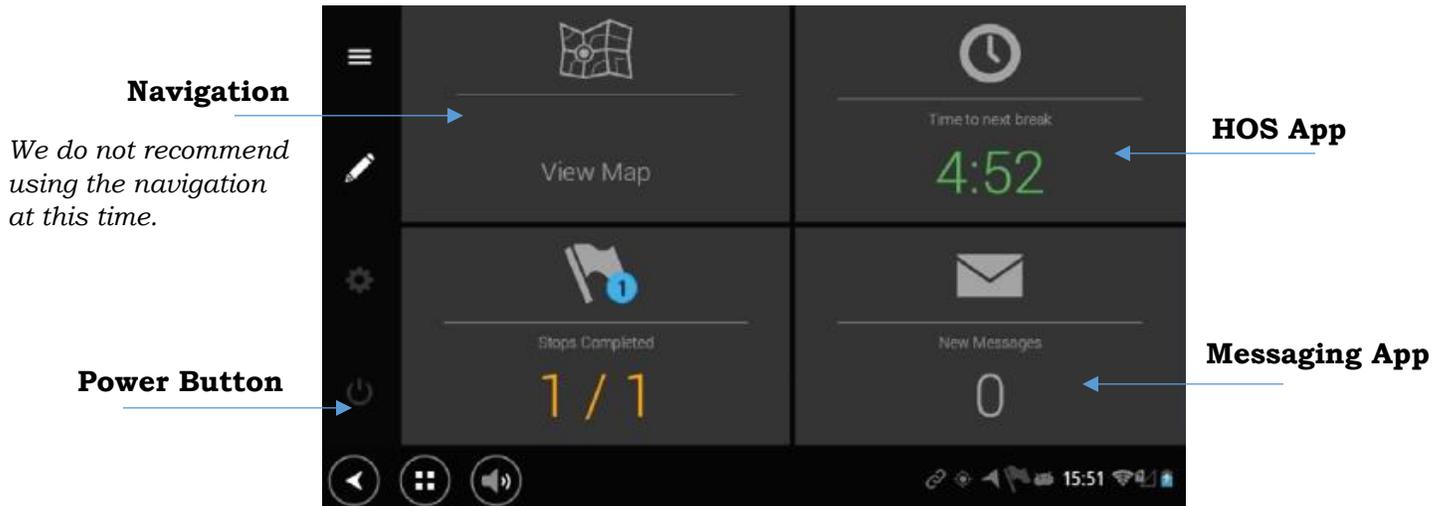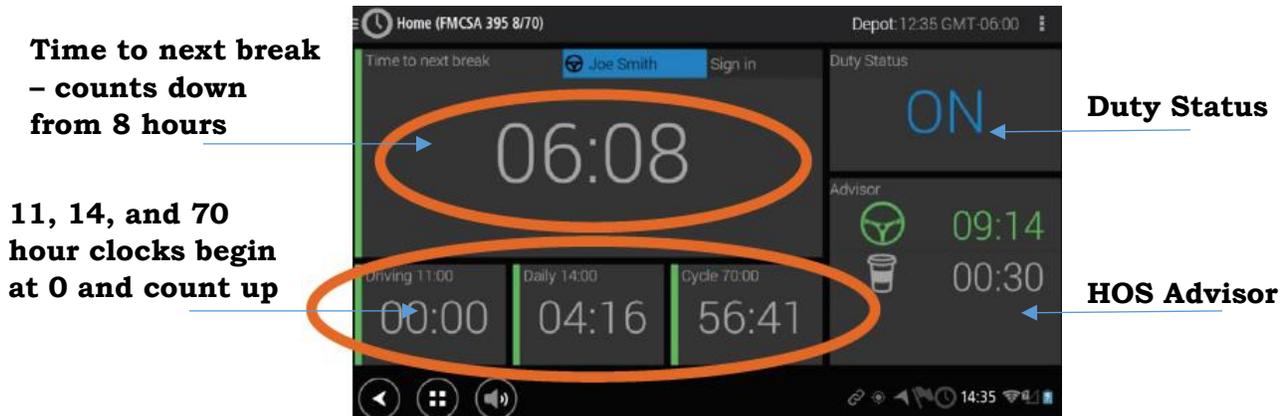# Bluetree Tom Tom

Login with your user name and password. You will get this information from Safety.

To log out of the device, press on the Power Button icon on the lower-left of the HOS application screen. You will be asked to confirm if you want to logout. Press Logout.
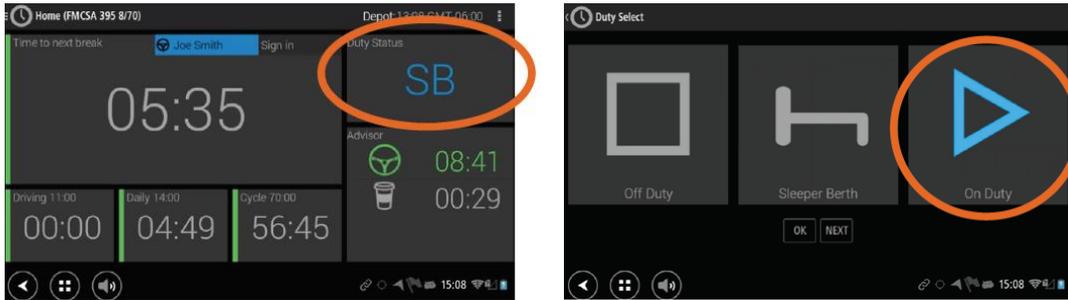
Navigation

We do not recommend using the navigation at this time.

HOS App

Power Button

Messaging App

Hours Of Service App:

To open the HOS app, press on the widget with the clock. This will open the main HOS home screen.

Time to next break – counts down from 8 hours

11, 14, and 70 hour clocks begin at 0 and count up
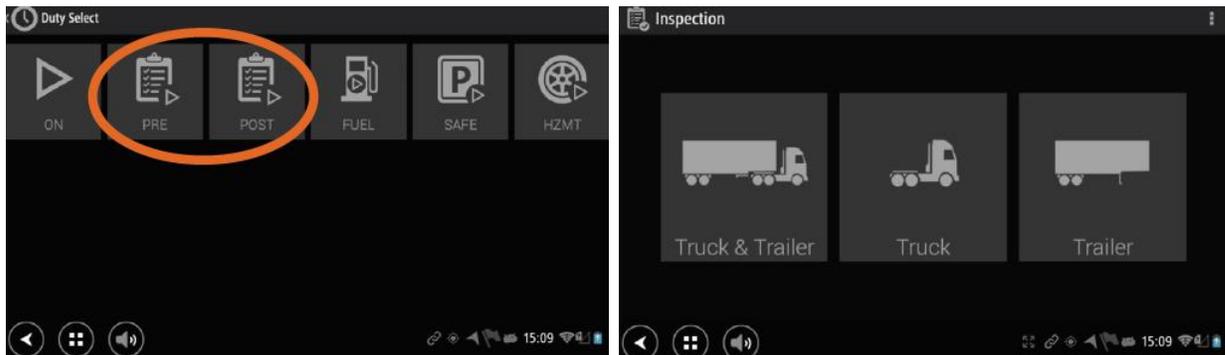
Duty Status

HOS Advisor

<u>Pre-trip Inspections</u>

If you are just starting your day or if this is the first time you make an on duty status change, you will be prompted to run an inspection.

1. Press the Duty Status button.

2. Choose the On Duty option and press NEXT.

3. Here you will be given multiple options for which duty to select. In this case, you would choose PRE.

4. You will be given 3 different options to choose from on the next screen. Select whichever vehicle(s) you are operating.

5. You will need to enter the trailer number and press NEXT.

6. All inspection items on the checklist default to a "passed state." If you find an item does not pass your inspection, press the green button and it will be labeled with a red icon.

7. Anything that fails the inspection requires you to enter a comment why that item did not pass. If there is something not on the list select OTHER and input the remark. Once entered, press FINISHED. And then press NEXT when the inspection is complete.

8. You will be prompted by a confirmation screen to confirm your findings. You can change your name or the condition of the vehicle by pressing on them. When finished press SEND REPORT.
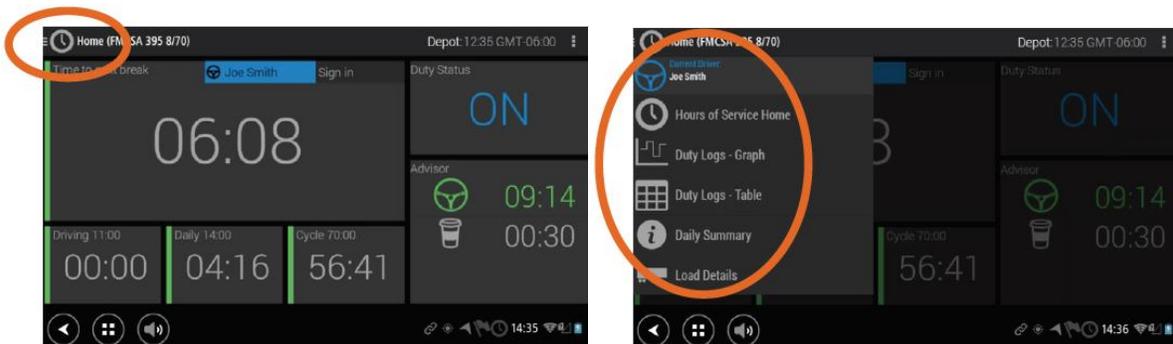
Viewing Driver Summary

Pressing the clock icon at the top-left will open a menu giving the driver additional options.

To view your driving summary, press Daily Summary.

- o Gives you an 8-day recap of hours and miles
- o Here you can sign your logs. The red alert icon lets you know logs have not been signed. To sign a log, press the red alert icon in the right column and verify you want to sign. The red icon will now be replaced by a green checkmark verifying it has been signed.

To make remarks on your logs, begin by selecting Duty Logs – Table from the list of additional options.
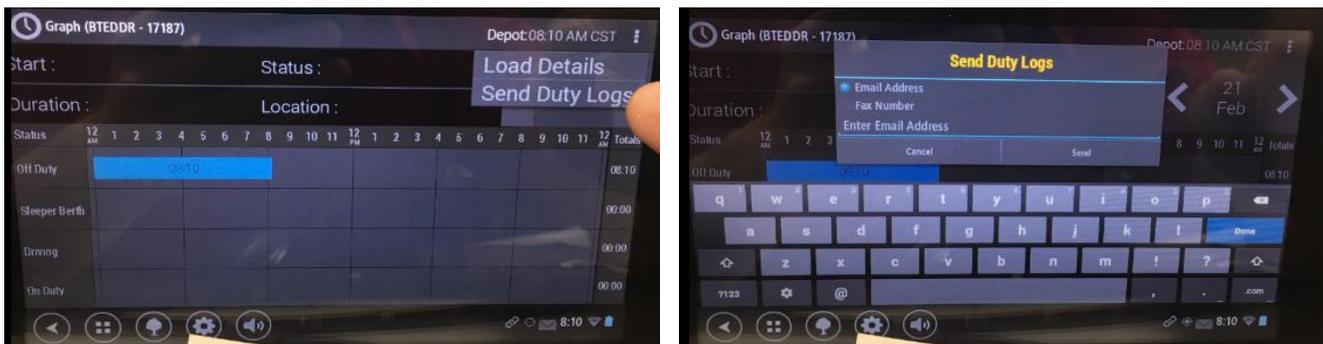
- o Select the duty status you wish to add a remark to.
- o On the right of the duty status press CLICK TO ADD, and you will be prompted to add a remark. Once the remark is entered press OK and then SAVE.

To Send Logs

To transmit your logs either by fax or email, begin by selecting Duty Logs – Graph from the list of additional options in the HOS app.

- o Touch the clock in the top right corner and select Send Duty Logs.
- o Enter either an email address or fax number, then touch Send.

HOS Advisor

The HOS Advisor tool is on the bottom-right of the HOS home screen.

The steering wheel shows the available drive time for the day. If this is highlighted in red it would indicate the user is running low/out of drive time for that day.

The coffee cup lets you know how much required break time must be completed.

Changing Duty Status

The Duty Status is shown on the top-right of the HOS home screen. Press to change duty status. You will be given 3 options: Off Duty, Sleeper Berth, and On Duty. Select the new status and press OK.

If you select On Duty you are given various sub-states to choose from: Pre-trip, Fuel, Loading, Unloading, Etc.
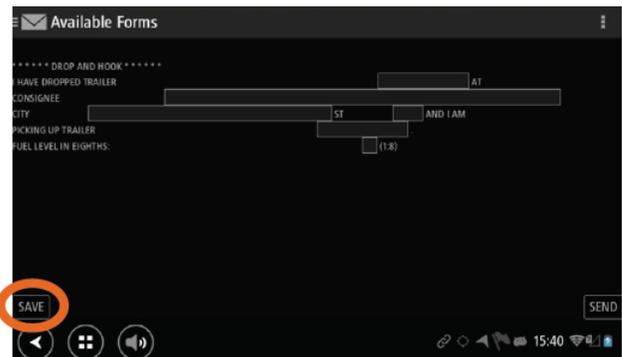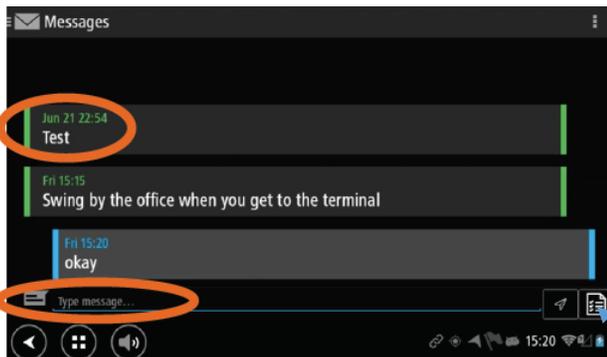
You will automatically be put on Drive when your truck reaches 20 mph or when you accumulate 3 miles total (even if less than 20 mph).

Changing Load Info

From the HOS menu, press the clock at the top-left of the screen and select Load Details. Update the Trailer and Shipping Doc information.

Messaging App

To open the Messaging App, press on the widget with the envelope. The number below the envelope represents any new messages.

Form Messages

- Messages from the office will come in on the left with a green border. Messages from the driver will be on the right with a blue border.

- To access your Form Messages press the paper icon at the bottom-right. You will be able to see all of the different forms available.

- Pressing the clock at the top-left will open a menu giving the driver additional options, such as viewing Draft messages.