

Canadian AOB RD Quick Reference Guide

Starting Your Vehicle and Signing In

Follow these steps before you start driving:

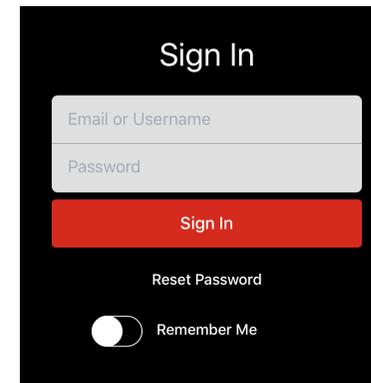
1. Get into your vehicle.
2. Turn on the vehicle's engine.
3. Turn on your mobile device.
4. Start WorkPlan and sign in.
5. Select your vehicle from the vehicles list in WorkPlan. (You might need to refresh the vehicles list if your vehicle is not displayed.)
6. Complete any forms you might need to fill out in WorkPlan.
7. If you have a co-driver, he or she must also sign in to WorkPlan.
8. Open Hours of Service from the WorkPlan home screen, so that you can see your HOS timers and diagnostics. Ensure that the screen remains on.
9. Start driving.

Stopping Your Vehicle and Signing Out

Follow these steps after you have stopped driving:

1. Stop your vehicle.
2. Turn off your vehicle's engine.
3. Change your HOS status to Off Duty.
4. Sign out of WorkPlan and complete any forms you might need to fill out.
5. If you have a co-driver, he or she must also sign out of WorkPlan.

6. When you have signed out of WorkPlan you should see the **Sign In** screen:



7. Close WorkPlan.

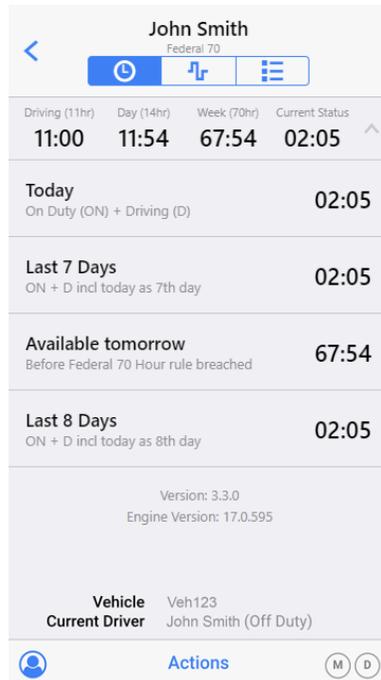
Navigating to the HOS Summary

Tap the  button in the upper right corner of the **HOS Status** screen to view the HOS summary. The following information is available:

- **Today** - Combined driving and on-duty time logged for today.
- **Last 7 Days** - Combined driving and on-duty time logged for the past 7 days, with today being the 7th day.
- **Available tomorrow** - Combined driving and on-duty time available tomorrow, before the weekly HOS limit is exceeded. If the limit has

already been exceeded, the available time is negative.

- **Last 8 Days** - Combined driving and on-duty time logged for the past 8 days, with today being the 8th day.
- Version information
- Driver details



Tap the button to return to the **HOS Status** screen.

Navigating to the DVIR Screen

Driver vehicle inspection reports (DVIRs) are special forms that you can fill out and submit when you first go on duty, when you go off duty, or both. Depending on how your manager has configured your account, the DVIR might appear automatically when you sign in, out, or both. Alternatively, you can use the **DVIR** screen to manually launch the DVIR. Pre-trip DVIRs are for when you go on duty and post-trip DVIRs are for when you go off duty.

To navigate to the **DVIR** screen, go to the WorkPlan home screen and tap the **DVIR** button.



Using Inspector Mode

Inspector mode is not supported when using Canadian rules.

Contacting Support

If you have any issues that you cannot resolve using the [online help](#), contact support via email (support@verizonconnect.com) or call our 24/7 support team at 1-877-943-7306, option 1.