



User Guide for GreenRoad Drive™

For Drivers

January 2024





Welcome!

We're excited to introduce you to GreenRoad Drive™, the app that will help you keep your driving safe, efficient and eco-friendly!

Installed on your mobile phone or tablet, GreenRoad Drive™:

- Gives you **real-time safety coaching and alerts** that help you avoid accidents and improve your driving habits
- Gives you **Safety Scores** that you can use to check your safety progress, participate in company competitions and awards programs and see how your driving safety ranks against your colleagues!



Agenda

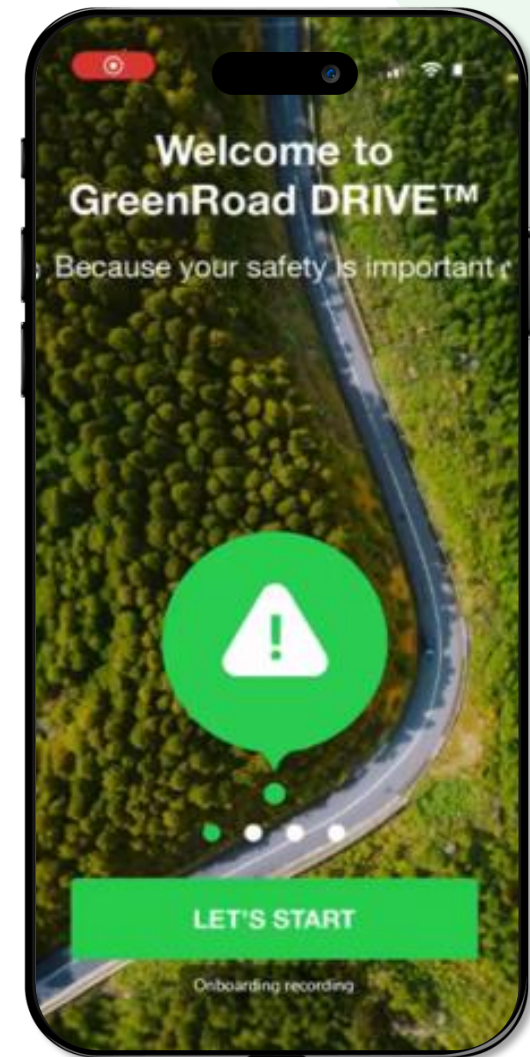
1. [Installation and Setup](#)
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Begin at the Beginning: Installation and Setup

The GreenRoad Drive™ app is quick and easy to self-install and set up. Just follow these simple instructions:

- 1. Download GreenRoad Drive™ from [Google Play](#) or the [App Store](#).***
- 2. Activate "New features & Updates" in the store's Settings.**
This will keep your Drive™ app up-to-date when new releases become available.
- 3. Log in to GreenRoad Drive™ using the username and temporary password that were emailed to you.**
Didn't get the email? Contact your manager.
- 4. Once you're logged in, you stay logged in until you log yourself out.**

Note: to make sure that your device is compatible with the app, check the specifications in GreenRoad's [Knowledge Center](#) (DRIVE Tutorials > Introduction tab).



Begin at the Beginning: Installation and Setup

5. When you log into the app for the first time, there's a friendly onboarding process.

Please **set the following permissions so that the app can operate properly:**

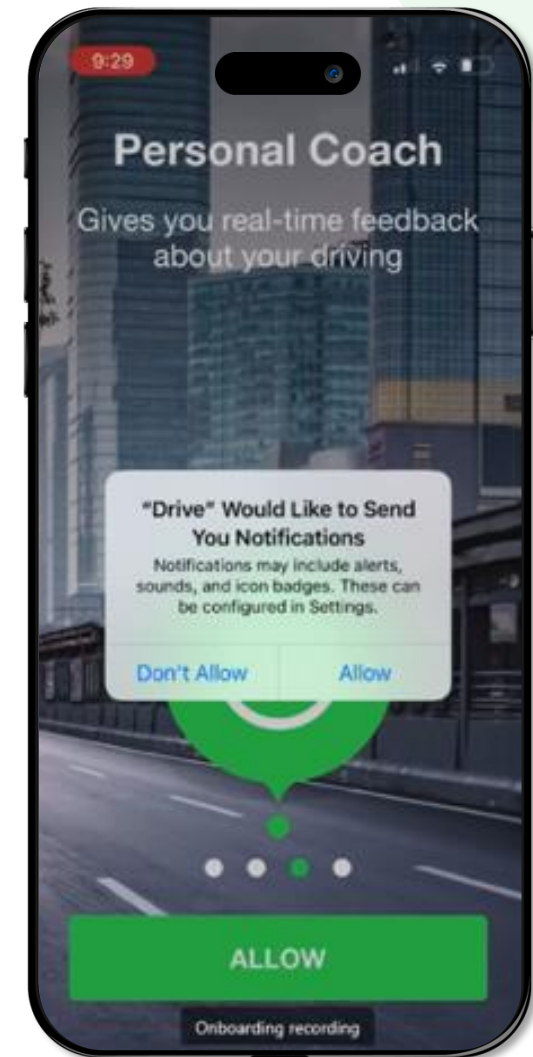
- **GPS / Location Services** – set to “For background use”
- **GPS Access:** set to Always Allow

Note: we never use your GPS locations after trips are completed

- **Motion and Fitness Tracking** – activate
- **Push notifications** - allow

6. Make sure that your vehicle has a cradle installed on the windshield, and secure your device in it before you start driving.

The cradle should be located in a place that allows your device to stay connected to a power source and that provides a clear view of the sky for maximum GPS reception.



Now that it's installed – start using Drive™!

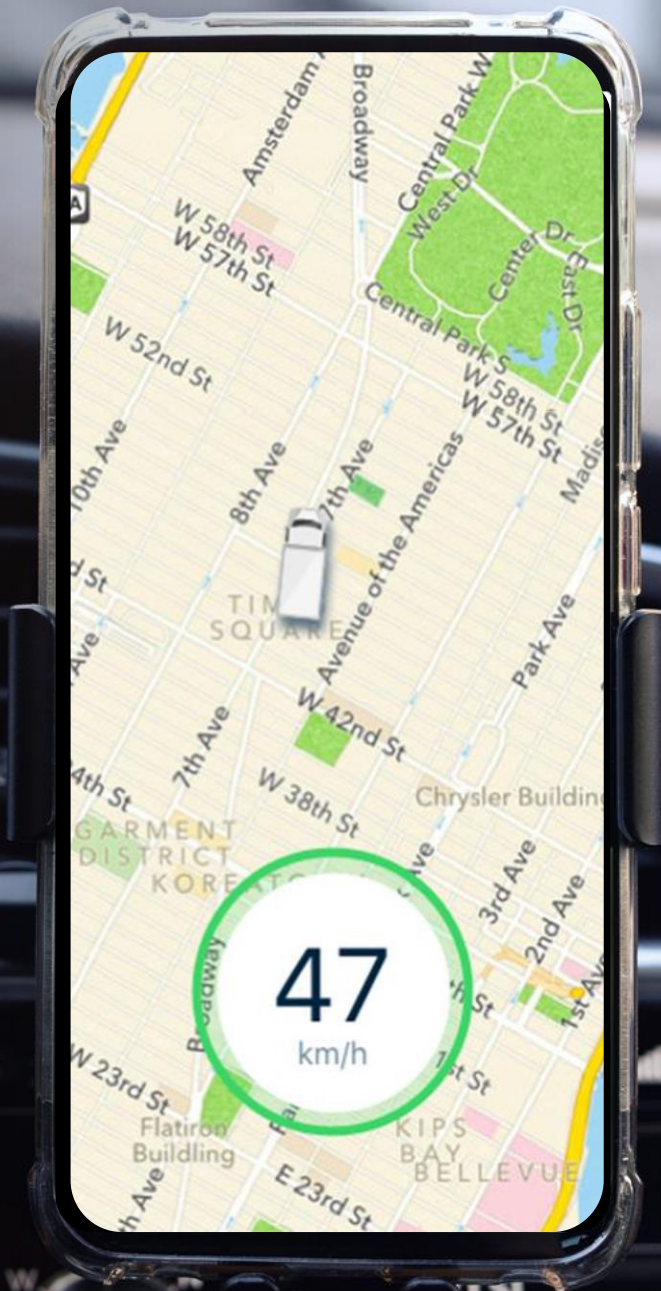
The app will start automatically every time the vehicle begins moving.

As you drive, your driving speed will appear in a circle at the bottom of the screen. As long as you drive safely, the circle's outline will be **green**.

If you perform a **risky maneuver**, the circle's outline will change from **green** to **yellow**, and you will hear an alert (e.g. "Braking"). If you do not self-correct quickly enough, the system will record a Yellow Safety Event.

If you continue to perform **dangerous maneuvers** the circle's outline will change to **red**.

When you **finish driving**, the app will turn itself off automatically, and the trip will be presented in your Trip History.



GreenRoad's Safety Score

What is the GreenRoad Safety Score?

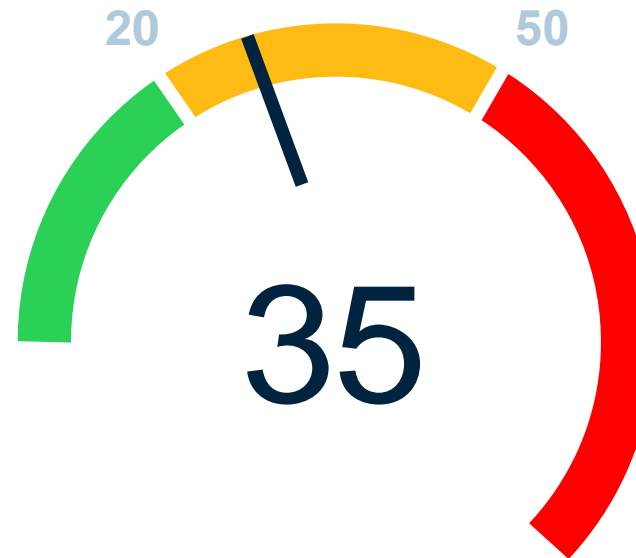
The GreenRoad Safety Score is an objective measurement of your drivers' safety performance. The lower the score, the safer the driving. Each driver's target is to stay in the Green zone, with a score of 20 or below.

How is the Safety Score calculated?

The Safety Score represents the number of times that a driver has performed risky maneuvers during the past 10 hours of driving (within a 7-day period).

How does the Safety Score help me?

The Safety Score gives you a tool for identifying risky drivers – and gives your drivers an objective benchmark for rating their own safety. Many fleets use it as the basis for “friendly competitions” and acknowledgment programs.



Red

51 + Events

High-Risk Driver

Red drivers have 46% more incidents than Green drivers

Yellow

21-50 Events

Moderately Risky Driver

Green

0-20 Events

Low-Risk Driver

Green drivers are safe drivers – and have significantly more fuel efficiency than Yellow and Red drivers

Safety Score Accuracy

GreenRoad's advanced algorithms - perfected over two decades of development - enable the system to understand **exactly** how a driver is driving at any moment in time.

The app accurately detects risky driving in 4 categories and differentiates between mild and severe events. It uses this analysis to provide drivers with real-time coaching, personalized tips and safety guidance

GreenRoad Safety Event categories:



Speeding

the driver has exceeded a speed limit:

- Posted speed - the speed limit set by the law
- Fleet speed – the maximum speed allowed by the fleet
- Landmark speed - a “special” speed limit that applies within a specific geographic area, set by a fleet manager



Acceleration

the driver has accelerated too quickly



Braking

the driver has braked too harshly



Cornering

the driver took corners too quickly

Dashboard Tab

The **Dashboard** is where you go to check how safely you and your drivers have been driving, and to learn where the fleet as a whole is at risk. It shows drivers statistics about their own performance, and where they rank as part of the team. Because you are a manager, the Dashboard also provides statistics and rankings about the team as a whole.



The Dashboard is divided into 3 sections:

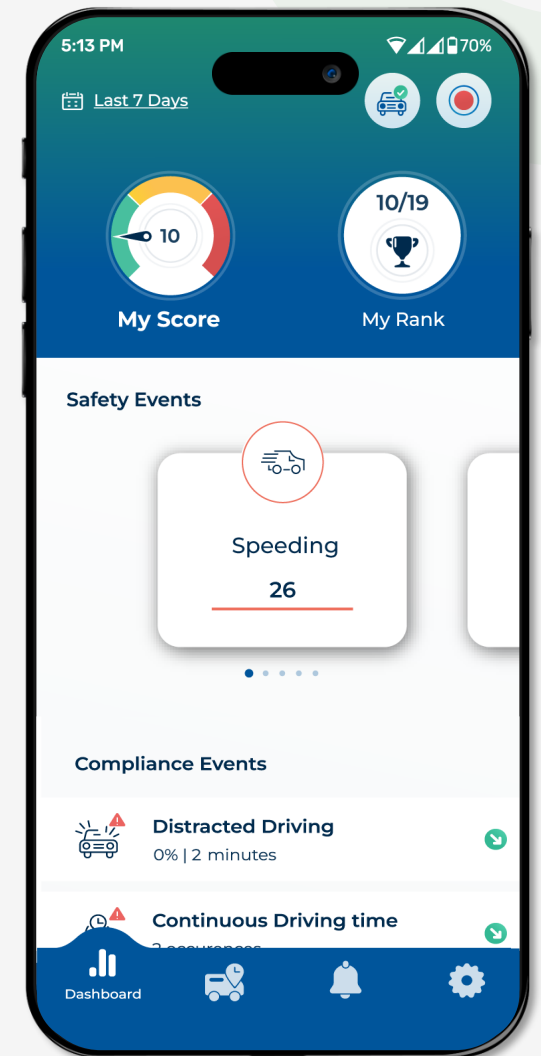
Top: your safety KPIs

- **The Calendar icon** lets you choose which week's data to display.
- **My Score** shows your personal Safety Score
- **My Rank** shows how your Safety Score ranks as compared with the rest of the team

Center: this section provides a breakdown of your Safety Events and Idling rate.

Bottom: navigation bar

Use these icons to move between the app's **Dashboard, Trip History, Notifications** and **Settings** functions.



Dashboard's Top Section

1 **Date Selector** – Tap here to choose which week's data to display.

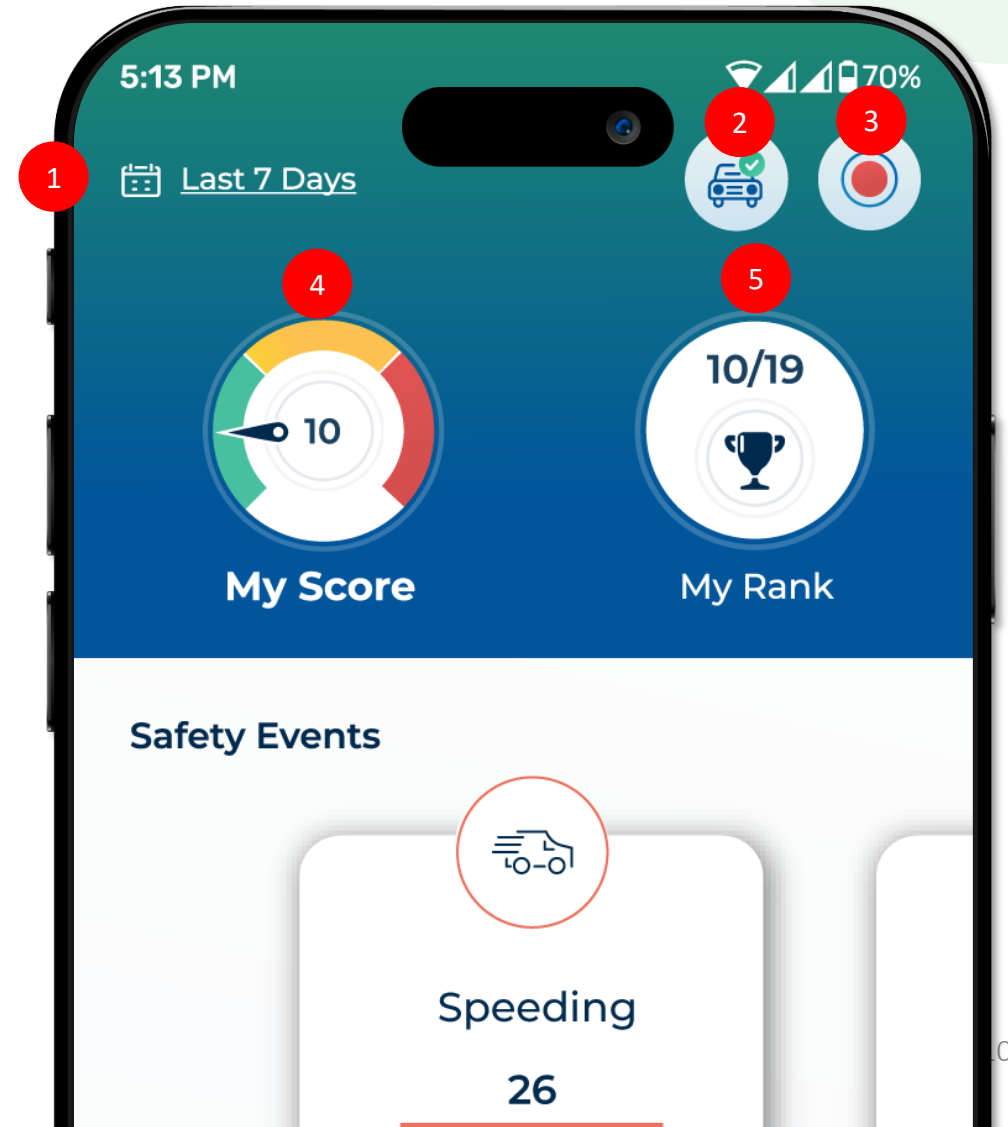
2 **Duty Mode** – Tap here to set your Duty Status.

*Note: setting the Duty Status allows you to control the system's **tracking** and **privacy** settings. For more detail, see the next screen. Also, the On Duty Scheduler can be set to switch your Duty Mode automatically between On Duty and Personal modes at specified times each day.*

3 **Record** – Tap here to manually start recording a new trip.

4 **My Score** – Displays your personal Safety Score.

5 **My Rank** – Compares your Safety Score with the rest of the team's.



Dashboard's Center Section

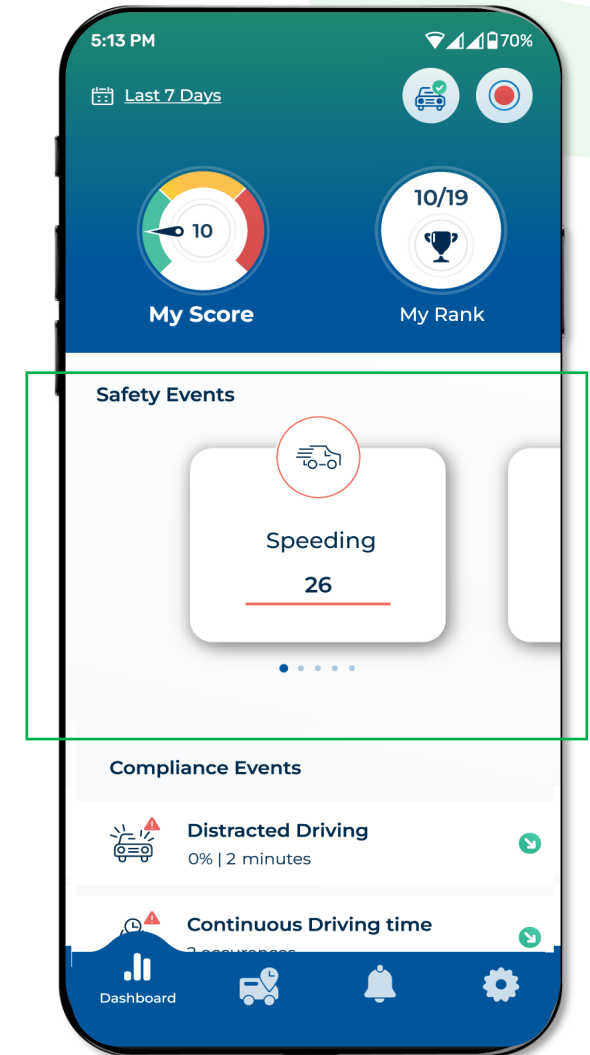
The Dashboard's center section is where you go to get more detail about your Safety Events and Compliance Events. This data will give you a better understanding of how the system has calculated your Safety Score.

Safety Events:

- The categories are presented in order according to how challenging they have been for you. Swipe on the screen to the right to cycle through all the categories.
- The number displayed represents the number of Safety Events that you had in this category during the 7-day period you selected.
- The color indicates the severity level of the score. Green is safe, yellow is moderately risky, and red is dangerous. To improve your score, you should focus on improving your yellow and red behaviors.

Compliance Events: these are events recorded by the system that don't impact your Safety Score.

- **Distracted Events** track how often the device was out-of-position or improperly secured while you were driving, increasing the likelihood that it will distract you.
- **Continuous Driving Time Events:** if your fleet has a Continuous Driving Time Limit, you'll get a Continuous Driving Time event if you pass it without taking a break. This is where you'll see the total of Continuous Driving Time Events that you accumulated over the past 7 days.



Dashboard's Lower Section

Use the icons at the bottom of the page to navigate between the app's different screens:



1. Dashboard – Provides an overview of your safety data



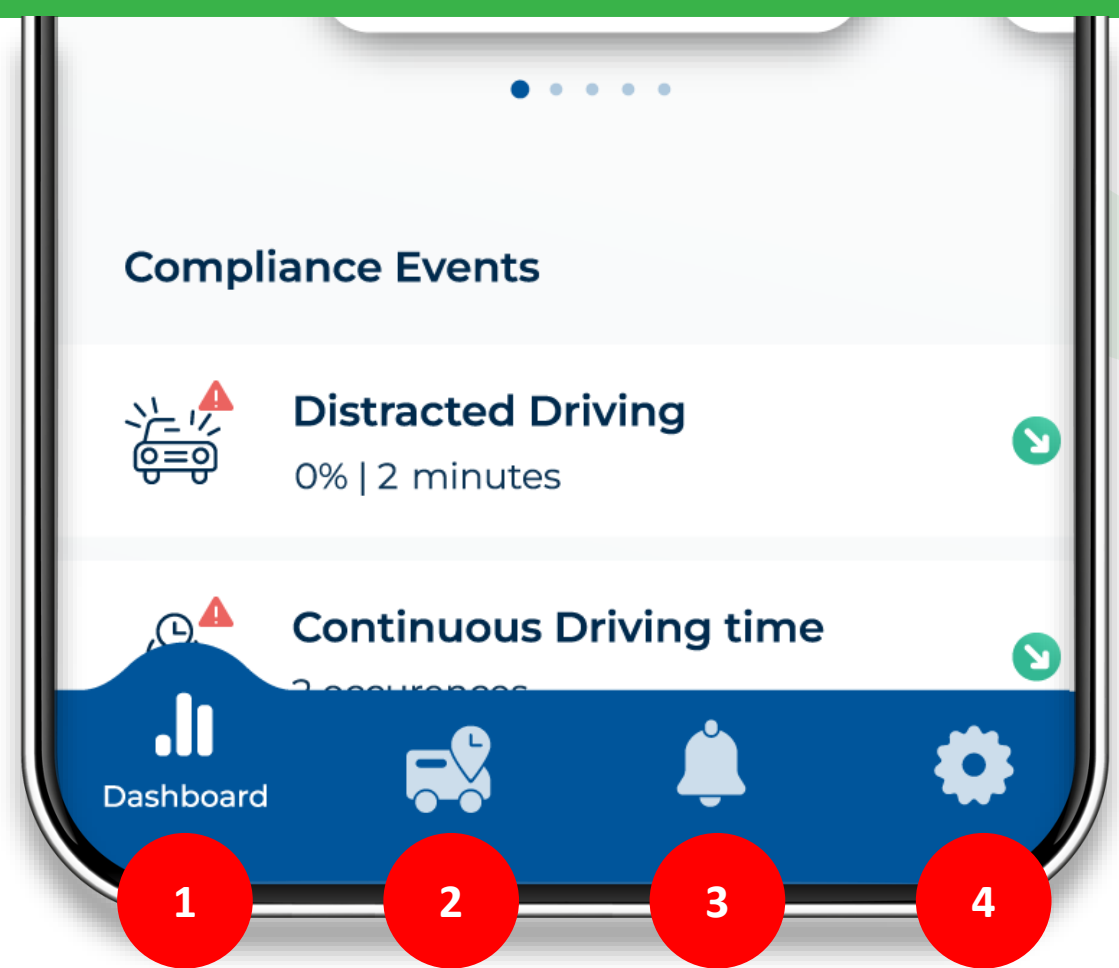
2. History - Displays summary data about your trips during the time period you selected (start and end time, distance driven, safety level)



3. Notifications – Provides you with periodic updates about your safety progress.



4. Settings – Lets you personalize the app with your own preferences.



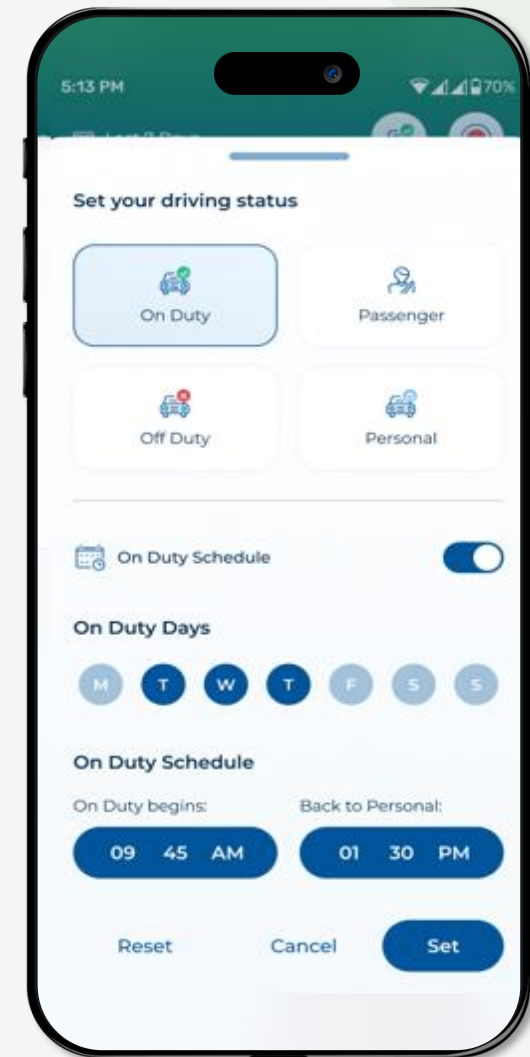
Duty Status: Protecting Driver Privacy

GreenRoad offers four Duty Statuses:
On Duty, Personal, Passenger and Off Duty.

Personal Mode is provided to encourage drivers to use the system's real-time safety coaching whenever they drive – even when they're off the clock. This helps them prevent accidents and save fuel without compromising their privacy. *Note: Personal Mode assures that the Drive™ app is in full compliance with GDPR guidelines.*

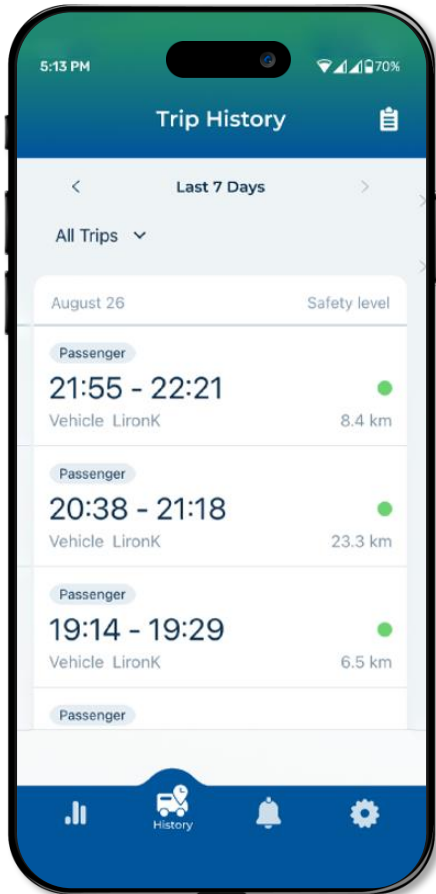
The differences between the four Duty Statuses are as follows:

- **On Duty/driving during work hours.** The app provides real-time coaching, records the trip and reflects driving performance in the driver's Safety Score.
- **Personal/driving on personal time.** The app provides real-time feedback, but doesn't reflect the driving in the Safety Score.
- **Passenger/user is in a company vehicle but not doing the driving.** The app doesn't provide coaching or change the Safety Score. It does, however, record the trip for time/expense reports.
- **Off Duty/the driver wants total privacy.** In this mode, no one can track where the vehicle is or how the driver is driving.

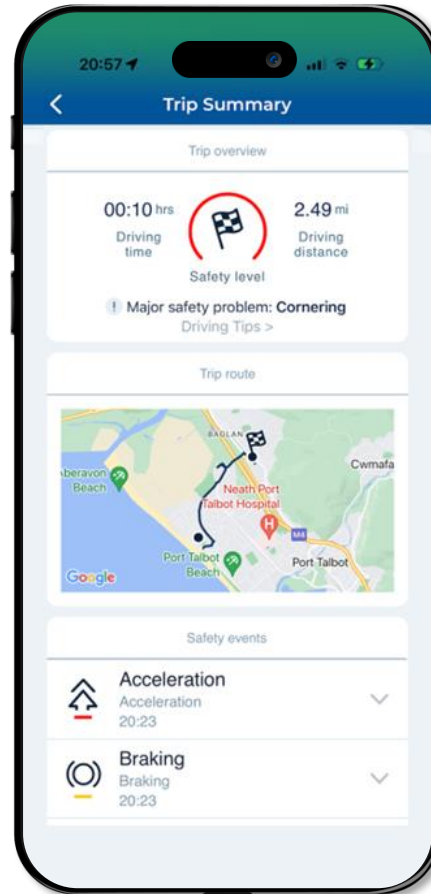


Trip History Tab

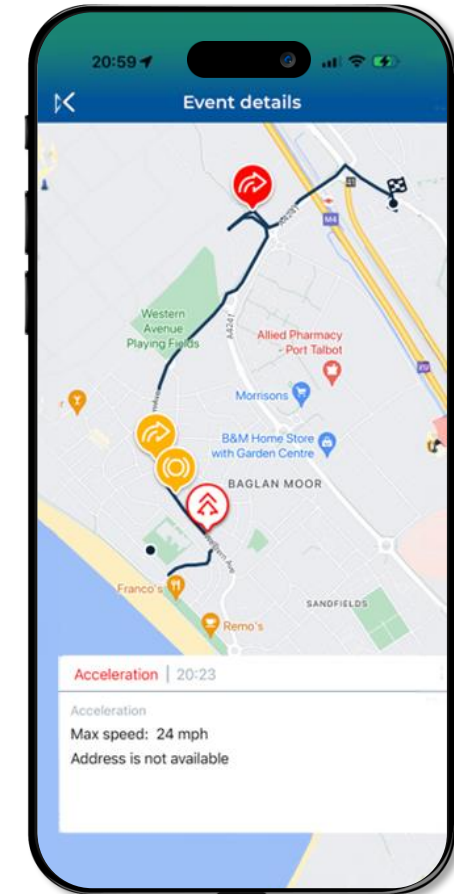
Lists all your trips for the last 7 days – or for previous 7-day periods up to a maximum of 3 months



Tap on a trip to get a detailed analysis of the journey, including Safety and Compliance Events



Tap on an individual event to display where it occurred and its details

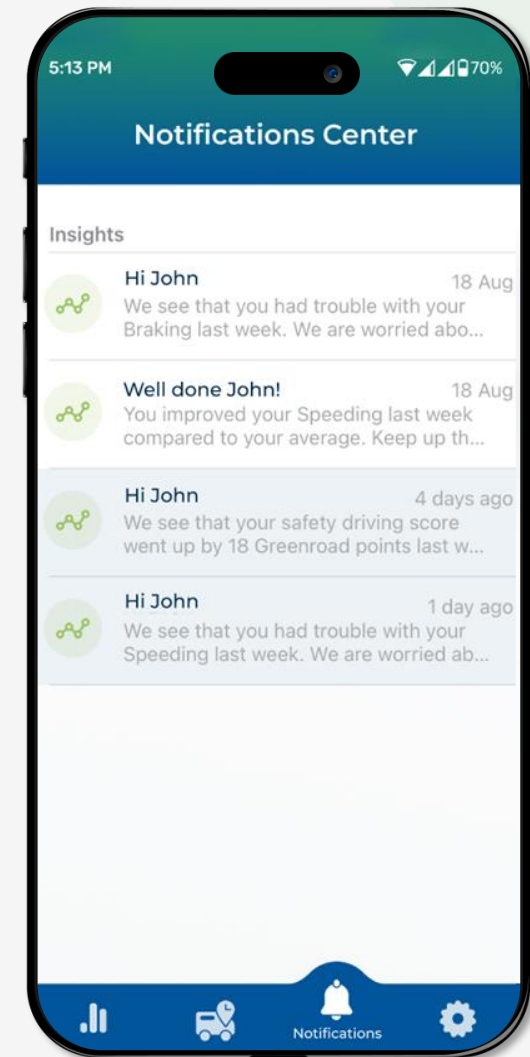


Notification Tab

Drive™’s Notification Center is where you go to see the personalized notifications that the system sends you.

They come in 2 “flavors”:

- **Trends:** when Drive™ “sees” that your safety has been improving, it sends you an encouraging note. When it identifies that that your safety has been getting worse, it sends you a “heads up”.
- **Misconfigurations:** if the app identifies misconfigurations that need to be corrected, it will send you a message. Tapping on the message takes you straight to the Settings screen so that you can change the configuration.

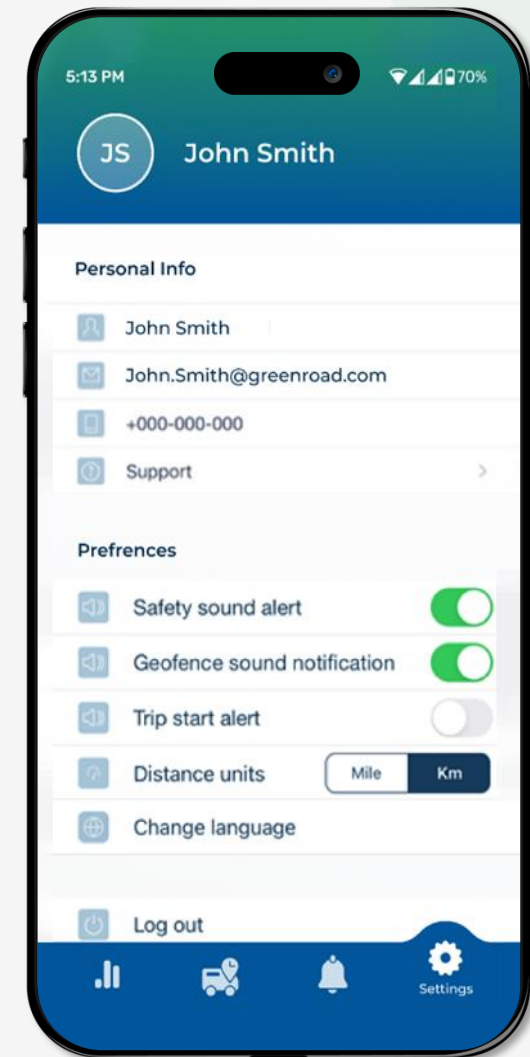


Settings Tab

The **Personal Info** section is where you enter your personal details. Click the **Support** button if you need to file a support request.

The **Preferences** section is where you set your preferences, including alert options and distance units.

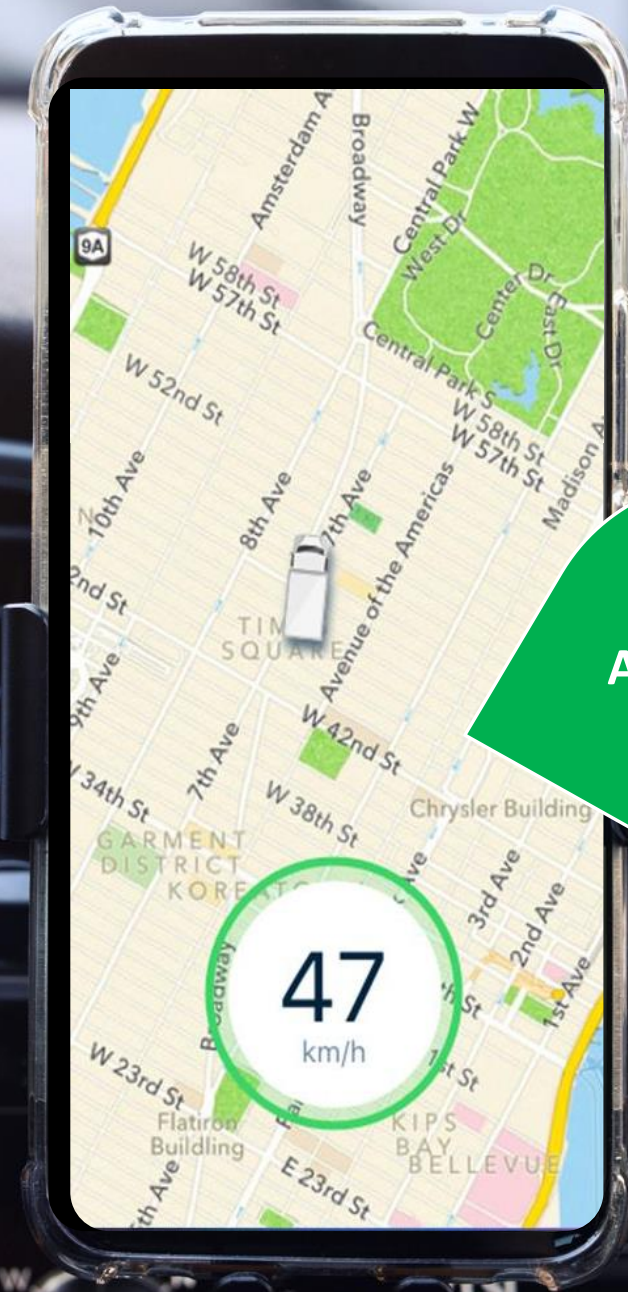
Change the language: GreenRoad Drive™ supports numerous languages. Clicking here lets you select the language you would like it to use for its screens, texts and voice messages.



Hotspots

GreenRoad's Hotspots keeps track of where you have experienced two or more Safety Events, and warns you near the when you near the area.

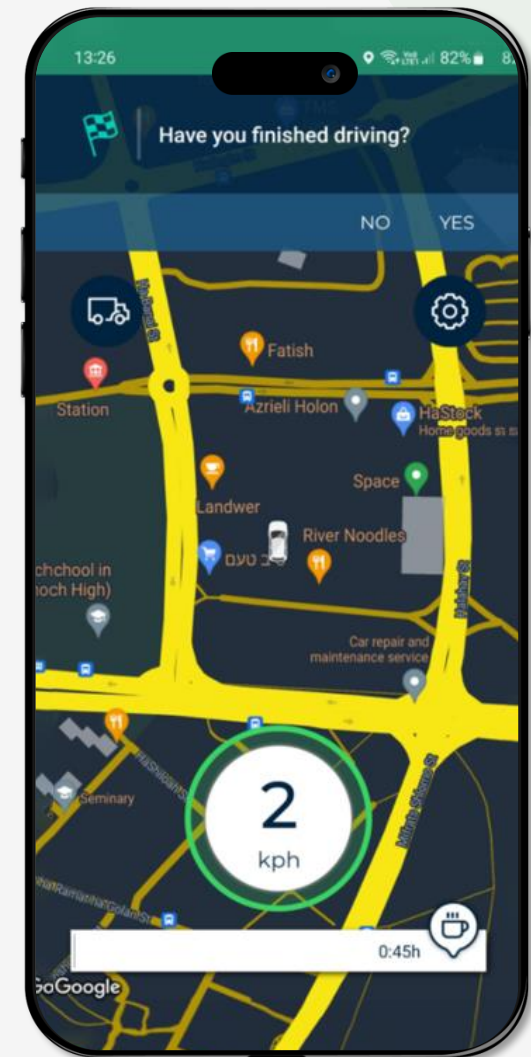
Each time you pass this spot safely, your "event tally" for the hotspot is reduced by one. Once it drops to 1 or 0, the app stops giving you the alert.



**Careful:
Approaching
risky area**

Automatic Detection of Trip Ends

When your trip is complete, simply unplug the power cord, remove the phone from the cradle and leave the vehicle. The system will sense that you have ended the trip, stop recording and close the trip record.





Frequently Asked Questions



If I use my own vehicle, will my personal trips be recorded?

Trips recorded while Duty Mode is set to Personal are not visible to managers and do not affect your Safety Score. However, Drive™ continues providing you with real-time coaching.



Is my location visible when I'm set to Personal or Off Duty" status?

No. In these modes, Drive™ does not track your location.




Do I need to manually switch between On Duty and Personal status?


If you have a regular work schedule, you can use Drive™'s Duty Scheduler to automatically switch between On Duty and Personal status – and back again - at the same times each day. Otherwise, you will need to switch manually between On Duty and Personal status.





Does Drive™ require network connectivity to function?

For initial login, the app requires network reception for one full trip. After that, the app can function properly and detect safety events without network connectivity - as long as it has a GPS connection.

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What will happen if my network connection is lost during a trip?
If you lose your data connection (WiFi or mobile) while driving, all trip data will be recorded and stored in the phone until connectivity is re-established. You will continue receiving real-time coaching about all events except the ones that require real-time location information. When connectivity is re-established, all data from the stored trips will be uploaded to GreenRoad Central™.
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What do I do if I forgot my username or password and can't log in?
Contact your manager or "GreenRoad Champion". If you know your username but not your password, insert the username and click "Forgot your password?" to reset the password.
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Why do I need to set my Location Services as "Always Allow" in order for Drive™ to function?
This enables the app to access your device's Geofencing functionality, and therefore to auto-start your trips correctly, even when it is minimized or working in the background. This is a mandatory permission for correct functioning of the app.
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Why do I need to allow access to Motion and Fitness Services in order for Drive™ to function?
This helps the app determine that you are driving – that is, that your vehicle is in motion. This is a mandatory permission for correct functioning of the app.



GreenRoad

Contact us at
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