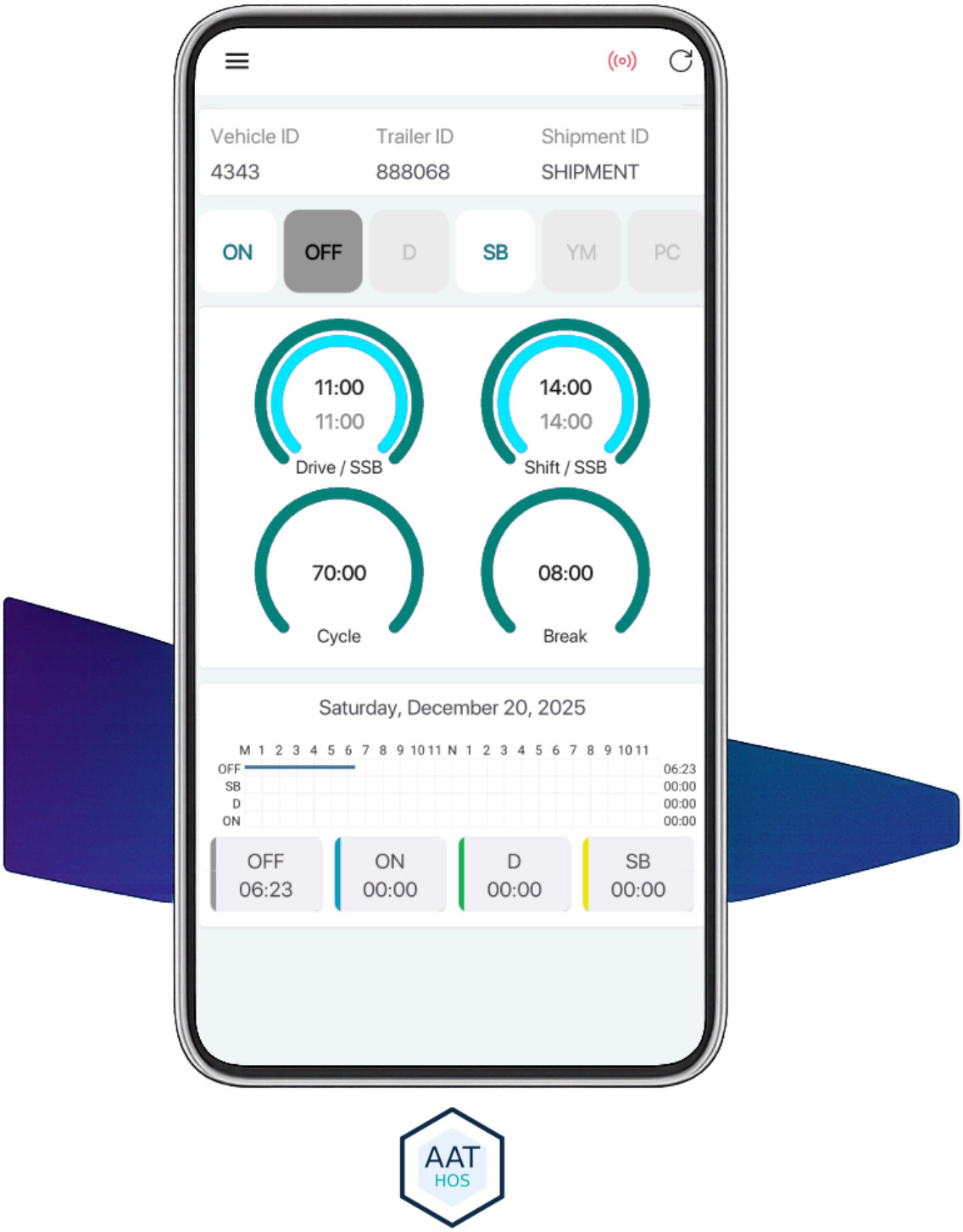
AAT HOS Driver Manual



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FMCSA Regulatory Compliance Statement

AAT HOS is designed to comply with the Federal Motor Carrier Safety Administration (FMCSA) Electronic Logging Device (ELD) regulations as defined in 49 CFR §395.22, §395.24, §395.26, and Appendix A & B to Subpart B of Part 395.

This manual provides drivers with instructions required for the proper operation of the AAT HOS system and fulfills FMCSA requirements for ELD user documentation.

AAT HOS Login Details

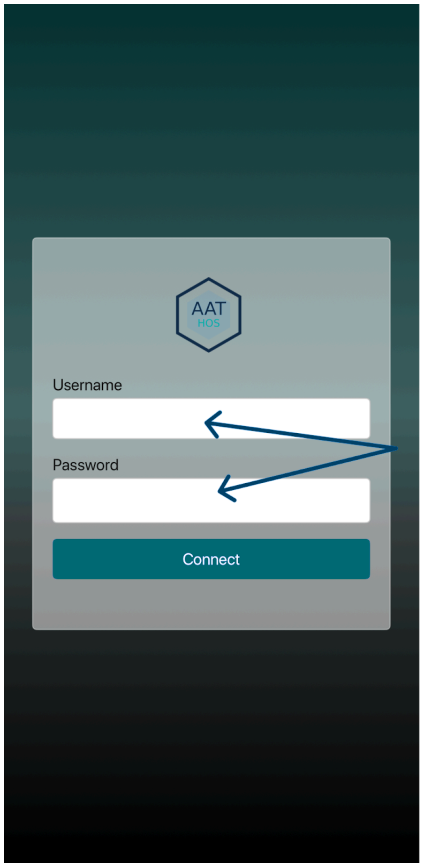
Write down the login details from your fleet administrator.

- Username: _____
- Password: _____

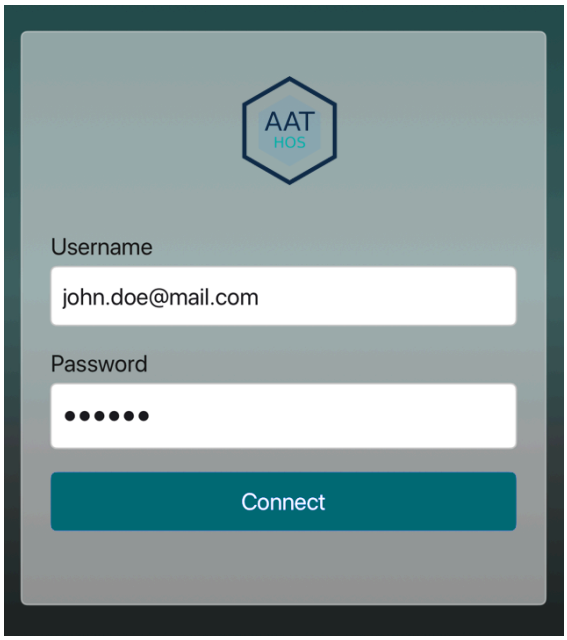
Signing into the AAT HOS app

To sign into the AAT HOS app, use the login details given by your fleet administrator.

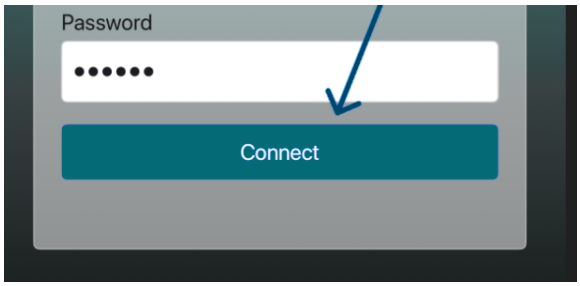
1. Open the AAT HOS app on your mobile device, once opened focus on the login details form in the middle:



2. Enter the **Username** and **Password** given by your fleet administrator:



3. Once you enter your details, press the **Connect** button to sign into the application:



4. If you entered the correct details, upon logging in you will now enter the AAT HOS app.

Resetting your AAT HOS username or password

If you happen to forget your username or password, please contact your fleet administrator, who will then set up a new password or tell you your username for you.

Starting your shift

Before you begin your shift, please make sure you have the following:

- This AAT HOS driver app manual, which you can use printed in paper, or in electronic format, which will be given to you via a link by your fleet administrator. This manual includes all the information you need to know to use the AAT HOS app, and instructions on how to do a DOT inspection.
- Blank paper records of duty status graphs for at least 8 days, in the rare case that your ELD malfunctions, or that you are exempt from ELD usage.

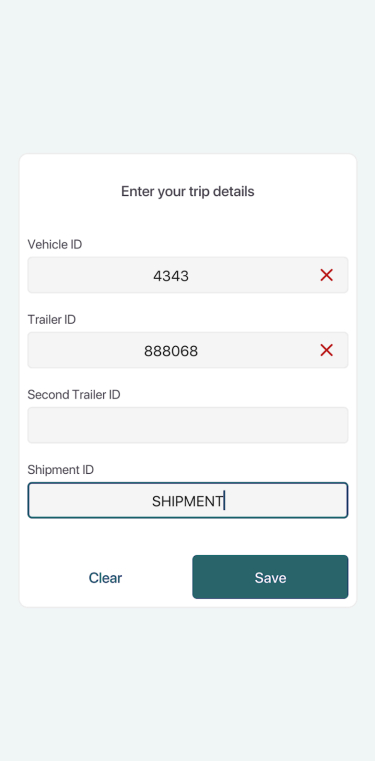
Sign in and enter your trip details

In order to begin driving, you must first download the AAT HOS app, sign in, and enter the details of your trip:

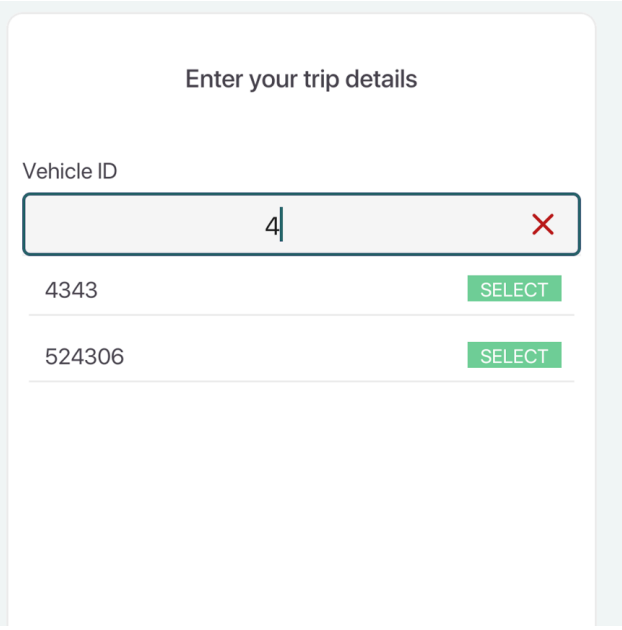
1. First download and open the AAT HOS app, and proceed to enter your login details. Once you enter the app, you will be met with the sign in screen. The sign in instructions are explained in detail in the **Signing into the AAT HOS app** section.



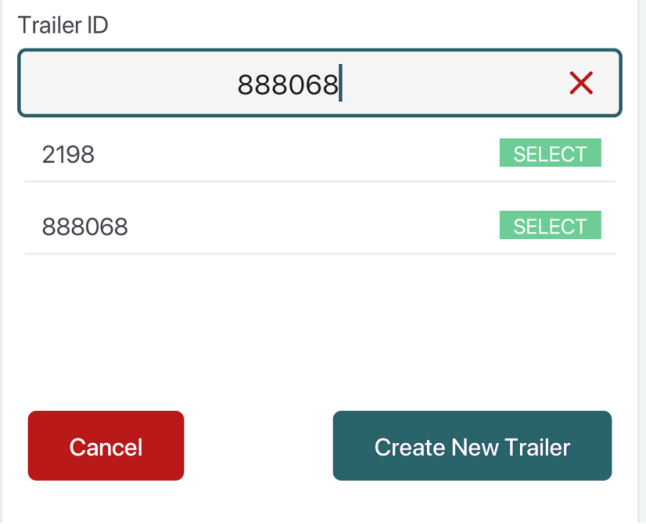
2. Once you log in, you will be met with the Trip details form. In this form, you must enter your trip details for your current shift:



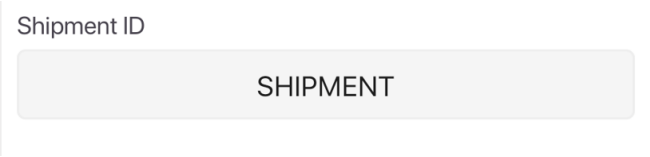
3. Inside this form, you can enter your Vehicle ID, Trailer ID, and Shipment ID. The required information will be given to you by your fleet administrator. Your fleet administrator will create a Vehicle ID for you that contains the details about your vehicle, (VIN, model, etc), and the ELD serial number tied to your vehicle. You can start typing the ID inside the text box, at which point the app will search for your vehicle and give you suggestions:



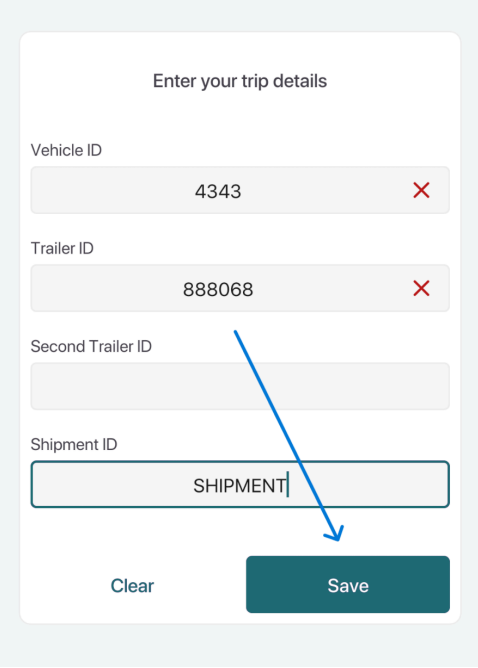
4. Once you've found your vehicle, you can press the SELECT button to choose it. Regarding the Trailer ID, you can also search for it in the same way, and you also have an option to press the 'Create a trailer' button, where you can manually input a Trailer ID, which your fleet administrator will be able to see on the fleet administration platform:



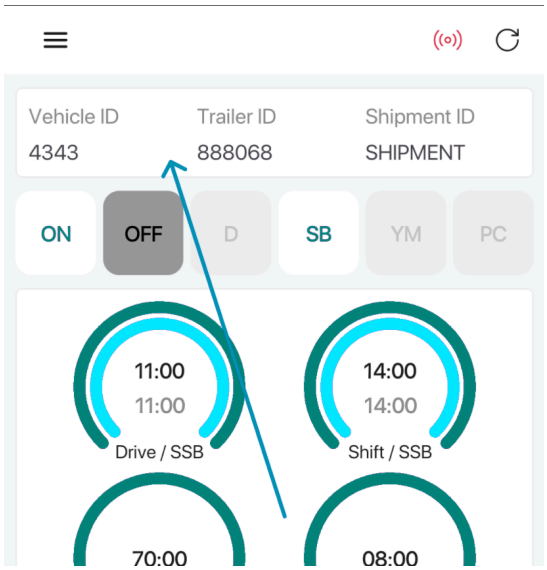
5. You also have the option to enter Second trailer IDs in the same way. For the shipment ID, you need to enter the ID of your shipment inside the Shipment ID text box



6. Once you enter all your trip details, you need to press the Save button to save them:



When you enter your trip details and press save, you will then proceed to the Dashboard screen (explained in detail in the Dashboard section). If you need to change your Trip Details at a later time, you can easily do so on the Dashboard screen by pressing anywhere in the Trip Details section of the dashboard:



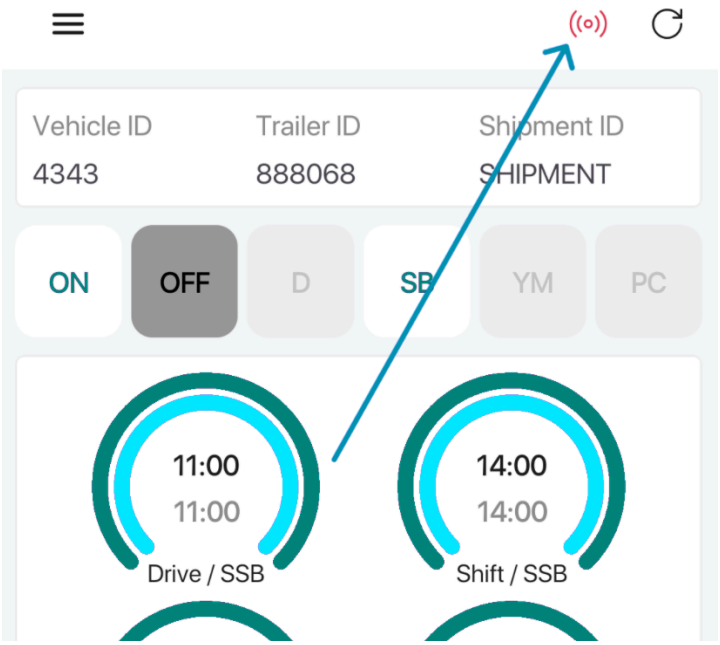
Connecting to the ELD device

Once you've signed in and entered your trip details, the app will immediately start searching for the ELD device that is assigned to your vehicle. Please make sure that the provided ELD device is correctly plugged into the appropriate port of your vehicle. Contact your fleet administrator if you require assistance in setting up your ELD device.

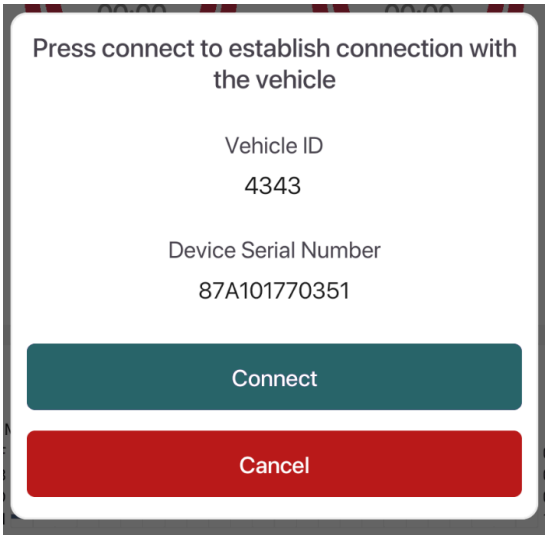
Once the ELD device is properly plugged in, it will start broadcasting its bluetooth address which can be found by the AAT HOS app. When the AAT HOS app is connected to the ELD device, the icon in the top right corner will turn green and it will say Connected next to it.

If for some reason the automatic connection fails, you can perform manual connection in the following way:

1. First, press the ((o)) button in the top right corner:



2. Once you press the button, the Manual connection modal will open, where you will see the serial number of your ELD device, and then you can press the Connect button to manually prompt the app to search and connect to the ELD device:

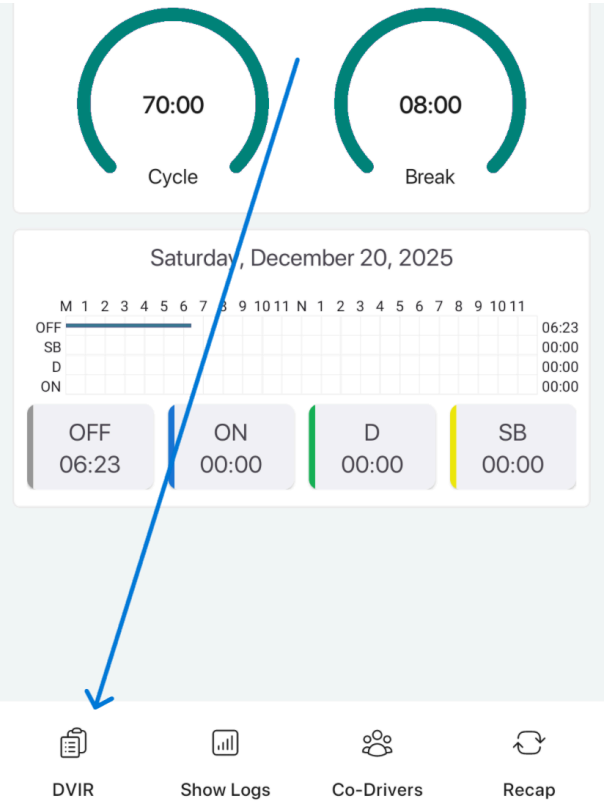


3. When the connection is established, the modal will then close and the button in the top right corner will turn green, with a Connected text next to it.

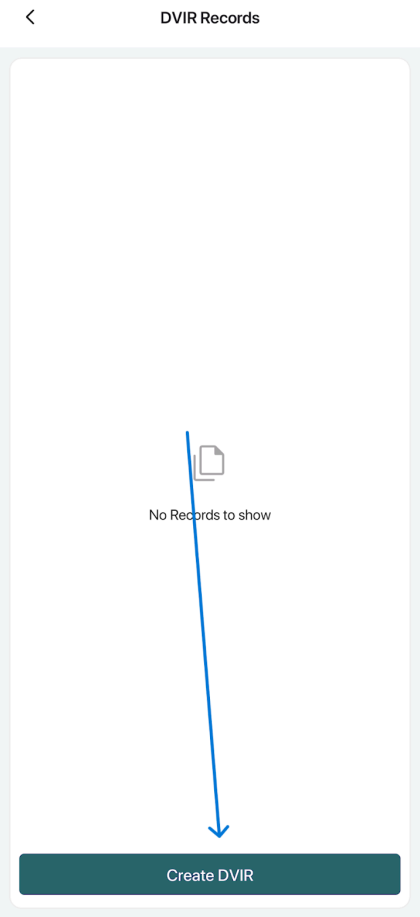
Pre-Trip DVIR

You can add a new DVIR (Driver Vehicle Inspection Report) if appropriate for your vehicle in the following way:

1. On the dashboard screen, press the DVIR button in the bottom navigation menu to open the DVIR screen:

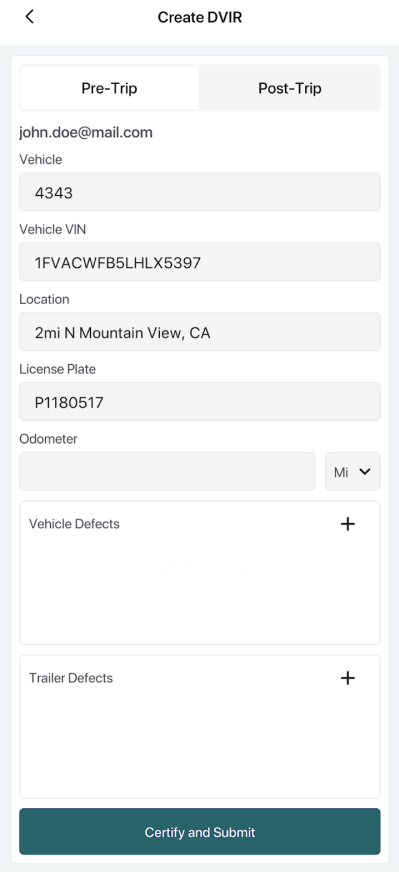


2. Once you press the DVIR button, you will be met with the DVIR Records screen, where you can press the 'Create DVIR' button to open the DVIR creation form (NOTE: if you are presently **Off Duty**, your duty status will automatically switch to **On Duty** once you start your DVIR) :

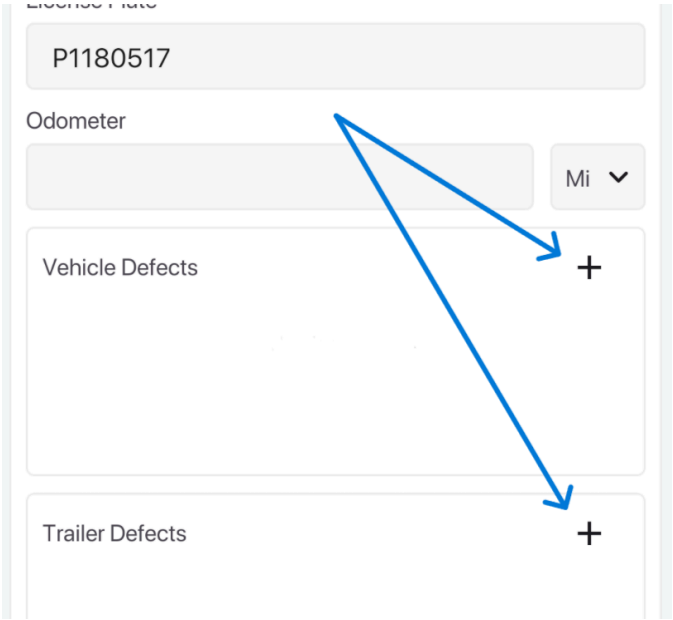


3. In the DVIR form you can select the DVIR type in the top (Pre-Trip in this case, while a Post-Trip DVIR is also available), and under it will find the following fields:
    a. Vehicle - The ID of your vehicle, automatically filled in using the already selected vehicle in the Trip Details form. Can be manually altered.
    b. Vehicle VIN - The VIN of your vehicle, automatically filled in using the already selected vehicle in the Trip Details form. Can be manually altered.
    c. Location - The location of the DVIR, pre-filled automatically using either the ELD device GPS coordinates, or the mobile device GPS coordinates if available. The driver can correct it, or enter the location manually if so required.
    d. Odometer - The vehicle's odometer at the time of the DVIR (in miles or kilometers), pre-filled automatically using the latest data from the ELD, the driver can correct it or enter the odometer manually if required.
    e. Vehicle defects - The vehicle defects to be included in the DVIR.

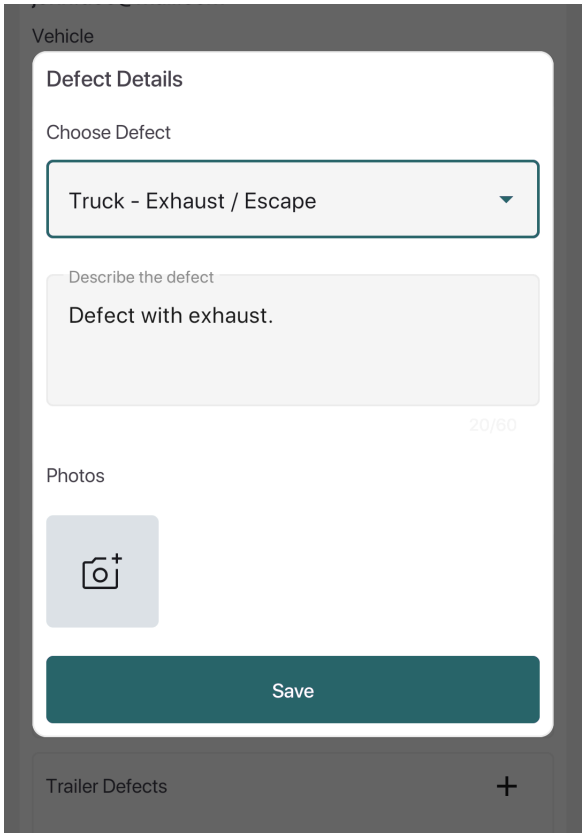
f. Trailer defects - The trailer defects to be included in the DVIR.



4. Once the DVIR details are filled in, you can press the + button to add a Trailer or Vehicle defect:

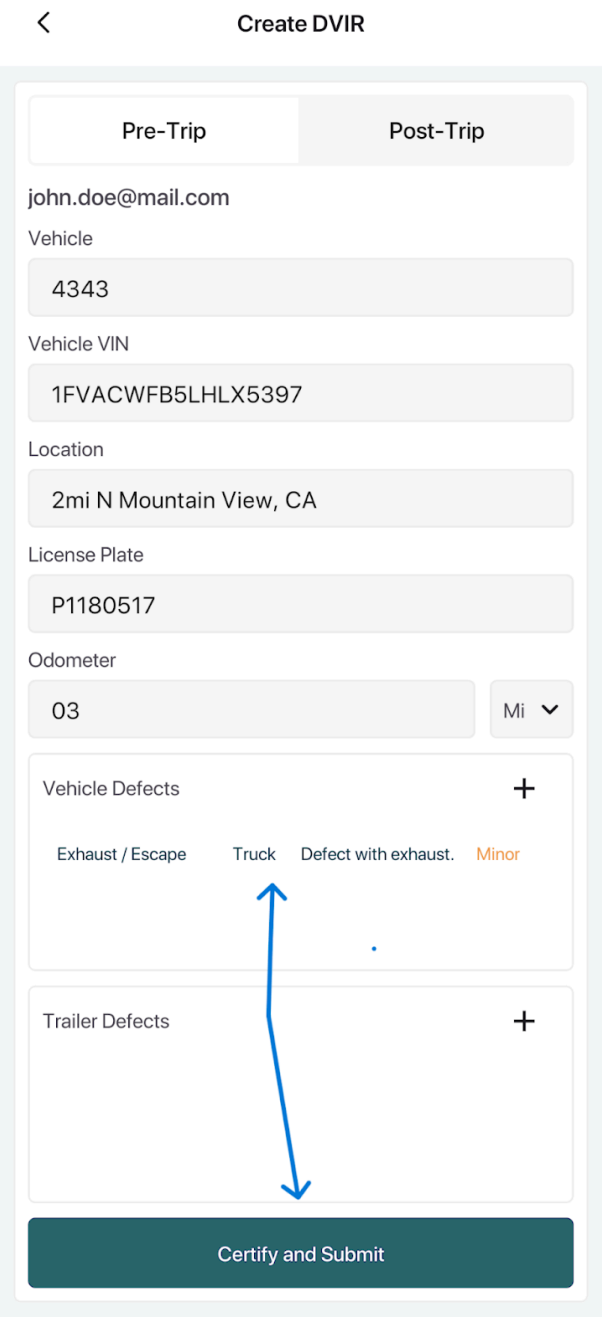


5. Pressing the button will open the Defect details form, where you can press the dropdown to see a list of defects, you should then perform a walkaround and inspect your Vehicle/Trailer by going through every item that is inside the dropdown list. In this form, you can describe the defect and also press the button to take a picture of the defect or choose one from your gallery. Once you enter the defect details, you can press the Save button to save it:



6. Once you press save, you will once again be met with the Create DVIR screen where your entered defect will be visible. You can then press the Certify and Submit button to finally

save and complete your DVIR:

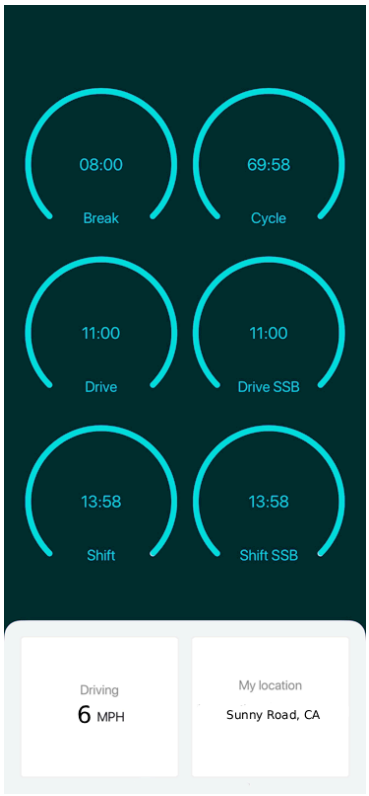


Start Driving

Once you've finished all pre-trip tasks, you can begin driving. The ELD mandate defines a moving vehicle as one traveling faster than 5mph. Your duty status automatically changes to Driving when your vehicle exceeds this speed threshold.

While the vehicle is in motion, the AAT HOS app shows a specific, minimalistic screen to reduce distractions while driving and display only the critical information that is relevant to the driver.

This screen cannot be closed manually, and the vehicle must remain stationary for at least three seconds to access other areas of the app.



During your shift

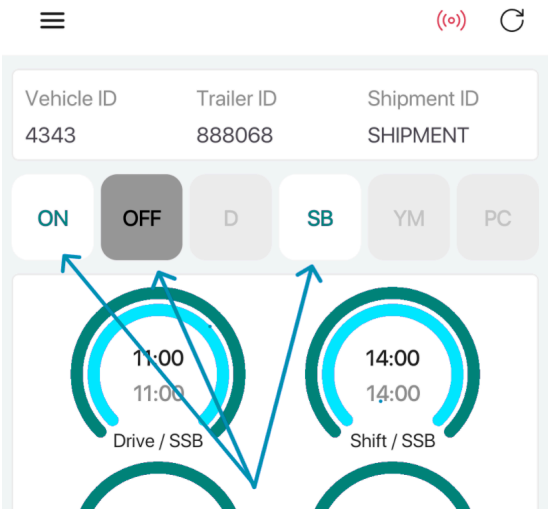
During your shift, you can use the AAT HOS app in the following ways.

Take a break

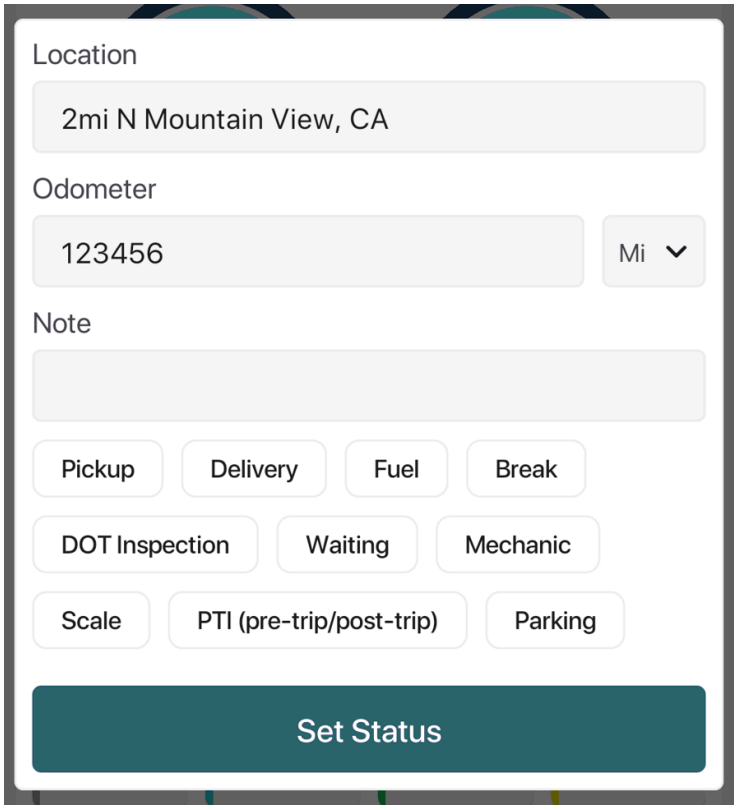
Once the vehicle has stopped moving for 5 minutes, a countdown of 1 minute will begin before your duty status is automatically set to **On Duty (not driving)**. Once it's time for a break, you can change your status to **Off Duty** or simply leave it in **On Duty (not driving)**, alternatively you can choose the **Sleeper Berth** status if you wish to use your vehicle's sleeper berth.

You can take a break in the following way:

1. From the dashboard screen, press the appropriate duty status (**On Duty ND, Off Duty or Sleeper Berth**):



2. Once you select the duty status, you will be met with the Duty Status selection form, where the required data like Location and Odometer will be filled automatically, but can also be filled in manually. There's also the option to enter a note, with some suggestions below the note:



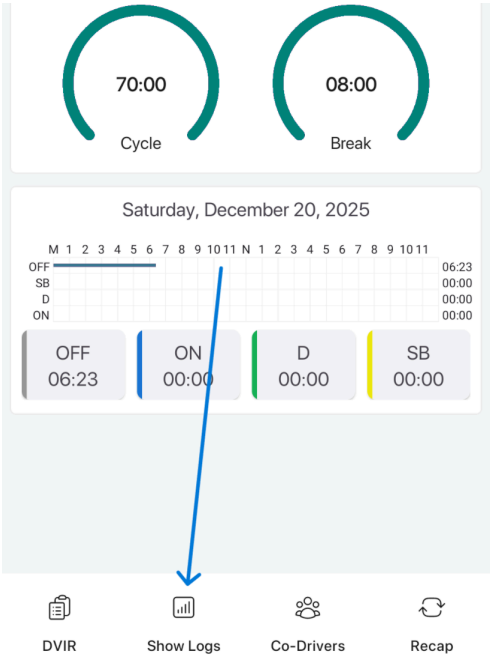
3. Once you've chosen your duty status and entered your data, press Save to switch to the selected status.

Review your logs

At any point during your shift, you can decide to review your logs and see detailed information about your current day or any previous day in your log book. You can also choose to add a new status to your log if needed, as long as it doesn't shorten automatically recorded driving time.

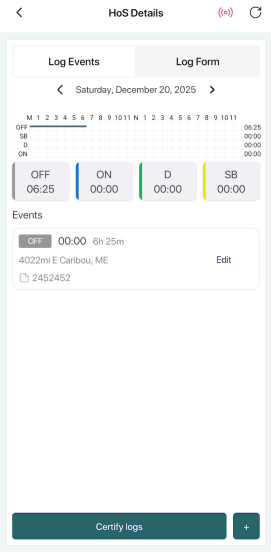
Reviewing your log and adding a new status is done in the following way:

1. On the dashboard screen, press the Show Logs button to open the HOS review screen:

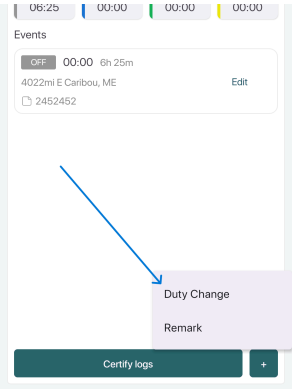


2. Once you press the button, you will see the following screen, with a detailed drawing of your log and all the events on the chosen date, including the total time spent in each

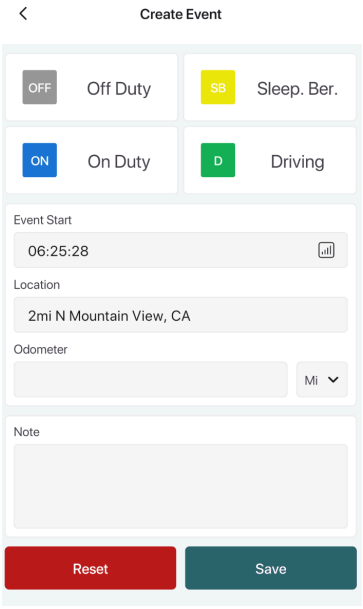
status:



3. Once you press the + button in the bottom right corner, an option menu will open, from which you should press the **Duty Status** option to open the status creation screen:



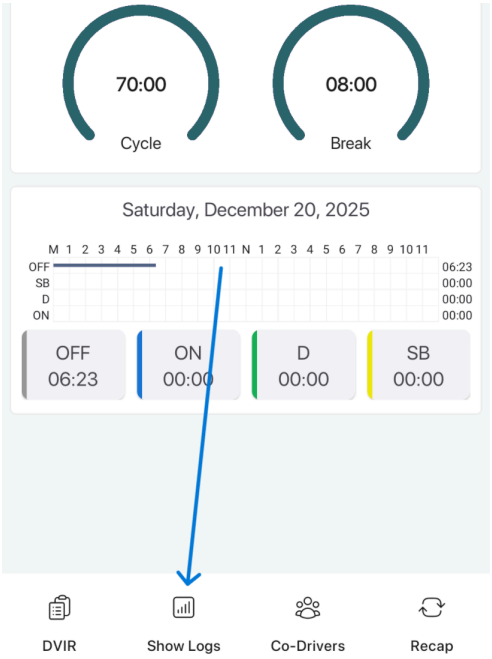
4. When you fill in all the new duty status info, press Save, which will then save the log inside your logbook:



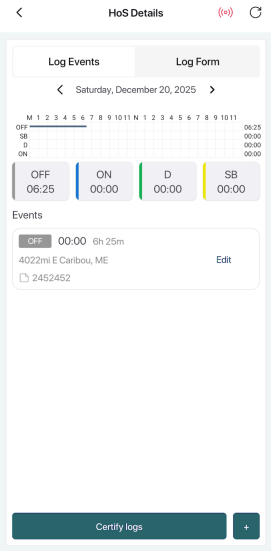
Annotate your driving

If you need to supply additional information about a log, you can add annotations in the following way:

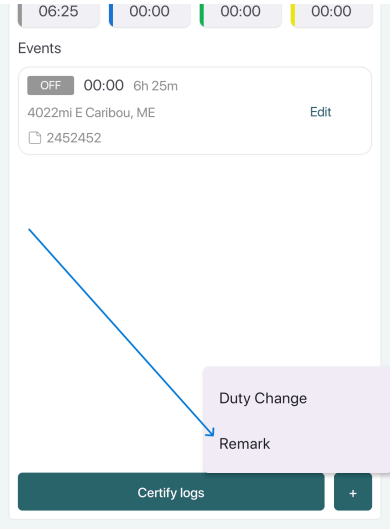
1. On the dashboard screen, press the Show Logs button to open the HOS review screen:



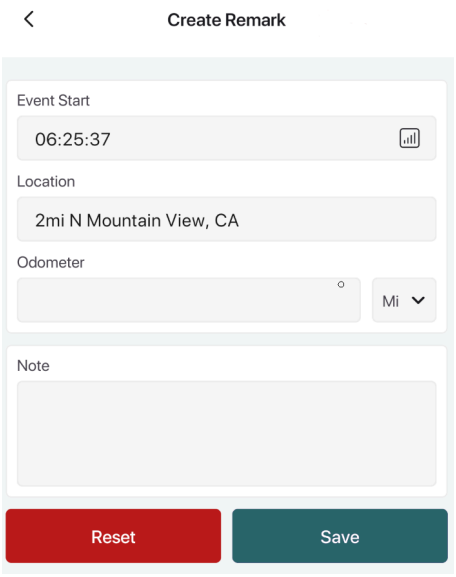
2. Once you press the button, you will see the following screen, with a detailed drawing of your log and all the events on the chosen date, including the total time spent in each status:



3. Once you press the  button in the bottom right corner, an option menu will open, from which you should press the **Remark** option to open the status creation screen:



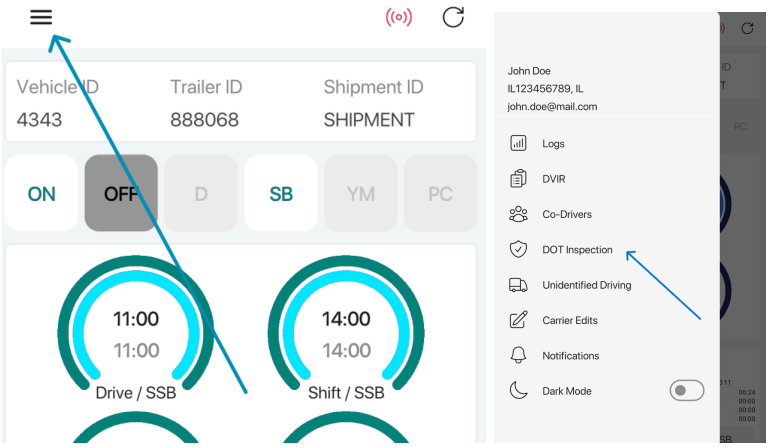
4. When you fill in all the annotation details press Save, which will then save the annotation inside your logbook:



Roadside inspection

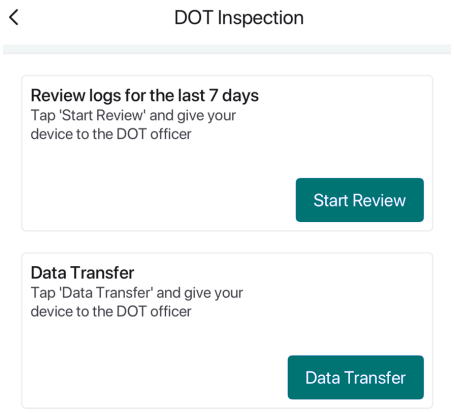
Once a DOT inspection is started by the official, you can proceed in the following way:

1. First, press the ☰ button in the top left corner of the dashboard, which will open the Side Menu. Inside the Side Menu, choose the DOT inspection option:



2. Once the DOT inspection is selected, the DOT inspection screen will appear, where you can select the preferred method of log transfer. The available options are:
    a. In-app log review - In this case, the DOT officer will take a look at your logs directly on the app if they request it.
    b. Data Transfer - This is the most frequent log transfer method. The app will transfer the logs directly to the inspection official's Electronic Records of Duty

Status (eRODS) software, or to an e-mail if the official decides to do so instead.

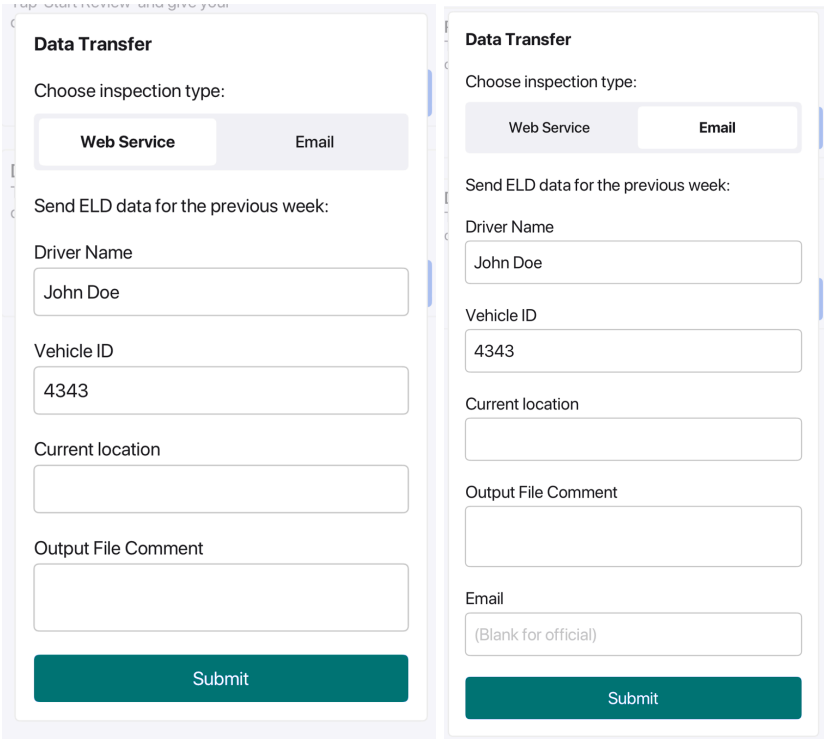


3. If the In-app log review option is selected, a “Log review” will open, similar to the one that you can use to review your logs on your own.

   For **Data Transfer**, a modal will be opened where the official can choose whether they want to transfer the logs via the **Wireless Web Service** or send them to their **Email**.

   If the **Web Service** option is selected, the official only needs to enter the **investigation code** in the **Output File Comment** field and click **Submit**.

   If the Email option is selected, the official needs to enter the **investigation code** in the **Output File Comment** field and additionally provide their **email address** in the **Email** field to which the ELD records will be sent, then click **Submit**.



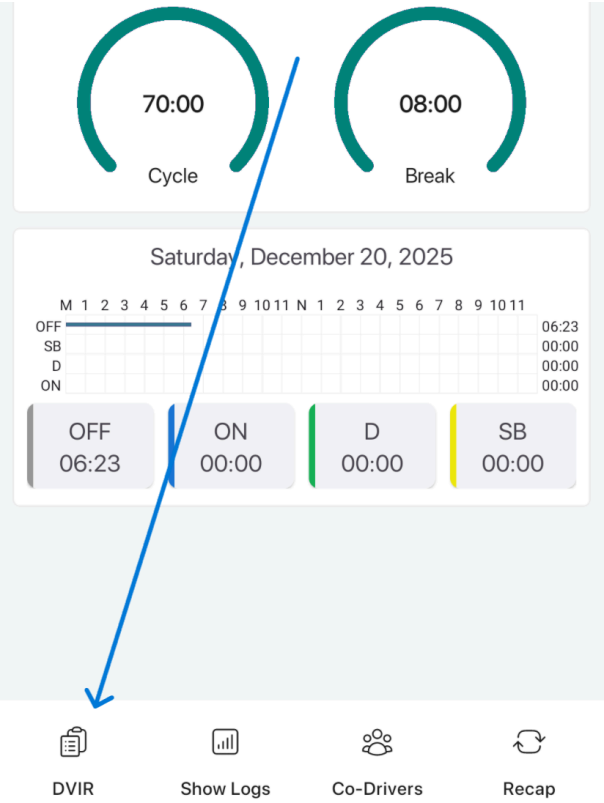
End your shift

Once you complete your shift, perform the following before you sign out of the AAT HOS app.

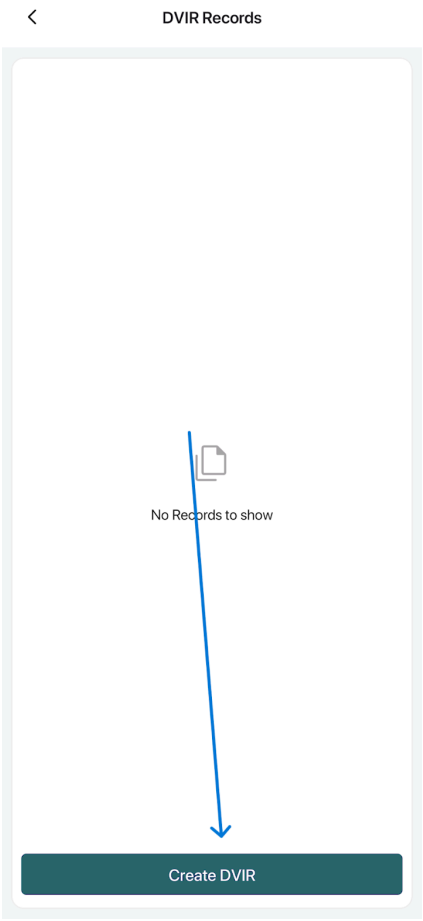
Complete Post-Trip DVIR

You can add a new DVIR (Driver Vehicle Inspection Report) if appropriate for your vehicle in the following way:

1. On the dashboard screen, press the DVIR button in the bottom navigation menu to open the DVIR screen:

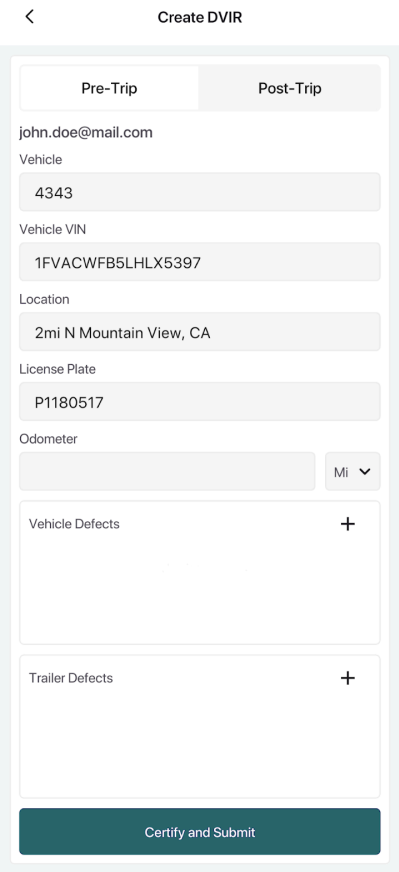


2. Once you press the DVIR button, you will be met with the DVIR Records screen, where you can press the ‘Create DVIR’ button to open the DVIR creation form (NOTE: if you are presently **Off Duty**, your duty status will automatically switch to **On Duty** once you start your DVIR) :

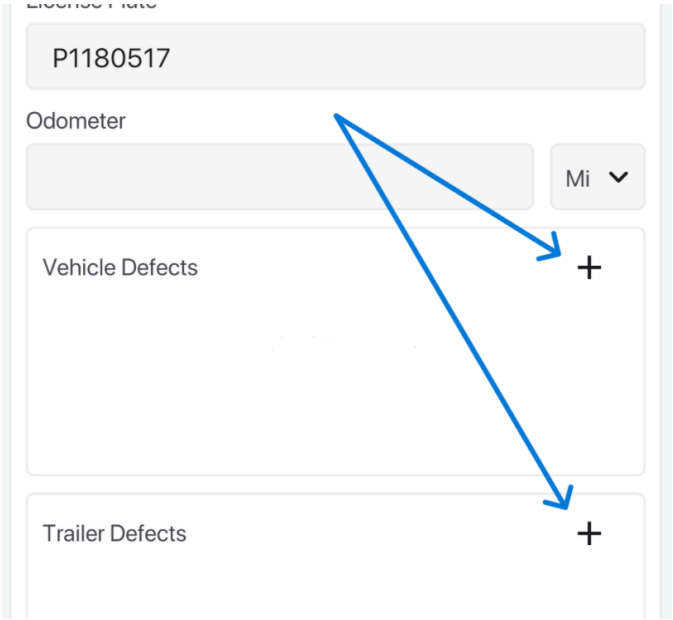
a. 

3. In the dvir form, first **select the Post-Trip type in the top**, and under it will find the following fields:
    a. Vehicle - The ID of your vehicle, automatically filled in using the already selected vehicle in the Trip Details form. Can be manually altered.
    b. Vehicle VIN - The VIN of your vehicle, automatically filled in using the already selected vehicle in the Trip Details form. Can be manually altered.
    c. Location - The location of the DVIR, pre-filled automatically using either the ELD device GPS coordinates, or the mobile device GPS coordinates if available. The driver can correct it, or enter the location manually if so required.
    d. Odometer - The vehicle's odometer at the time of the DVIR (in miles or kilometers), pre-filled automatically using the latest data from the ELD, the driver can correct it or enter the odometer manually if required.
    e. Vehicle defects - The vehicle defects to be included in the DVIR.

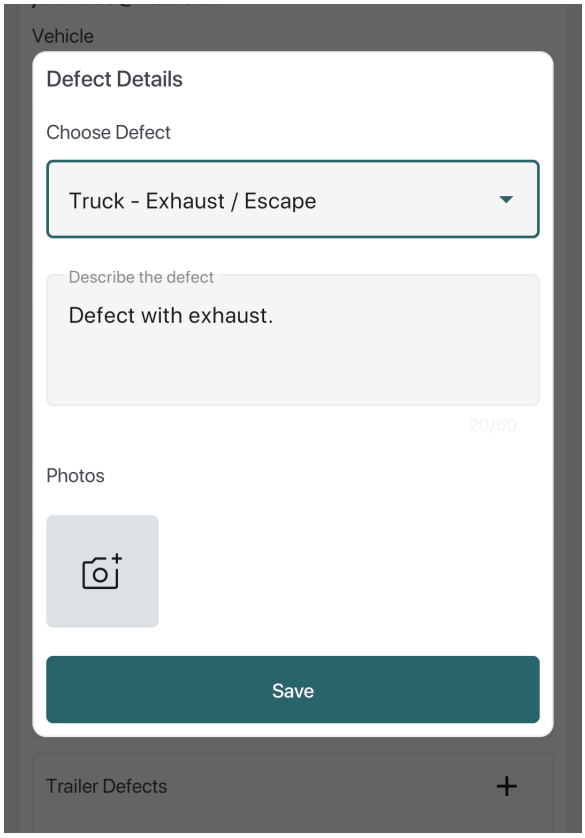
f. Trailer defects - The trailer defects to be included in the DVIR.



4. Once the DVIR details are filled in, you can press the + button to add a Trailer or Vehicle defect:

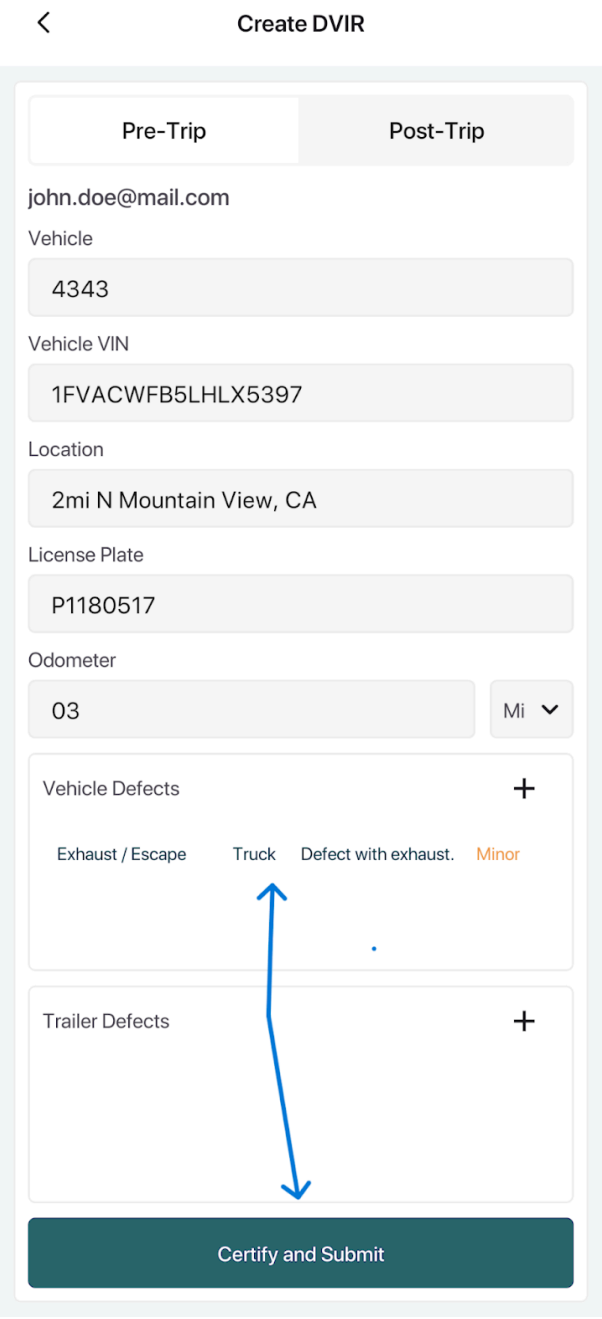


5. Pressing the button will open the Defect details form, where you can press the dropdown to see a list of defects, you should then perform a walkaround and inspect your Vehicle/Trailer by going through every item that is inside the dropdown list. In this form, you can describe the defect and also press the button to take a picture of the defect or choose one from your gallery. Once you enter the defect details, you can press the Save button to save it:



6. Once you press save, you will once again be met with the Create DVIR screen where your entered defect will be visible. You can then press the Certify and Submit button to finally

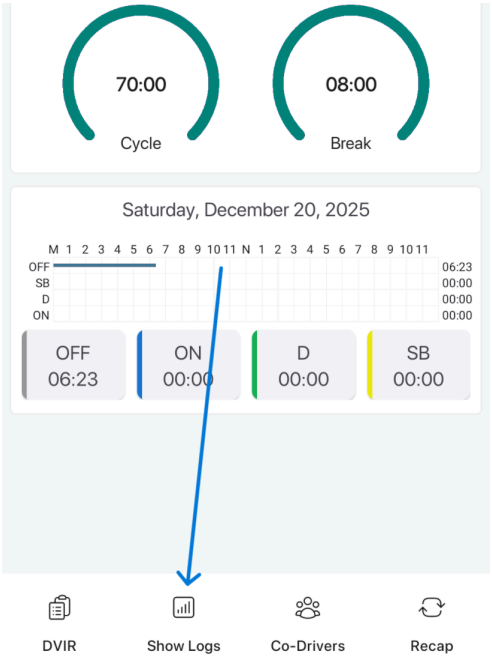
save and complete your DVIR:



Editing your log

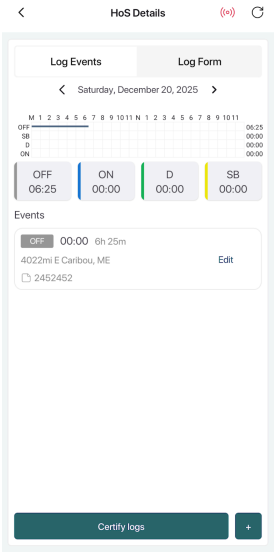
If you wish to make log edits you may do so on the HoS details screen if your fleet administrator has given you the permissions. By the ELD mandate rules, you cannot edit automatically recorded drive time, but you can make edits to other events:

1. On the dashboard screen, press the Show Logs button to open the HOS review screen:

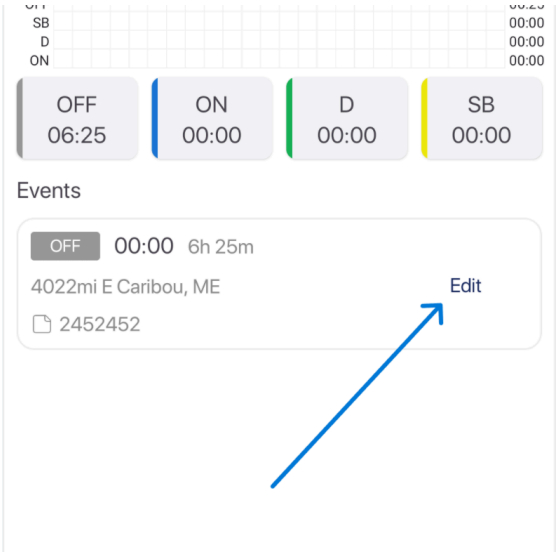


2. Once you press the button, you will see the following screen, with a detailed drawing of your log and all the events on the chosen date, including the total time spent in each

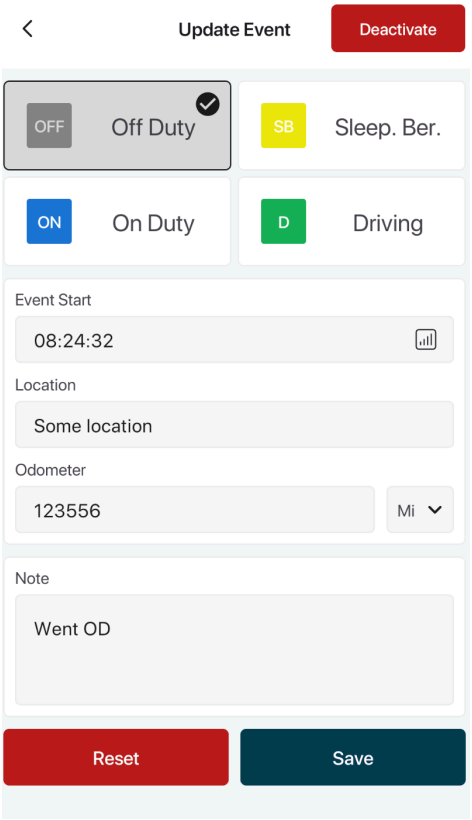
status:



3. Choose the event you want to edit, and press the Edit button:



4. When you click the button, the event edit screen will appear, where you can edit all the details of the event:



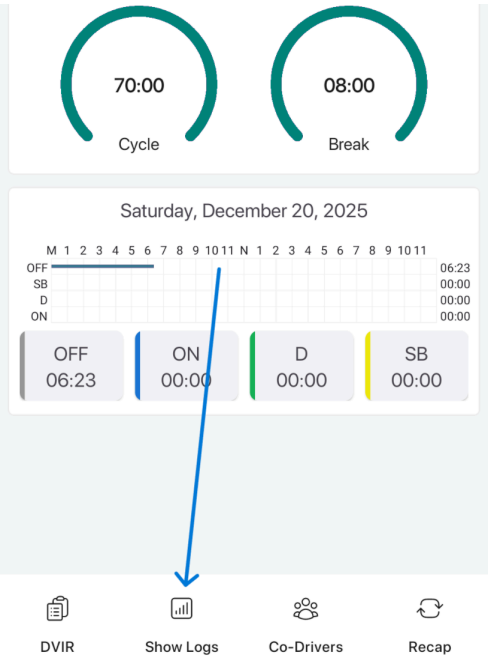
5. Once you click Save, the edited event will then be visible on the HoS Details screen.

Certify your logs

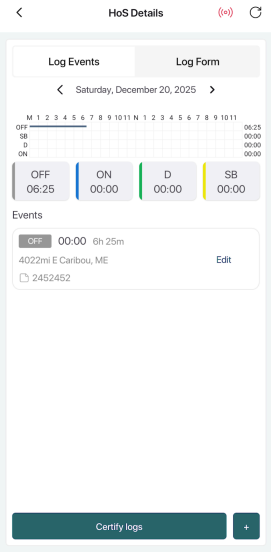
Once you are done with your shift, you should review your logs for that day and certify them.

Reviewing your log and certifying is done in the following way:

1. On the dashboard screen, press the Show Logs button to open the HOS review screen:

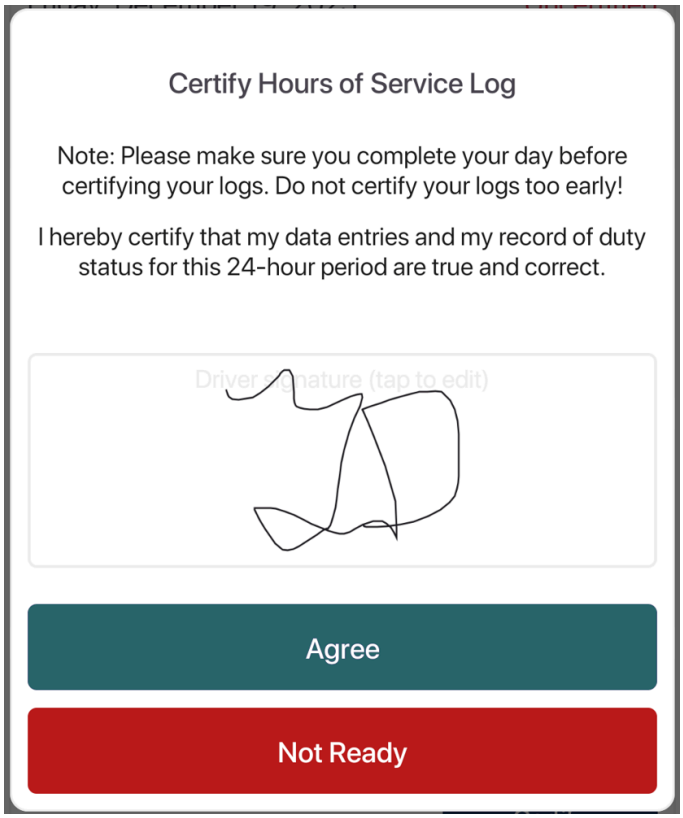


2. Once you press the button, you will see the following screen, with a detailed drawing of your log and all the events on the chosen date, including the total time spent in each status:



3. Once you reviewed your logs, press the Certify logs button at the bottom of the HOS Details viewer. Pressing this will open the certifier prompt, where you will see additional certification information, and where you will put your signature before

certifying:



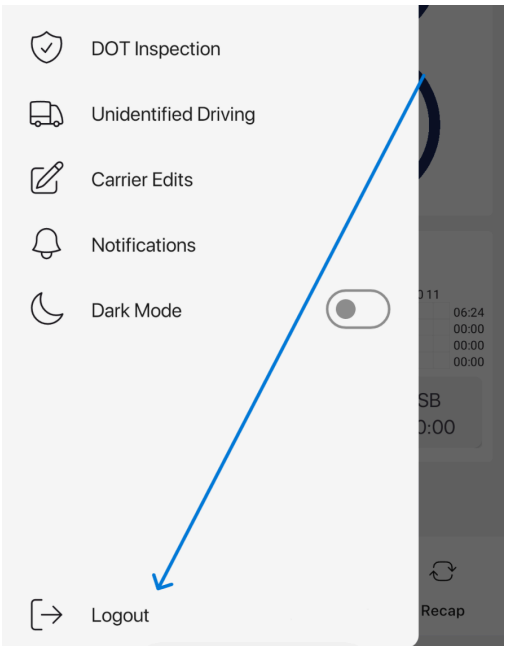
4. Upon pressing agree, your log for that day will then be certified.

Go off duty and sign out

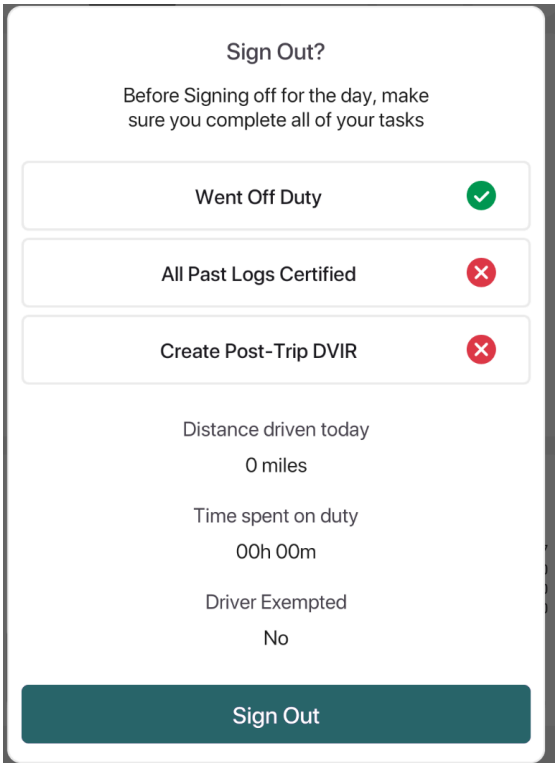
Once you've completed all of the previous post-trip tasks, you're finally ready to end your shift on the AAT HOS app. To end your shift, you must go Off Duty and sign out from the AAT HOS app:

1. First, set yourself to Off Duty by selecting the OFF button on the dashboard, and entering the required details. Shown in more detail in the Take a break section.

2. Once you've set yourself in off duty, press the ☰ button in the top left corner of the dashboard to open the side menu, and press the Logout button:



3. When you press the Logout button, you will then be shown a short summary of your day, and a check-list of your post-trip tasks to end your shift. After reviewing everything, you may press Sign Out to finally complete your shift:



Special statuses

Inside the AAT HOS app, you have two special statuses to choose from

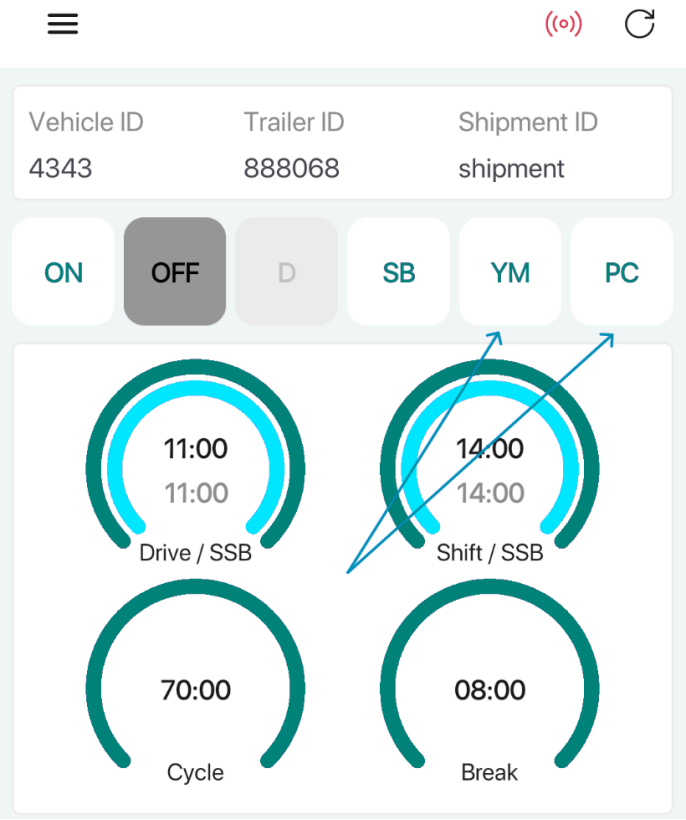
Yard Move and Personal Conveyance

A Yard Move is driving defined as **On Duty (not driving)**. This status only appears as an option in AAT HOS if it has been configured by your fleet or carrier administrator.

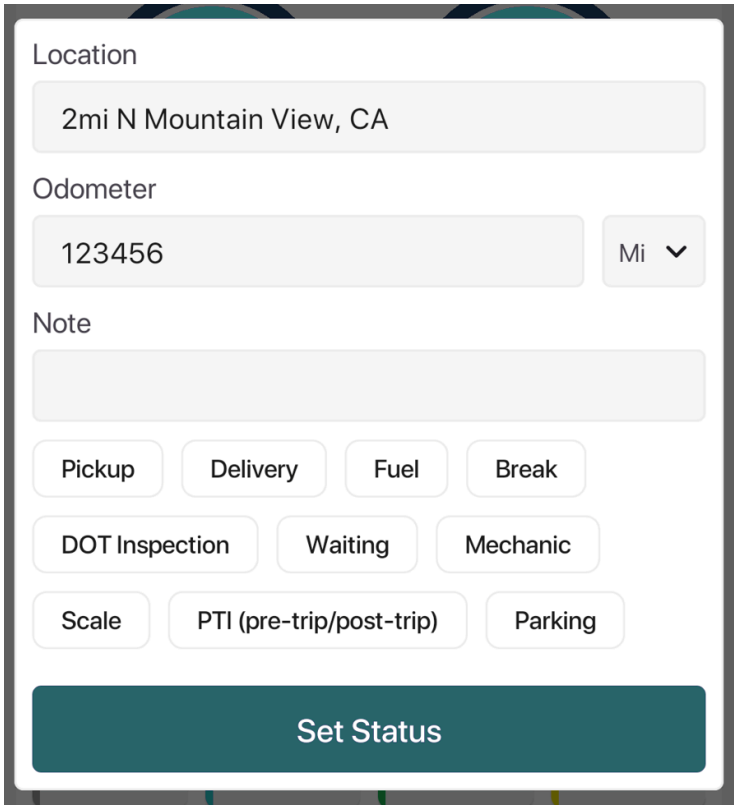
Personal Conveyance is a specialized duty status for **Off Duty** drive time while driving a commercial motor vehicle for non-work related activities. This status only appears as an option in AAT HOS if it has been configured by your fleet or carrier administrator.

To use these statuses:

1. On the dashboard, select the status you wish to switch to (Yard Move and Personal Conveyance are shown on the dashboard as YM and PC):



2. Once you select the duty status, you will be met with the Duty Status selection form, where the required data like Location and Odometer will be filled automatically, but can also be filled in manually. Note is required in case of YM and PC:



3. Once you press Set Status, your status will change to the chosen one.

Personal Conveyance and Yard Move Limitations

Personal Conveyance (PC) may only be used for personal, non-work-related travel and must not be used to advance the load, position the vehicle for dispatch, or after the driver has been placed out of service.

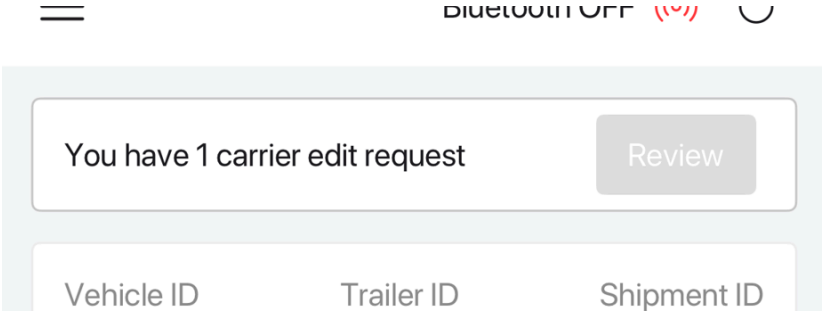
Yard Move (YM) is restricted to movement within a motor carrier's yard or terminal property and must not be used on public roads unless specifically authorized. Both statuses must be used in accordance with FMCSA guidance and motor carrier policy

Alerts and Prompts

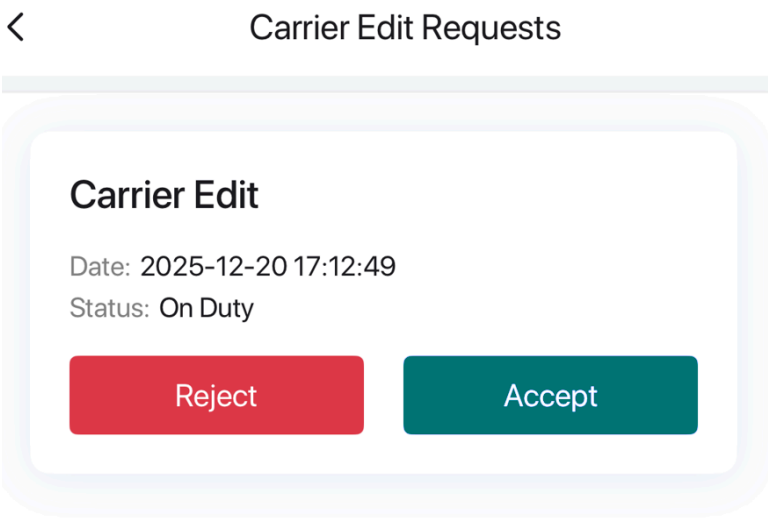
Carrier Edits

Your carrier may suggest edits to you. To accept any of these edits, you must first certify your logs:

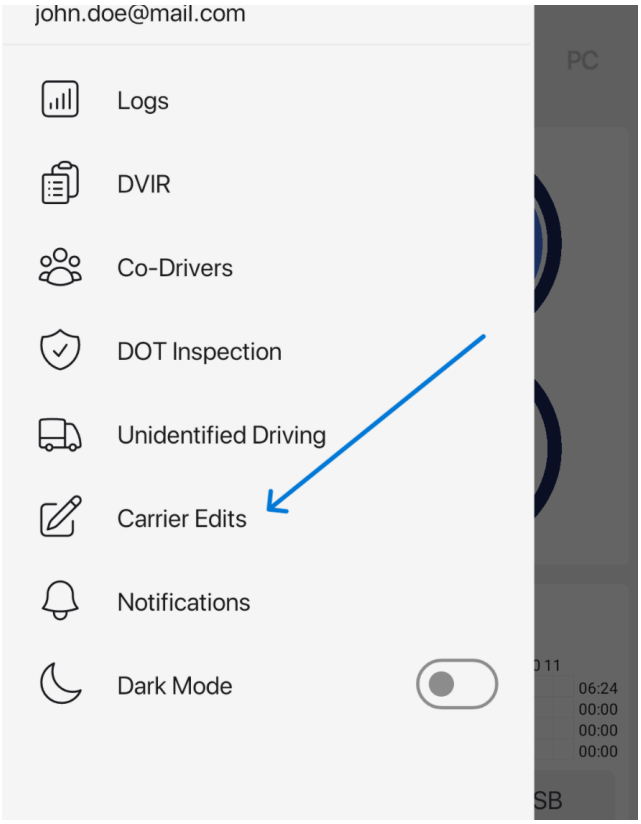
1. When an edit is suggested to you, a notification will pop up above the trip details area:



2. Upon pressing the Review button, you will be taken to the Carrier Edit Requests screen, where you can either Reject or Accept the suggested edit:

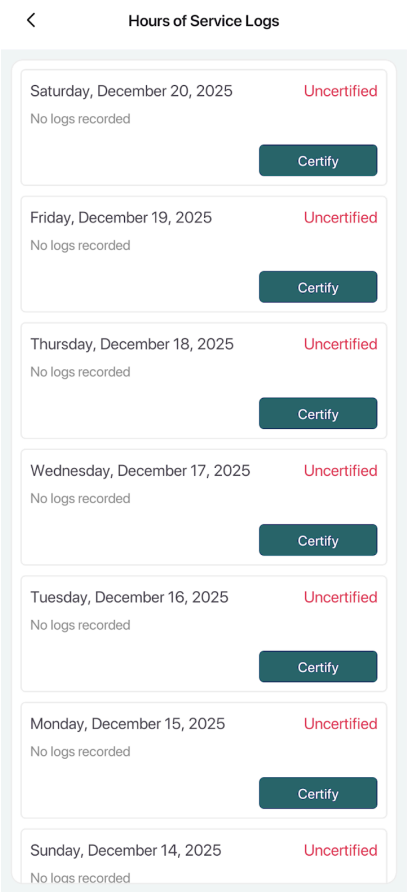


3. There is also an option to see the Carrier Edit requests by clicking on the option inside the side menu:



Uncertified logs

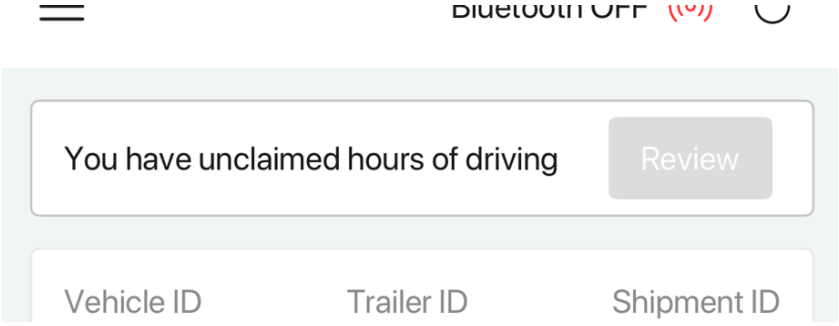
If you have any uncertified logs, a popup will appear upon signing into the application at which point you may review and certify any logs you did not certify yet:



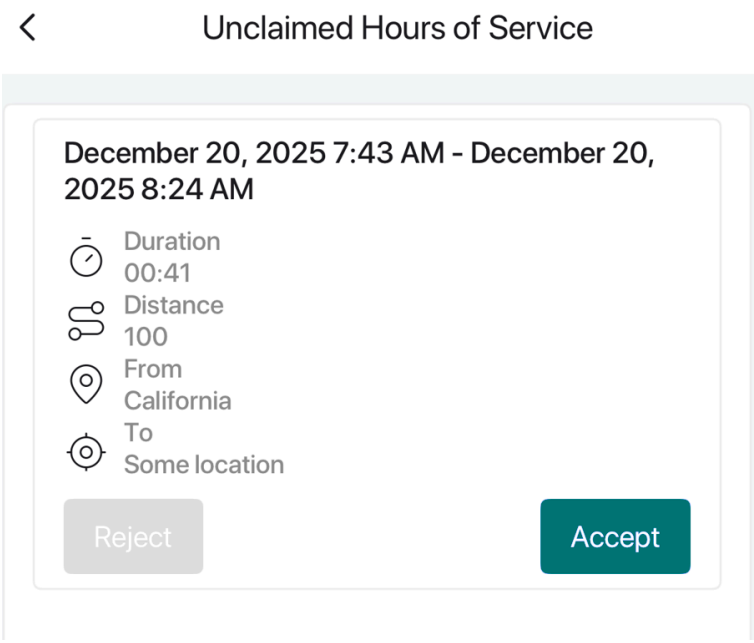
Unclaimed hours

When there are unclaimed hours on your current vehicle, you will get a notification inside the app. These hours can either be accepted or rejected.

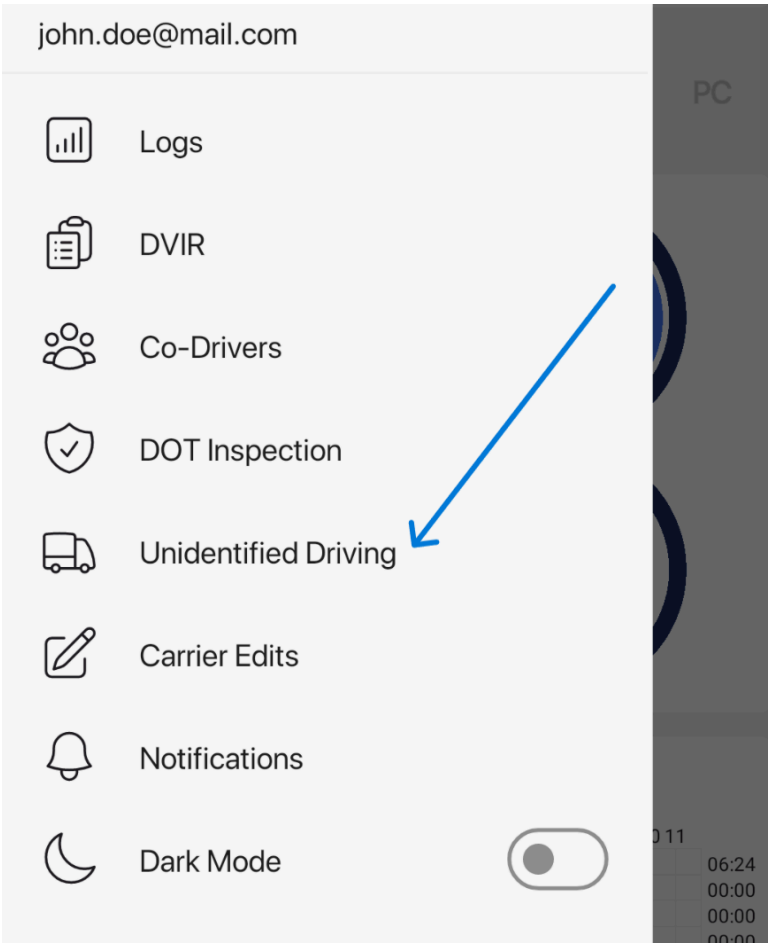
1. When unclaimed hours are detected, a notification will pop up above the trip details area:



2. Pressing Review will take you to the unclaimed driving screen, where you can either Accept or Reject the unclaimed hours:



3. There is also an option to review the unclaimed hours by clicking on the option inside the side menu:



Driver Responsibilities During an ELD Malfunction (FMCSA Requirement)

If a AAT HOS malfunction occurs, the driver must take the following actions in compliance with FMCSA regulations:

- Notify the motor carrier within 24 hours of discovering the malfunction.
- Reconstruct records of duty status (RODS) on paper logs for the current day and the previous seven (7) days, if required.
- Continue to use paper logs until the ELD has been repaired, replaced, or the malfunction has been resolved.
- Maintain a supply of at least eight (8) days of blank paper log sheets in the vehicle at all times.

Failure to follow these steps may result in regulatory violations during roadside inspections or audits.

Malfunction and Diagnostic Events

Diagnostic and malfunction errors are shown on the Hours of Service (HOS) screen. The table below explains the different error types that may appear in AAT HOS and outlines the steps required to resolve them.

Power Compliance (D) The ELD device was unable to read the engine's power status.

Troubleshooting Steps:

- Make sure the ELD device connection is established (LED indicator is solid green).
- Make sure the ELD device cable is installed properly (see the hardware compatibility documentation for installation instructions for your cable model).
- If the event remains active, work with your fleet administrator to reset the ELD device.

Resolution: This event resolves automatically after 5 minutes. However, the event will trigger again if issues remain.

Power Compliance (M) The ELD device recorded over 30 minutes of driving time without power in the last 24 hours.

Troubleshooting Steps:

- Notify your fleet administrator of the event within 24 hours.
- Make sure the ELD device connection is established (LED indicator is solid green).
- Make sure the ELD device cable is installed properly (see the hardware compatibility documentation for installation instructions for your cable model).
- Wait 24 hours and verify whether the event is still active.
- If the event remains active, work with your fleet administrator to reset the ELD device.

Resolution: This event resolves after the total driving time without power drops below 30 minutes in the last 24 hours.

Engine Synchronization (D) The ELD device was unable to read engine data such as the odometer or engine hours.

Troubleshooting Steps:

- Make sure the ELD device connection is established (LED indicator is solid green).

- Make sure the ELD device cable is installed properly (see the hardware compatibility documentation for installation instructions for your cable model).
- If the event remains active, work with your fleet administrator to reset the ELD device.

Resolution: This event resolves automatically after 5 minutes. However, the event will trigger again if issues remain.

Engine Synchronization (M) The ELD device recorded over 30 minutes of driving time without receiving engine data in the last 24 hours.

Troubleshooting Steps:

- Notify your fleet administrator of the event within 24 hours.
- Make sure the ELD device connection is established (LED indicator is solid green).
- Make sure the ELD device cable is installed properly (see the hardware compatibility documentation for installation instructions for your cable model).
- Wait 24 hours and verify whether the event is still active.
- If the event remains active, work with your fleet administrator to reset the ELD device.

Resolution: This event resolves after the total time without required data elements drops below 30 minutes in the last 24 hours.

Timing (M) The ELD device is out of sync with the global UTC clock by at least 10 minutes.

Troubleshooting Steps:

- Notify your fleet administrator of the event within 24 hours.
- Verify that the time on the mobile phone is in sync with the global UTC clock and restart if not. For additional instructions, contact your fleet administrator.
- If not resolved, restart your mobile device.
- If the event remains active, contact AAT HOS Support.

Resolution: This event resolves when the device clock is synchronized with a trusted source of time.

Positioning (M) The ELD device recorded over 60 minutes of driving time without receiving a location in the last 24 hours.

Troubleshooting Steps:

- Notify your fleet administrator of the event within 24 hours.
- If the event remains active, contact AAT HOS Support.

Resolution: This event resolves after the total time without location data drops below 60 minutes over the last 24-hour period.

Data Recording (M) ELD storage is full (mobile app or ELD device).

Troubleshooting Steps:

- Notify your fleet administrator of the event within 24 hours.
- Record paper logs until this malfunction is resolved.
- If the event remains active, contact AAT HOS Support.

Resolution: This event resolves immediately when storage is available.

Missing Required Data Elements (D) Location information was missing from a duty status change event.

Troubleshooting Steps:

- Make sure the ELD device connection is established (LED indicator is solid green).
- Make sure the ELD device cable is installed properly (see the hardware compatibility documentation for installation instructions for your cable model).
- Review past duty status change records and ensure that a valid location is present. If assistance is needed in locating these records, please contact your fleet administrator.

Resolution: This event resolves when all duty status change records have a valid location.

Unidentified Driving (D) The ELD device recorded over 30 minutes of driving time without an assigned driver in the last 24 hours.

Troubleshooting Steps:

- Claim unassigned driving segments via AAT HOS.
- If there are unassigned segments that don't belong to you, contact your fleet administrator to resolve this issue.

Resolution: This event resolves after the total unassigned time drops below 15 minutes for the last 7 days. When this condition is met, all other active Unidentified Driving events are resolved as well.

Data Transfer (D) Data transfer (email) failure has occurred in the past 7 days.

Troubleshooting Steps:

- Notify your fleet administrator of the event within 24 hours.

Resolution: This event resolves when the next data transfer test is successful.

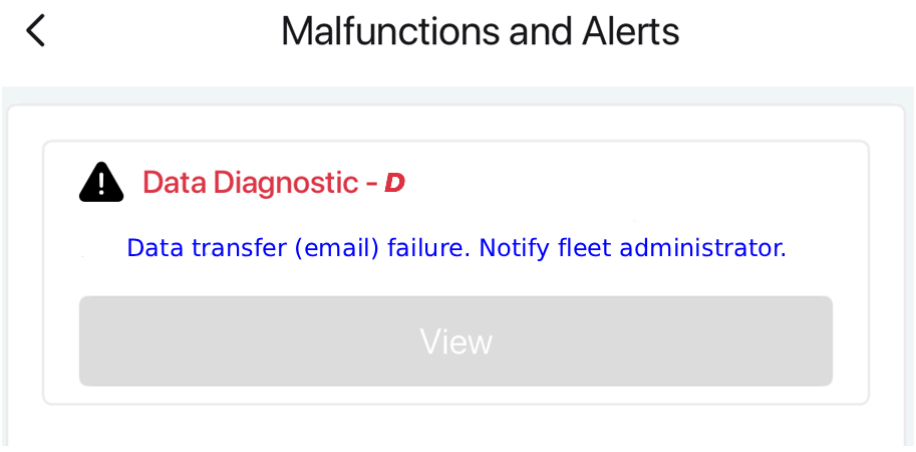
Data Transfer (M) Data transfer (email) failure has occurred at least 3 times in the past 72 hours.

Troubleshooting Steps:

- Notify your fleet administrator of the event within 24 hours.

Resolution: This event resolves when the next data transfer test is successful.

Inside the app itself, when there is a malfunction, there will be a notification similar to Unclaimed hours and Carrier edits, and upon pressing review, you will be able to see what malfunction happened:

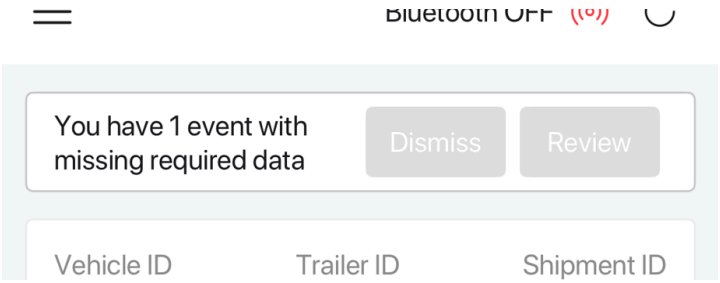


Missing location

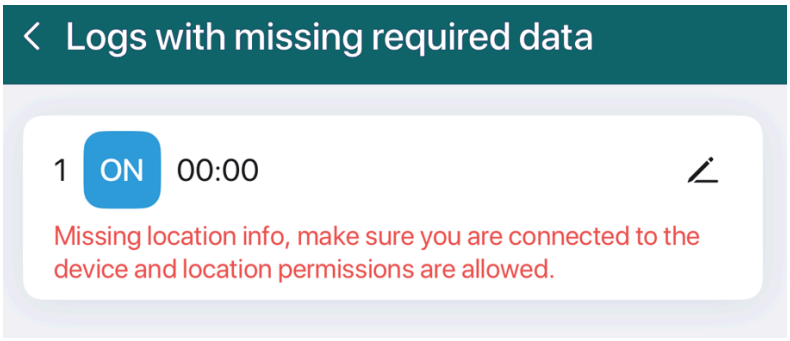
Duty status changes require location information for log entries. If AAT HOS cannot accurately determine the location, you must manually enter it to avoid violations during a roadside inspection or audit.

When a duty status change is made without a manually entered or automatically detected location, AAT HOS displays a notification indicating that the location is missing.

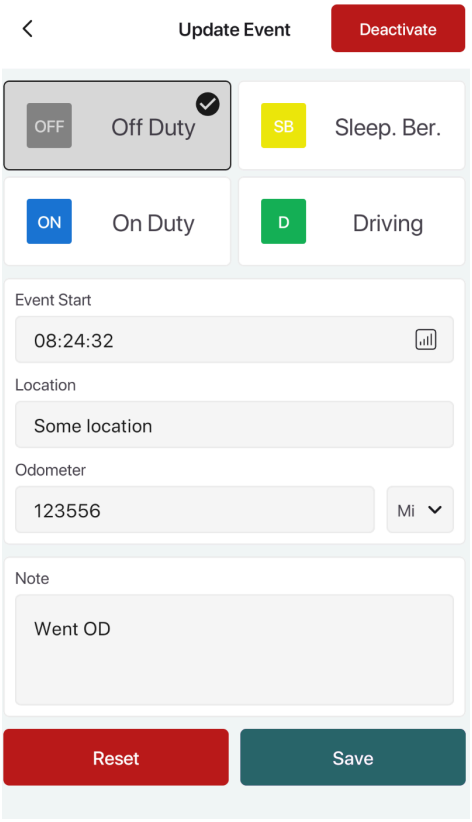
1. Once an event with missing data is detected, a notification will pop up on the dashboard above the trip details screen:



2. Pressing review will open the screen where you can see the event in question:



3. Pressing the  button will open an edit modal where you can input the missing data:



ELD exemption

If your fleet administrator has designated you as an ELD-exempt driver, you will not have access to Hours of Service (HOS) functionality while using the app.

When you are designated as an ELD-exempt driver, you cannot access HOS details, and an **EXEMPT** label appears next to your driver name.

ELD Data Retention and Availability

In accordance with FMCSA regulations, ELD records and supporting documents are retained by the motor carrier for a minimum of six (6) months. These records must be made available to authorized safety officials upon request during roadside inspections, audits, or investigations.

FMCSA Appendix A & B Functional Compliance Summary

AAT HOS meets the functional requirements defined in FMCSA Appendix A to Subpart B of Part 395, including engine synchronization, automatic duty status recording, location accuracy, data transfer capability, event record integrity, and user authentication.

AAT HOS operational workflows described in this manual align with Appendix B requirements, including driver log review, certification, edit requests, unassigned driving review, roadside inspection procedures, malfunction reporting, and data availability to enforcement officials.

ELD Record Availability to Enforcement

AAT HOS records must be made available immediately upon request to authorized FMCSA or state enforcement officials during roadside inspections, compliance reviews, or audits. Drivers are required to cooperate fully and follow inspection instructions as outlined in this manual.

Provider Self-Certification Readiness Statement

This driver manual is intended to satisfy FMCSA ELD documentation requirements and support AAT HOS provider self-certification. All workflows described herein are designed to operate within FMCSA regulatory frameworks and are subject to ongoing compliance monitoring and updates.