

Sylectus Mobile App Training Video

<https://omnitracs.wistia.com/medias/sq11b8d20j>

Sylectus Driver Mobile APP:

- Make sure the phone settings are **not** set for “Battery Optimization” this can shut down the app and stop tracking.
- Do **not** swipe up on each screen after each entry is complete. This will close the app and stop tracking.
- When the driver is on a load and goes down for sleep, he should **silence** the phone **only**. **Do not turn it off!** This will cause tracking to stop, and customers still need regular updates.



Step by Step – How to control tracking through Sylectus Driver

Users now will be able to turn tracking on and off through a toggle on the mobile app. The following conditions will apply:

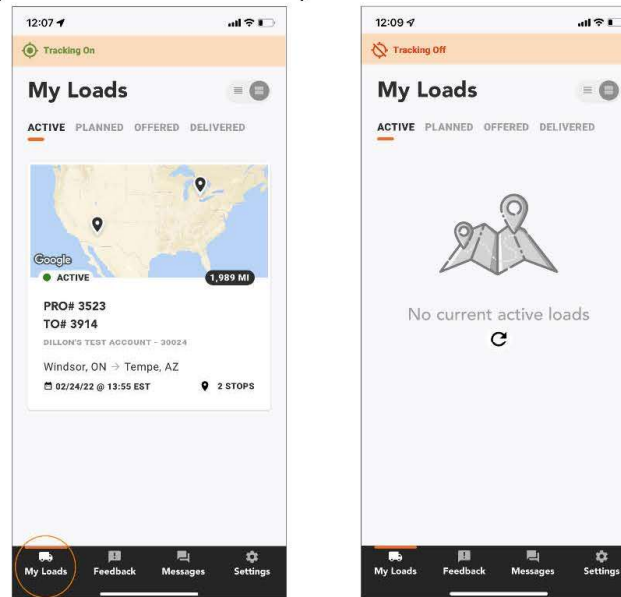
- Users will need to set the Location Permission to Always prior to be able to turn tracking on.
- Users won't be able to access to a Travel Order information under the Active section of My Loads if tracking is off.
- Users won't be able to turn tracking off if they have an active Travel Order.

Important Note:

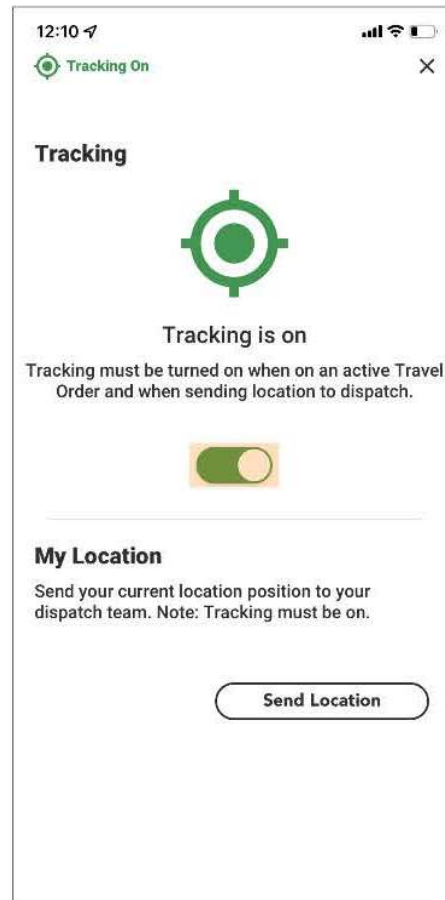
- ✓ To have access to the tracking toggle feature, drivers will need to be on app v2.5 or up.
- ✓ After updating the app, tracking will be defaulting to OFF, drivers will need to open the tracking screen by tapping on the tracking banner and tap on the toggle to turn tracking ON (see instructions below).
- ✓ The back-office will have visibility of the tracking toggle status at any time through the Position History in Sylectus Web. Events will be shown as Tracking On and Tracking Off.

Steps to follow to control tracking:

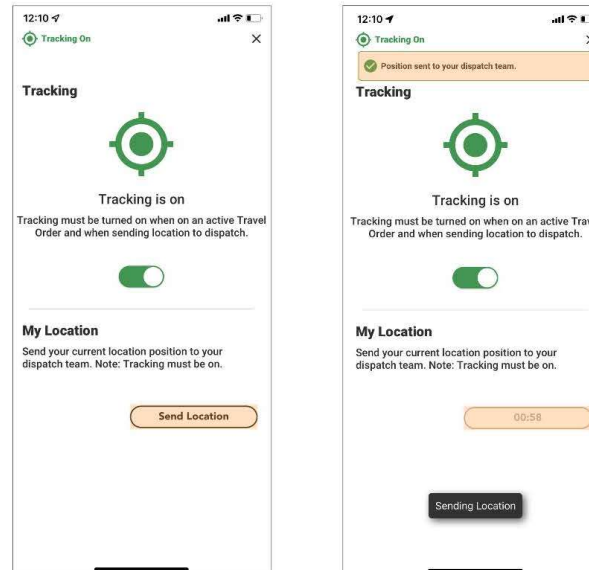
- 1 Tap the tracking banner visible under the My Loads section to access the tracking screen.



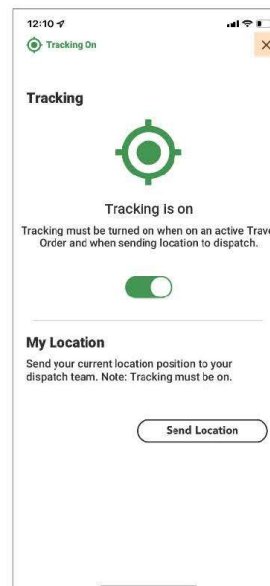
- 2 Change tracking status by tapping on the toggle.



- 3 Tap the “Send Location” button to force a position into the Position History in Sylectus Web. Once the position has been successfully sent, the button will be disabled and drivers will need to wait 1 minute to force a new position.



- 4 Tap on the “X” at the top right corner of the screen to close the tracking screen. Closing this screen won’t change the toggle status.



Operations Orientation

- ALL LOADS ARE DISPATCHED IN **EASTERN STANDARD TIME** / MILITARY TIME / 45MPH Straight & 47MPH Sprinter.
- **V3 IS 100% NONE FORCED DISPATCHED.** Dispatch will call and ask you if you want them to bid a load. If you say yes, they will then bid the load. If you do not hear back from them within 20 minutes, they did not get the bid.
- It is **EXTREMELY** important to check the information on the BOL (name of facility, address, city/state/zip, and pieces/weight) against what we send you on your QC or Sylectus app. If there is a discrepancy, you ***MUST*** call dispatch to alert them to this, so they can advise you how to proceed.
- If you have been at a shipper/stop-off/consignee for longer than **60 minutes**, you **MUST** call into dispatch, so they can alert the customer that we may be moving into detention time. Failure to alert dispatch can result in not being paid for detention. CUSTOMERS GET THE FIRST TWO HOURS.



Empty Move Policy Continued

The following **holidays** are recognized as eligible for an empty move:

- New Year's Day – January 1st
- Memorial Day – last Monday in May
- Independence Day – July 4th
- Thanksgiving Day – 4th Thursday in November
- Christmas Day – December 25th
- Any holiday may be added or removed per management discretion



JUST DRIVE

Operations Orientation

- Remember to send a copy of your POD immediately after unloading through the SYLECTUS Mobile App, before your empty call.
- Make sure the **truck #, pro #, signature, print name, shipper time in and time out, and consignee time in and time out are on the main page of the POD**. Please add the pro # on each additional page (if applicable).
- If someone tells you the freight is not there, get the person's name and phone number, then call dispatch.



Operations Orientation

- Monday - 70 hours or more dwell time by 15:00 & Tues - Friday 40 or more hours dwell time by 15:00.
- Trucks will not be empty moved to their home.
- Trucks will not be empty moved FROM their home unless a load took them into the area.
- Empty move compensation is auxiliary compensation to offset the fuel expenses associated with relocation. We do not promise to cover the full expense of the fuel. Empty moves are a suggestion to better the driver's opportunity and the driver has the right of refusal.
- Empty moves are based on historical load data, but do not guarantee a shipment.
- It is preferred that all accepted relocation offers are completed by the following morning.
- Drivers with directional dispatch notes are not considered for empty moves.
- Drivers who turn down a load while on an empty move will have the relocation funds revoked.

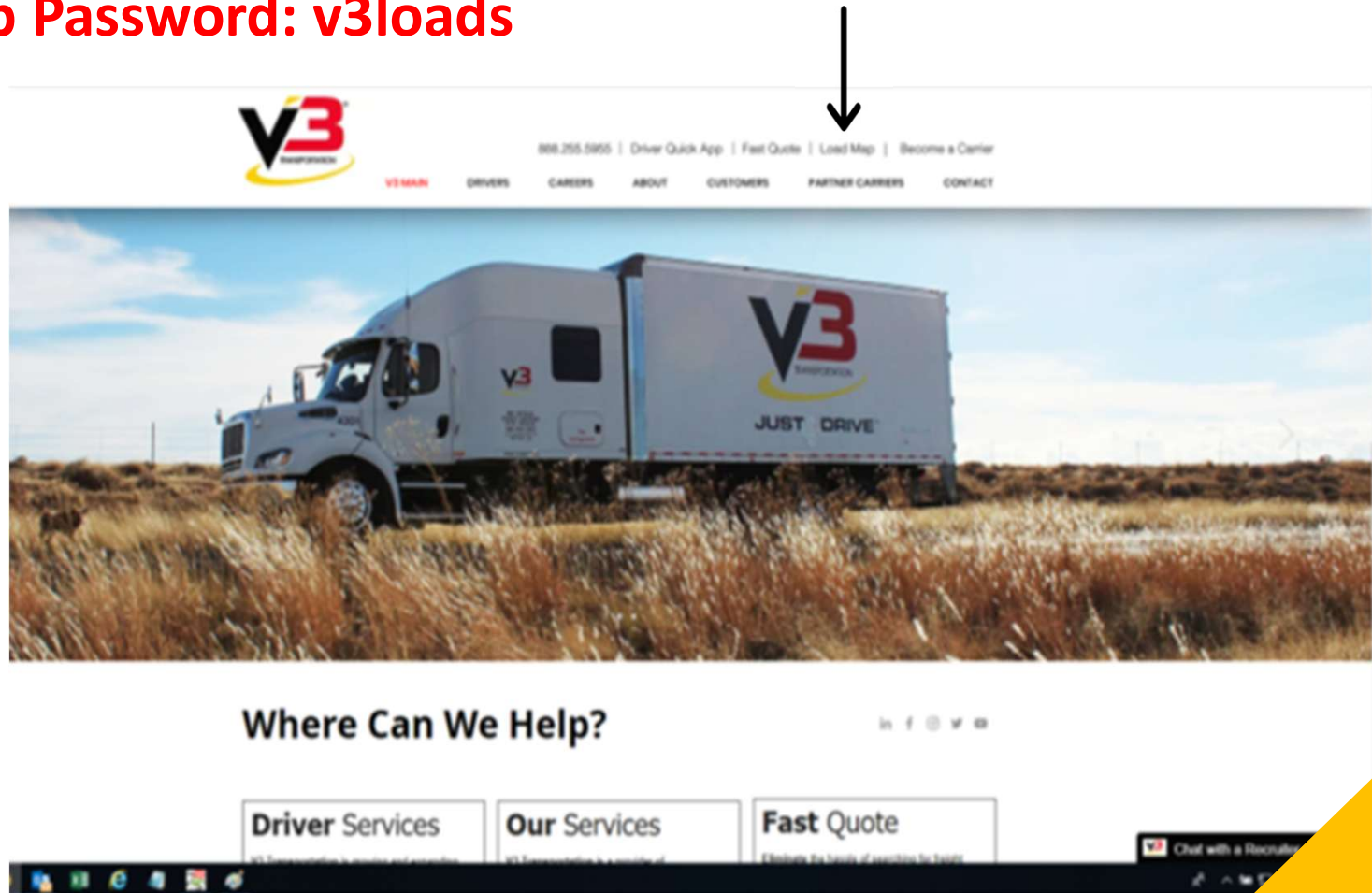


JUST DRIVE

We reserve the right to suspend empty move offers based on freight volumes. It is not always practical to move trucks. Freight volumes help guide the need for trucks. We will not move trucks unless we have an educated decision supporting the move.

V3 Web Page Load Map

Load Map Password: v3loads



www.v3transportation.com

V3 Web Page Maps Continued

The screenshot displays the V3 Transportation website's 'HOT SPOT MAPS' section. The header includes the V3 logo, a phone number (888.255.5955), and links for 'Driver Quick App', 'Fast Quote', 'Load Map', and 'Become a Carrier'. A navigation menu lists 'V3 MAIN', 'DRIVERS', 'CAREERS', 'ABOUT', 'CUSTOMERS', 'PARTNER CARRIERS', and 'CONTACT'. The 'HOT SPOT MAPS' section features six map options arranged in a 2x3 grid, each with a red icon and a description. A 'Chat with V3' button is visible in the bottom right corner of the website interface.

V3 TRANSPORTATION

888.255.5955 | Driver Quick App | Fast Quote | Load Map | Become a Carrier

V3 MAIN DRIVERS CAREERS ABOUT CUSTOMERS PARTNER CARRIERS CONTACT

HOT SPOT MAPS

 CV/SP Van Load Map Cargo / Sprinter Loads booked Last week (Monday to Sunday)	 Straight Truck Load Map Straight truck Loads booked Last week (Monday to Sunday)	 Overall Freight Booked Map Overall Freight Booked - All Vehicle sizes - Month to Date (through Monday)
 Available CV/SP Available Cargo vans and Sprinters. CV/ST Units that are now available	 Available Straight Trucks Available Straight Trucks. Straight Truck Units that are now available	

Chat with V3



V3 Straight Truck Map Password: v3loads



JUST DRIVE

Closest Ground Units

Additional Parameters

CITY or ZIP, STATE:		atlanta ga		30301 Atlanta, GA, Fulton			
UNITS WITHIN:		300	miles	reset			
36 unit(s) found within 300 miles of atlanta ga, . [1 server(s) queried, 100 unit(s) inspected]							
14 on a load 0 unconf. in 10 in service 12 out of serv. UNIT NO. (COMP. DAYS)	UNIT TYPE DIMENSIONS PAY ATTAINED POSTING CLASS	PAYLOAD HAZ. CERTIFIED TEAM ? DUPLICATE COST/MILE	4 >= 16 hrs. 1 >= 8 hrs. 31 < 8 hrs. AVAILABLE DATE/TIME (EST) LA LL	LOCATION AVAILABILITY NOTE	CARRIER (My Ranking For Carrier) DISTANCE+ ROT. BOARD	SATELLITE ? DOCK HIGH LIFT GATE	DOMICILE XBORDER
2625 CMONTEJO +1 786-516-5587	SPRINTER VAN Box L: 96 in./8.0 ft. Box W: 52 in./4.3 ft. Box H: 74 in./6.2 ft. Sprinter Van	2230 NO \$0.00/mi.	04/04/2024 12:39 LA:11 LL:168	MABLETON, GA	15 mi V3 TRANSPORTATION	Sat. Equipped Non-Dock High No Lift Gate	US No
2299 ABLETCHER2 +1 404-468-2301	SPRINTER VAN Box L: 120 in./10.0 ft. Box W: 56 in./4.7 ft. Box H: 76 in./6.3 ft. Alt # 404-692-3574 Sprinter Van	3800 NO \$0.00/mi.	04/04/2024 12:18 LA:41 LL:168	SMYRNA, GA	16 mi V3 TRANSPORTATION	Sat. Equipped Non-Dock High No Lift Gate	US No
2153 JLONG +1 813-494-1282	SPRINTER VAN Box L: 144 in./12.0 ft. Box W: 56 in./4.7 ft. Box H: 75 in./6.3 ft. Sprinter Van	3700 NO \$0.00/mi.	04/05/2024 08:00 T.O. 276326	TUCKER, GA	19 mi V3 TRANSPORTATION	Sat. Equipped Non-Dock High No Lift Gate	US No
2352 (10) GNEWBERRY +1 352-534-1403	SPRINTER VAN Box L: 96 in./8.0 ft. Box W: 54 in./4.5 ft. Box H: 69 in./5.8 ft. Sprinter Van	3000 NO \$0.00/mi.	04/04/2024 12:36 LA:75 LL:168	ALPHARETTA, GA Local around GA JS 4/1	27 mi V3 TRANSPORTATION	Sat. Equipped Non-Dock High No Lift Gate	US No
2540 OJACKSON +1 470-454-7659	SPRINTER VAN Box L: 96 in./8.0 ft. Box W: 56 in./4.7 ft. Box H: 63 in./5.3 ft. Sprinter Van	2800 NO \$0.00/mi.	03/22/2024 16:36 LA:0 LL:168	FAYETTEVILLE, GA	27 mi V3 TRANSPORTATION	Sat. Equipped Non-Dock High No Lift Gate	US No
4310 THORNTON (THORNTON@v3.com) +1 206-771-4001	LARGE STRAIGHT Box L: 252 in./21.0 ft. Box W: 97 in./8.1 ft. Box H: 109 in./9.1 ft. Large Straight	9000 TEAM \$1.40/mi.	04/04/2024 00:17 LA:137 LL:166	LAWRENCEVILLE, GA	32 mi V3 TRANSPORTATION	Sat. Equipped Dock High No Lift Gate	US No



JUST DRIVE

GM Safe Operating Practices

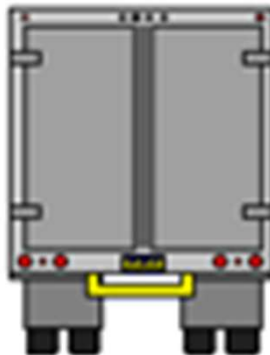
GM Powertrain and Assembly Facilities Instructions



JUST DRIVE

PURPOSE

- To understand safety requirements at GM facilities throughout North America.
- AAG and GM requirements to comply with **all** safety information.
- Safe operating practices are taken very seriously, and non-compliance will be reflected in overall provider scorecard.
- Safety is **PRIORITY!**



JUST DRIVE

GM Plant Arrival

- Upon arrival to GM facility, driver will be provided GM plant specific safety procedures at security check in.
- It is the driver's responsibility to read and comply with **all** safe operating practices.
- If a driver/equipment is found to be non-compliant, driver/equipment may be sent back to supplier.



Gate Pass Procedures and Requirements

- Seal number must match what is on the paperwork.
- Trailer Manufacturer Date (refer to your specific contract verbiage).
- Posted traffic laws pertaining to speed limits, railroad crossings, and pedestrian crossings on all plant roads must be followed.
- Shut off engine once in the truck well, no idling, and set brakes.
- Carrier drivers are not allowed on the dock unless directed by GM personnel. When they are directed, they are required to wear **High Visibility Vests** in the color designated by the facility with at least one high visibility stripe when inside **Orange Crush Zones**.
- Additionally, drivers must stay away from the dock wells and high traffic mobile equipment areas.



JUST DRIVE

Key Surrender Program

- The Key Surrender Program **must** be completed **before** any fork truck loading or unloading is to occur.
- The carrier driver **must** surrender his/her keys, as defined by the site's written Work-Place Transportation (WPT) program, until loading or unloading has been documented as complete.
- PPE - No open-toed /canvas shoes allowed (Canadian and Mexican plants are requiring steel toed shoes).



JUST DRIVE

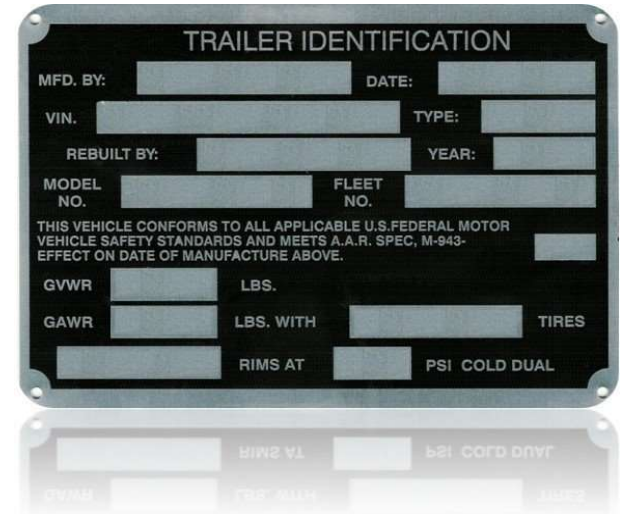
GM REGULATIONS

10 Year Trailer Rule

- No trailer can be used that is older than 10 years old.
- Trailers that are older than 10 years old will be reported to GM staff and sent away.
- Trailers not in compliance may be sent back to supplier or to offsite facility at carrier expense.
- Fiberglass reinforced trailers are not allowed on property.

Clear and Visible Logo

- All trucks delivering to GM facilities **must** have proper company logo on side of truck.
- Trucks without proper identification will be sent away at carrier expense.
- Driver must hand over keys to GM Group Leader.
- No Liftgate Trucks.

A black and white image of a 'TRAILER IDENTIFICATION' sticker. The sticker contains several fields for information: MFD. BY, DATE, VIN., TYPE, REBUILT BY, YEAR, MODEL NO., FLEET NO., GVWR, LBS., GAWR, LBS. WITH, TIRES, RIMS AT, and PSI COLD DUAL. There is also a statement: 'THIS VEHICLE CONFORMS TO ALL APPLICABLE U.S. FEDERAL MOTOR VEHICLE SAFETY STANDARDS AND MEETS A.A.R. SPEC. M-943-EFFECT ON DATE OF MANUFACTURE ABOVE.' The sticker is shown with a reflection below it.

An UP TO DATE
Annual TRAILER Inspection
Sticker **MUST** be readable and
in compliance, or you will be
turned away for loading or
unloading.



JUST DRIVE

General Instructions

- 15 MPH speed limit on GM Property.
- Driver **must** wait for assignment **prior** to pulling into an empty dock.
- When at a dock, trailer **must** be close enough to allow dock lock to engage trailer.
- Driver **must** keep tractor under trailer after backing into loading dock **(Exception: Spring Hill)**.
- Under **no circumstance** should driver try to pull away from dock with a red light.



JUST DRIVE

General Instructions Continued

- There is **no smoking** permitted on GM property.
- NO PETS ALLOWED ON ANY GM PROPERTY.
- **No Bluetooth device usage on GM Property.**
- Cell phone may be used **ONLY** in driver bullpen area.
- Upon leaving the GM facility, all trailers will be inspected by security office at truck gate.



Claims / Damage Reminder

- Must report **AND** document the issue before leaving the facility.





General Instructions Continued

**TRUCK DRIVERS
MUST
CHOCK WHEELS
AND SET BRAKES
BEFORE LOADING
OR UNLOADING**



- Driver must place wheel chocks in front of both tires on rear axle of the trailer.
- Driver must instruct all individuals in cab to exit during offloading/loading process.
- No pets are allowed in the cab during the offloading/loading process.
- Following exit from truck, driver must report to designated area and await instruction from GM Group Leader.



JUST DRIVE

Attention to Detail

P- BOTH WHEEL CHOCKS IN PLACE



X – MISSING WHEEL CHOCK



JUST DRIVE

Attention To Detail



Do not drive around the plant with your trailer doors open. All doors must be opened or closed within 10 feet of the docking area.

https://www.google.com/search?q=trailer+door+hits+driver&rlz=1C1CHBF_enUS789US789&oq=trailer+door+hits+&gs_lcrp=EgZjaHJvbWUqBwgAEAAyGAQyBwgAEAAyGAQyBggBEEUYOTIICAIQABgWGB7SAQk3OTMyajBqMTWoAgCwAgA&sourceid=chrome&ie=UTF-8#fpstate=ive&vld=cid:34f99298,vid:34bu8R6Uqsk,st:0

