

Apollo Driver Reference Guide

1 Logging In

Enter the driver's username and password and select the Login button.

Note: The driver's credentials are created by the Administrator on the Apollo Admin Portal.



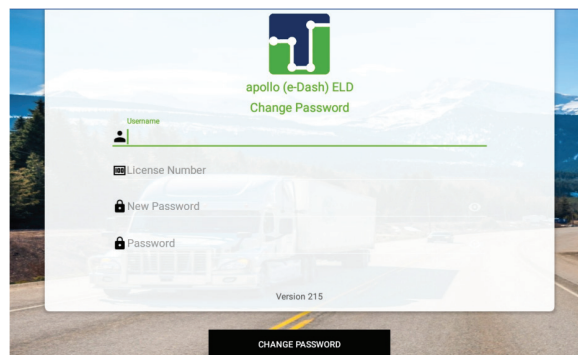
Driver Account: This is an individual, driver-specific account tailored for managing Hours of Service and adhering to ELD regulations. It meticulously logs duty status changes (RODS) and facilitates the export of a driver's records for printing, display, and the generation of agent output files.

Support Account: This account is utilized by the carrier and ELD manufacturer for the setup, configuration, updating, and troubleshooting of the ELD. Unlike the Driver Account, no duty status changes are recorded here, and access to the driver's record of duty status changes is not permitted under the Support Account.

Non-authenticated Account: In the absence of a logged-in driver, all operations of a commercial motor vehicle (CMV) are recorded under this account, also known as "UnidentifiedDriver." Non-authenticated records, including vehicle movement and on-duty time, are stored on both the ELD and the carrier systems and should be attributed to a driver account when assumed.

Each driver using the system will have a unique login ID. The driver is restricted to be logged on to only one ELD at anytime. In order for the driver to login on a different device, the driver must change to off duty status and logout from the current device.

Language for the Apollo ELD App can also be updated from this screen.



Drivers can change their password by selecting "Change Password". At this step, the driver will need their username and License number associated with their driver profile

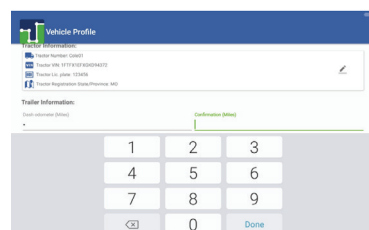
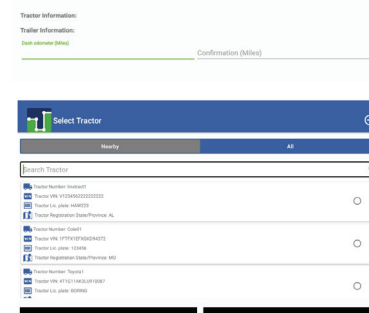
2 Vehicle Profile

Configuring the ELD with the right asset:

- The ELD has to be linked to a Tractor (vehicle). Please tap on the truck and/or trailer image to select your equipment from the downloaded carrier assets list. You can also add a new tractor or trailer (if allowed by your carrier) by selecting the + button located on the top right of the screen. Once a new asset is created on the ELD, the asset information is broadcasted to the ELD portal and other ELDs operating under the same carrier. Once you select a tractor or trailer from the downloaded list, the ELD will always use the VIN number, license plate and registration state displayed on the list.

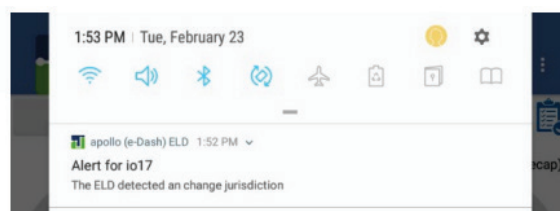
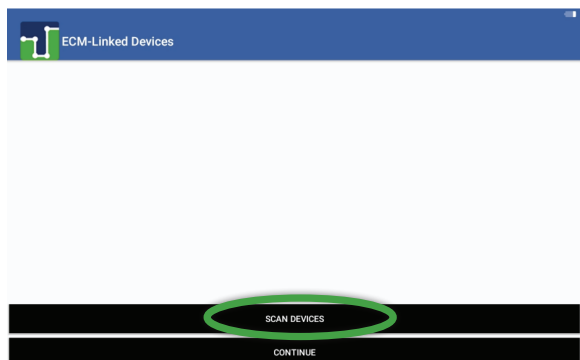
- After the first initial login, the system will automatically configure previous vehicle profile information. Please be sure to confirm you are still connected to the listed vehicle and/or trailer.

- Enter your vehicle's dashboard's odometer value (twice) in order for the ELD to adjust discrepancies between the dashboard and engine odometer. Then hit Save

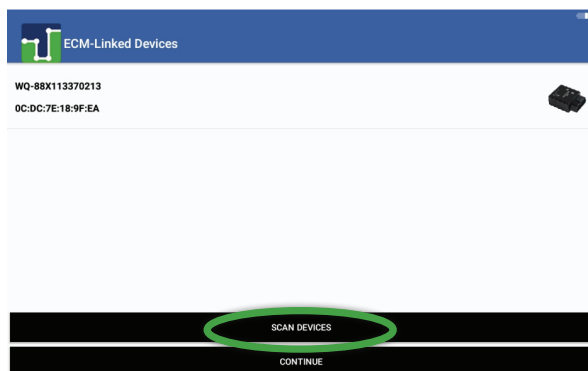


3 ECM - Linked Devices (Pairing your JBUS and Mobile Device/Tablet)

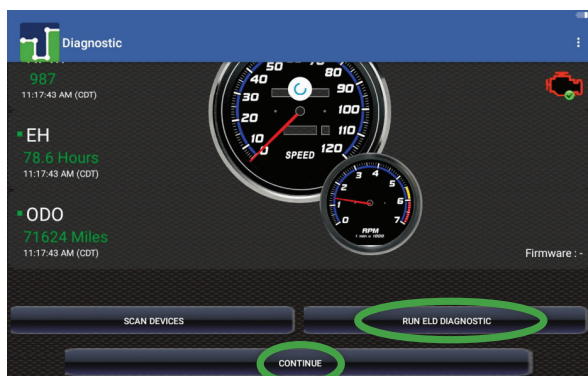
Establishing ECM Connection: Before a driver can operate an ELD, the ELD must be synchronized to the vehicle's engine using what is known as an Engine Control Module (ECM) which is very common on GPS trackers. Before scanning and connecting to an ECM device, make sure your ELD has Bluetooth functionality enabled:



For the JBUS (ECM) device to work properly and the ELD to be able to connect to the device and read engine data, the engine must be turned on. Keep this in mind when operating the ELD. Duty status changes, as an example, require engine parameters when generated. Make sure the engine is still running when making duty status changes. Some ELD configurations locks an ELD to a specific ECM device, in which case the Scan Devices screen is not shown and the ELD will automatically run the diagnostic.



To connect to the ECM device, tap on "**Scan Devices**" and select the serial number for the correct device. This will automatically route you to the next screen.



You will then be taken to a Diagnostics screen to confirm the tablet is receiving all information required from the JBUS device. Select "**Run ELD Diagnostic**" if you would like to confirm all information is being received from JBUS (All fields should be green)

Then select "**Continue**" to proceed to the next screen

4 Hours of Service: ELD Main Operation Screen

Current Active User (tap to switch users)

Deferral Button (current defered day)

Engine Data

Connection to ECM

Main Menu

Hours Of Service

COLE TRICKLE

Deferral **D M**

ON-DUTY

DRIVING

OFF DUTY

SLEEPER

PASSENGER

YARD

PERSONAL

Driven 11:00 **11H** 00:00

ON-Shift 14:00 **14H** 00:00

Shift Remaining Driving Time (used vs available)

ON-Cycle (See recap) 57:20 **60H** 07:39

Shift Remaining ON-Duty Time (used vs available)

16:39

Next Possible Violation Area

Cycle Remaining ON-Duty Time (Tap for recap information)
Time spent in the current duty status

Adverse Conditions will activate each day when nearing shift driving/on duty time limit

Normal Conditions

Roadside Inspection Mode

INSPECTION REPORTS

Create DVIR

Bluetooth and ECM connection status: The Electronic Logging Device (ELD) must consistently access engine data. Ensure that both the Bluetooth and ECM connection indicators **remain in the green status**. If the indicator shifts to red, access the menu options, select Scan Devices and establish a connection with the ECM-linked device.



NO ❌



YES ✅

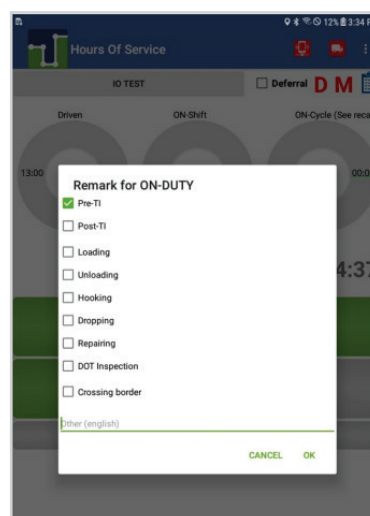
Changing Duty Status: To change the duty status tap on the desired duty status button. The chosen duty status will consistently appear in navy blue. Drivers should always select On-Duty at the start of their shift and Off-Duty at the end of their shift.

If a driver lacks access, the Personal and Yard statuses will appear in grey. Conversely, if the administrator has granted the driver permission to use these statuses, they will be displayed in green.

As a driver, current regulations allow up to 75 Km of driving for personal use. This provision allows you to, for instance, drive to the nearest rest area, drive home among other reasons. The ELD will prompt you to add a predefined remark or type a different reason. The ELD must be connected to the ECM device in order for the Personal Use provision (button) to be available. Once you have reached the 75 Km limit you will receive a notification and you will be automatically switched to Driving duty status.

The ELD also allows you to drive the vehicle inside a yard. Please, switch to Yard Move (YM button) before putting the vehicle in motion. If the vehicle's speed exceeds 32 Km/h you will be switched (automatically) to Driving duty status.

Annotations & Remarks: When changing to (and out of) **ON-DUTY**, **YARD** and **PERSONAL** duty status, the ELD will show you the pre-defined remarks to simplify the use of the ELD. You can also type your own remark. The remarks are then added to the daily log.

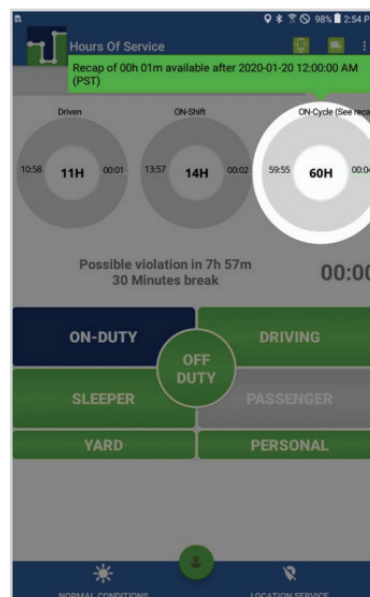


Co-Driver Operation: A co-driver can authenticate by tapping on the currently active driver button (which brings the login screen) or the co-driver can access the menu options and select the Co-Driver Login option.



Time Remaining: The three donuts constantly show the actual time spent on each status (Driven, ON-Shift and ON-Cycle). The corresponding donut will turn yellow or red to indicate proximity to the time limit.

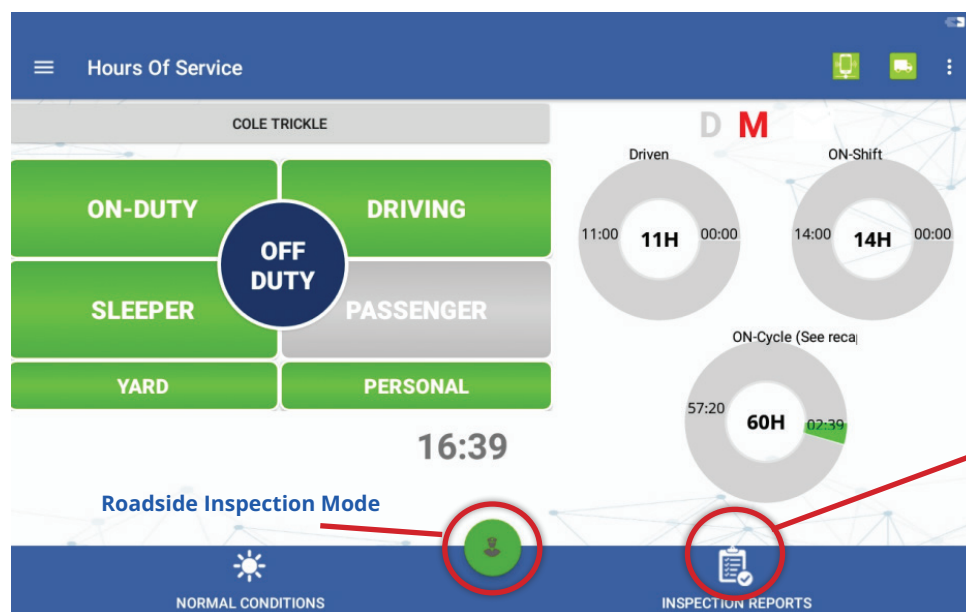
Recap: Tap on the **“ON-Cycle (see recap)”** donut to see how much ON-Duty time will be removed once the 7th or 14th day is reached. The recap summary message also tells you the day and time that the next available recap will take place. This information has great value for the driver, so you can plan your weekly cycle and be aware of how much time you will get back each day, after the 7th or 14th day (according to the currently selected ruleset).



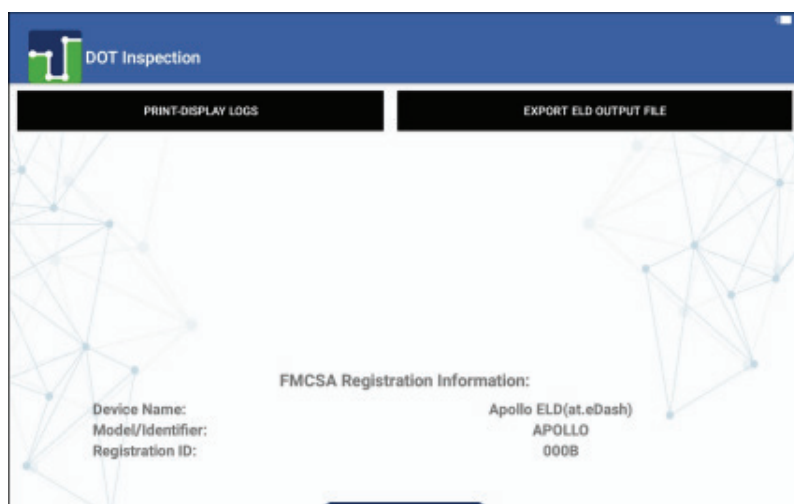
Possible Violations: This area shows the closest possible violation. It also triggers a notification pop-up one hour before the violation and another one thirty minutes before the next possible violation. See screenshot to the right. You can review all violations collectively by accessing the menu options.

Normal Conditions: Also known as **“Adverse Conditions”** will only activate each day when nearing shift Driving/On-Duty time. This option should only be utilized if FMCSA guidelines are met.

Roadside Inspection Mode: If you are stopped on the road, we recommend you to enter the Roadside Inspection Mode by tapping on the green officer button. This mode allows the DOT officer to Print or Export the drivers logs. Once the DOT inspection is completed, the driver will need to enter their password to return to the Apollo Home Screen.



Inspection Reports: Select the Inspection Reports button from the bottom of the Hours of Service screen to complete your vehicle inspection report (also known as DVIR or Pre/Post Trip Inspection).



Note: Drivers must manually click the inspection reports button to complete their pre/post trip inspections each day. Adding remarks like Pre-TI and Post-TI are just annotations/notes to the daily log.

Then tap on the green circle with the + button to begin a new inspection. A pop up box will appear where the driver can confirm who is inspecting the vehicle, the type of inspection performed based on if the driver is at the beginning or end of their shift and the applicable region.

A compliant checklist is then shown. Select any defect you might have found during your vehicle and trailer inspections. On the last step enter a remark if needed and indicate if the defects were corrected or not.

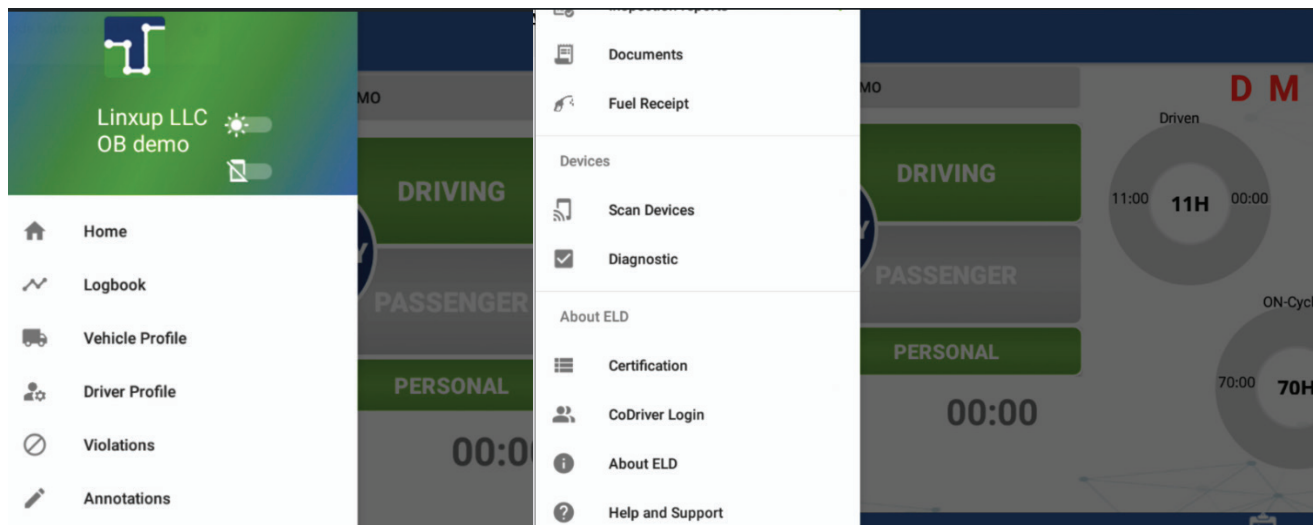
Driver must then e-sign the inspection. After the driver uploads their first inspection, the system will adopt the signature so that the driver does not have to sign the report each time. If defects were found and corrected, you can ask the mechanic for a signature. There is a third, optional signature which some carriers require before a vehicle leaves the yard.

Optionally, you can take up to 9 different pictures and upload them to the report. Once you are done select **"Upload"**.

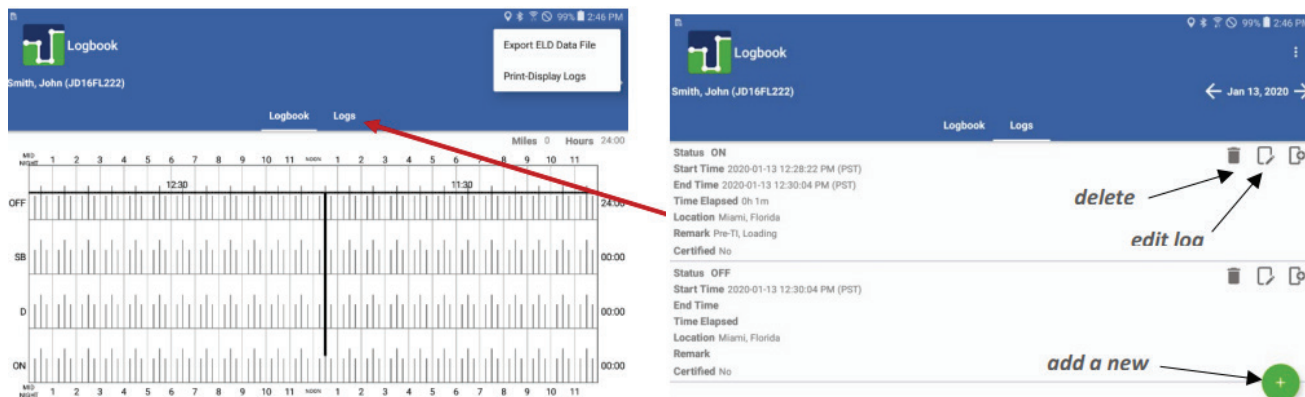
The *completed inspection report will appear as a PDF form*. Driver can review by clicking next or return to the main menu by clicking the back button on the device.

5 Menu Options

Note: Access menu options by clicking either the hamburger menu at the top left or the three dots at the top right of the screen

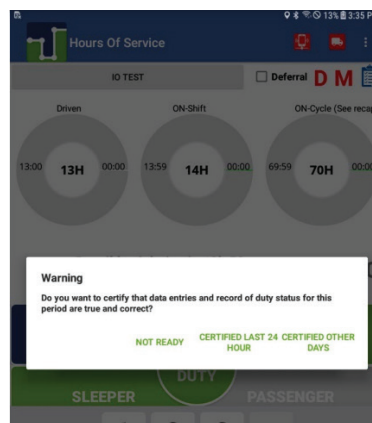


Logbook: Through the Logbook menu option, the driver has the capability to view their logbook, make edits to their logs, and export log and ELD data files. The Logbook tab displays the graph for the chosen day, while the Logs tab shows the individual events recorded in the daily logs. You can change the date by selecting the left and right arrows near the date at the top right.

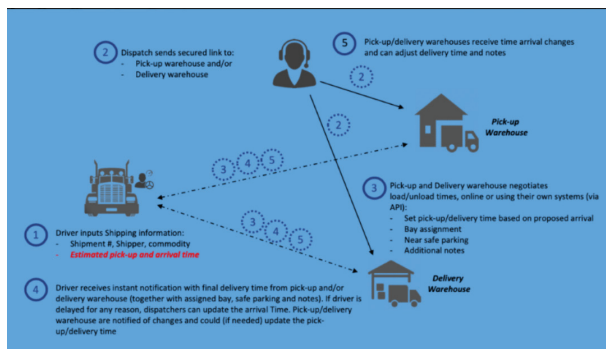


Driver Profile: In this section, drivers can review their driver settings and make updates to their rule set if necessary. If the driver operates under any exemptions, this section enables them to modify the type of exemption and toggle it on or off as required. The ability to manage exemptions from the tablet is contingent on the Administrator enabling this setting through the Apollo Admin portal.

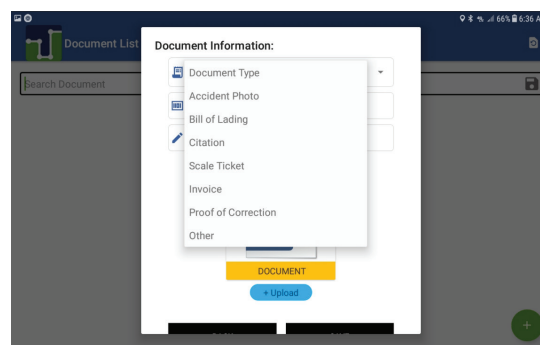
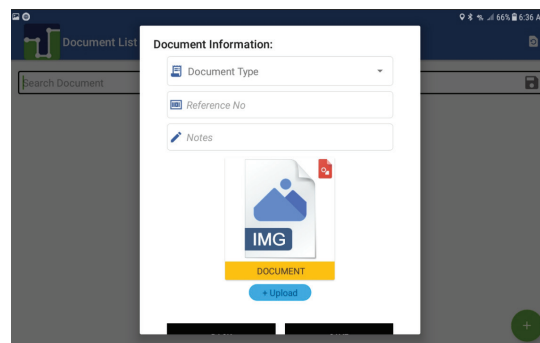
Certify Records: Every duty status change must be certified before exporting the driver's logs. Select the **"Certify Logs"** option from the menu to list all unverified logs. Select each day and tap on the **"Certify"** button. At the end of each 24-hour period, the ELD will automatically prompt the driver to certify logs for the last 24 hours period. During the driver login and logout, the driver will be prompted to certify the logs.



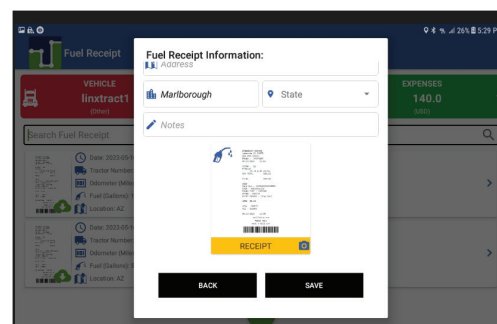
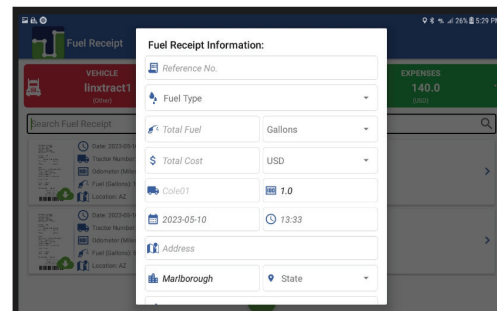
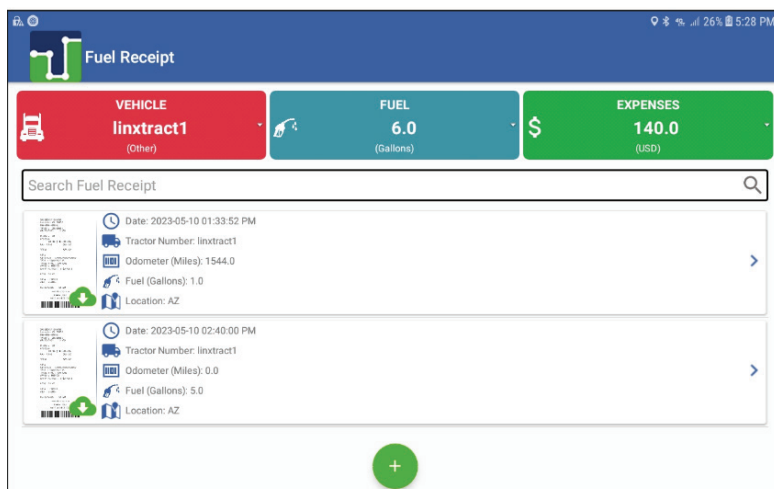
Shipments: The Shipment Sync feature, allows drivers, motor carriers, brokers, shippers, and receivers to be connected and share shipment information in real-time. Shippers and receivers can confirm the exact arrival time, the bay number assigned to the driver, safe parking instructions, and additional notes. This information is shared (instantly) with drivers, allowing them to better plan their routes, rest times and minimize dock waiting time. This section also allows drivers to input shipping or bill of lading numbers into their daily log by simply entering the number and saving the information. **Note: If there are multiple numbers, drivers can use a comma to separate them.**



Documents: Uploading documents through the ELD enhances efficiency, accuracy, and compliance by providing a centralized location for essential records. This section provides the capability to upload documents (such as accident photos, bills of lading, citations, etc.) that drivers can later view on the tablet or the Admin portal. Click the **green circle** with the + symbol to start adding documents.



Fuel Receipts: Allows the driver to capture and manage digital images of fuel receipts, link them to specific trips, and provide a comprehensive record for reporting and compliance purposes. To Create a new Fuel Receipt click on the plus icon and enter in the required information. You must upload a picture of the receipt from the tablet.



Logout: The system will not allow you to log out if your status has *not been* set to **“Off Duty”**.

If the driver logs out from the Hours of Service app and the vehicle is detected going over 5mph, Unidentified Driving Events are automatically created under the Unidentified Driver account. When an Authenticated Driver logs into the Hours of Service app, these events can then be accepted by the driver or be left in the Unidentified Driver account. However, the app prevents Unidentified Driving for vehicles in AOBDR mode. Unidentified Driving events assigned by Personnel via portal can be rejected by the driver.

Finally, upon tapping the **“Logout ”** button, the authenticated driver who accessed the Hours of Service app will be signed out, and the app will be fully closed, ensuring that neither ELD service nor JBUS service runs in the background.