CRST
THE TRANSPORTATION SOLUTION

DELIVERING PROMISES AND DRIVING SUCCESS

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THE TRANSPORTATION SOLUTION

MAVEN

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Maven ELD

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LOGGING IN

1. To log into the Maven App, tap on the app on your home screen

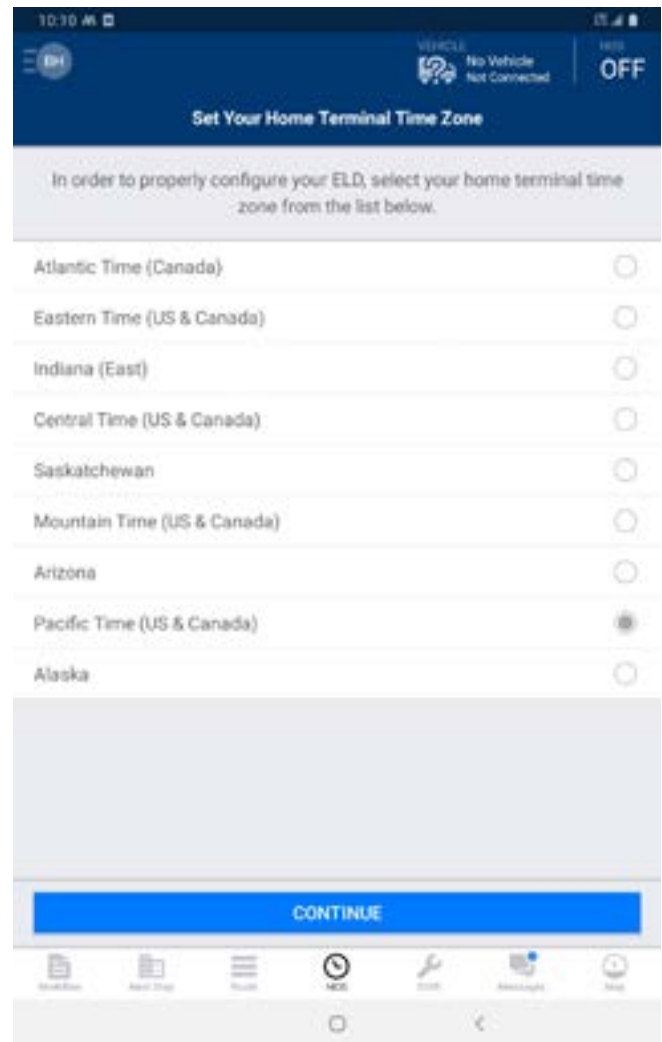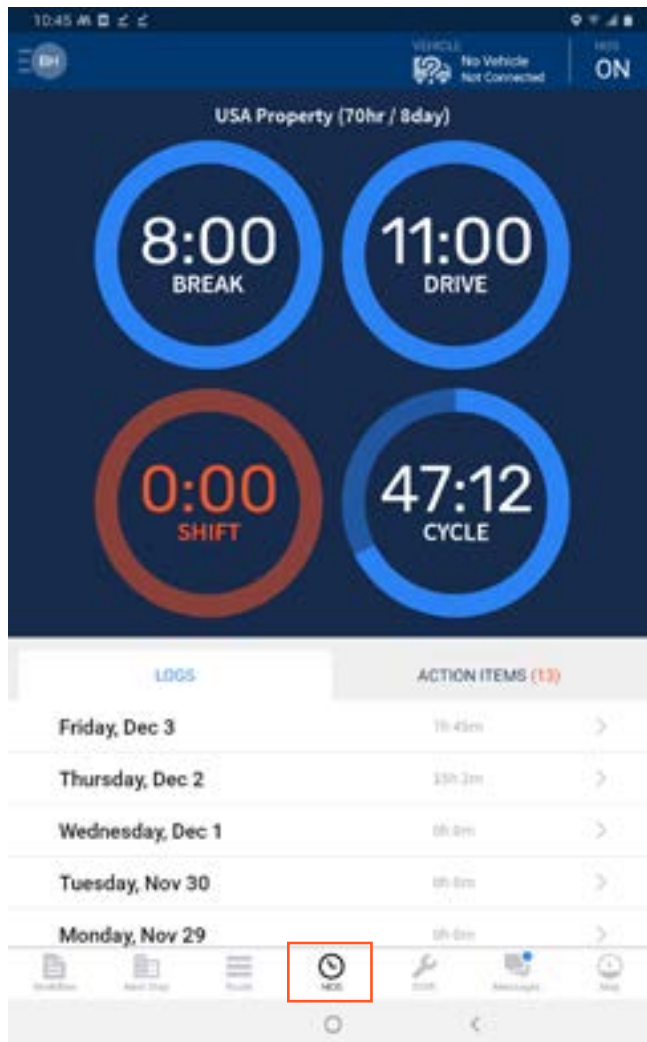2. The first time you sign in, you will need to click on "Company Code" at the bottom of the screen to enter your CRST code, which is: 11082
   - If you do not see the company code option, skip this step.

3. Type in your username (Driver ID) and password (the last 4 digits of your SSN)

4. Tap the "**Sign In**" button

VIEWING HOS TIMERS

- Tap HOS at the bottom of the screen to view your timers.
- **IMPORTANT**: The first time you select HOS you'll be promted to enter your Time Zone and License Information. Be sure to choose your **Terminal Time Zone**

MAVEN MESSAGES
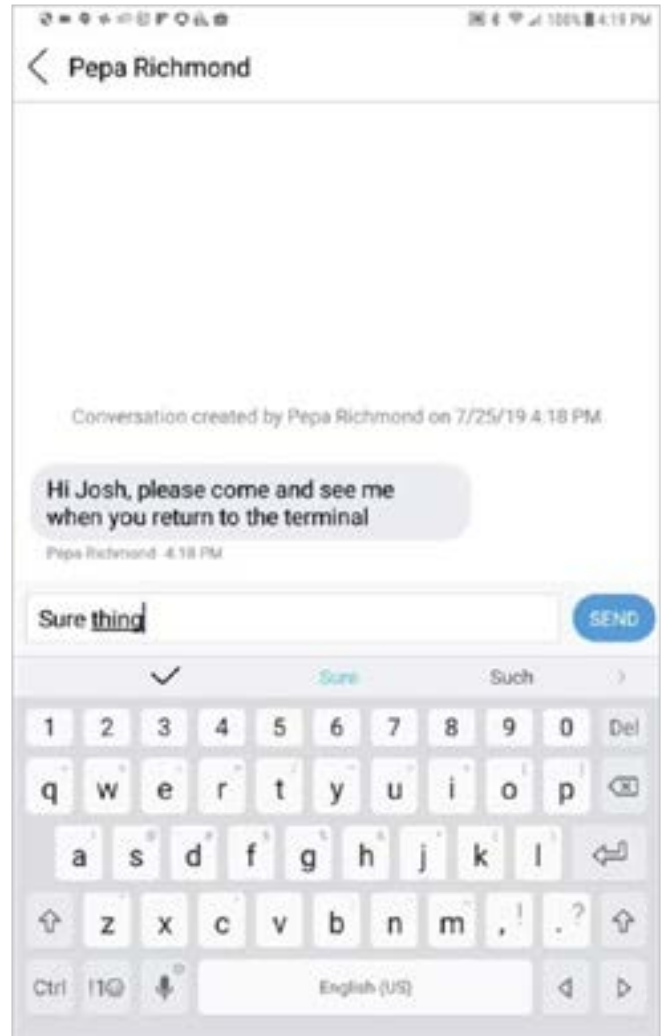
- Within the Maven App, you can receive and respond to messages

- You can access Maven Messages by pressing on the **"Messages"** tab on the bottom of your screen

- A blue notification dot will appear on the **"Messages"** tab if you have any unopened messages

- Press the specific text message to view the thread and respond

ACCESS ANCILLARY FORMS
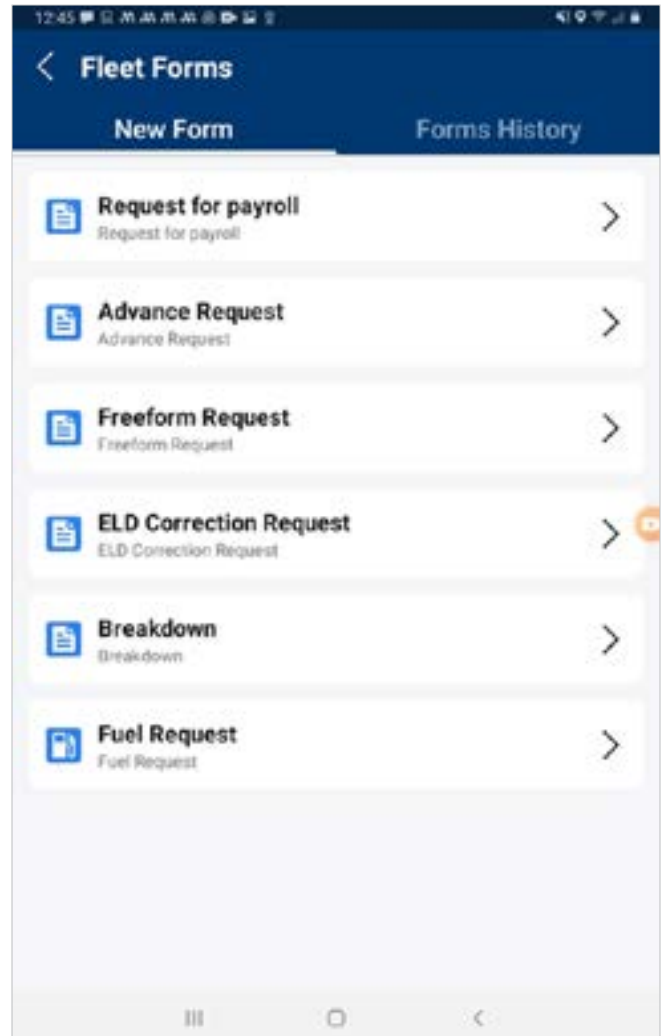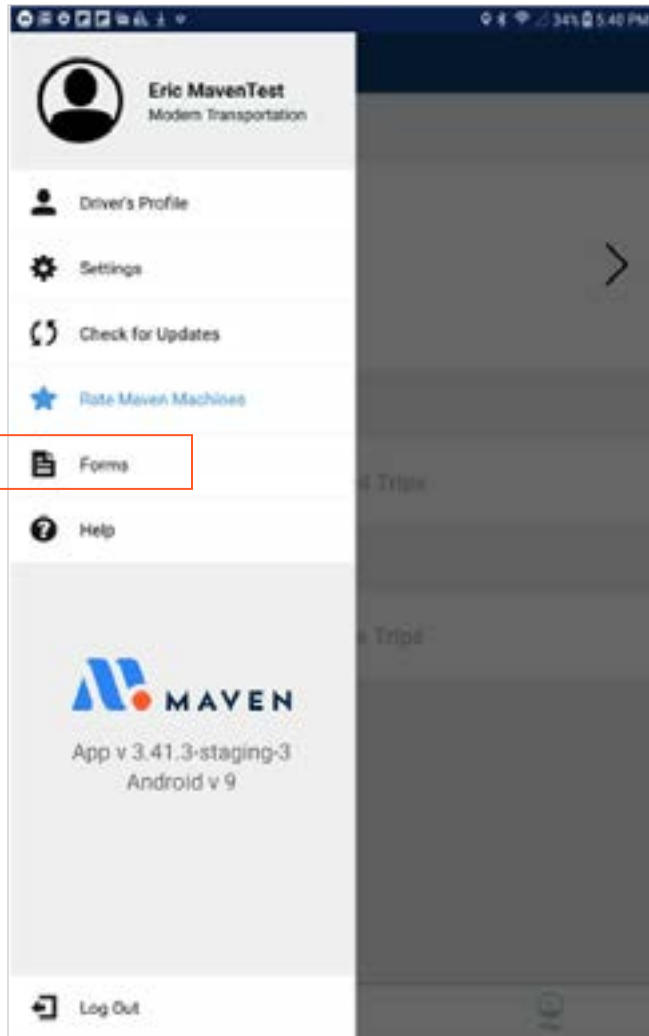
- Click on your initials on the top left of the screen
- Click on **"Forms"**
- Select the form that you need
- Fill in the required fields (indicated with *)
- Tap **"Submit"** when you are done to send the form to your manager

ENSURING VEHICLE CONNECTION
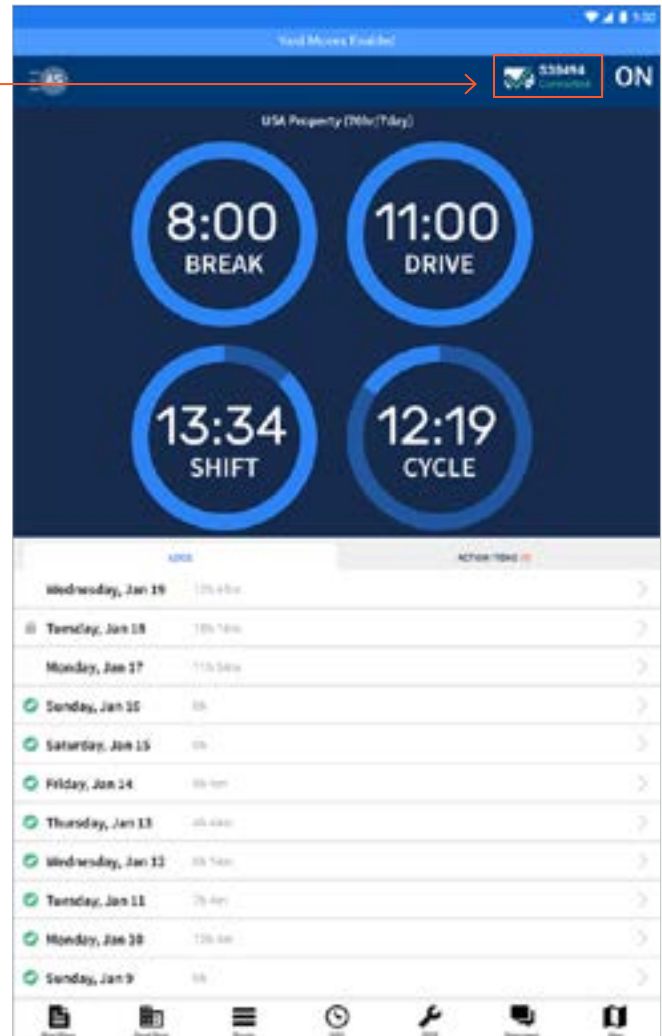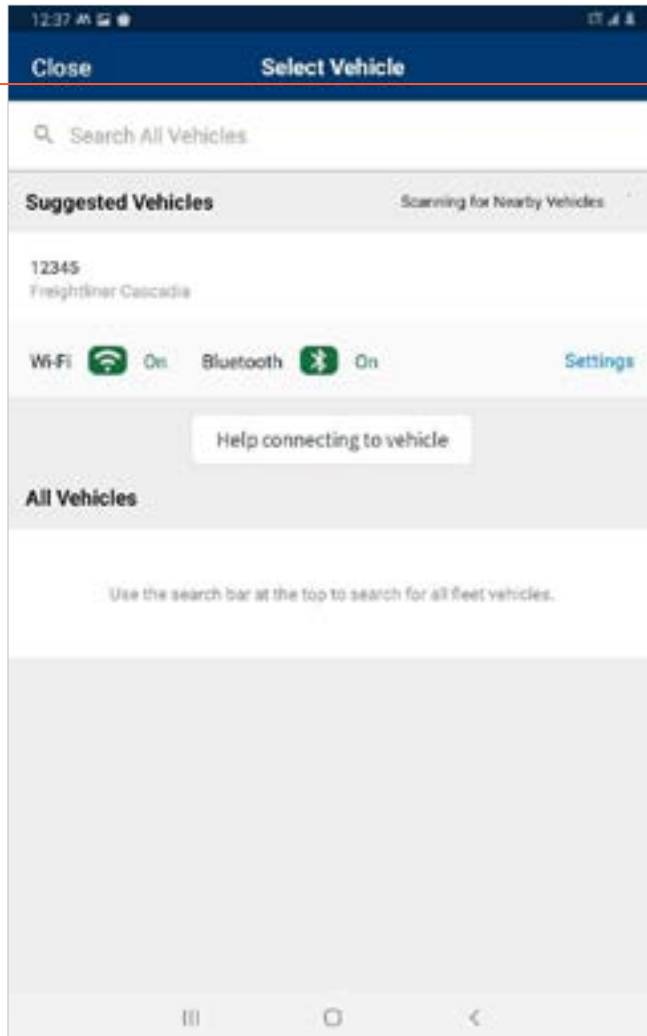

- Before you begin your trip, you must "Check Out" your vehicle. You will NOT be compliant unless you select your vehicle before moving. .

- To connect, select No Vehicle Not Connected on the top right corner.

- If you are in range of your vehicle and the engine is ON, you should see your vehicle in the Suggested Vehicles list.

- If you do not see your vehicle in the Suggested Vehicles list, you can search for your vehicle number under Search All Vehicles and manually select it.

- Select Close at the top left once you select your vehicle.

- When connected, you should see a **green checkmark** next to the correct vehicle number

TEAM DRIVERS
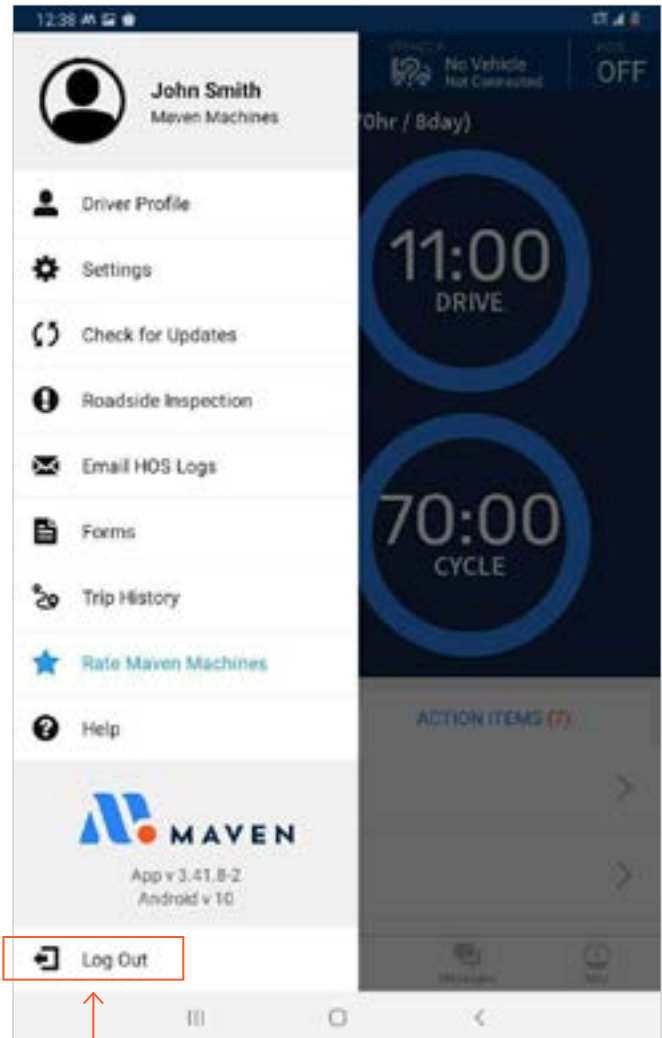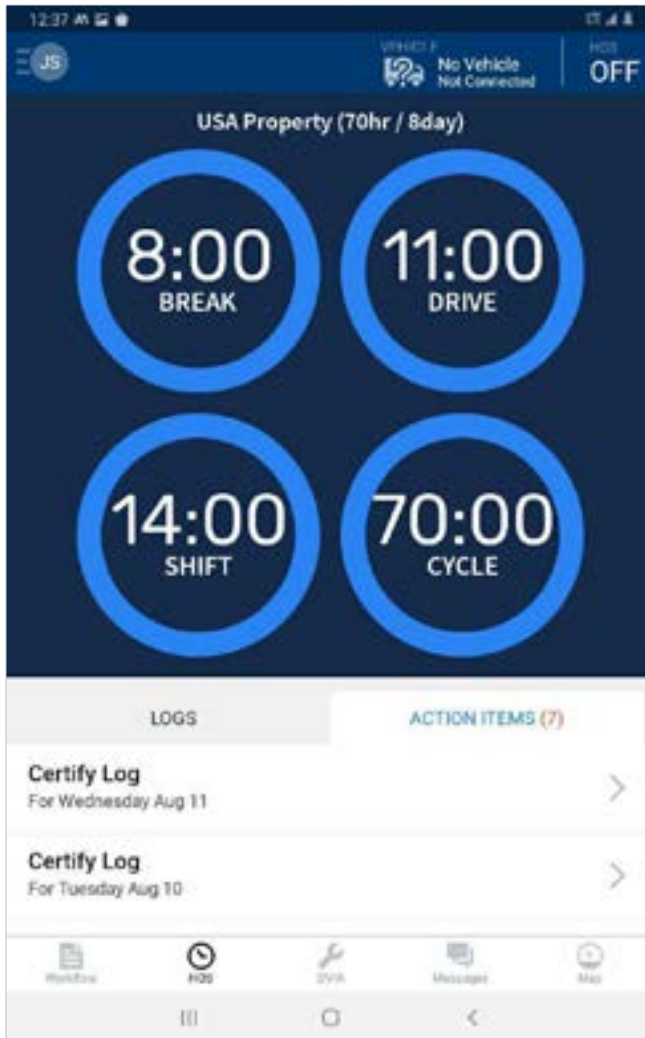
- When you are ready to switch seats with your team driver, change to the appropriate duty status

- To log out, tap your initials in the top right corner of the screen and select **"Log Out"**

- Hand the device over to your co driver, so they can log in (please refer to Slide 3 in this file to learn how to Sign In if needed)

- The team driver should now start their day under their user account

UNDERSTANDING THE MAVEN ELD TIMERS
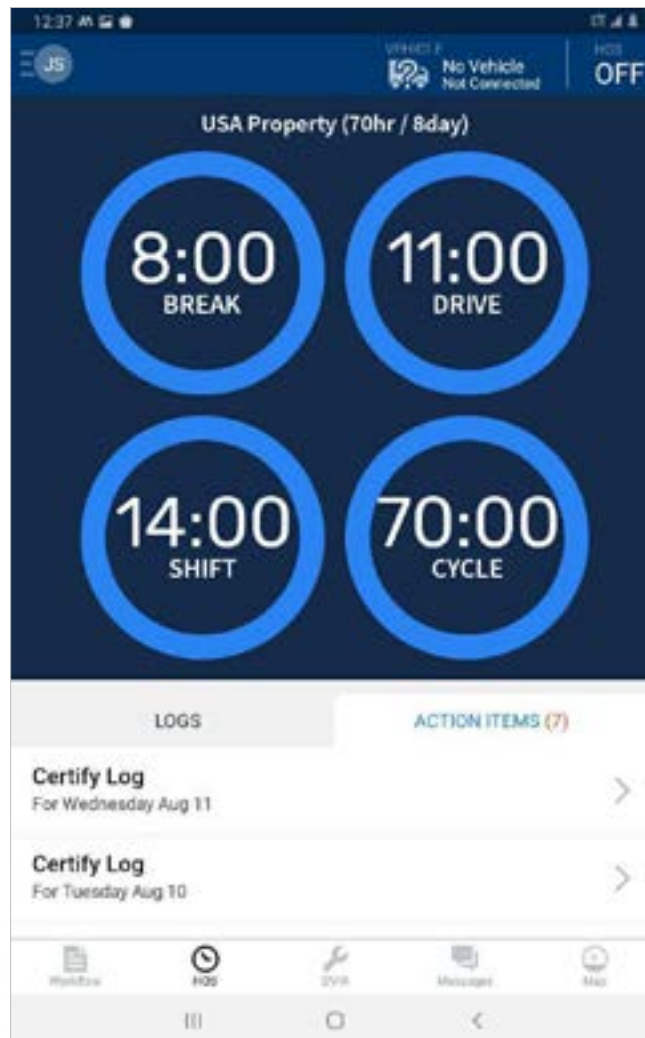


- Tap on the **"HOS" tab** on the bottom of your screen to view your ELD timers.

- Timers wil automatically calculate and reset according to the most recent federal requirements.

- The Maven App will sound an audio alert when you have only 30 minutes left on any of your timers. Make sure the volume on your tablet is loud enough for you to hear any audio alerts!

CHANGING DUTY STATUS
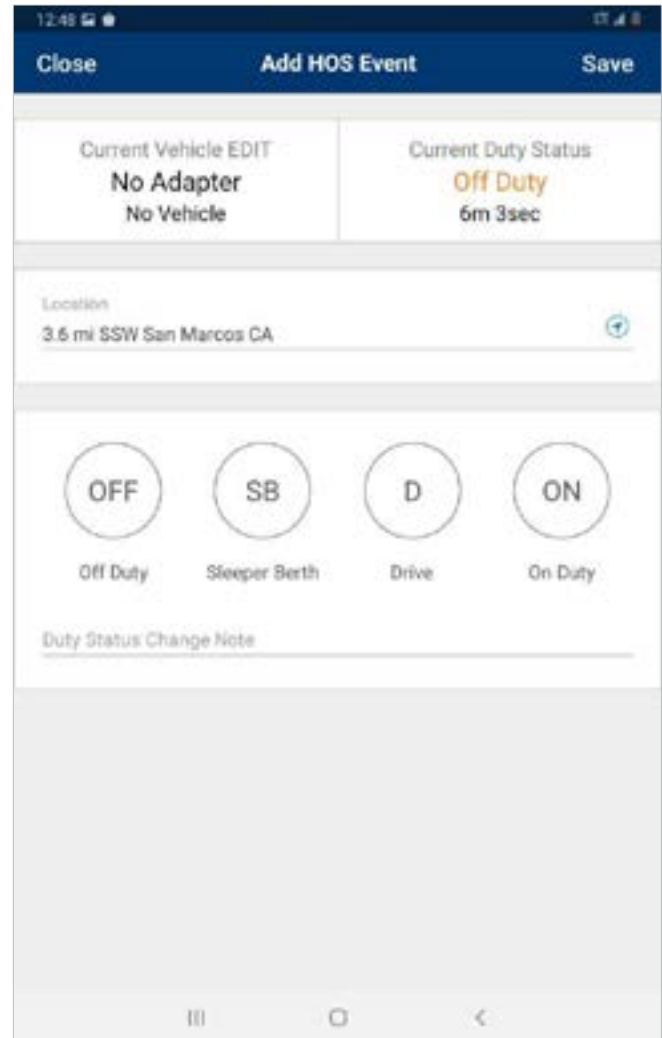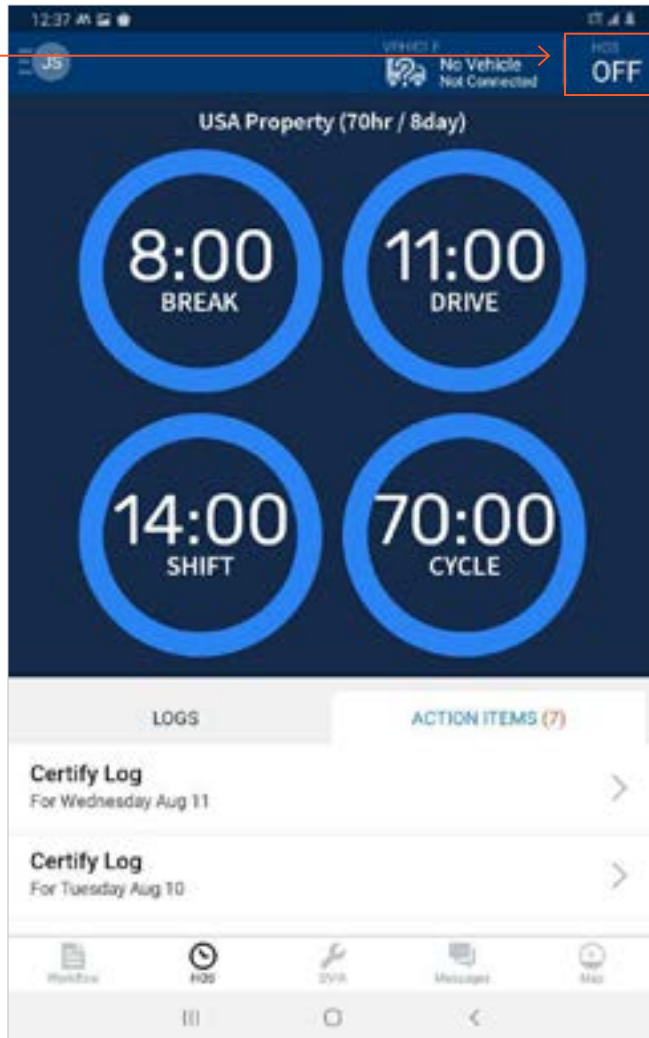
- When you need to change your HOS status, simply tap on the "HOS" button in the very top right corner of the screen, which will show your status
  - Status options: **OFF (Off Duty), ON (On Duty), D (Drive), or SB (Sleeper Berth)**

- Update your HOS status on the "Add HOS Event" screen by selecting one of the four available HOS statuses: **OFF, ON, D, SB**

- When you change the status, be sure to tap "Save" in the top right corner of the screen to save your changes

- Any time you change your status, you are also given the opportunity to add a note in the "Duty Status Change Note" section

- Not all status changes require you to update the log manually. For example, when you switch your status to On Duty and then start driving your vehicle, the status will automatically change to Driving status once the vehicle is in motion. Also, if you are stopped for more than six minutes, the status will automatically change back to On Duty

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ENABLING YARD MOVES
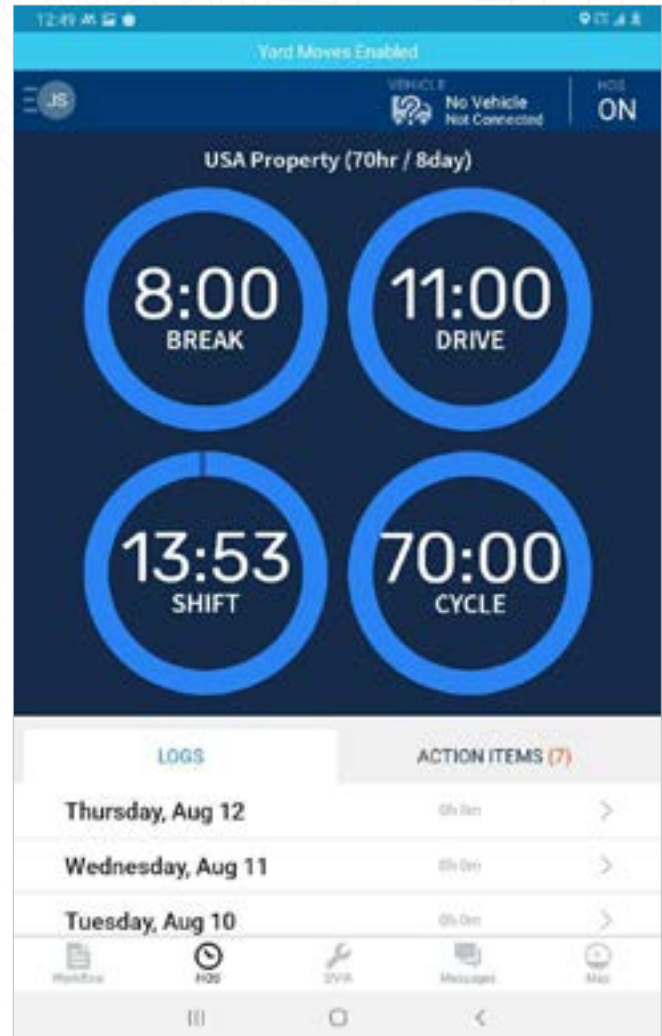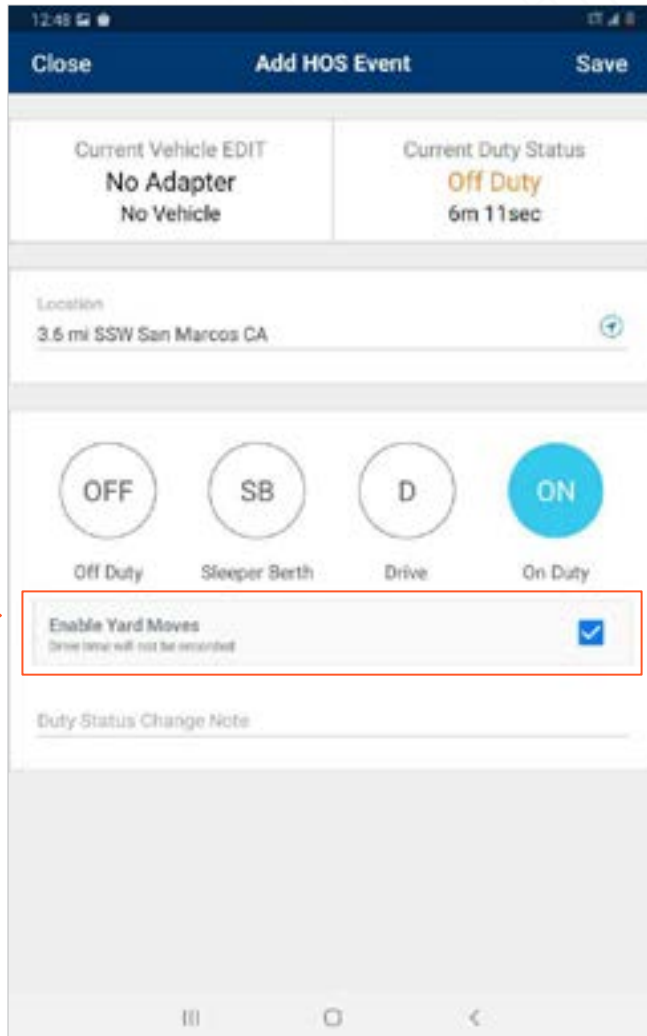
- Additionally, when you have selected **On Duty** as your status, you will see an option to "Enable Yard Moves"

- You will be able to stay in the Yard Moves status mode if you do not exceed a speed of 25mph

- A blue bar will appear on the top of the screen, reminding you that you are currently in a Yard Moves status

- Don't forget to change back to **Drive** or **On Duty** when you no longer need to be in a Yard Moves status

MAKING CHANGES TO YOUR ELOGS
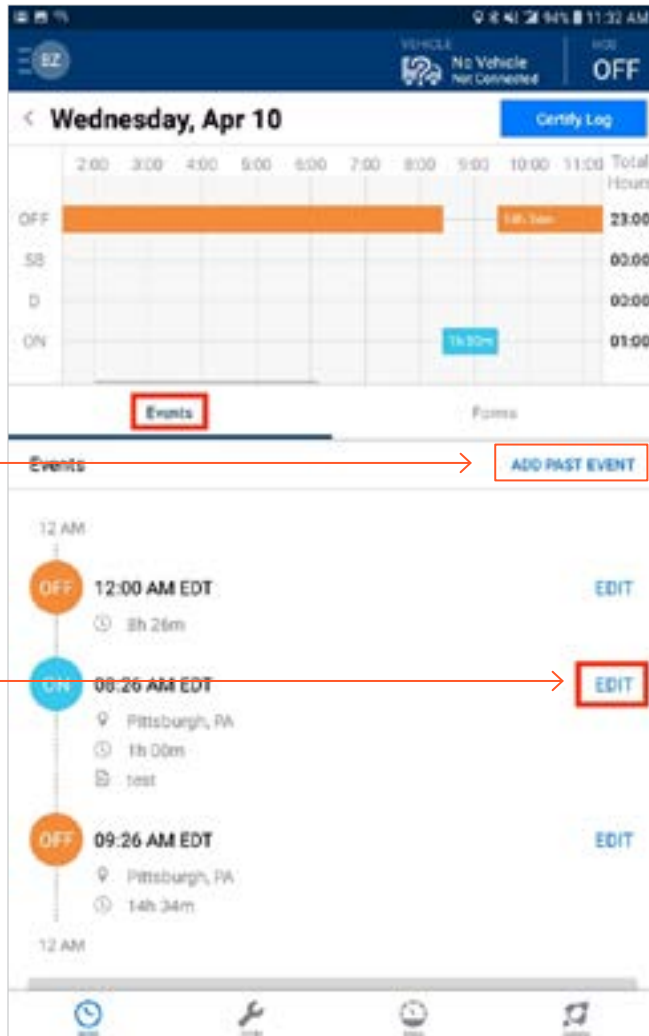
- You have the ability to make some changes to your log right from the Maven App

- On the HOS screen, tap on "Logs" and then select the date that you wish to edit

- You will see an **"Edit"** button next to the events that can be changed. You will not be able to edit any Drive Time, including Yard Moves.

- On the following screen, update the type of status that you want to save

- You can also insert a duty status by selecting "Add Past Event"

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REQUESTING AN ADMIN EDIT
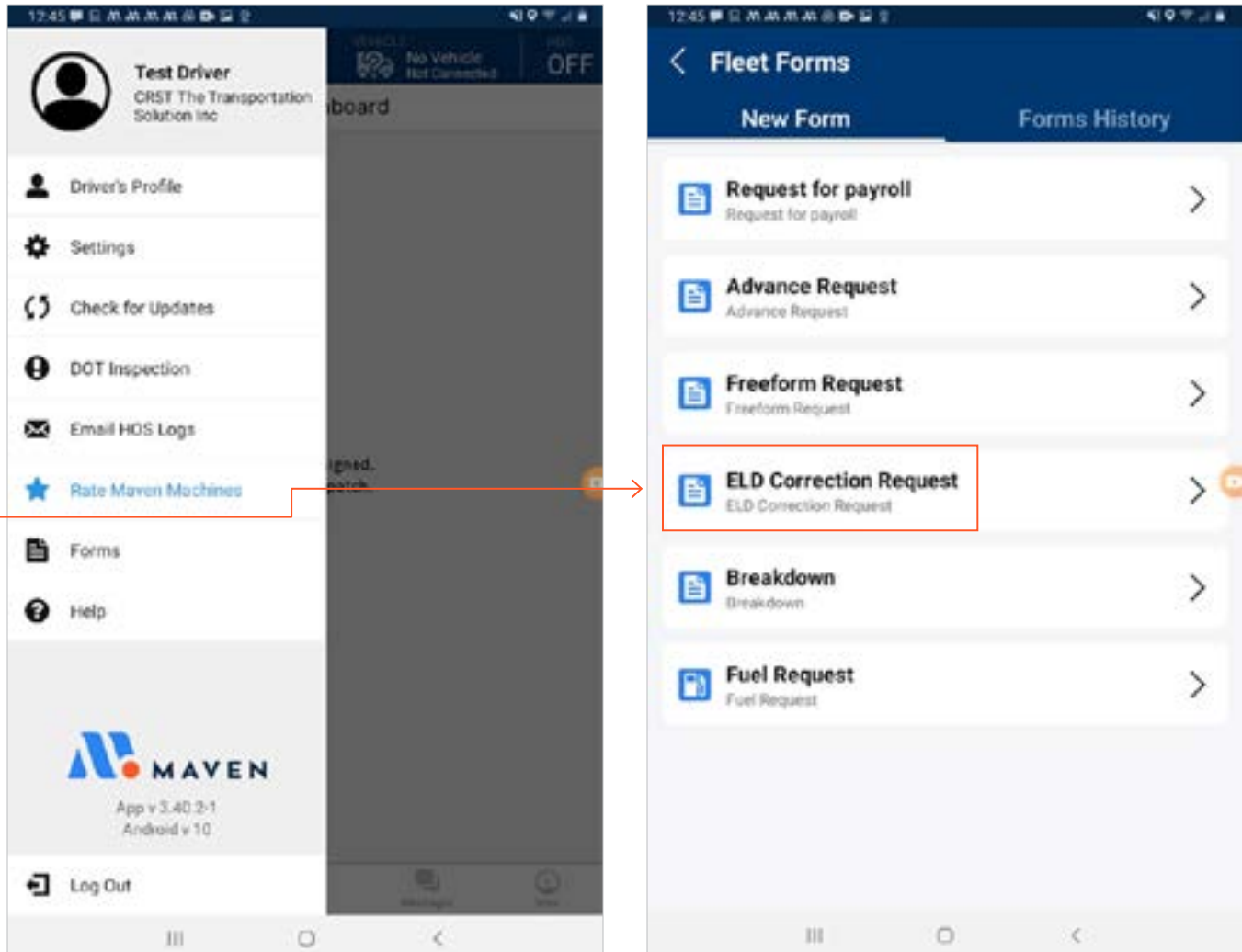
- If you wish to make any additional changes, you can request for an Admin Edit to be performed by a manager
- To access the "ELD Correction Request," tap on the bubble with your initials at the top left corner of the screen and select "Forms"
- Open the ELD correction request form and fill out the required information indicated with *
- Tap "Submit"

ACCEPTING OR REJECTING AN ADMIN EDIT
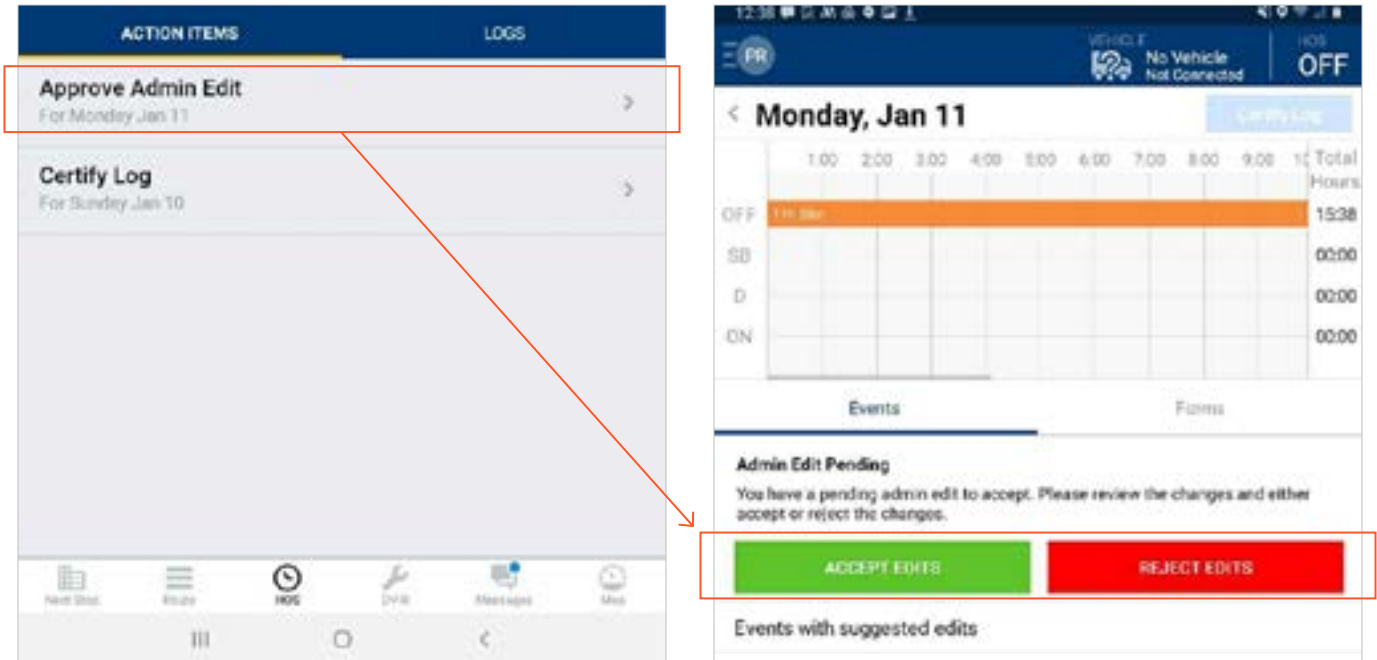
- When there is a pending Admin Edit, you will see a notification in your **"Action Items"** tab

- No changes will be made to your logs, unless you approve the Admin Edit sent by your manager

- To either approve or reject an admin edit, tap on the **"Approve Admin Edit"** action item, review the changes, and select the appropriate response

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CERTIFYING YOUR ELOGS
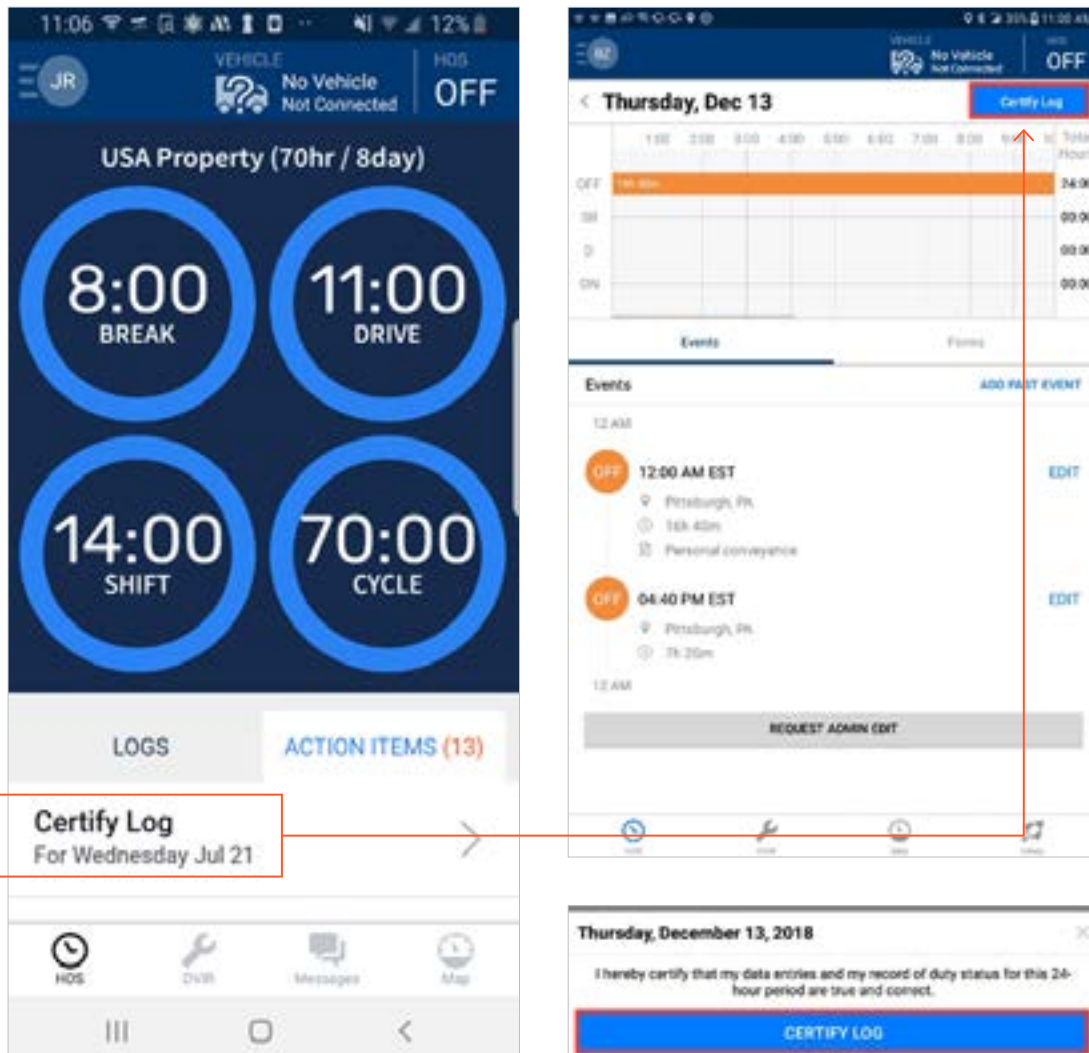
- At the end of your shift, you can certify your logs. Once certified, you will no longer be able to make any changes

- You will be prompted daily in the "Action Items" tab to certify any uncertified logs from prior days

- To certify a log, open that day's log from your "Logs" tab or follow the prompt in "Action Items"

- Review the HOS events for that day and tap the **"Certify Logs"** button at the top right corner

- A confirmation window will appear on the bottom of the screen tap **"Certify Log"** to confirm

DOT INSPECTIONS/ROADSIDE INSPECTIONS
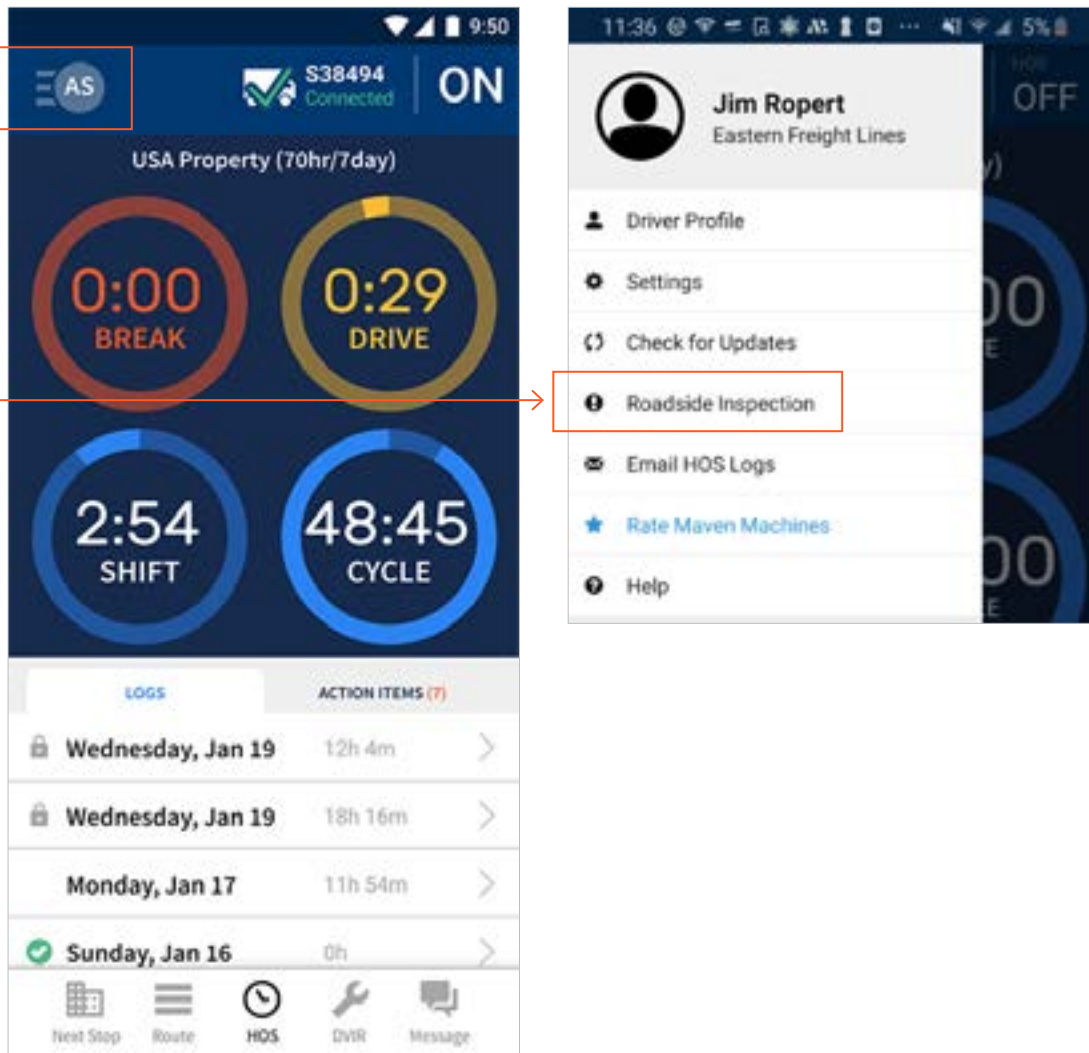
- For a DOT inspection you need to open the Roadside Inspection mode by **tapping on your initials in the top left corner of the Maven app home screen to open the menu bar**

- Select **" Roadside Inspection"** from the options listed

- The device will give you several options to choose from. Ask the inspector how they would like to review the logs

- The **"Send Secure Log Data File"** button will prompt you to email your HOS logs directly to the FMCSA and link them to the company's DOT number

- "Send PDF Log File" allows you to email your logs to any email address

- "Inspect Logs on Device" allows the inspector to review your HOS logs for the past 8 days on your device immediately

CLAIMING UNASSIGNED MILES
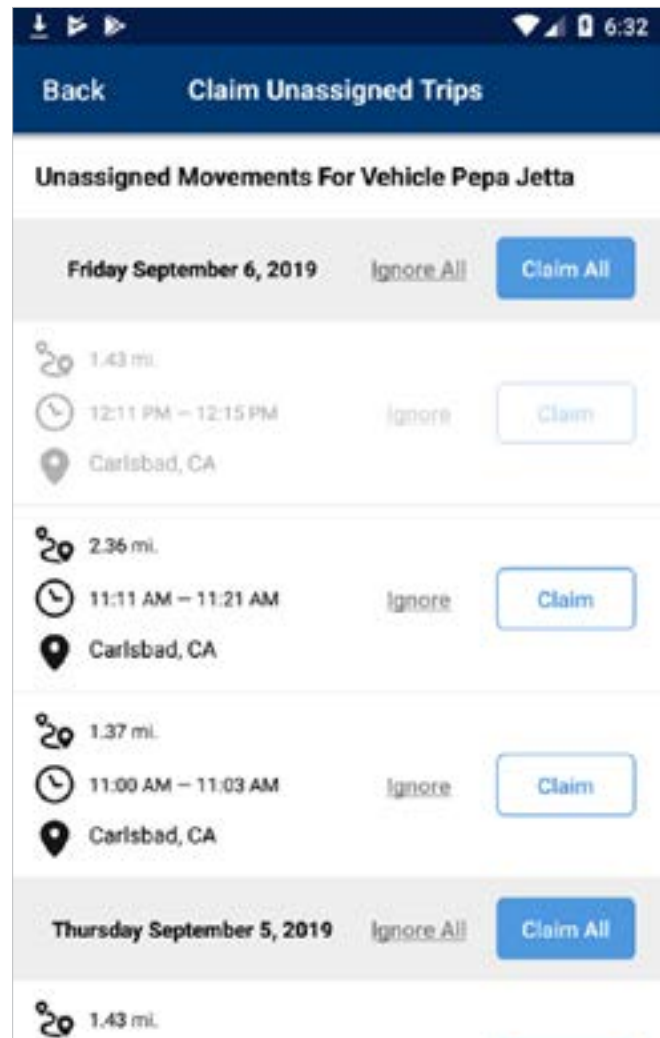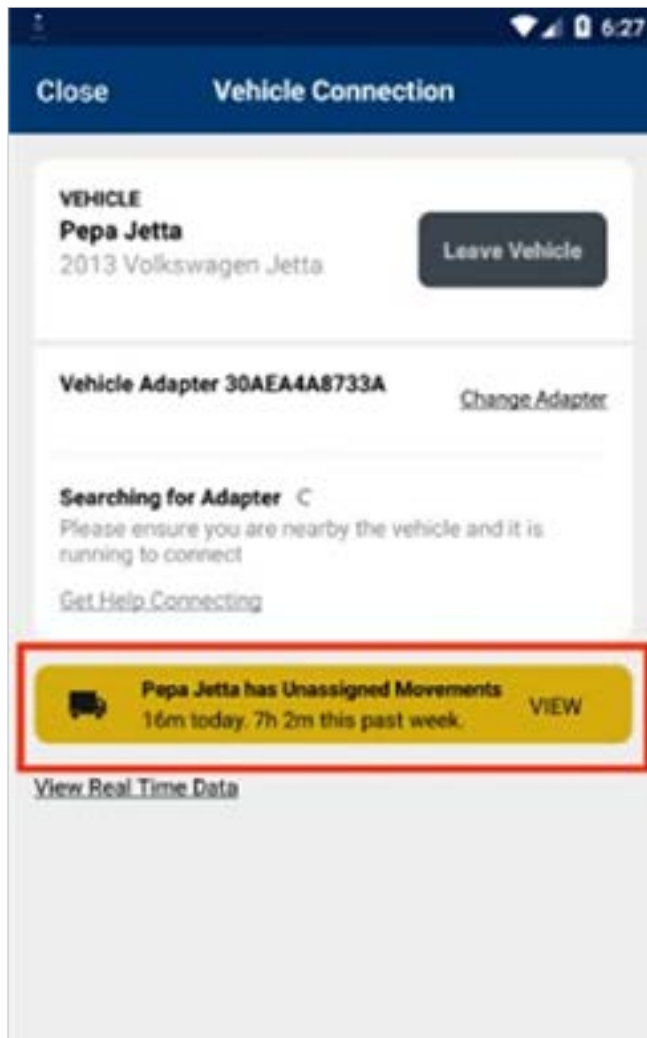
An **Unassigned Trip** occurs when someone drives a vehicle without being logged into an Electronic Logging Device (ELD) as the driver. If there are any unassigned miles associated with the vehicle that you are currently connected to, you will be given the opportunity to claim them and insert that Drive Time into your HOS logs

- A yellow notification will appear on the bottom of your HOS screen and on the Vehicle Connection screen

- Only claim miles that you recognize as yours

- To claim miles, tap on the yellow notification to see the list of unassigned miles

- Review the miles and tap "Claim", "Claim All", or "Ignore"

- Claimed miles will be added to your HOS Logs

- Rejected miles will disappear from the list and remain unassigned

- A different driver can still see the miles that you rejected and will also be given an opportunity to either claim or ignore them
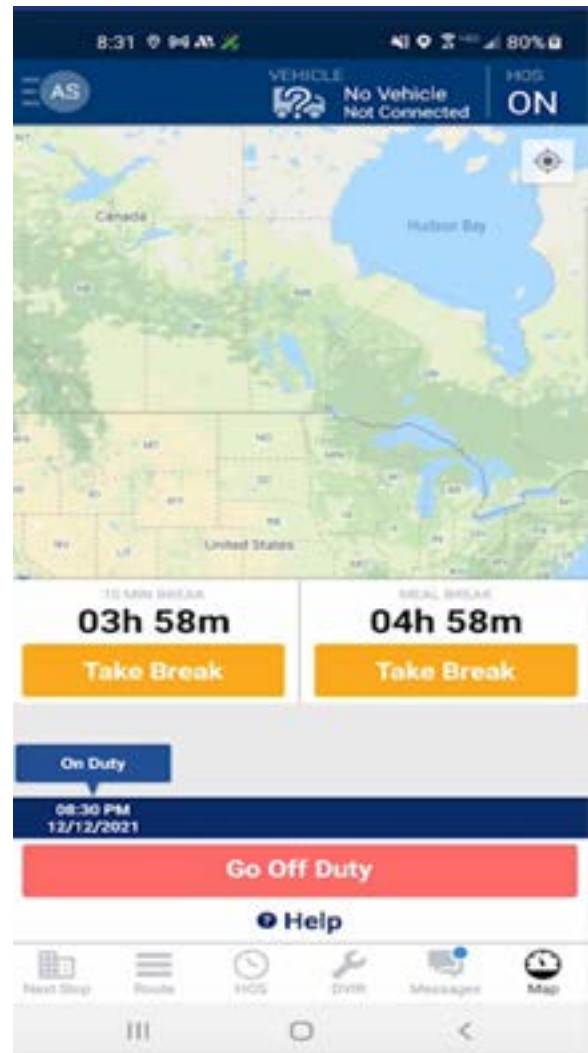
CALIFORNIA LABOR LAW

CALIFORNIA LABOR LAW
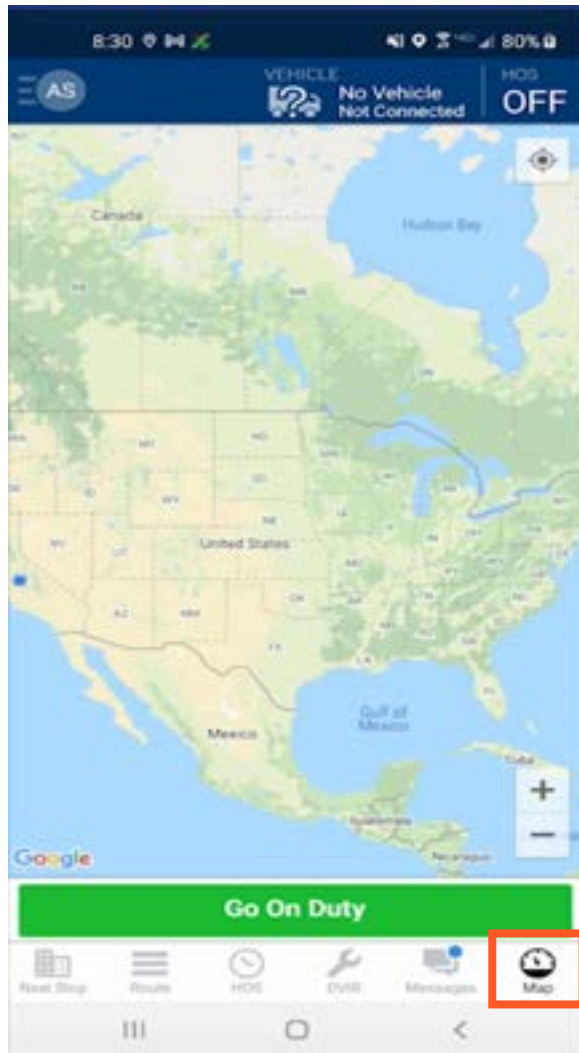
California Labor Law will be accessible on the Map tab

- To start your California Shift, Navigate to the Maps tab and hold Go On duty

- Once your shift has begun you will automatically be placed On Duty status in your HOS log

- During your shift, your 10 Minute Break and Meal Break will start to count down. You can reference these throughout your shift in the Maps tab

- To start your breaks, swipe up from the bottom to reveal the Take Break buttons

- Hold down to Take Break button for the break you'd like to take. This will start a count down for the time allotted for your break. This will also be annotated on your HOS log

- When your shift is done and you've taken both breaks, hold down Go Off Duty to end your shift.
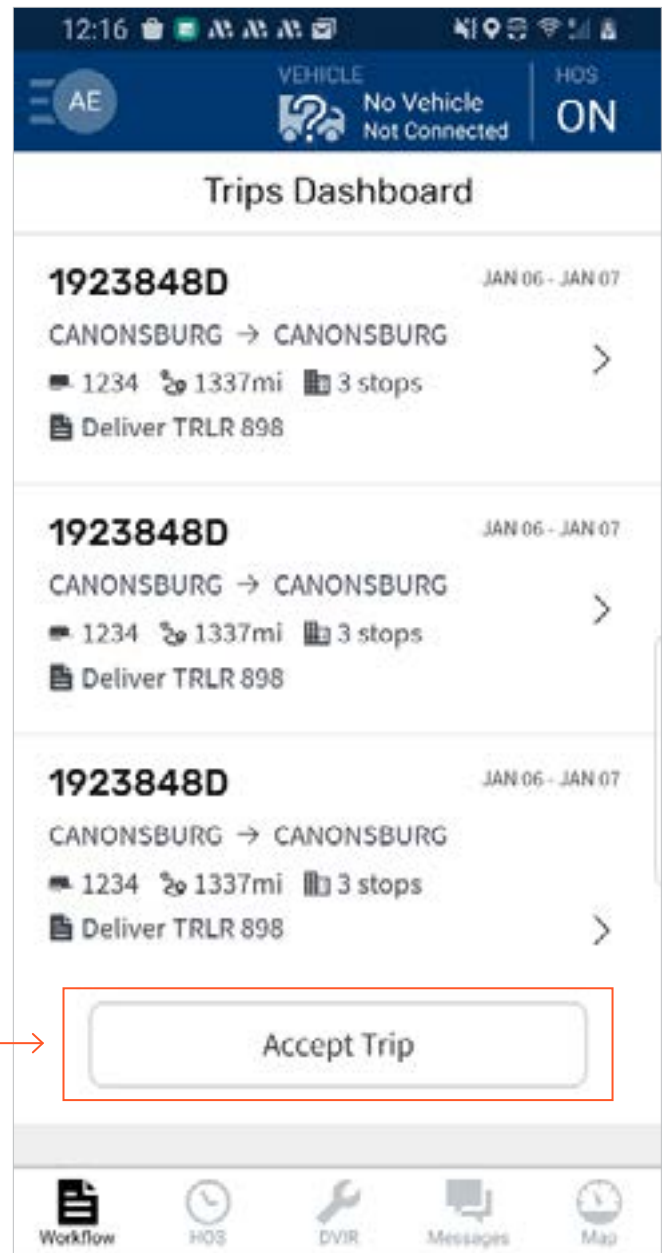
Trips Workflow

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VIEWING AND ACCEPTING TRIPS
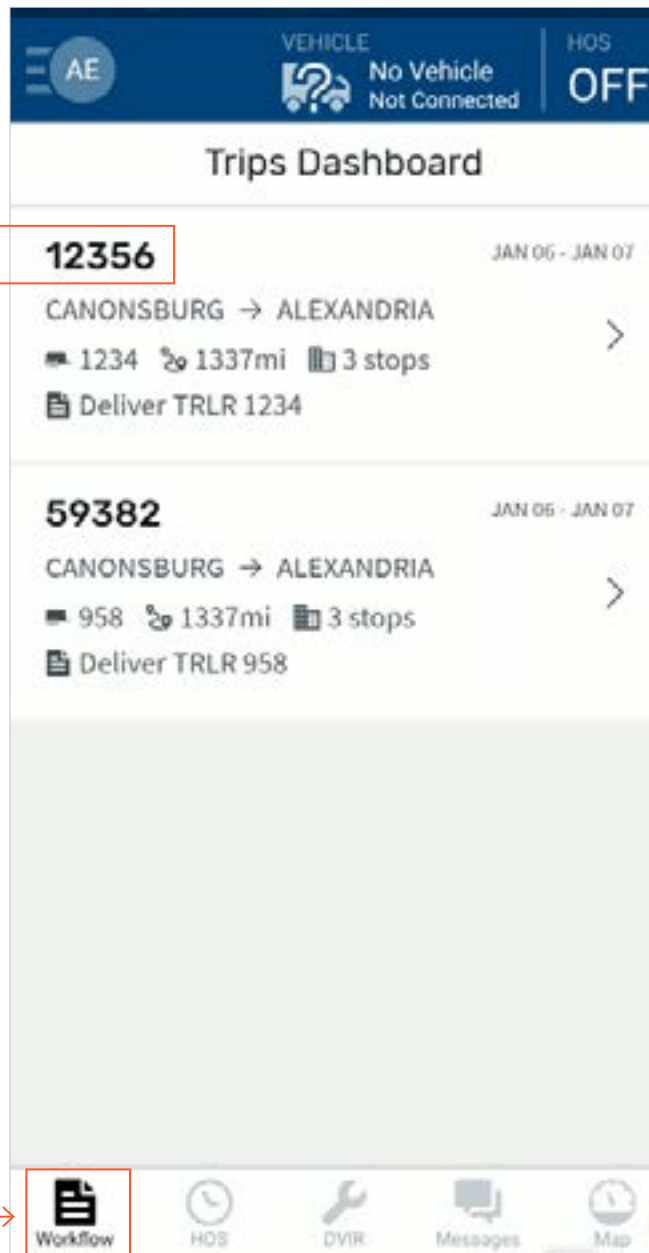
- Click on your **"Workflow"** tab (bottom left), to see all assigned trips in your "Trips Dashboard" page

  - Each trip has a trip number, date, and trip information

  - If you see *no trips*—pull down on this screen to refresh the information or contact your dispatcher to send you a trip

- You will be able to accept any trip that is assigned to you from your Trips Dashboard

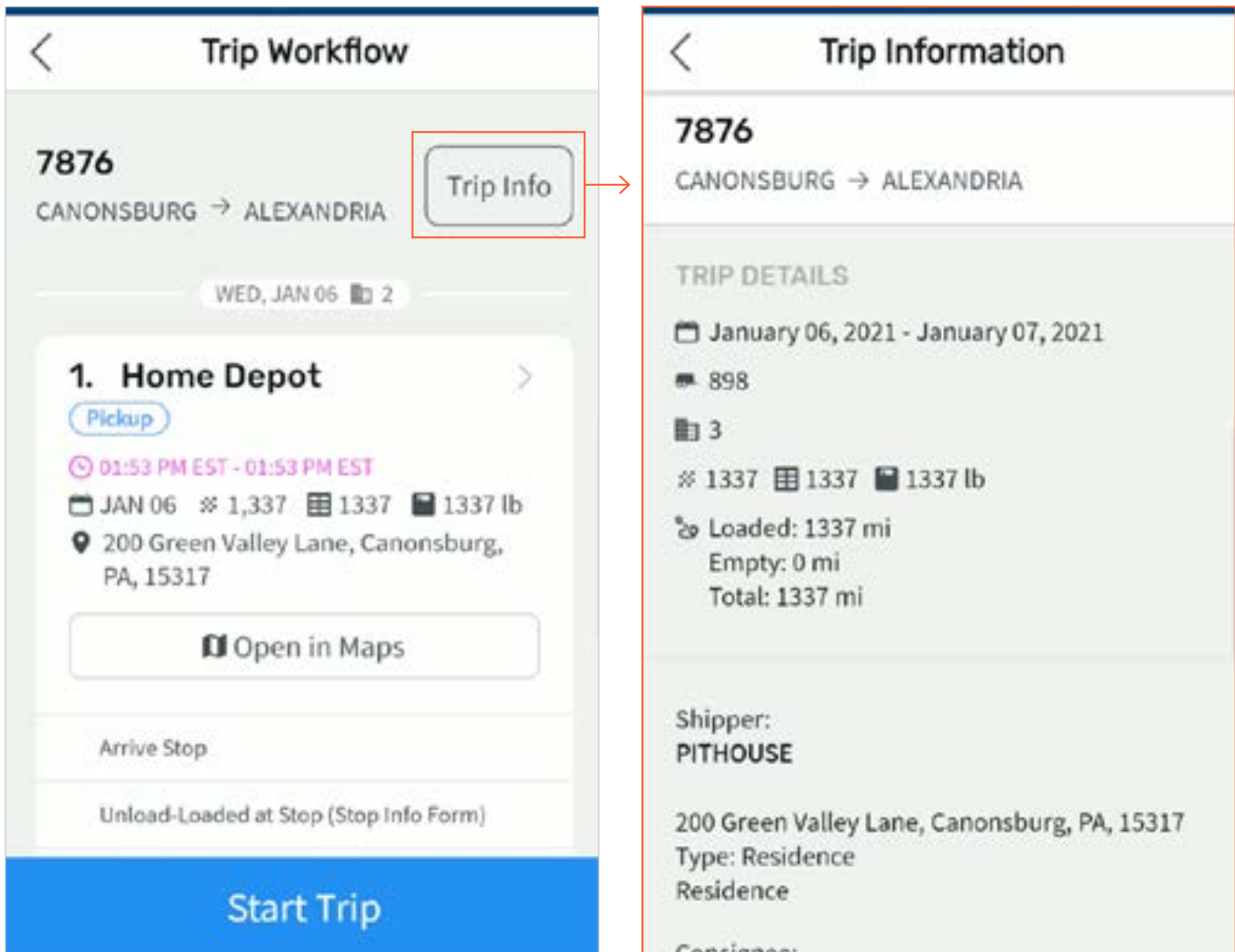- You **must** hit the "Accept Trip" button before starting a trip

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VIEWING ASSIGNED TRIPS: **TRIP ADDED**
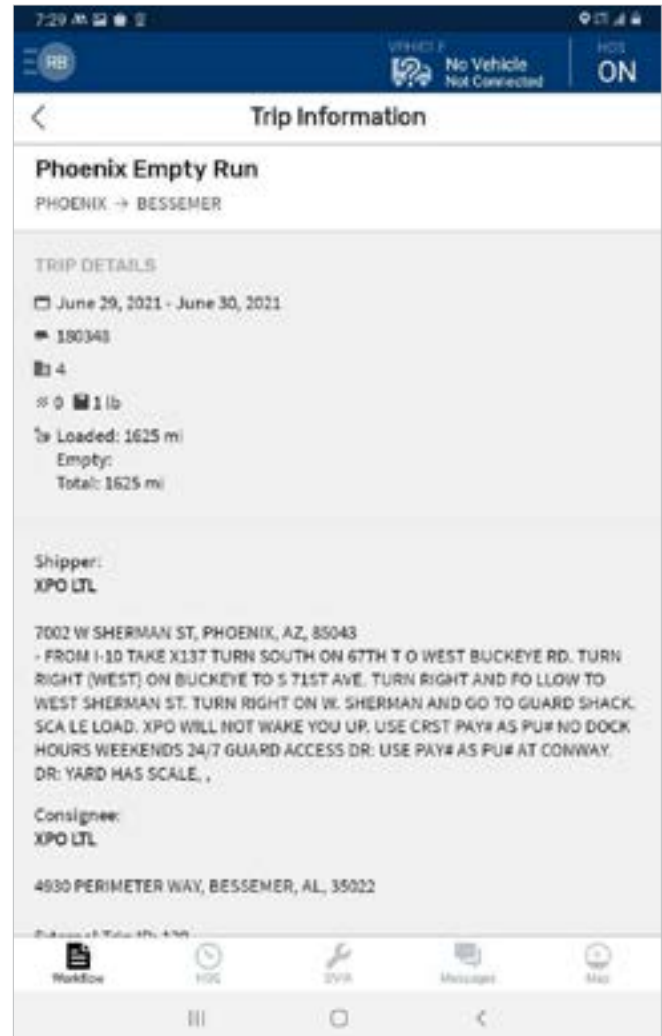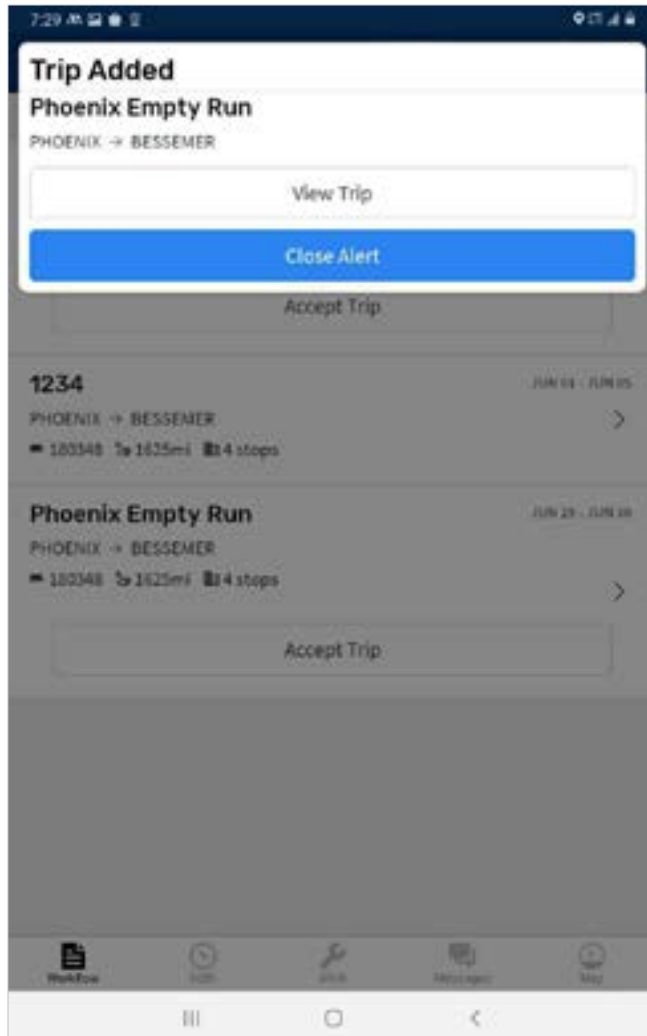
- Whenever a trip is added, you will receive a notification with a button option to "View Trip" to see the trip details

- Additionally, you may also see Trip Removed or Trip Modified notifications when changes occur
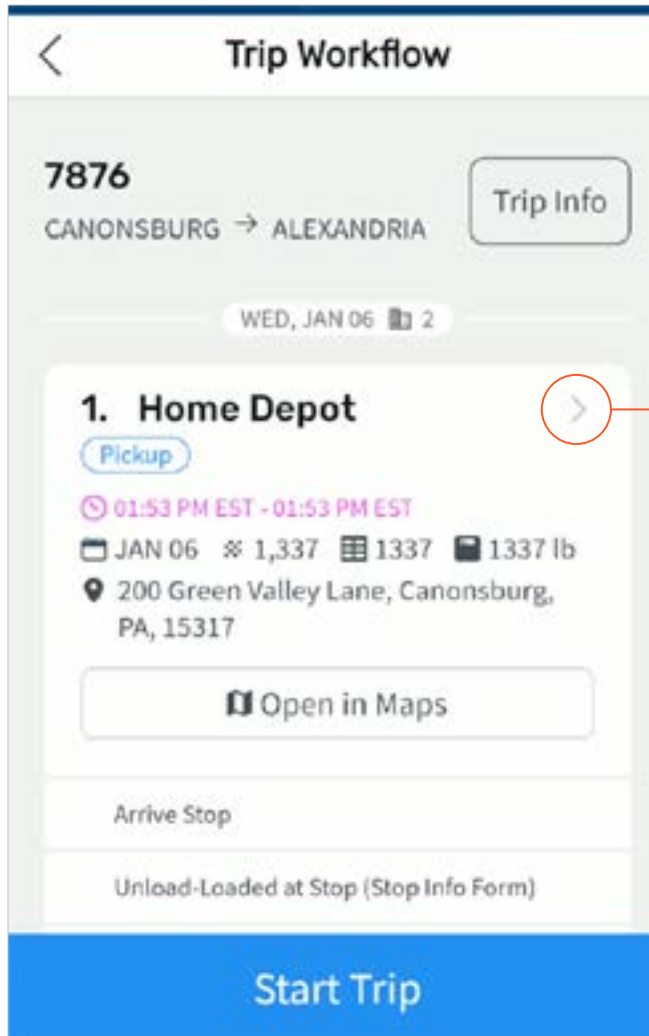
VIEWING TRIP INFORMATION

Clicking on a trip will display a summary of the individual trip screen

- This will display high level trip information and allow you to **start the trip** when you are ready by hitting the "Start Trip" button

Clicking on **"Trip Info"** will display additional detailed information on the specified trip.
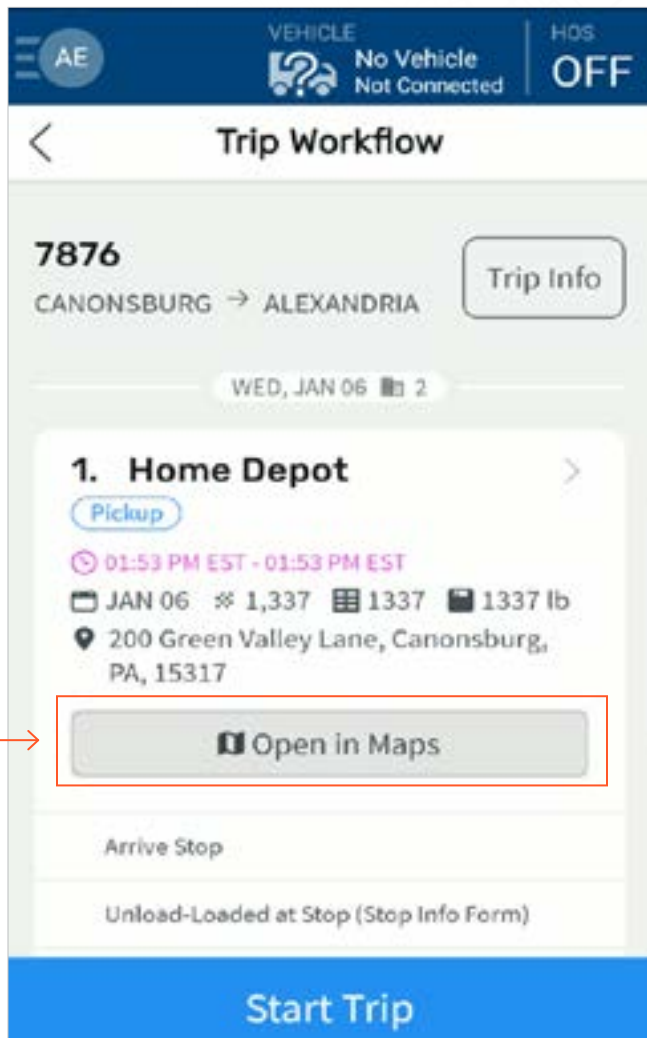
VIEWING STOP INFORMATION

Clicking on the white Stop Card will open the "Stop Information" page
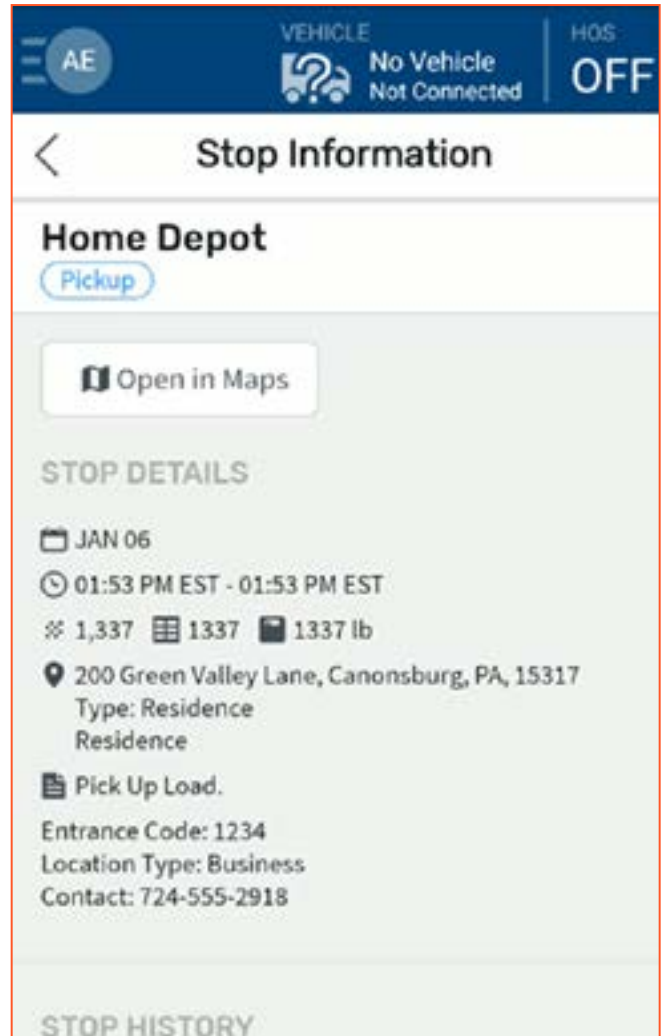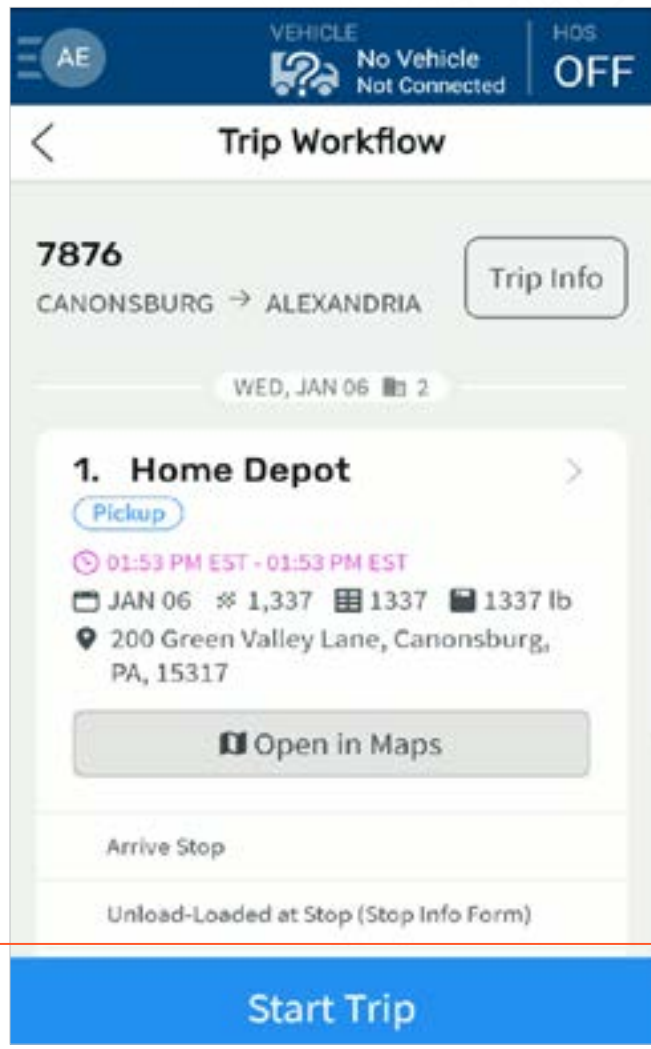
This will show you stop specific information.

OPENING NAVIGATION

On each stop, you can tap on the **"Open in Maps"** button to begin navigation to that stop location

STARTING YOUR **FIRST** TRIP

- Use the big, blue button on the bottom of your screen called "Start Trip" to start your trip
    - Note: this button will only be available on the **first** trip in your Trips Dashboard
- You are not able to start any other trips until you complete your current trip

AUTOMATIC STOP ARRIVALS AND DEPARTURES

- When you enter the geofence of your next stop, you will be *automatically arrived* at this stop, and a notification will appear with your Stop Arrival information

- You can either:
    - Allow this notification to disappear on its own
    - Hit the "Arrive at Stop" button to close the notification
    - "Cancel" the notification if you should not be arrived

- When you depart from your stop, you will be automatically departed

COMPLETE ASSIGNED FORMS

- Click on the next step in your workflow indicated by the **blue button at the bottom of the screen**. This will open the form you are required to complete

- These buttons will progress and display new information on them as you complete your step by step workflow

- When completing a form in your workflow, be sure to complete all **required*** (indicated by *) and relevant fields before submitting

- Once filled in, click "Submit" on the blue button at the bottom of the screen

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MANUAL ARRIVAL OR DEPARTURE

- If an automatic arrival or departure does not occur:
  - Click **"Arrive"** or **"Depart Stop"** in the blue button at the bottom of your screen
  - This will bring you to a screen that prompts you to enter the time that you arrived as required

- If the arrival or departure time is not the default time shown to you, click to change the accurate time and **"Submit"** the form

SCANNING DOCUMENTS

**Some forms will require documents to be scanned**

1. Click on the "Form" field to open the camera

2. Steady the frame until the green box highlights the document

3. Press "TAKE PHOTO"

4. Select "ADD PAGE" if you have a multi page document

5. If you are not satisfied with the document image, hit "CANCEL" and take a new image

6. Confirm that the image is correct by clicking "DONE"
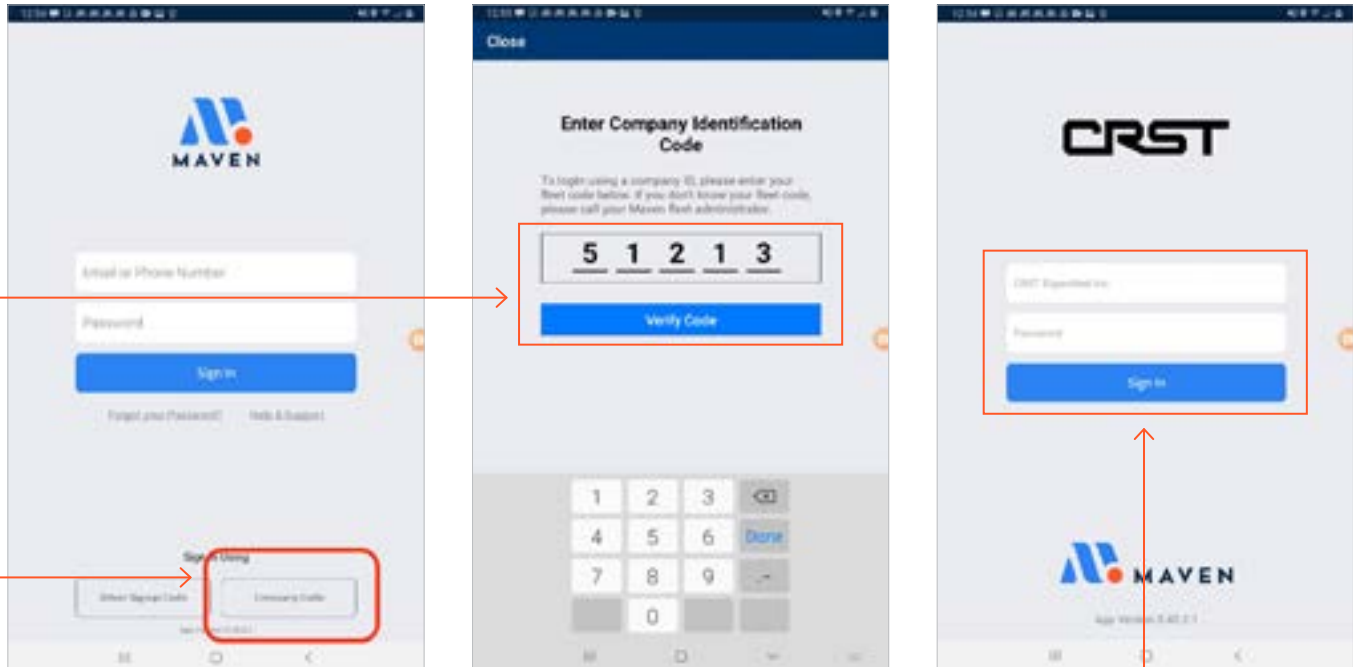
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COMPLETE YOUR TRIP
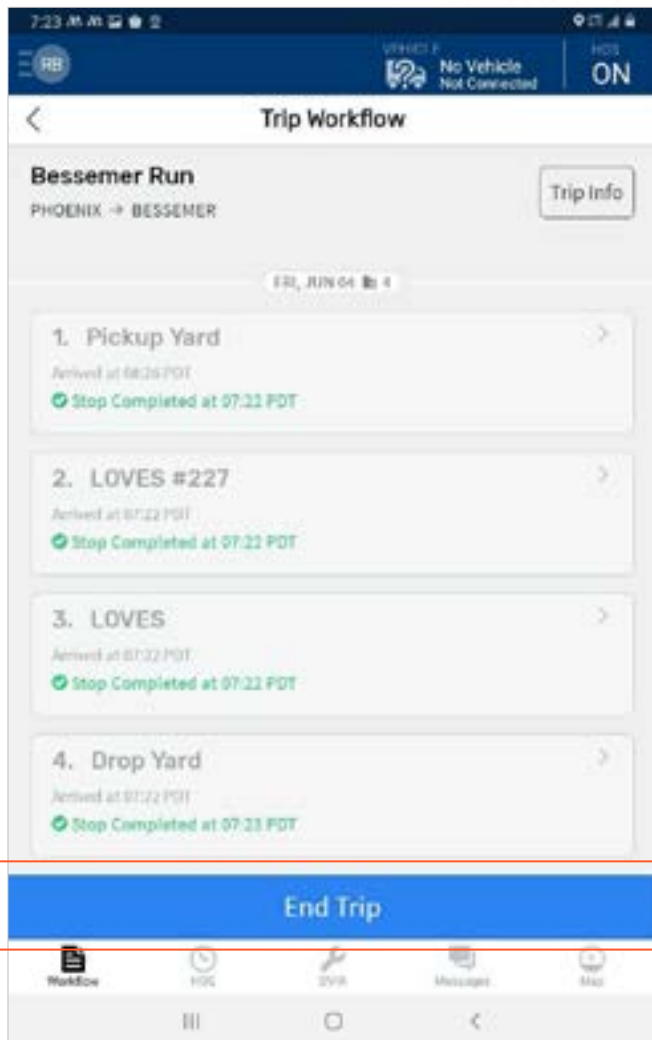
Once all forms and stops are completed:

- Click **"End Trip"** as the final step in your trip workflow!

Hint: you'll know all stops are completed when they have a green checkmark next to them and the box around the stop is greyed out

Additional Information

USING A PERSONAL MOBILE DEVICE

- If your mobile device malfunctions, you will be able to use a personal device to access the Maven App. An Android device is required.

- You will need to go to the Google Play Store and download the App called "Maven Machines"

- To log in, you will need to first enter a Company Code by pressing the button **at the bottom of your screen**.

    - The CRST code is: _ _ _ _ _

- After entering the company code, you should see the familiar log in screen with the CRST logo on it

- Use your employee ID as your account name and the last 4 digits of your SSN to log in

IF YOU HAVE ANY QUESTIONS OR ISSUES, PLEASE CONTACT MAVEN'S 24/7 EXPERT SUPPORT TEAM AT:

support@mavenmachines.com
or call **412 499 3877**