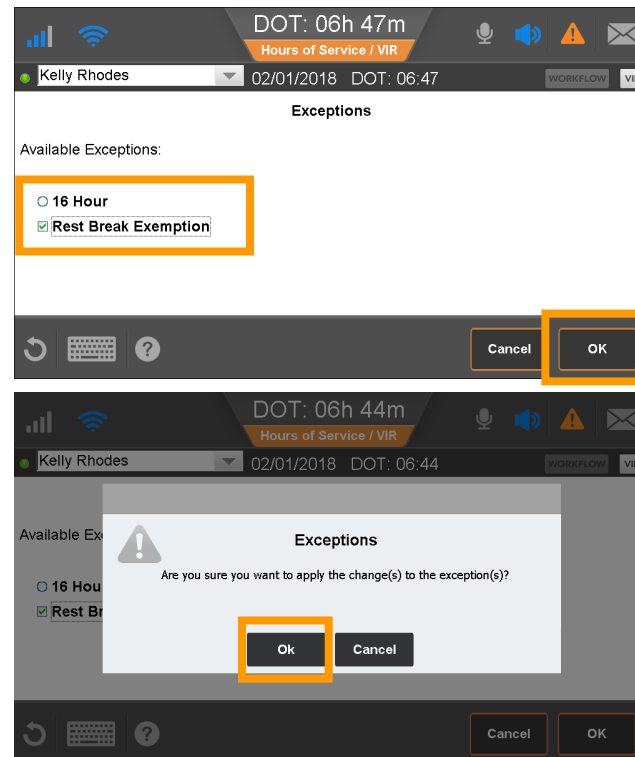
Cancel OK

View and Change Current Status—Rest Break



Drivers who are **exempt** from the 30-minute rest break requirement can be configured through the host application to take rest breaks while on duty.

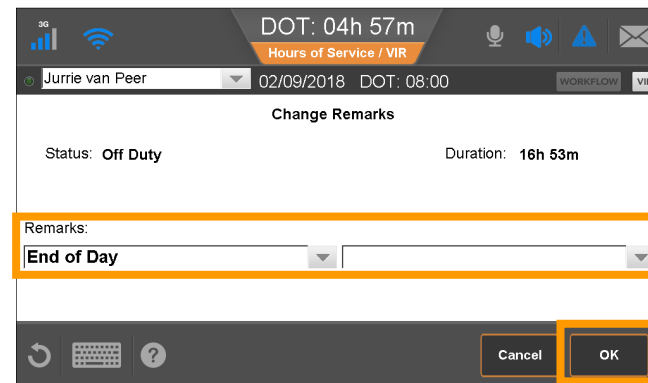
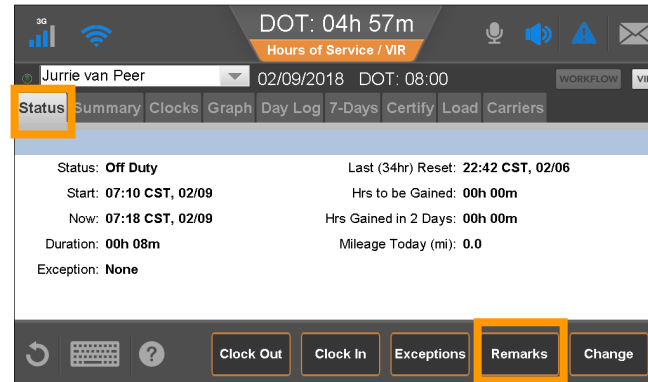
1. From the Status tab, tap Exceptions.
2. Tap the Rest Break check box.
3. Tap OK.
4. Tap OK to confirm.



View/Change Remarks

To change remarks on your current duty status:

1. From the Status tab, tap Remarks.
2. To explain what happened during the status, select pre-defined remark from the drop-down list or type a remark.
3. Tap OK.



Clock In/Clock Out



If enabled by your company, you may be allowed to clock in or clock out to account for activities away from the vehicle.

1. On the Status tab, tap Clock In (or Clock Out).
2. Set the time.
3. If required, select or type one or two remarks explaining what happened during the status and tap OK.

DOT: 07h 55m
Hours of Service/VIR

Tom 06/23/2018 DOT: 07h 55m WORKFLOW VIR

Status Summary Clocks Graph Day Log 8-Days Certify Load Carriers

You need to review and approve your logs

Status: **On-Duty** Last (34hr) Reset: 23:16 CST, 01/04
Start: 24:00 CDT, 06/23 Hrs to be Gained: 00h 00m
Now: 06:00 CDT, 06/23 Hrs Gained in 2 Days: 00h 00m
Duration: 06h 00m Mileage Today (mi): 0.0
Exception: None

Refresh Keyboard ? Clock In Clock Out Exceptions Remarks Change

DOT: 07h 55m
Hours of Service/VIR

Tom 06/23/2018 DOT: 07h 55m WORKFLOW VIR

Clock In

Enter a clock-in time from the last 24 hours:
Clock In: 06:00 < > Date: Monday, Jun 23, 2018

Remarks:
[Dropdown] [Dropdown]

Refresh Keyboard ? Cancel OK

Clock In/Clock Out

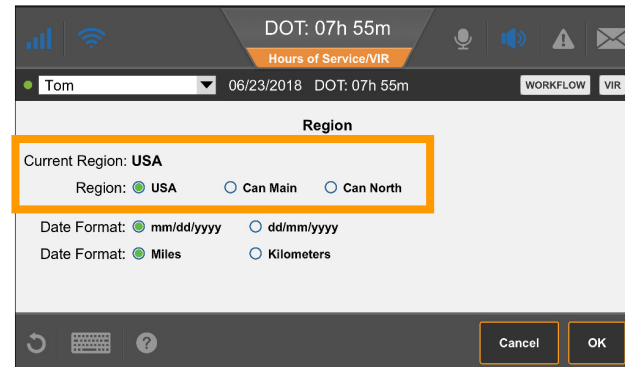
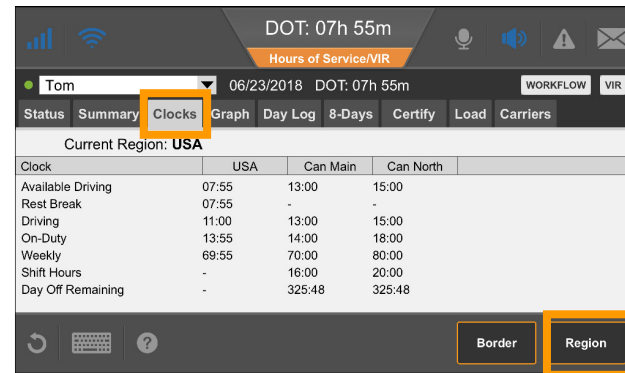
Your scheduled clock-out time displays.

The screenshot displays the Omnitrac mobile application interface for a driver named Hideki Murakami on 02/09/2018. The DOT (Hours of Service / VIR) is 07h 29m. The driver's status is 'On Duty', starting at 08:15 CST on 02/09. The current time is 08:46 CST on 02/09. A red box highlights the text 'Clock-Out Scheduled at 09:00 CST'. Other details include: Last (34hr) Reset: 00:38 CST, 02/08; Hrs to be Gained: 00h 00m; Hrs Gained in 2 Days: 00h 00m; Duration: 00h 31m; Mileage Today (mi): 0.0; Exception: None. The bottom navigation bar includes buttons for 'Clock Out', 'Clock In', 'Exceptions', 'Remarks', and 'Change'.

Status: On Duty	Last (34hr) Reset: 00:38 CST, 02/08
Start: 08:15 CST, 02/09	Hrs to be Gained: 00h 00m
Now: 08:46 CST, 02/09	Hrs Gained in 2 Days: 00h 00m
Duration: 00h 31m	Mileage Today (mi): 0.0
Exception: None	

Display Clocks and View Current Rule Set

1. Tap Clocks.
2. Note available time under each rule set.
3. To view your rule set, tap Region.
4. Tap OK.



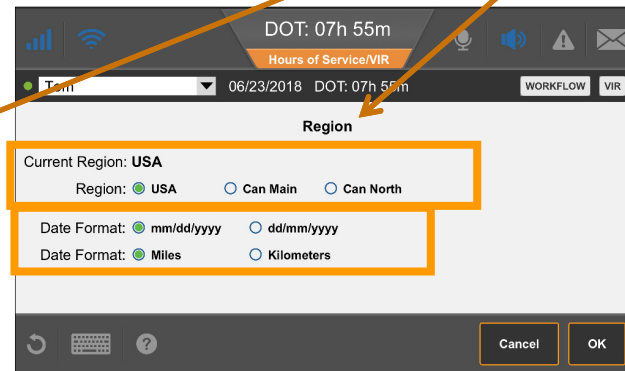
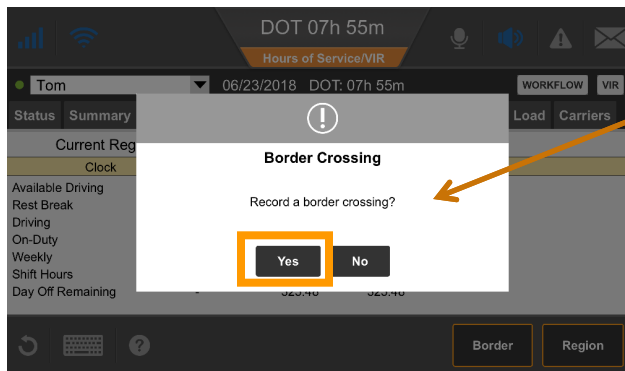
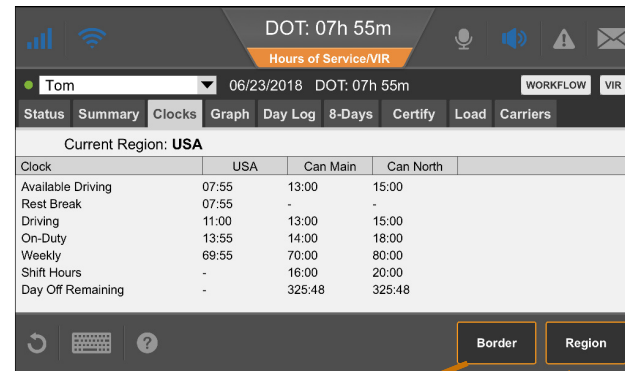
Record a Border Crossing and Change Rule Set

When you cross a border:

1. Tap Clocks and tap Border.
2. Tap Yes.

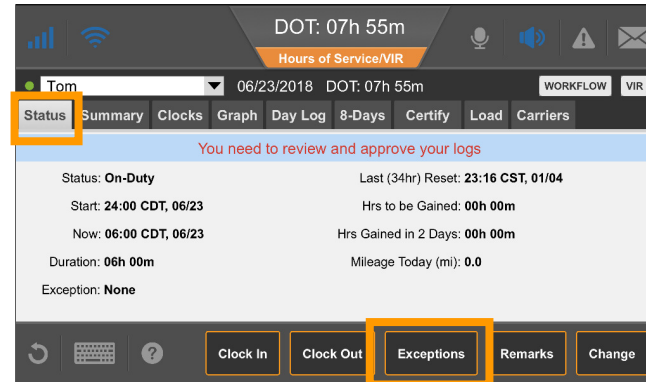
To change your rule set:

1. Tap Region.
2. Select the new rule set and change preferences.
3. Tap OK.



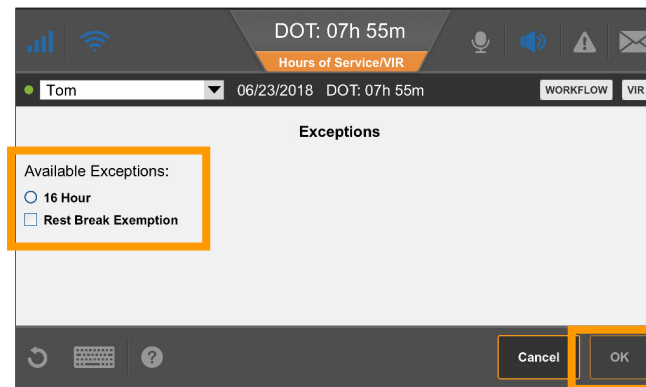
Request Exception

1. From the Status tab, tap Exceptions.



2. Tap the exception and tap OK.

3. In the confirmation popup, tap OK.



Display Summary—US Rules



For drivers who must follow the rest break rule:

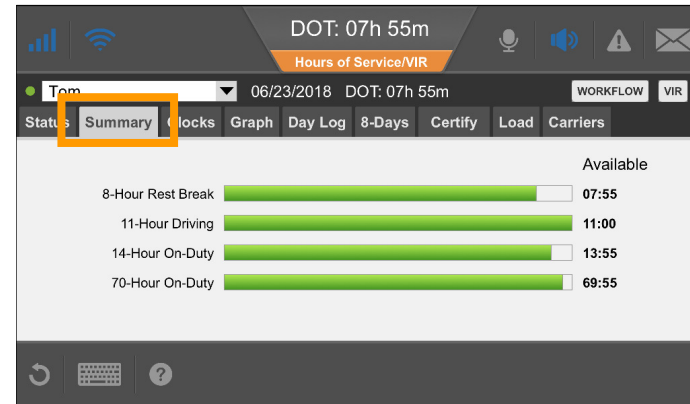
1. From the Summary tab, note available times on your clocks.

Note: The shortest bar shows the rule that's next to go in to violation.

For drivers not subject to the rest break rule:

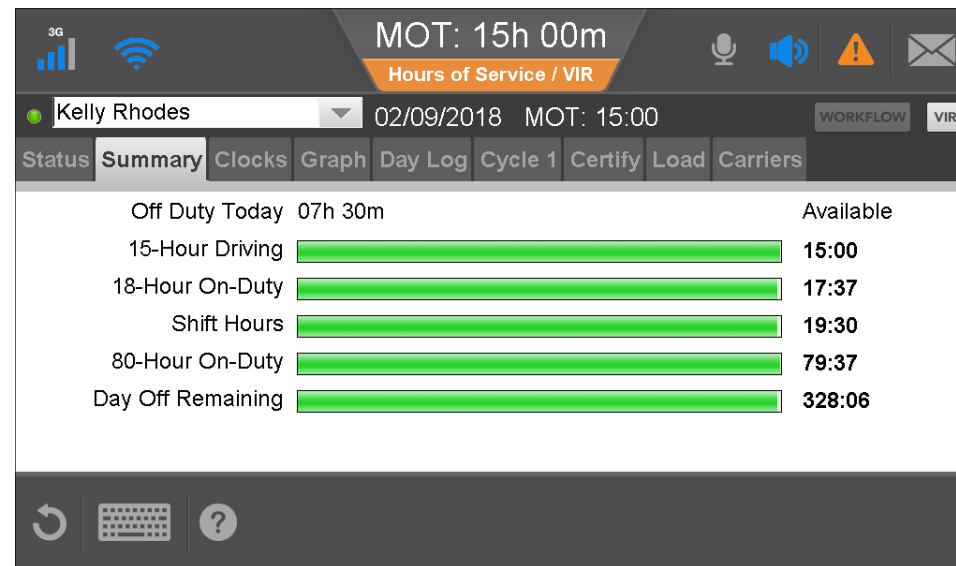
1. From the Summary tab, note available time on your clocks.

Note: If you are not required to take an 8-hour break, the DOT clock counts down from 11:00 hours since the shortest clock is the 11-hour driving clock.



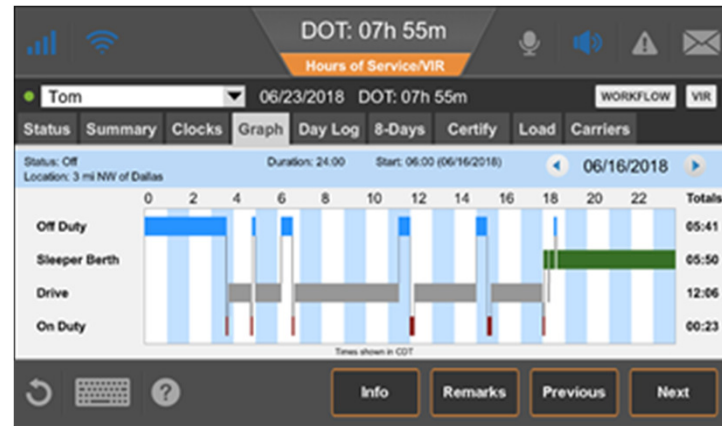
Display Summary—Canadian Rules

1. From the Summary tab, note available time on your clocks.



Display Graph View and Info

1. From the Graph tab, tap the arrows to select a day.
2. Tap a duty segment to see details.
3. With a duty segment selected, tap Remarks to see what was happening during that segment.
4. Tap Info to show a DOT or MOT officer your company information or the carrier you are working for.



View 24-hour and Current Duty Cycle Logs

1. From the Day Log tab, view your log statuses by day.
2. Use arrow keys to change days.
3. Tap the duty cycle tab*.
4. View your log for the current duty cycle
5. Tap Log Request to request your latest logs manually.

DOT: 07h 55m
Hours of Service/VIR
Tom 06/22/2018 DOT: 07h 55m WORKFLOW VIR
Status Summary Clocks Grap Day Log 3-Days Certify Load Carriers
Times shown in CST
Co-Driver 06/22/2018

Status	Start	Duration	Location	Co Driver	Origin	Comment
SLEEPER	19:55:26	00h 06m 12s	5mi SW IN Angola	No	Driver	
ON	19:54:14	00h 01m 12s	5mi SW IN Angola	No	Driver	
DRIVING	18:34:10	01h 20m 04s	1mi ENE MI Fraser	No	Driver	
ON	18:30:01	00h 04m 09s	1mi ENE MI Fraser	No	Driver	
OFF	17:30:50	00h 59m 11s	1mi ENE MI Fraser	No	Driver	
DRIVING	14:30:32	03h 00m 18s	12mi W MI Fraser	No	Driver	

ERODS Inspector Header Info Remarks

* Duty cycles

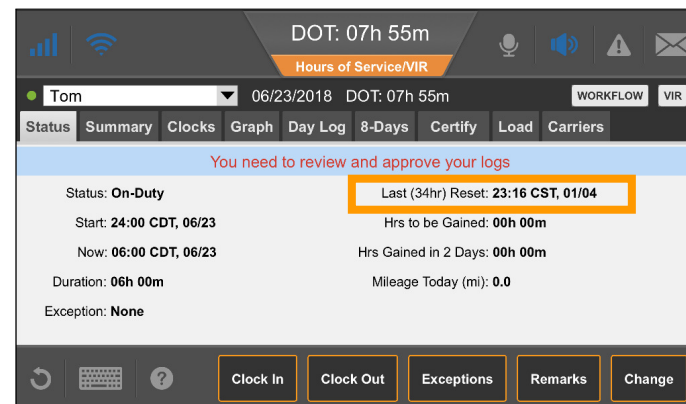
- U.S.: 7-day or 8-day
- Canada: Cycle 1 or Cycle 2

34-Hour Reset

Drivers who are subject to the 34-hour reset rule have this rule satisfied when the driver takes 34 or more consecutive hours off.

The driver can take a 34-hour rest at any time. The Status screen shows the date and time the last 34-hour reset was completed.

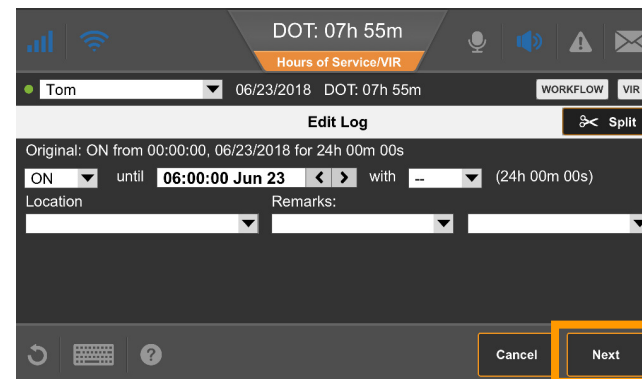
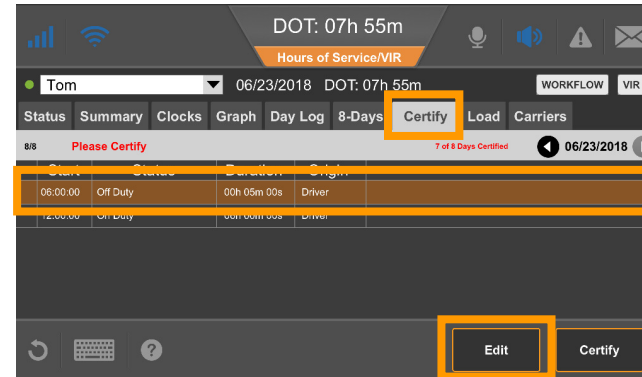
Note: For any 34-hour reset changes, contact your home office.



Edit Logs: Change Status

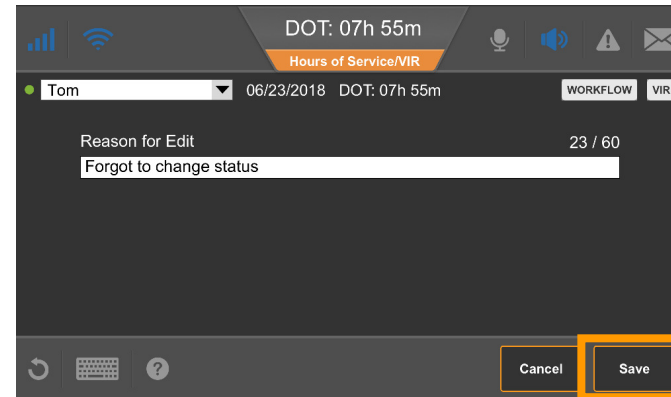
Until the “Log update in progress” message clears, you cannot edit your logs, and you cannot edit certified logs

1. Tap Certify.
2. Tap the record to edit.
3. Tap Edit.
4. Select a new status.
5. Verify or enter a location and up to two remarks that describe what happened during the status.
6. Tap Next.



Edit Logs: Change Status

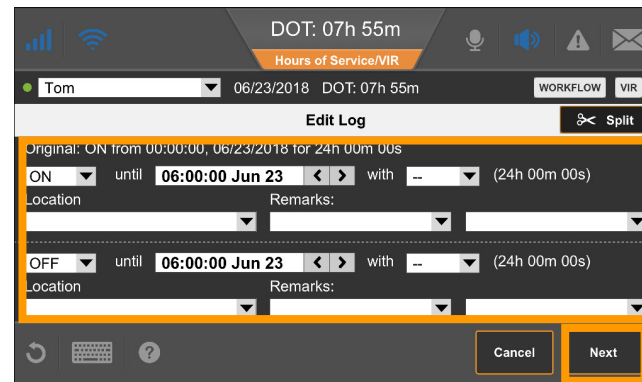
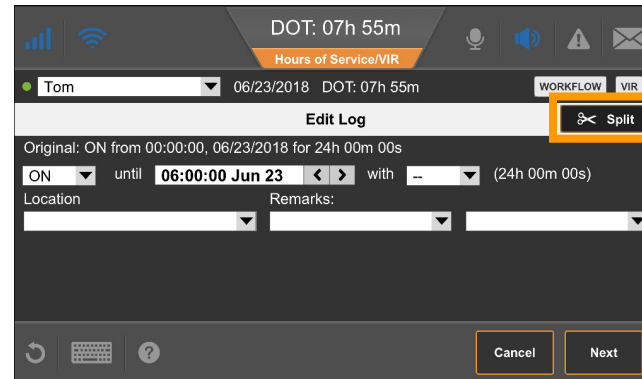
7. Type a note explaining why you are making the edit.
8. Tap Save.



Edit Logs: Split a Record

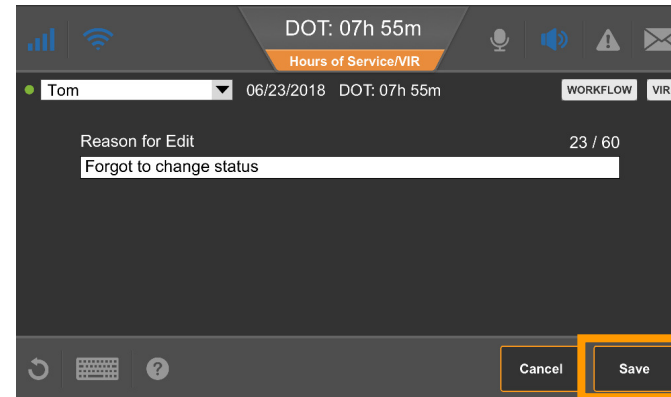


1. Tap Certify.
2. Tap the record to edit.
3. Tap Edit.
4. Tap the scissors.
5. Specify the end time and status of the original record.
6. Select the status for the remaining time.
7. Select or type remarks that describe what happened during the status.
8. Tap Next.



Edit Logs: Split a Record

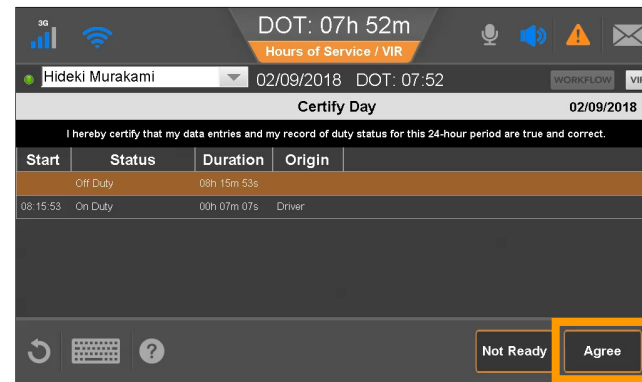
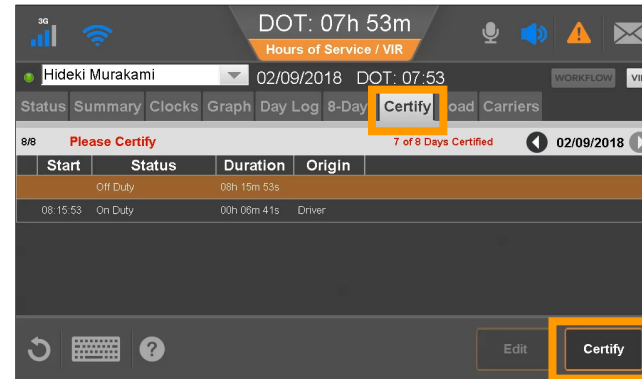
9. Type a reason for making the edit.
10. Tap Save.



Certify All Logs

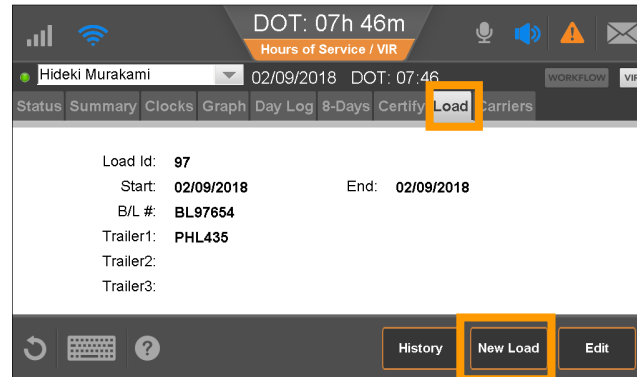
You must receive the latest logs before you may approve them logs.

1. From the Certify tab, tap Certify.
2. Tap Agree.



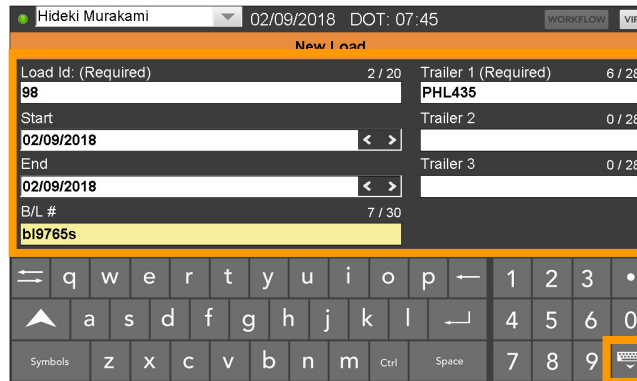
Create a New Load

1. From the Load tab, tap New Load.



2. Type load information and close the keyboard.

You must have up-to-date log information or face a form and manner violation.



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Create a New Load

1. Tap OK.

3G 4G
DOT: 07h 43m
Hours of Service / VIR

Hideki Murakami 02/09/2018 DOT: 07:43 WORKFLOW VIR

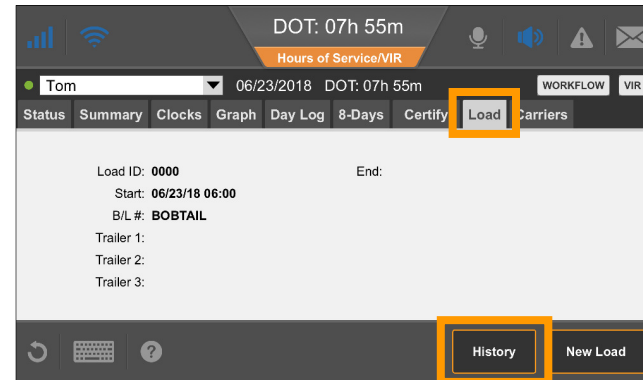
New Load

Load Id: (Required) 2 / 20	Trailer 1 (Required) 6 / 28
<input type="text" value="98"/>	<input type="text" value="PHL435"/>
Start	Trailer 2 0 / 28
<input data-bbox="730 792 1213 824" type="text" value="02/09/2018"/>	<input type="text"/>
End	Trailer 3 0 / 28
<input data-bbox="730 857 1213 889" type="text" value="02/09/2018"/>	<input type="text"/>
B/L # 7 / 30	
<input type="text" value="b19765s"/>	

Cancel OK

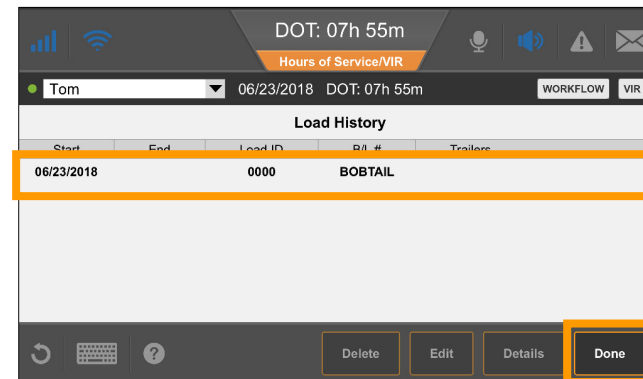
Display Load History

1. From the Load tab, tap History.



2. Tap a load to select it and:

- Tap Details to view it
- Tap Edit to make a change. You must have received the latest logs to edit load history.



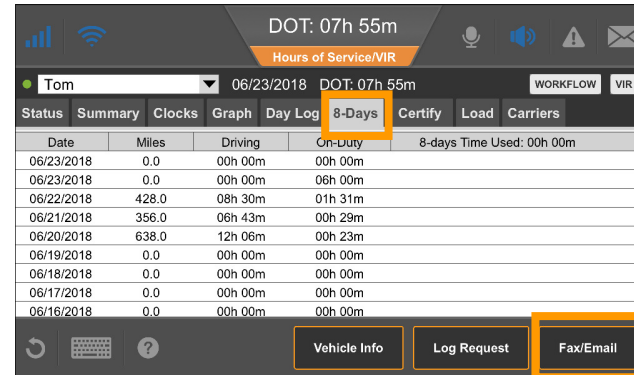
3. Tap Done.

Provide Logs to an Inspector or Officer

Navigate to the Day Log tab and hand the IVG and the DOT/MOT quick reference card to the officer

To send your logs to the officer:

1. Tap the duty cycle tab (7-Days, 8-Days, Cycle 1, Cycle 2).
2. Tap Fax/Email.
3. Enter the name and fax number and/or email address of the person asking for the logs.
4. Tap Request.



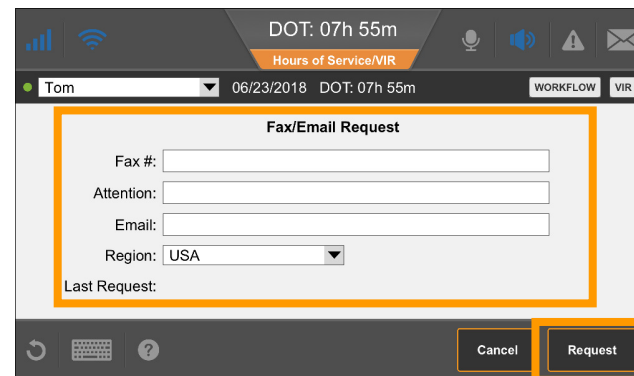
DOT: 07h 55m
Hours of Service/VIR

Tom 06/23/2018 DOT: 07h 55m WORKFLOW VIR

Status Summary Clocks Graph Day Log **8-Days** Certify Load Carriers

Date	Miles	Driving	On-Duty	8-days Time Used: 00h 00m
06/23/2018	0.0	00h 00m	00h 00m	
06/23/2018	0.0	00h 00m	06h 00m	
06/22/2018	428.0	08h 30m	01h 31m	
06/21/2018	356.0	06h 43m	00h 29m	
06/20/2018	638.0	12h 06m	00h 23m	
06/19/2018	0.0	00h 00m	00h 00m	
06/18/2018	0.0	00h 00m	00h 00m	
06/17/2018	0.0	00h 00m	00h 00m	
06/16/2018	0.0	00h 00m	00h 00m	

Vehicle Info Log Request **Fax/Email**



DOT: 07h 55m
Hours of Service/VIR

Tom 06/23/2018 DOT: 07h 55m WORKFLOW VIR

Fax/Email Request

Fax #:

Attention:

Email:

Region: USA

Last Request:

Cancel **Request**

Display Vehicle Information



1. Tap the duty cycle tab (7-Days, 8-Days, Cycle 1, Cycle 2).
2. Tap Vehicle Info.
3. By date, view vehicle ID and start of trip and end of trip odometer readings.
4. Tap OK.

Date	Miles	Driving	On-Duty	8-days Time Used: 00h 00m
06/23/2018	0.0	00h 00m	00h 00m	
06/23/2018	0.0	00h 00m	06h 00m	
06/22/2018	428.0	08h 30m	01h 31m	
06/21/2018	356.0	06h 43m	00h 29m	
06/20/2018	638.0	12h 06m	00h 23m	
06/19/2018	0.0	00h 00m	00h 00m	
06/18/2018	0.0	00h 00m	00h 00m	
06/17/2018	0.0	00h 00m	00h 00m	
06/16/2018	0.0	00h 00m	00h 00m	

Date	Vehicle ID/Plate Number	Start/End Odometer (mi)
06/23/2018	10800112313	100213/100312
06/23/2018	10800112313	100113/100213
06/22/2018	10800112313	100013/100113
06/21/2018	10800112313	99123/100013
06/20/2018	10800112313	99110/99123
06/19/2018	10800112313	98103/99110
06/18/2018	10800112313	97123/98103
06/17/2018	10800112313	91311/97123
06/16/2018	10800112313	90130/91311

Display Carrier Information

1. From the Day Log tab, tap Info.

DOT: 07h 55m
Hours of Service/VIR
Tom 06/23/2018 DOT: 07h 55m WORKFLOW VIR

Status Summary Clocks Graph Day Log 8-Days Certify Load Carriers

Times shown in CST
Co-Driver 06/20/2018

Status	Start	Duration	Location	Co Driver	Origin	Comment
SLEEPER	18:33:20	05h 29m 40s	1mi W MI Wayland	No	Driver	
SLEEPER	18:32:15	00h 01m 05s	1mi W MI Wayland	No	Driver	
OFF	18:27:10	00h 05m 05s	1mi W MI Wayland	No	Driver	
SLEEPER	18:13:00	00h 14m 10s	1mi W MI Wayland	No	Driver	
DRIVING	18:10:05	00h 02m 55s	1mi W MI Wayland	No	Driver	
SLEEPER	18:02:12	00h 07m 53s	1mi W MI Wayland	No	Driver	

ERODS Inspector Header Info Remarks

2. Tap Done.

You must have up-to-date carrier information or face a form and manner violation.

DOT: 06h 56m
Hours of Service / VIR
Kelly Rhodes 02/01/2018 DOT: 06:56 WORKFLOW VIR

Info

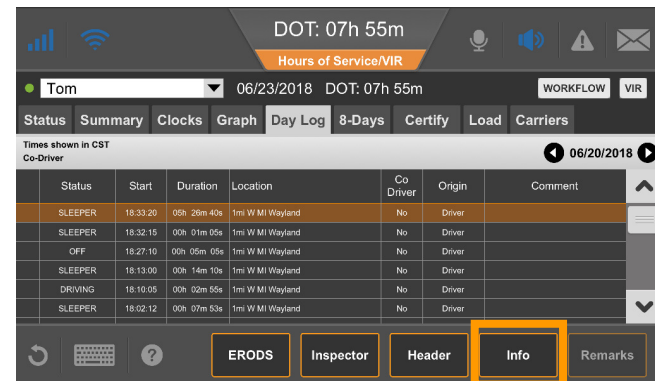
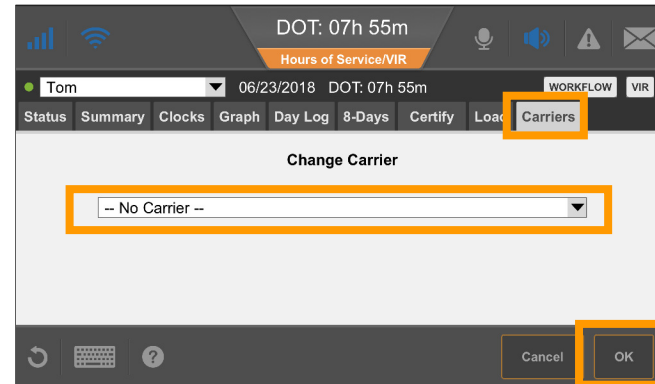
Date: 02/01/2018
Start of Day: Midnight CST
Company Name: CUSTOMERTS
Company Address: CustomerTS Demo
717 N Harwood
Suite 1300
Dallas, TX 75201

Done

Change Carrier

1. From the Carriers tab, tap the drop-down list and select your carrier.
2. Tap OK.

To view the carrier you are hauling for, tap Info on the Graph or Day Log tab.



Driver Portal

Your company provides access to a web site where you can do the following:

- View current duty status and a summary of your HOS clocks.
- Run and print your driver log report.
- Clock in or Clock out to account for time away from the truck.

The screenshot displays the Omnitracs Services Portal for a driver. The page title is "Hours of Service (Driver)" and the user is identified as "Hideki Murakami from CUSTOMERTS (CST)". The interface includes a navigation bar with "Home" and "Reports" tabs. The main content area is divided into three sections:

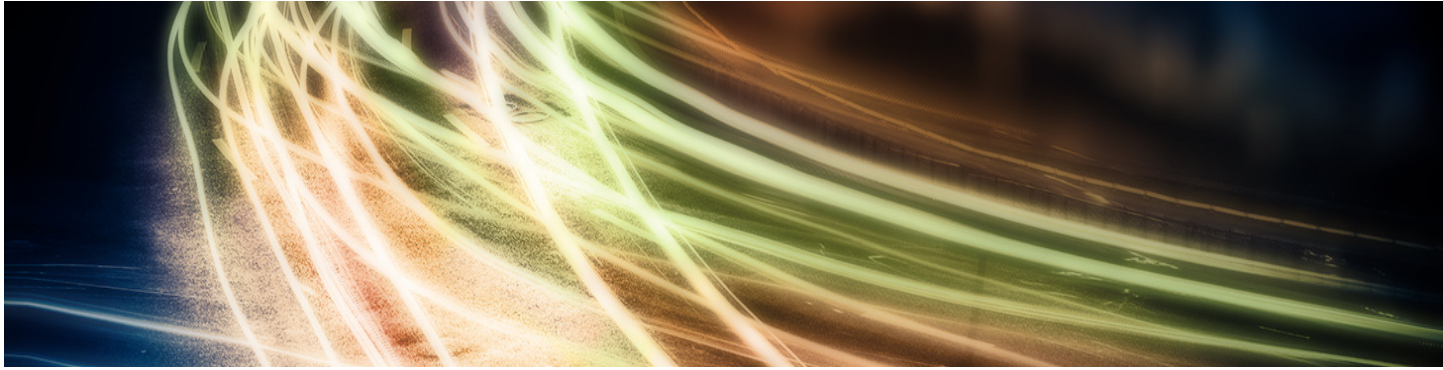
- Current Duty Status:** Shows a driver icon, "On Duty" status, and details: Started: 8:15 CST, 02/09/2018; Last Update: 8:39 CST, 02/09/2018; Duration: 0h24.
- Summary:** Shows "Clock: USA" and "Available Hours" for various categories:

Category	Available Hours
8-Hour Rest Break	7h37
11-Hour Driving	11h0
14-Hour On-Duty	13h37
70-Hour On-Duty	65h51
- Clock In / Clock Out:** Features "Clock In" and "Clock Out" buttons with "Go On-Duty Now" and "Go Off-Duty Now" labels. Below are input fields for Country, City, and State.

At the bottom, there is a footer with "Use & Disclaimers | Copyright | Omnitracs, LLC".

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80-JE035-4 Rev. B





IVG Driver Training

This concludes the Hours of Service training.