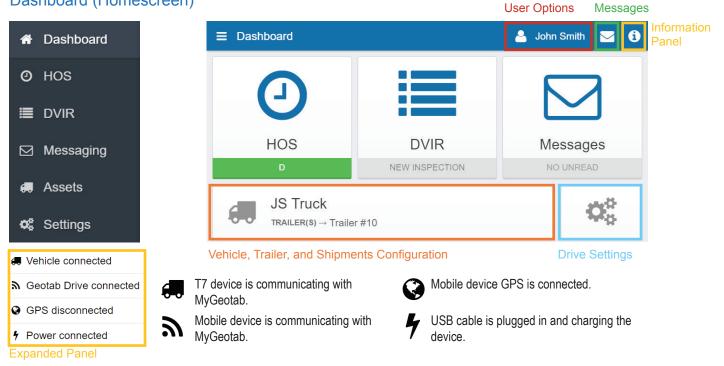# TRANSFLO® Telematics

Driver's Guide to HOS and Inspection Reports

Pegasus TransTech has partnered with Geotab to meet the requirements of § 395.15 of 49 CFR Part 395 under the conditions it will be used, as set forth in the Geotab Drive System Operation Guide.
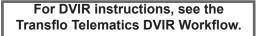
Dashboard (Homescreen)

User Options   Messages

Information Panel

Dashboard

- 🏠 Dashboard
- 🕐 HOS
- ☰ DVIR
- ✉ Messaging
- 🚚 Assets
- ⚙ Settings

☰ Dashboard   👤 John Smith ✉ ℹ

HOS	DVIR	Messages
D	NEW INSPECTION	NO UNREAD

🚚 **JS Truck** TRAILER(S) → Trailer #10   ⚙

Vehicle, Trailer, and Shipments Configuration   Drive Settings

- 🚚 Vehicle connected
- 📶 Geotab Drive connected
- 🌐 GPS disconnected
- ⚡ Power connected

Expanded Panel

🚚 T7 device is communicating with MyGeotab.

📶 Mobile device is communicating with MyGeotab.

🌐 Mobile device GPS is connected.

⚡ USB cable is plugged in and charging the device.

Logging In

1. Open the **Company App** App on your mobile or in-cab device.
2. Turn the phone or tablet sideways to view the app on the wide screen mode.
3. Enter your user name and password. The application will automatically pull your email and ID after logging in for the first time.
4. Select your vehicle. If you are unable to locate any nearby vehicles, use the provided field to search by vehicle name, T7 device serial number, VIN, or license plate.
5. 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.)
6. Next, you will be prompted to perform a DVIR inspection for the selected assets. If DVIR is not needed, select **Skip**. This will lead you to the **Dashboard**.
7. Ensure that the mobile or in-cab device is charging and check to see that there are no warnings in the **Information Panel.**
8. 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.
9. Once the co-driver has logged in, the wheel icon 🎛 will indicate which driver is currently responsible for operating the vehicle.
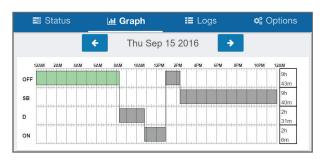
Selecting Assets

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 select a new trailer or shipment, select ⊕ beside the appropriate asset type and name the asset.
4. Similarly, select ⊖ to detach a trailer or shipment when it reaches its destination.

> **For DVIR instructions, see the Transflo Telematics DVIR Workflow.**

TRANSFLO® by Pegasus TransTech   **GEOTAB** management by measurement

The Hours of Service (HOS) Screen

Status Tab

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 you are in violation of the rule set.
5. When the vehicle is in motion, the duty status will automatically switch to **Drive Duty** (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, the duty status will automatically switch from **Drive Duty** (D) to **ON** Duty. If this doesn't occur, check the **Information Panel** to see if there are any connection errors.

Graph Tab

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)**

Logs Tab

1. The Logs tab shows a summary of the record of duty status (RODS) for the past 7/8 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. Manual Logs: Logs can be added manually using the Add log button.
4. Each day containing unverified logs will show a Verify button. If the hours are correctly recorded, press the Verify button to verify the logs for that day. Repeat this for each of the past 7/8 days that contain unverified logs.

Options Tab

Applying Exemptions

1. Any exemptions available to the driver can be enabled by clicking **Apply today** or **Start.**

Inspections Report (Roadside Inspection)

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

Roadside Inspection

1. From the Dashboard, select **HOS** and then the **Options** tab.
2. Scroll down to the bottom of the page to the **Compliance report** label and select **Generate.**
3. Provide the law enforcement officer with the generated compliance report.

Email

1. Open the **Company App** App on your mobile or in-cab device
2. Tap on **Email HOS Report** from main menu.
3. This will take you to the target email page, here you will be able to enter up to 4 email addresses to receive the report.
4. Hit **Submit.**
5. Look for confirmation in your email inbox. Note, this process could take up to 10 minutes for you and your recipients to receive the report.

Note: FMCSRs do not require AOBRDs to provide a hard-copy printout or to send an e-mail to enforcement officials on-site at the inspection.