motive — NDCP - Driver Log On Instructions

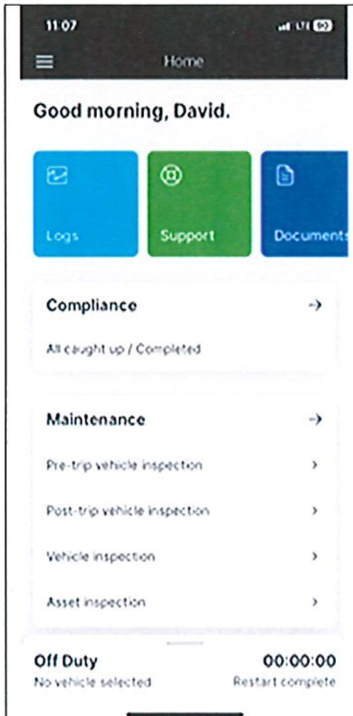
For the first week of Motive's Go-Live you will need to carry your previous 7 days from PeopleNet. You can get this emailed to you (and save a tree) by asking the on-duty dispatcher to email them to you. Printed option is available, but the document will be 40-50 pages depending on your previous weeks activities. Emailed version will satisfy an inspection, should the need arise.

[IF PROMPTED] Allow Battery Settings to allow Motive to run in the background of the POD device. If prompted, you'll need to accept/allow this request or Motive will not function properly.

Driver Log In:

- All driver accounts are already created, you will not need to request access. Driver IDs have changed slightly with Motive... NDCP followed by your [6] digit ID number is both your user name and password.

  [If you only have a (4) digit driver ID, add two leading 0's. For example 1234 would become 001234... full code would be ndcp001234 for both username and password.]



Once you log on, you'll see this as your home page. In "compliance" you will be prompted to sign off on any uncertified logs. (First week go-live, you'll certify the blank logs as PeopleNet's log entries will not transfer over to Motive. Once you've been running for a week, your logs will reflect accurately.) You'll be prompted to digitally sign once. Your account will save this as your default signature for any future prompted signings.

To log in, grab the 'tray' at the bottom where is shows "Off-Duty" in the image and slide it up.

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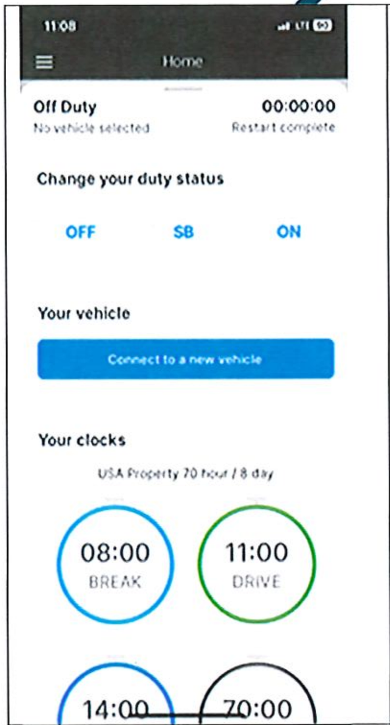
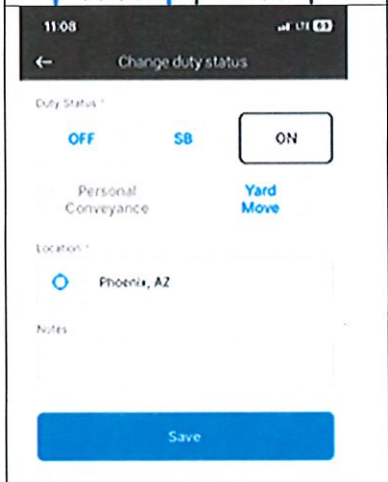
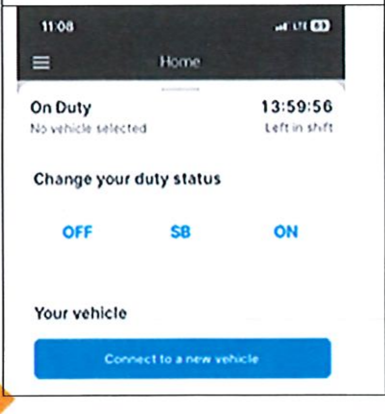
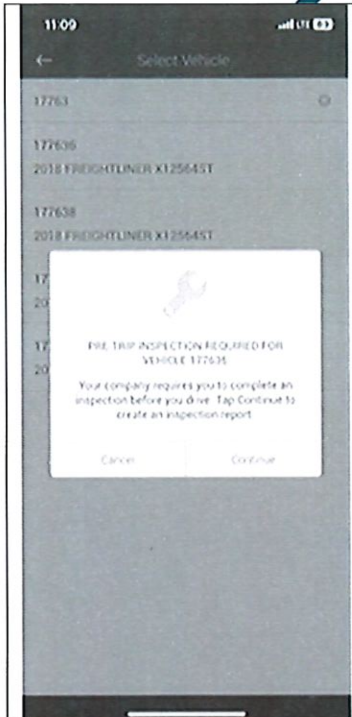
	Select "On" to begin your day. Lower portion of the page will show you your available hours, drive clock, daily cycle and full cycle clocks.
	When you change your status to "ON", you'll receive this follow up screen. Much like PeopleNet's "where are you" when you change status system you can either type in the city/state of the status change... or much simpler, tap the "crosshairs" to the left of the city/state location field and the GPS will ping your location and fill it out for you automatically. This can take a couple of seconds, or respond almost instantly, depending on your GPS signal at the time. You can add any notes you have for dispatch here or leave it blank and press "Save" to continue.
	Once your duty status shows ON-DUTY, (indicated in the top left, and the counting clock in the upper right, you're ready to connect to a new vehicle and begin your dispatch. Click the blue "Connect to a new vehicle" option in the middle of the page.

<table>
<tr>
<td>
</td>
<td>Available trucks in range should populate the list, or you can start to type the unit number to narrow down your search. Once you find your assigned unit, tap on it in the list to select it.

You'll receive this prompt that a vehicle pre-trip inspection is required. (This comes up for all of our fleet equipment)

[NOT PICTURED] *After you select a tractor, there will be a paired Bluetooth screen that comes up with just one option in it. Just accept the pairing.*

Click continue to move on to the pre-trip inspection or cancel if you tapped on the wrong unit and need to back up a step.</td>
</tr>
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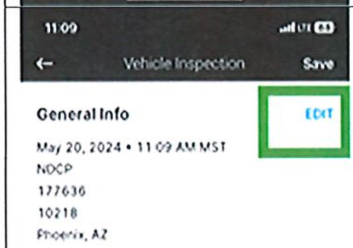
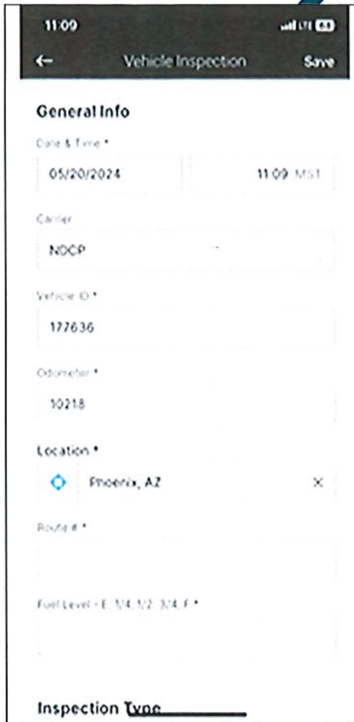
<td>
</td>
<td>Once the inspection loads, tap "EDIT" in the top right corner to begin. You will not be able to save or enter data on the form until you hit this "EDIT" link.</td>
</tr>
</table>



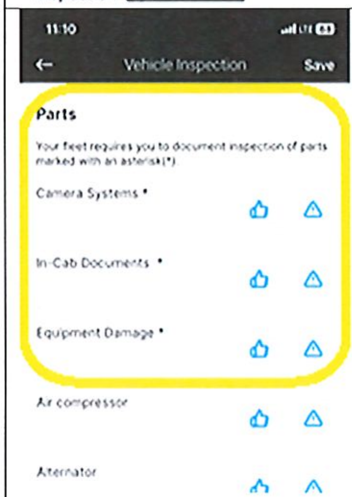
Date / Time will automatically populate, as will the Carrier (NDCP), Vehicle ID, and odometer.

Again, tap the cross hairs again for the GPS ping for location or enter city/state as shown.

Enter your route number. (You don't need to include the DC suffix with the route number. Just entering the numeric portion is fine. [4002 -vs- 4002_PHNX]

Enter tractors fuel level. Can be a percentage, a word, or a fraction as shown. [3/4, 75%, etc...]

Keep scrolling down for the rest of the inspection...



The first three (marked with a "*" on the description) are the only required fields to be completed to end the inspection.

Thumbs up indicates that the item is acceptable. The Caution mark indicates that there is a problem. You'll be prompted to answer if it's a major or minor fault and provide a picture of the fault.

All of the items below these required three DO NOT have to be marked to complete the inspection. If you click on any line item, it will give you a description of what you're looking at, and what you need to check. (Tire tread depths, PSI air leakage, etc...)

You ONLY need to mark these if there is a defect with that item.

Hit "SAVE" in the top right to complete and close your tractor's pre-trip inspection.

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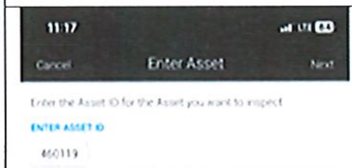
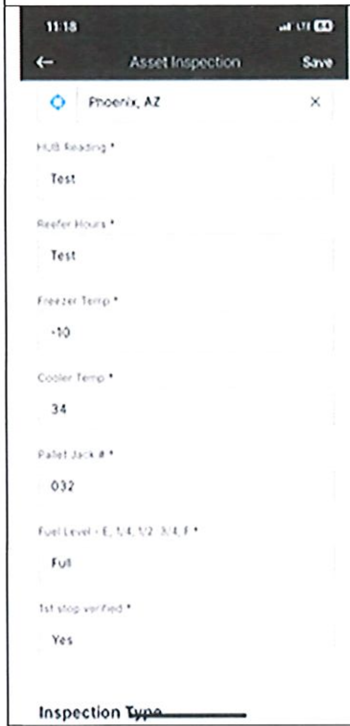
	You'll then be prompted if you want to add an "ASSET". An ASSET in Motive terms is a trailer. If you're operating a tractor trailer, you'll answer "YES", and then tap the "enter asset ID" field and select your assigned trailer. You can either scroll through the list of available assets (trailers) or start typing the unit number to narrow the results. Tap on a trailer to select it and add it to your trip.
	After selecting your assigned Trailer (AKA ASSET), tap NEXT in the upper right corner.
	Tap EDIT to open the ASSET INSPECTION form and enter the following INFO: • Trailer Hub Reading. • Reefer Hours. • Freezer Temperature. • Cooler Temperature. • Pallet Jack (*If an electric jack is assigned, otherwise enter "N/A"*) • Fuel Level You'll need to indicate that you have verified your first stop inside the trailer. (Good practice to verify the ROUTE ID, Stop PC number, and verify your small wares are correct to your trip as well.)

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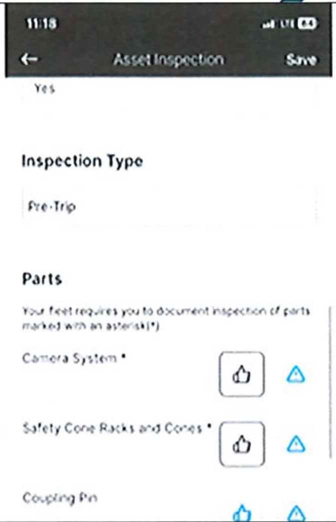
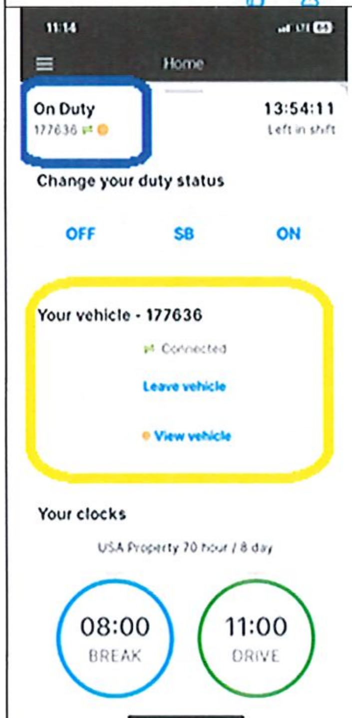
<td>
</td>
<td>Just like the tractor inspection, the "PARTS" marked with an "*" are a require field. You'll need to confirm their condition and availability before moving on.

Just like the tractor inspection, there is a large list of parts that should be checked during a pre-trip inspection. They only need to be marked if the parts are defective. Tapping on an item will give you the description of the item, and what you need to inspect on the individual item.

Hit "SAVE" in the upper right corner once the required fields have been satisfied.</td>
</tr>
<tr>
<td>
</td>
<td>You'll see the tractor indicated under your duty status with Green connection arrows, and your vehicle will be listed in the middle of the Hours of Service tray.

If you DO NOT see the tractor number under your duty status in the top left with the green arrows, or "Your Vehicle" section in the middle of the HOS tray, you have not connected to a vehicle... You may have missed a step with the pairing and will need to re-start the process to make sure you are connected.

Once you are connected, the APP will behave just like every other ELD app, showing you're your cycle clocks and drive time, etc...

At the END of the trip, click "LEAVE VEHICLE" on the HOS tray, and it will be the reverse of the same two inspections [One for tractor and another for your trailer (asset)]</td>
</tr>
</table>

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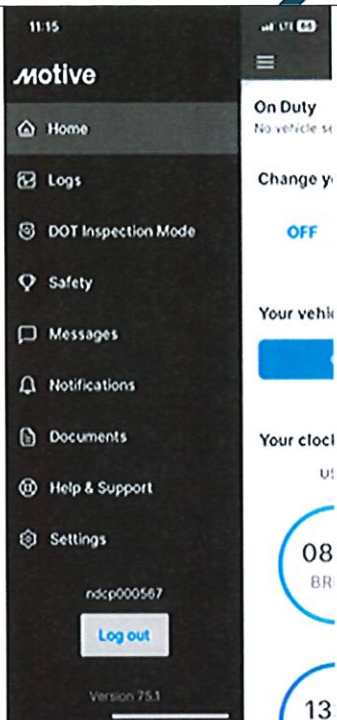
<td>
</td>
<td>Once you have disconnected from the vehicle(s), then click the "3-lines" above the duty status to get the menu to slide out.

You can then select "LOG OUT" from the bottom and exit the trip.</td>
</tr>
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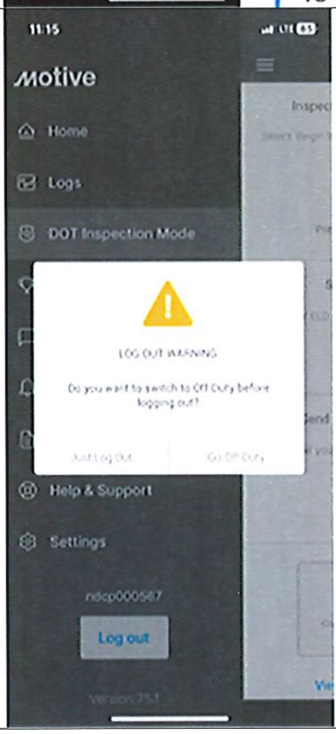
<td>
</td>
<td>You'll get a prompt warning if you want log out of the app ON-Duty (by selecting "just log out") or to go off-duty completely by clicking "Go Off Duty")

You can then use the tablets in the driver area to finish the log out process after cleaning off your trailer(s), separating your equipment, and completing your driver debrief.</td>
</tr>
</table>

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SPECIAL INSTRUCTIONS FOR ROAD-SIDE / SCALE HOUSE INSPECTIONS

Use the three dashes in the upper left corner to access the menu, and select "BEGIN INSPECTION" under DOT INSPECTION MODE to set the device into the appropriate screen for the DOT officer.

You can PRESS AND HOLD the button, and you will be prompted to enter a code before handing the device to the DOT officer. This will mean the DOT officer can not exit the inspection mode without your code.

Reenter the entered code (if you did that step) to return to the menu and return to driver mode.

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