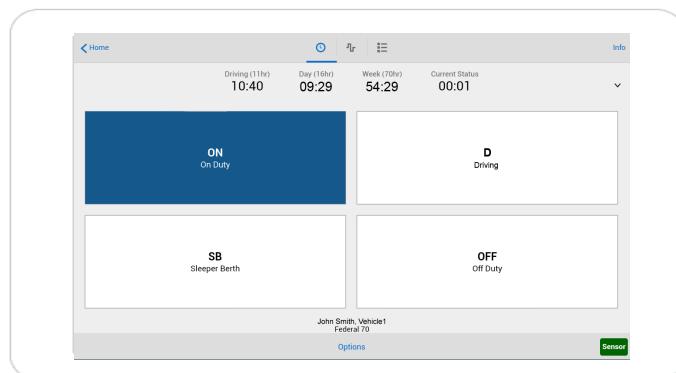


About Telogis Hours of Service

Telogis Hours of Service is part of **Telogis Compliance** and can be accessed via **Telogis WorkPlan**. It allows you to monitor your compliance with federal Hours of Service (HOS) regulations.

Changing your HOS status

You can manually change your HOS status by tapping on the appropriate status code on the **HOS status** screen:



Your status will change automatically based on the GPS movement detected by your device. E.g. if you are **On Duty** and your vehicle moves, you will automatically switch to **Driving**.

Depending on how your account is set up, you may also automatically switch to **On Duty** when you log in and to **Off Duty** when you log out.

When you change your status, you may be asked to complete or verify an HOS summary and/or to sign your HOS log.

Checking your remaining allowance

The HOS status clocks on the **HOS status** screen show your remaining driving and on-duty allowance:

Driving (11hr)	Day (16hr)	Week (70hr)	Current Status
05:40	09:29	54:29	00:01

In the example above, you would be allowed to drive for another 5:40 hours without taking a break. You would be allowed to be performing a mixture of on duty and driving tasks for another 9:29 hours. If you stayed on duty or kept driving for longer, you would violate one of the HOS regulations. For the entire week, or cycle, you would be allowed to spend 54:29 hours driving or on-duty.

Viewing your daily log

1. Tap  to go to the **HOS event list** screen.
2. Tap the  icon next to the day you wish to view.
3. The daily event view opens:

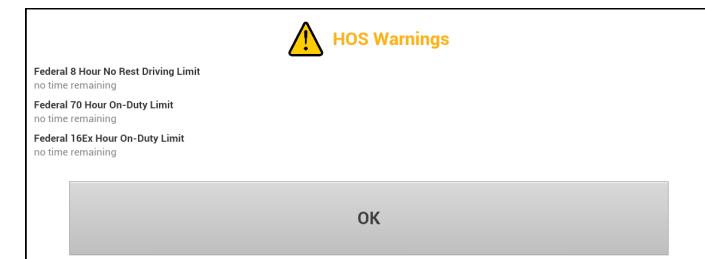
Days				Signed
Friday, February 12, 2016				
Event	Auto / Manual	Time	Duration	
Used vehicles: VEH1				
Off Duty Christchurch, Canterbury	Manual	12:00am	14:09	
Driving Address unknown	Manual	2:09pm	00:30	
 Violation Federal 60 Hour		2:09pm	00:30	
Sleeper Berth Address unknown	Manual	2:39pm	01:24	
On Duty Christchurch, Canterbury	Manual	4:04pm	00:00	
Driving - Loading	Manual	4:04pm	00:02	

The daily log displays:

- A summary of your time spent in each status
- A summary of your miles driven
- Each status change or violation event (if your account is configured accordingly, you may be able to edit the event)

Receiving HOS warnings

If you violate one or more of the HOS regulations for the day or week/cycle you will receive an **HOS Warnings** dialog and the back-office will be informed:



Important notes

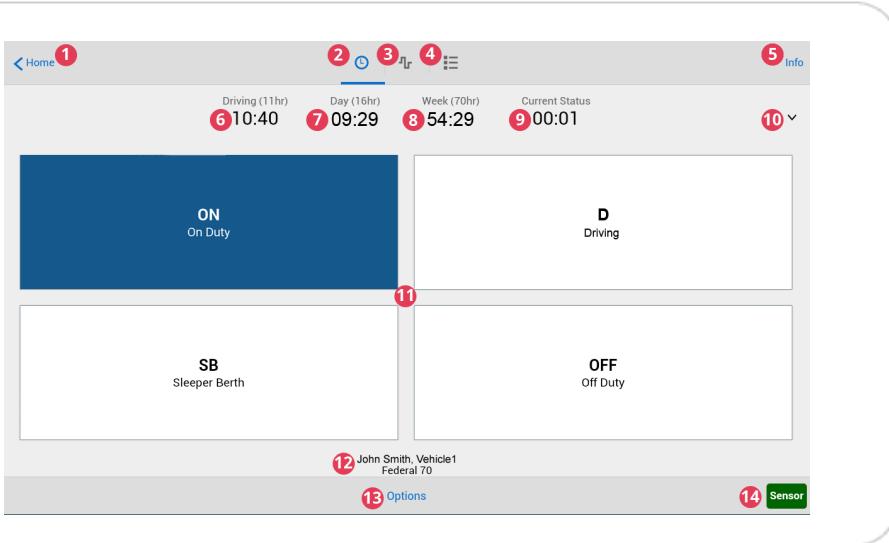
Per FMCSA 395.15, you must have the following in your possession at all times:

- Blank supply of log book(s)
- Instructions on how to operate **Telogis Hours of Service**

If **Telogis Workplan** fails, ensure that you take the following steps:

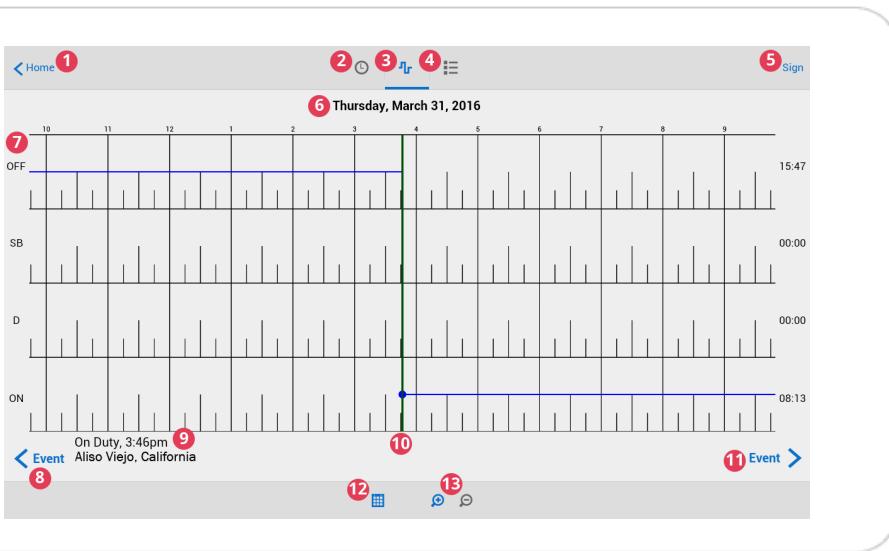
- Call your supervisor immediately
- Obtain a copy of the logs for the past 7 days
- Revert to paper logs until **Telogis Workplan** is restored

Telogis HOS supports the 100 air-mile exemption. For more information see the training material.



HOS status screen

1. **Home** - Go back to the Telogis WorkPlan **Home** screen.
2. **HOS status screen** - Current screen.
3. **HOS graph screen**
4. **HOS event list screen**
5. **Info** - View inspector information.
6. **Driving** - The remaining driving time before you should stop driving to avoid violations.
7. **Day** - The remaining on-duty or driving time for the day.
8. **Week** - The remaining on-duty or driving time for the week/cycle.
9. **Current Status** - The amount of time spent in the current HOS status.
10. **More detail** - View more detail about the time spent on-duty or driving today and over the past 7 or 8 days, as well as the time remaining for tomorrow.
11. **HOS status** - Tap the appropriate button to indicate your current status.
12. **Details** - Driver name, vehicle name and the ruleset currently applied.
13. **Options** - Enable the 100 air-mile exemption, oilfield options, Personal Conveyance mode or Yard Move mode, or switch your ruleset.
14. **System status** - Green indicates no problem, red indicates a problem.



HOS graph screen

1. **Home** - Go back to the Telogis WorkPlan **Home** screen.
2. **HOS status screen**
3. **HOS graph screen** - Current screen.
4. **HOS event list screen**
5. **Sign/Signed** - Displays the link **Sign** for you to sign the daily log. Displays **Signed** if the log has already been signed.
6. **Event date** - The date of the event displayed as the green line in the graph.
7. **HOS status** - The HOS statuses: Off Duty, Sleeper Berth, Driving and On Duty.
8. **Previous event** - Display the previous event.
9. **Event description** - Location, time and description of the event being displayed.
10. **Current event** - The currently selected event or time displayed as a green line.
11. **Next event** - Display the next event.
12. **Calendar** - Change the date shown in the graph.
13. **Zoom** - Zoom in or out on the graph to view a shorter or longer time period.