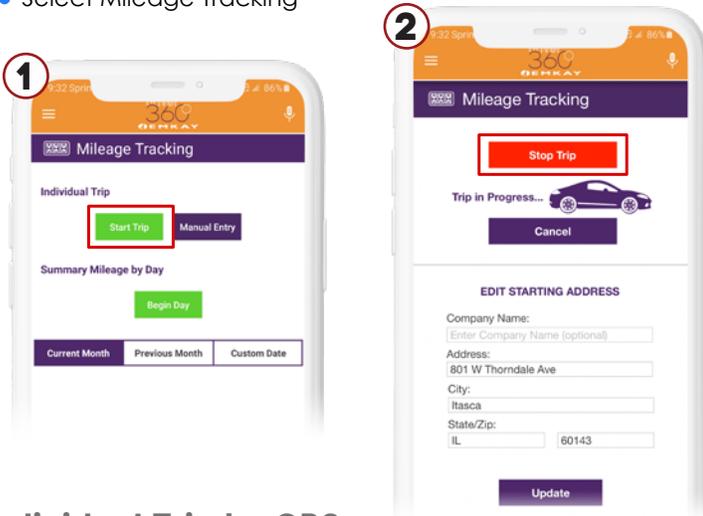


To Access Mileage Tracking

- Login to the Driver360 app
- Select the Mileage tab from the main menu
- Select Mileage Tracking

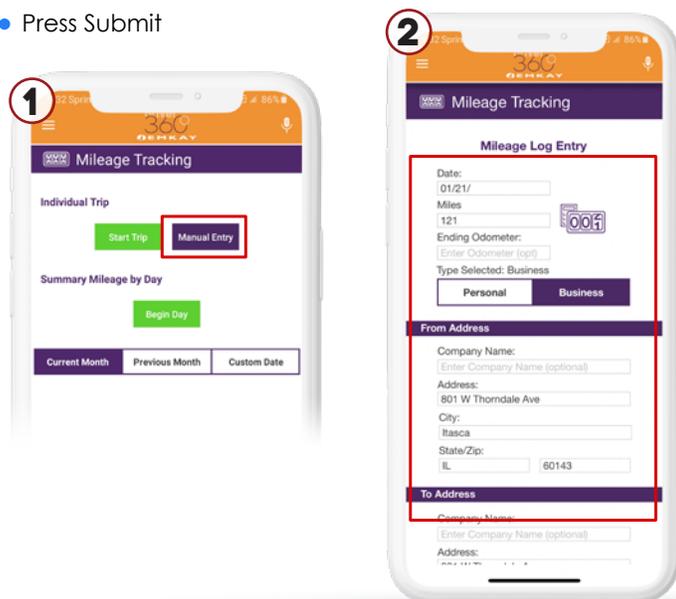


Individual Trip by GPS

- Select Start Trip
 - This will pull your GPS location at the time you begin the trip
- Select Stop Trip when you have arrived at your destination
 - This will pull your GPS location at the time you begin the trip
- Update the beginning or ending address if applicable
- NOTE: The GPS does not track your vehicle throughout the entire trip. It will only pull the GPS stamp at the time you begin and end the trip

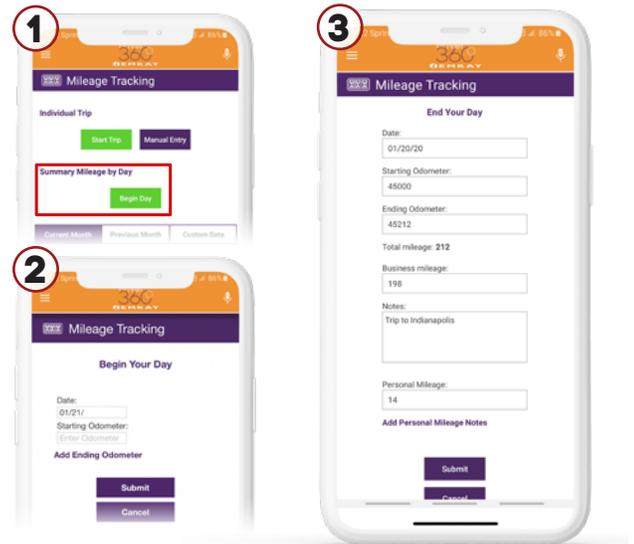
Individual Trip by Manual Entry

- Select Manual Entry
- Input the date of the trip, mileage and whether the trip was business or personal
- If applicable, add the from address, the to address and any notes about the trip
- Press Submit



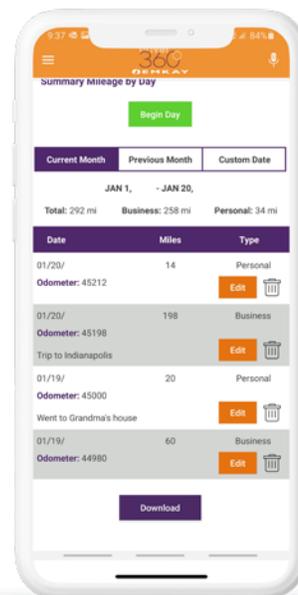
Summary Mileage by Day

- Select Begin Day
- Enter the date and your starting odometer
- At the end of the day, select add ending odometer
- Your daily mileage will then total based on the odometer entries
- Input how many of the day's miles were business and personal
- If applicable, add any notes for the business and/or personal miles driven
- Press submit



Reviewing your Mileage Log

- On the Mileage Tracking main screen
- Select the date period you would like to review
- Your total mileage throughout the period will be totaled at the top of the log
- You can review, edit or delete any of you entries
- Select download to download your report



The mileage tracking feature is a tool to track your mileage throughout the month. You will still need to report your personal mileage via the Driver 360 app or Driver Dashboard each month.