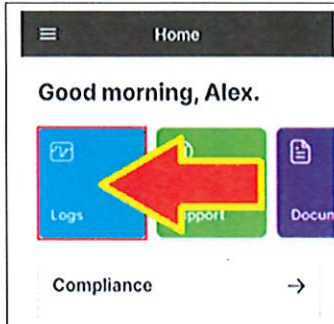
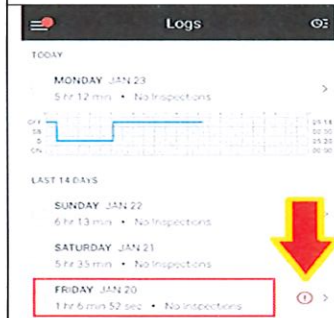


# HOW-TO For Motive Driver APP Logs

## Checking Shipping Document & Assigned Trailers



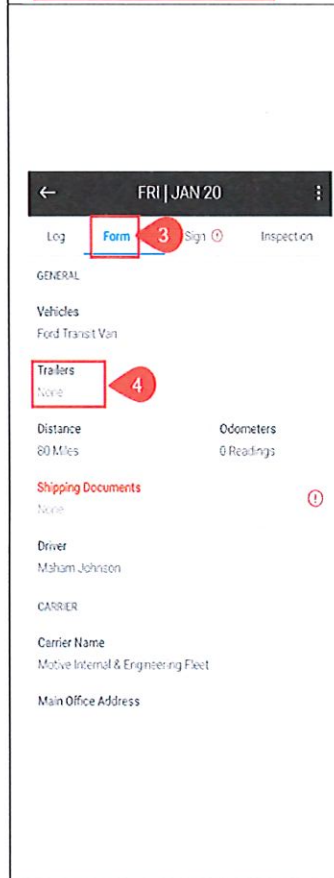
Drivers in the network have been cited during roadside inspections due to inaccurate information being recorded in their logs. These are the steps you will need to take to make sure your logs are legal and compliant. This will need to be done during dispatch of every route. **As always with every ELD system the accuracy of the information is entirely up to you as the driver. Nobody can correct this for you.**



You can access your logs by selecting the “LOGS” tile from the Motive Driver Home Screen, or from the “Logs” option inside the main menu.

Identify which log(s) have problems and are missing shipping documents / trailer(s) / and or driver signatures by the red exclamation mark in a circle on the right of the individual log day. (Visible in the image to the left on Friday Jan 20<sup>th</sup>.)

During Dispatch, you should reset any/all trailers to just your active trailer on your logs, as well as update your routes shipping document number.



Once the log day is open, select “FORM” at the top. (Marked with a 3)

Again, the red exclamation mark will show you where the issue(s) are. Check the following areas: Remember you will need to save any changes you make. [Save button in the top right-hand corner]

**Trailers** (Marked with a 4) [This should only have the trailer(s) you are actively dragging on the log day. If you have multiple trailers listed, and a single trailer behind you, you will get you a citation if inspected.]

### If your ASSET/TRAILER line looks like this, you have a big problem:



**Shipping Documents.** You will need a verifiable shipping document for each day of your route. This document needs to match something on your active manifest. **Use the “CS” number from your manifest rather than the Route ID number.** (Use CS00123456 rather than 2000\_PHNX). This number will have to change with **EVERY** new route dispatch. You cannot reuse the same number(s) for weeks on end, and they **must** match your active route manifest.

**After you make any changes to the log, make sure you save the changes and resign any old logs. (Sign off is available next to FORMS on the top of the page.)**