SyncUp FLEET™ HOS App Compliance & Implementation Checklist

This checklist is a reference only and is not to replace the Compliance Guide; please refer to the Compliance & Implementation Guide for each section for instructions.

HARDWARE SETUP

- Obtain a mobile device running Android (4.4 or above) or Apple (6.0 or above)
- Install SyncUp FLEET™ HOS on the mobile device and ensure the appropriate settings are enabled as listed in the Android or iOS setup
- Under settings on the mobile device, enable the automatic time zone function
- Enable automatic date and time on mobile device
- Ensure there’s a method to charge the mobile device in the cab (i.e., IOX-USB or other means)
- **Optional:** Install MDM (Mobile Device Management) software or remote access software (e.g., TeamViewer, SOTI, AirWatch, etc.)

COMPANY SETUP

- **System Settings:** Fill out company information for compliance
- Set the maximum personal conveyance distance as desired

VEHICLE SETUP

- After adding the vehicle to the database
  - Go on a few trips so that the ELD device is able to pick up engine data like ODO
  - Populate the ODO field with what’s displayed on the vehicle dash
- Fill out license plate and state/province for compliance

USER/D river SETUP

- Create username for each driver
  - **User Tab:** Set clearance and groups as necessary
  - **Driver Tab:** Set the user as a driver and fill out the driver’s license information
  - **UI Settings:** Set time zone to the same as the home terminal
  - **HOS Settings:** Select the rule set, fill out home terminal, carrier number and authority information for compliance

DRIVER DEPLOYMENT

- **Driver Training**
  - Demonstrate how to use SyncUp FLEET™ to the drivers
  - Review videos for Hours of Service Overview and Driver Vehicle Inspection Report
  - Have the drivers take the quiz
- **Mandatory:** The Driver’s Guide to HOS & Inspection Report, Data Diagnostic & Malfunctions Guide and SyncUp FLEET™ HOS App Manual must be printed and kept in the cab at all times
- **Optional:** Provide Android/iOS Troubleshooting Guide to the driver

ADMIN SUPPORT

- Demonstrate how to use mysyncupfleet.com for HOS Administration
- Review SyncUp FLEET™ HOS App Manual
- Train administrators on day-to-day activities for HOS
- Review Administrator’s Guide for Compliance