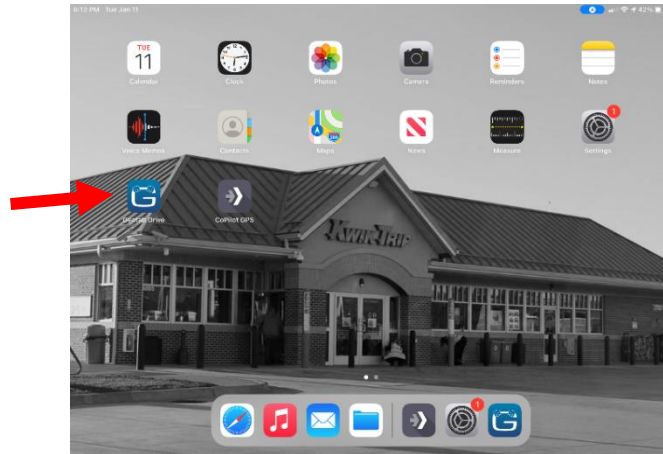


GeoTab User Guide

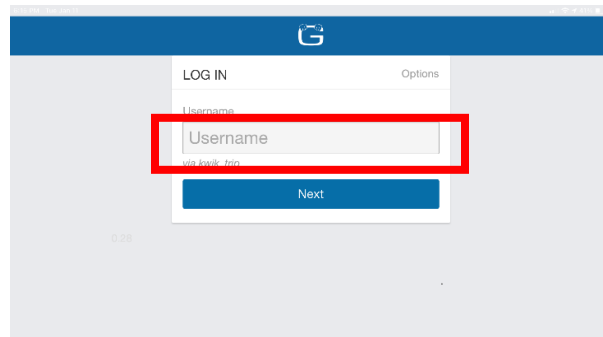
Log in, DVIR, Workflow, Navigation, and Special Pay



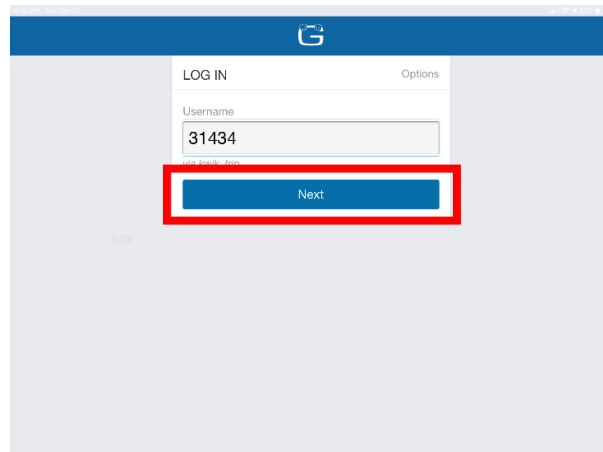
- 1) If iPad is off press button on top of iPad to turn on.
- 2) Press Home button on front of iPad to turn screen on
- 3) Enter applicable department 4 digit lock key
 - a. Perishable **0867**
 - b. Petroleum **0668**
- 4) Click on GeoTab Drive app on iPad



- 5) Enter coworker number for Username



- 6) Click 'Next'



7) Enter Password (8 digit coworker ID with leading 0's)

Username
31434

Password
00031434

via Twilio

Cancel Log in

8) Select vehicle – will show units nearby or you can type in your truck number

Select Vehicle Log out

Find vehicles

Name, VIN, or serial number

- ☐ 8236 (69280X) ~ 0.0 mi away
- ☐ 6259 (73675X) ~ 0.0 mi away
- ☐ 7237 (57209X) ~ 0.0 mi away
- ☐ 21206 (30465Z) ~ 0.0 mi away
- ☐ 20251 (12890Z) ~ 0.1 mi away
- ☐ 21217 ~ 0.1 mi away

No vehicle

9) Click '+' next to trailers to add trailer number

Assets Log out

Vehicle
8236

Trailers
No trailers attached

Shipments
No shipments attached

Save and continue

10) Search for trailer number

Select Trailers

No trailers attached

Continue

Find trailers

Search trailers

☐ 1013

☐ 19007

☐ 19024

☐ 19028

☐ 19030

☐ 20004

☐ 20005

11) Trailer will show at the top, then select 'continue'

Select Trailers

20009

Continue

Find trailers

Search trailers

☐ 1013

☐ 19007

☐ 19024

☐ 19028

☐ 19030

☐ 20004

☐ 20005

12) If Perishable driver, click '+' next to shipments

If Petroleum driver, you will add your shipment after your first load. The previous shipment should be attached to your truck.

'Save and continue'

Assets

Log out

Vehicle

8236

Trailers

20009

Shipments

No shipments attached

Save and continue

13) Complete shipment log

- a. Shipper Name: CT
- b. Commodity: (Leave blank)
- c. Shipment Document Number
 - a. Perishable: Route #
 - b. Petroleum: Manifest #
- d. Click 'Add'

The screenshot shows a mobile application interface for adding a shipment log. At the top, there is a blue bar with a white 'Continue' button. Below this, the title 'Add shipment log' is displayed. There are three input fields: 'Shipper name' (containing 'CT'), 'Commodity' (empty), and 'Shipment document number' (empty). A red rectangular box highlights the blue 'Add' button located below the input fields. A standard QWERTY keyboard is visible at the bottom of the screen.

14) Asset Inspection

- a. Select 'inspect' on Vehicle

The screenshot shows a web application interface for asset inspection. The title 'Asset Inspection' is at the top left, and a 'Log out' link is at the top right. The main content area is divided into two sections. The first section, titled 'Vehicle', shows a vehicle icon, the number '8236', and a blue 'Inspect' button with a magnifying glass icon, which is highlighted by a red rectangular box. The second section, titled 'Trailers', shows a trailer icon, the number '20009', the date 'Oct 8, 2021 4:01 AM', and a blue 'Certify and inspect' button with a checkmark icon. At the bottom of the page, there is a blue bar with a white 'Skip remainder' button.

15) Select Pre-trip

*****Once you select Pre-Trip you will be placed On-Duty*****

Asset Inspection

8236

New inspection

Pre-trip In-trip Post-trip

Checklist type
Tractor Defect List

- Brakes (Parking)
- Brakes (Service)
- Coupling Devices
- Emergency Equipment
- Horn
- Lights and Reflectors
- Mirrors

16) Click blue arrow to left of section to expand.

Asset Inspection

New inspection

Pre-trip In-trip Post-trip

Checklist type
Tractor Defect List

Brakes (Parking)

- Complete Air Leak Down Test ▲ [Add Defect](#)
- Slow to release [Add Defect](#)
- Weak or ineffective [Add Defect](#)
- Will not release [Add Defect](#)
- Other [Add Defect](#)

Brakes (Service)

Coupling Devices

17) If defect – click 'add defect'

*****All DOT/Safety sensitive defects must be reported*****

Asset Inspection

Steering

Tires

Wheels and Rims 1 defect

- Bent, cracked, or damaged [Add Defect](#)
- Leaking seals [Add Defect](#)
- Loose or insecurely mounted [Add Defect](#)

Missing Remove

Rusty or corroded [Add Defect](#)

Other [Add Defect](#)

Windshield Wipers

18) Add remark

Wheels and Rims 1 defect

Bent, cracked, or damaged Remove

Cracked front driver side

Leaking seals Add Defect

Loose or insecurely mounted Add Defect

19) Take picture if able to and 'Save'

Viewing image

Delete Retake image Save

20) Once picture is saved it will add under remarks on DVIR line item

Asset Inspection

Wheels and Rims 1 defect

Bent, cracked, or damaged Remove

Cracked front driver side

Leaking seals Add Defect

Loose or insecurely mounted Add Defect

Missing Add Defect

Rusty or corroded Add Defect

Other Add Defect

21) Select 'Done' when complete

Inspection location
2008 Oak St, La Crosse, WI 54603, USA

Save New Inspection

Test

Done

22) Sign Asset Inspection by selecting 'Yes'

****You will receive a notification that you have been placed on duty and will back your time to when you began the DVIR****

Sign Asset Inspection

This vehicle was inspected in accordance with regional and/or federal regulations.

No Yes

Windshield Wipers

Inspection location
2008 Oak St, La Crosse, WI 54603, USA

Save New Inspection

Test

Done

At this time you can check your HOS and it will notify you on violations if applicable.

Availability Log out

In Violation
00:00 left: 14-hour workday limit
00:00 left: 60-hour cycle on-duty limit
00:00 left: 11-hour driving limit
Did you forget to go OFF duty? Tap to add a log.

✖ 0:00 left

USA Property 60-hour/7-day

Activity	Time Left
Rest in	6:58
Driving left	0:00
Workday left	0:00
Cycle left	0:00

Exempt HOS Continue

Availability Log out

Violation Risk
You haven't stayed off duty for your full break duration.
00:12 left: 30 minute break

✖ 0:00 left

USA Property 60-hour/7-day

Activity	Time Left
Rest duration	0:17
Rest in	7:03
Driving left	0:00
Workday left	0:00
Cycle left	0:00

Exempt HOS Continue

Availability Log out

Upcoming Violation
00:27 left: 8-hour rest limit

0:27 left

USA Property 60-hour/7-day

Activity	Time Left
Rest in	0:27
Driving left	3:27
Workday left	6:27
Cycle left	52:27

Continue

23) If defect, Geotab will note that there is a repair needed – call shop and let them know defect and they will be able to locate your eDVIR with pictures and comments.

The screenshot shows the 'Asset Inspection' screen in the Geotab mobile app. At the top, there's a blue header with 'Asset Inspection' and a 'Log out' button. Below this, there are two main sections: 'Vehicle' and 'Trailers'. The 'Vehicle' section shows a vehicle ID '8236', a date 'Jan 11, 2022 6:42 PM', and a status 'Inspection complete' with a green checkmark. There are two buttons: a red 'Repair' button and a blue 'Test' button. The 'Trailers' section shows a trailer ID '20009' and a date 'Oct 8, 2021 4:01 AM', with a blue 'Certify and inspect' button. At the bottom, there is a blue button labeled 'Skip remainder'.

24) Inspect trailer

This shows a previous inspection completed – you can certify if there were any repairs that needed to be done.

The first screenshot shows the 'Asset Inspection' screen for a trailer with ID '20009'. It displays a 'Previous inspection' section with a 'Needs Review' button. Below this, there's a list of inspection details: Carrier name (Kwik Trip), Date (October 8, 2021 4:01 AM), Inspection location (2010 Kwik Trip Way, La Crosse, WI 54603, USA), Inspection type (Post-trip), Asset type (Trailer), and Signed by (Ryan Hollis). The second screenshot shows the same screen but with the 'Certify previous inspection' button highlighted by a red rectangle. This button is located at the bottom of the screen, below the 'Driver certification' section which includes a text input for 'Add a remark'.

25) Select 'Pre-trip' & Checklist type (Perishable Trailer Defect list or Petroleum Tanker Defect list)

The screenshot shows the 'Asset Inspection' form. At the top, there's a back arrow and the title 'Asset Inspection'. Below that is a field for '20009'. A section for 'Previous inspection' shows a 'Reviewed' status with a green checkmark and a note: 'This trailer was inspected in accordance with regional and/or federal regulations.' Below this is a button 'Expand previous inspection'. The 'New inspection' section has three tabs: 'Pre-trip', 'In-trip', and 'Post-trip'. The 'Pre-trip' tab is selected and highlighted with a red box. Below the tabs, the 'Checklist type' is set to 'Perishable Trailer Defect List'. There is also a field for 'Inspection location' with the value '2008 Oak St, La Crosse, WI 54603, USA' and an edit icon. At the bottom is a 'Save New Inspection' button.

26) Complete inspection, if no defects, select "No defects"

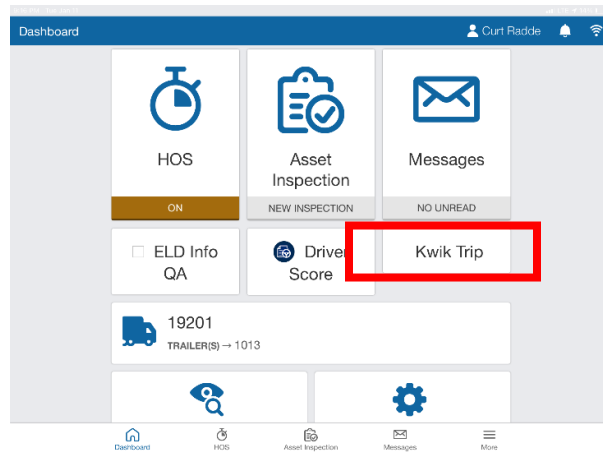
This screenshot shows the same 'Asset Inspection' form, but the 'Pre-trip' tab is no longer highlighted. The 'No defects' button at the bottom is now highlighted with a red box. The button is green with a white radio button icon and the text 'No defects'. The 'Save New Inspection' button is still visible above it.

27) Sign Asset Inspection

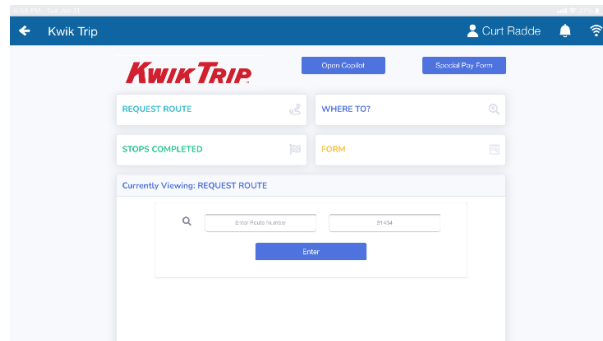
The screenshot shows a modal dialog box titled 'Sign Asset Inspection'. It contains the text: 'This trailer was inspected in accordance with regional and/or federal regulations.' Below this text are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red box. The background of the form is dimmed.

28) Workflow

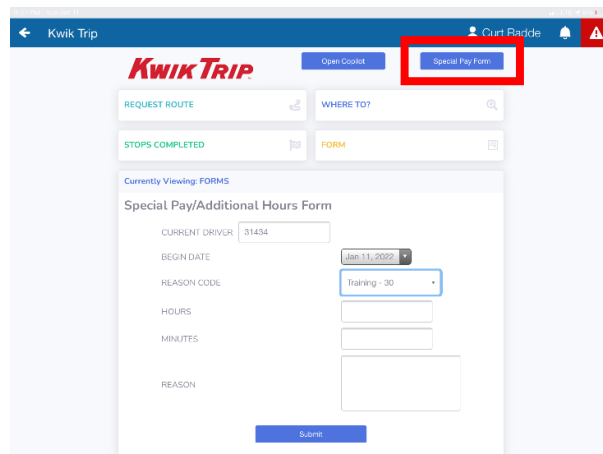
From Dashboard – select “Kwik Trip”



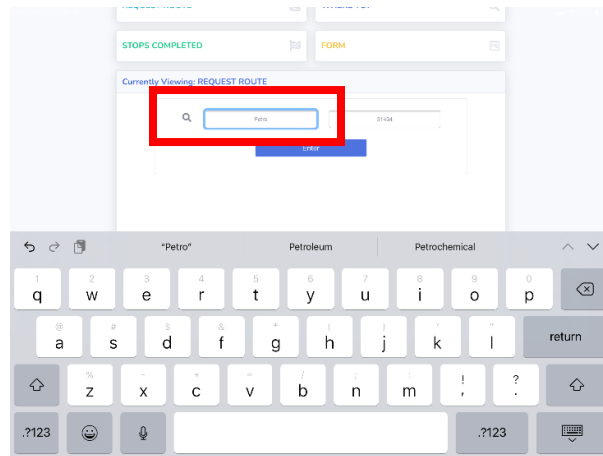
29) This will be the workflow with applicable forms, special pay, and navigation



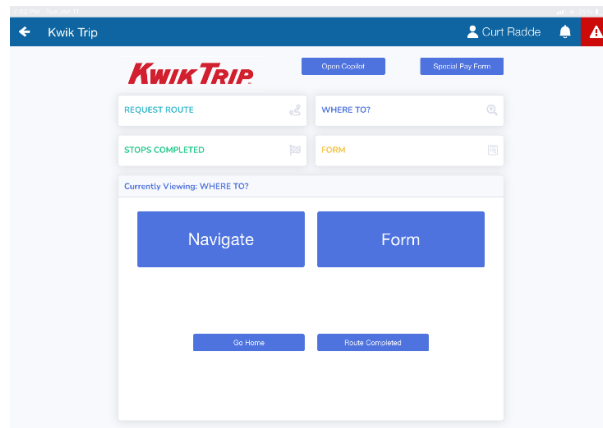
- Special Pay Form – at any time you can locate the ‘special pay’ form at the top right of the Kwik Trip workflow screen. Complete with applicable information and ‘Submit’.



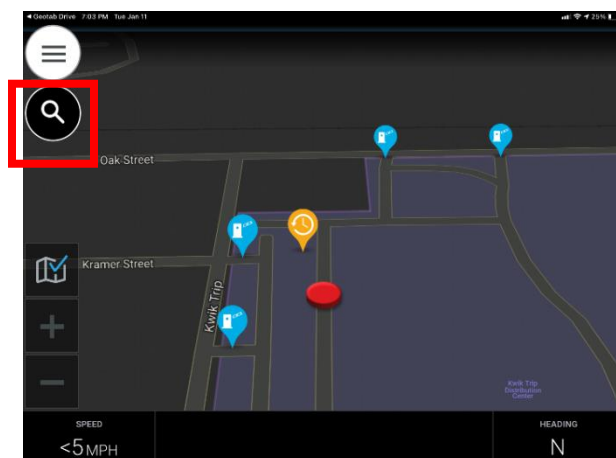
30) Petroleum Drivers Enter “Petro”
(Perishable drivers skip to step 35)



31) Petroleum Drivers will see ‘Navigate’ ‘Form’ ‘Go Home’ and ‘Route Completed’

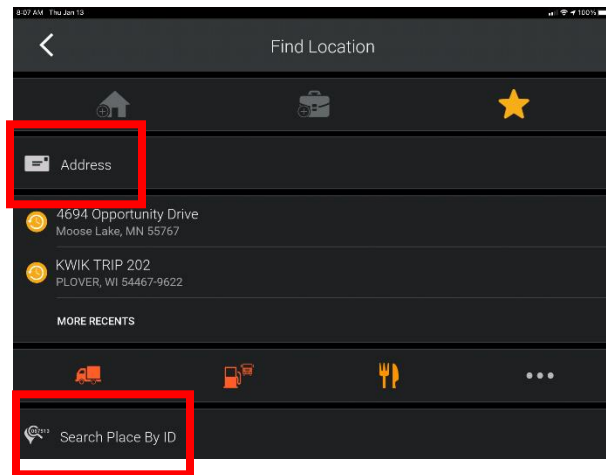


32) Select ‘Navigate’ and CoPilot app will open
a. Select magnifying glass on top left of screen

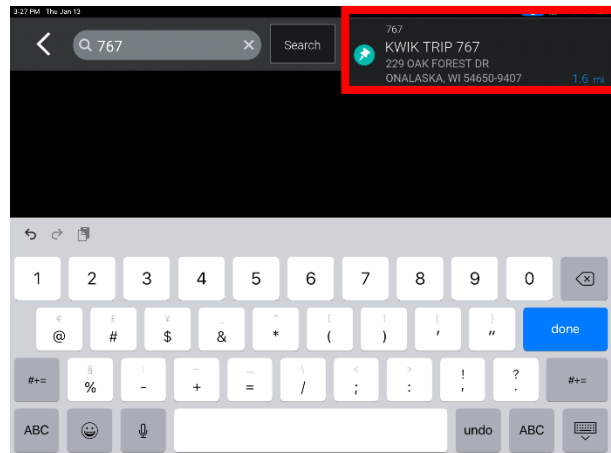


b. You can search by

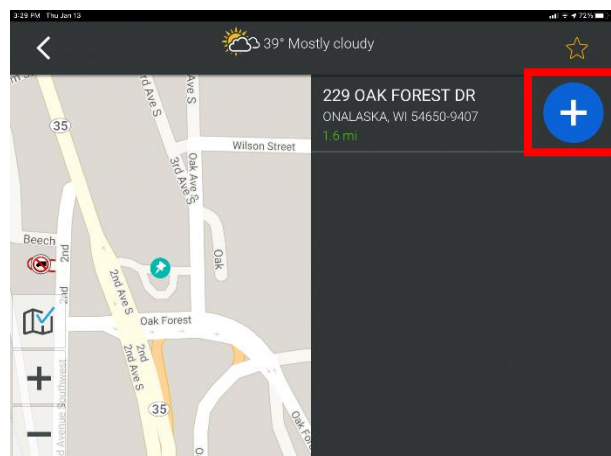
- i. Address – type in address
- ii. 'Search place by ID' will allow you to enter Store number



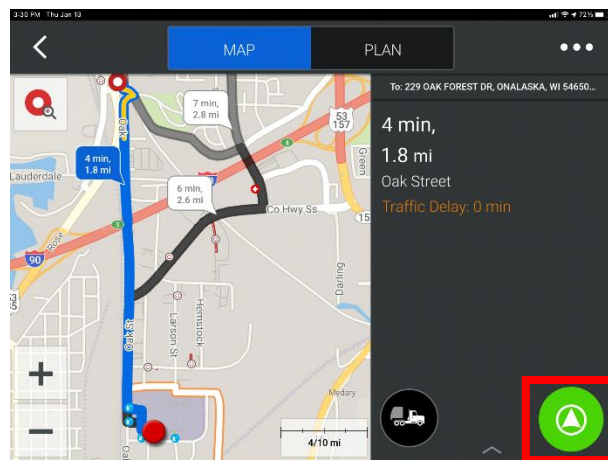
Click on store name and address



Click the '+' to add to route



Click green arrow to navigate



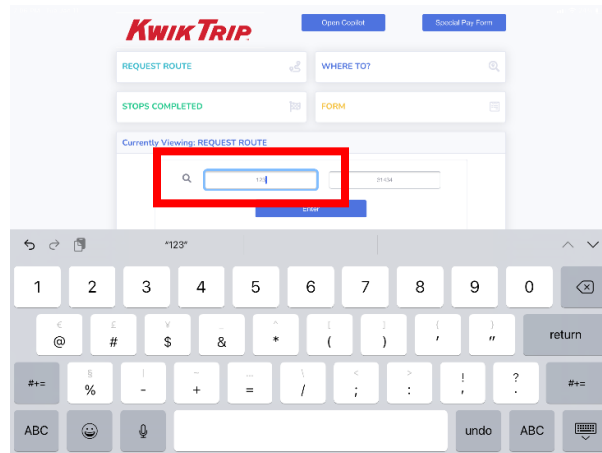
33) Complete Petroleum Form (e-ticket) with applicable information and select 'Submit'

A screenshot of the Kwik Trip mobile app interface. The top bar shows 'Kwik Trip' and user information 'Curt Radde'. The main screen is titled 'FORM' and contains a 'PETROLEUM FORM' section. The form includes fields for 'EMPLOYEE NUMBER' (31434), 'LOAD', 'DESTINATION', 'DATE' (Jan 11, 2022), 'TIME' (7:03 PM), 'SPLIT LOAD', 'NOTES', 'FINAL PRODUCT', 'TANK#', 'STICK BEGIN', 'STICK END', and 'UN-DYED DOES-1', 'UN-DYED DOES NOT-2', 'DYED-3'. The 'FORM' button is highlighted in orange.

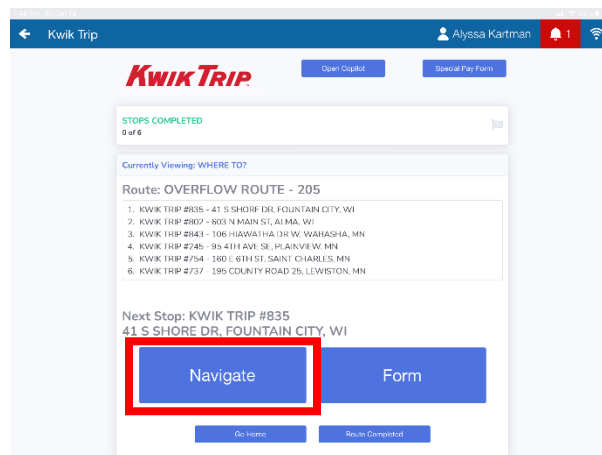
34) You will then see screen with the options 'Navigate' 'Form' 'Go Home' 'Route Completed.' Continue steps with Navigate and Form until route is complete.

A screenshot of the Kwik Trip mobile app interface. The top bar shows 'Kwik Trip' and user information 'Curt Radde'. The main screen is titled 'WHERE TO?' and contains four buttons: 'Navigate', 'Form', 'Go Home', and 'Route Completed'. The 'Navigate' and 'Form' buttons are highlighted in blue.

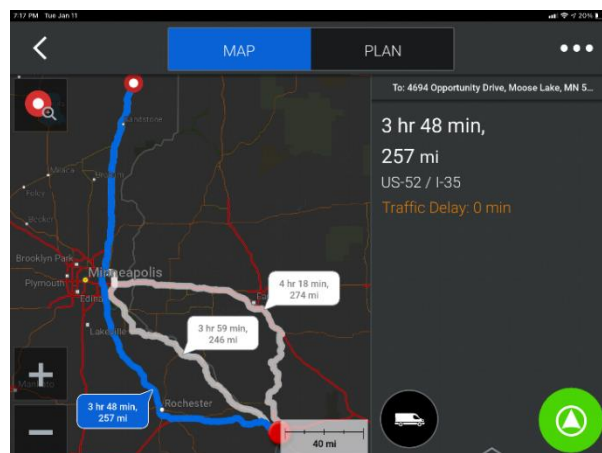
35) Perishable Drivers: Enter Route # (Petroleum drivers skip to step 38)



36) Your first stop will show. Select 'Navigate' - CoPilot app will appear



37) Navigate to first stop



38) Complete Ice/LP Form and submit

Kwik Trip

Open Credit Special Pay Form

REQUEST ROUTE WHERE TO?

STOPS COMPLETED FORM

Currently Viewing: FORMS

ICE/LP Form

EMPLOYEE NUMBER 31434

ICE 10# VERIFY AMT

FULL LP VERIFY AMT

LP RETURNS

Submit

39) You will need to enter 0's if no LP or Ice was delivered to submit.

Currently Viewing: FORMS

ICE/LP Form

EMPLOYEE NUMBER 31434

ICE 10# 0 VERIFY AMT 0

FULL LP 0 VERIFY AMT 0

LP RETURNS 0

Submit

1 2 3 4 5 6 7 8 9 0

@ # \$ % & * () ' " return

+= % - + = / < > ! ? # +=

ABC undo ABC

40) Once the form is submitted, you will then be directed back to the workflow and your next stop will appear. Continue process of navigation and forms until route is complete. Once route is complete, you can "Go Home" to Navigate to the spot you started from.

Kwik Trip

Open Credit Special Pay Form

REQUEST ROUTE WHERE TO?

STOPS COMPLETED FORM

Currently Viewing: WHERE TO?

Next Stop: KWIK TRIP #166
4694 OPPORTUNITY DR, MOOSE LAKE, MN

Navigate Form

Go Home Route Completed

At any time during your route you can click “Stops Completed” to see your route for the day and what has been done.

Currently Viewing: STOPS COMPLETED

Route Info:

Route 123

- 123 Anytown, 12345, USA
- 234 Sometown, 23456, USA
- 345 Hometown, 34567, USA
- 456 Small Village, 45678, USA
- 567 Large Village, 56789, USA
- 678 Big City, 67890, USA
- 789 Settlement, 78901, USA

- 41) *****IMPORTANT***** All drivers must select “Route Completed” and CONFIRM when finished for the day in order for your miles to be sent to payroll.

Kwik Trip

Curt Radde

Kwik TRIP

Open Cooled Special Pay Form

REQUEST ROUTE WHERE TO?

STOPS COMPLETED FORM

Currently Viewing: WHERE TO?

Navigate Form

Go Home **Route Completed**

- 42) Complete post-trip asset inspection in the “Asset Inspection” tab
- Select “post-trip”
 - Complete inspection

Dashboard

Curt Radde

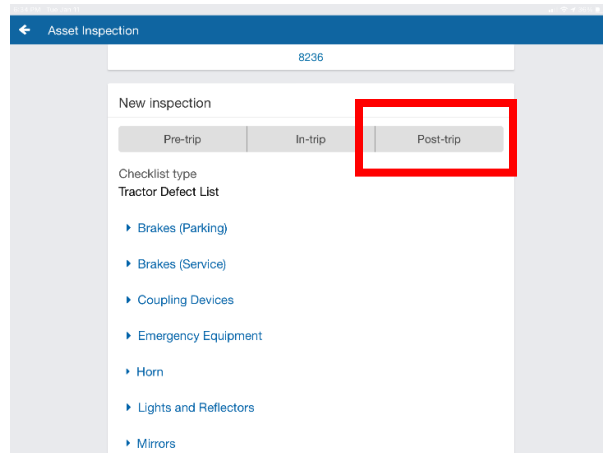
HOS **Asset Inspection** Messages

ON NEW INSPECTION NO UNREAD

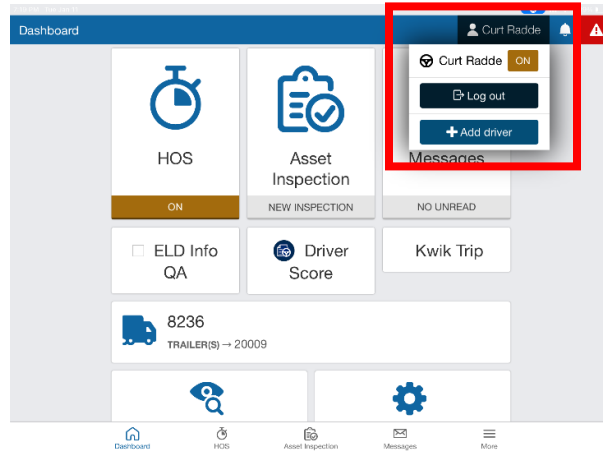
ELD Info QA Driver Score Kwik Trip

19201 TRAILER(S) → 1013

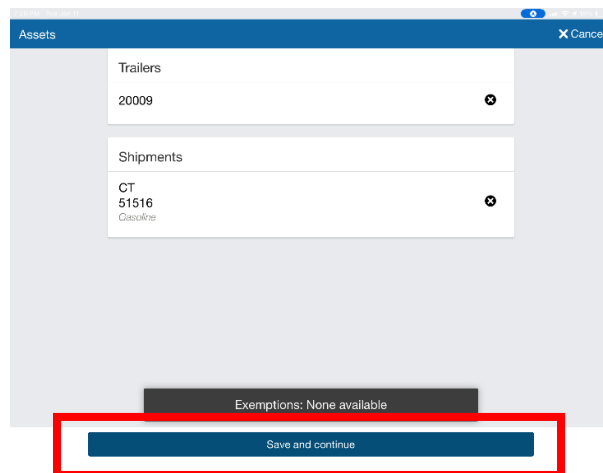
Dashboard HOS **Asset Inspection** Messages More



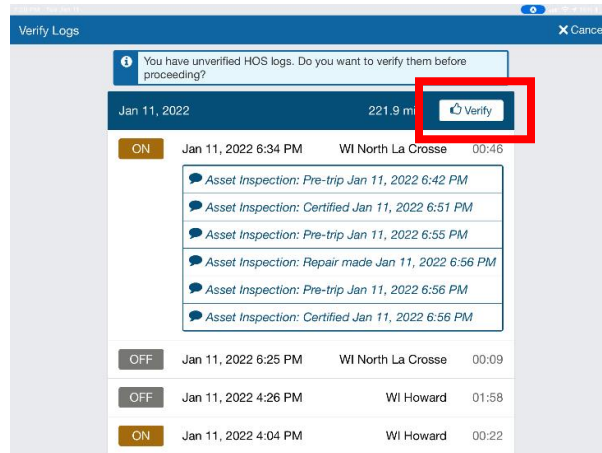
43) Click on your name on the top right and then click “Log Out”



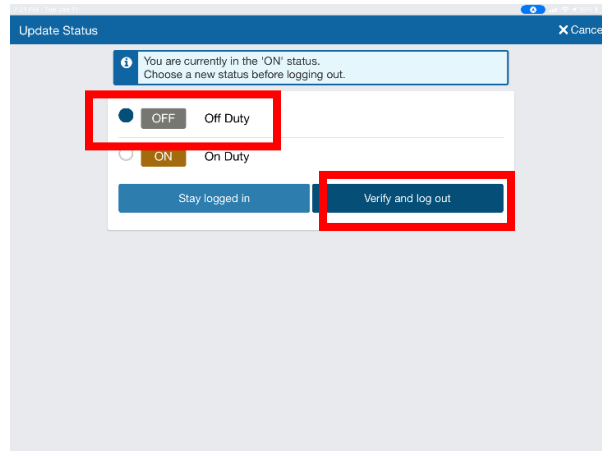
44) You will then see the option to remove your trailer and shipment from the truck.



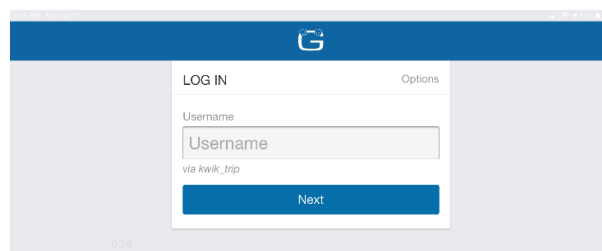
45) You will then have the option to verify any unidentified logs.



46) Select Off Duty then “Verify and log out”



47) Log in screen will appear



****For questions on ELD/HOS log review, messaging, adding co-driver, etc. please review the [GeoTab Drive manual](#) located in all trucks****

Last updated: 1/14/22