



Zonar Tablet Basics

Before your Assignment

- 1) **Turn on vehicle**
- 2) **Turn on tablet & allow to load (5-10 minutes)**
- 3) **Sign In & "Employee Swipe"**
 - Operator ID** Full number on the back of your Zonar Card
 - PIN** Last Four (4) numbers of your Operator ID.
- 4) If prompted to accept previous logs- be sure they are your hours and accept- if they are not, REJECT them
- 5) **Put yourself "On Duty"** and make your annotation for the use of any Exemptions. (Unless you are going 150+ miles out, there will always be an exemption)
- 6) **Do a proper vehicle pre-trip inspection**
- 7) As you begin your trip assignment, allow the tablet to put you into "Drive" status
- 8) Move yourself into "Off Duty" while the vehicle is parked

After your Assignment

- 1) Move yourself into "On Duty"
- 2) Perform a proper post-trip inspection
- 3) You MUST put yourself "Off Duty" afterwards
- 4) Sign Out & "Employee Swipe"
- 5) Allow tablet to Power Down
- 6) Shut vehicle off