

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.)
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COMPANY SETUP

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