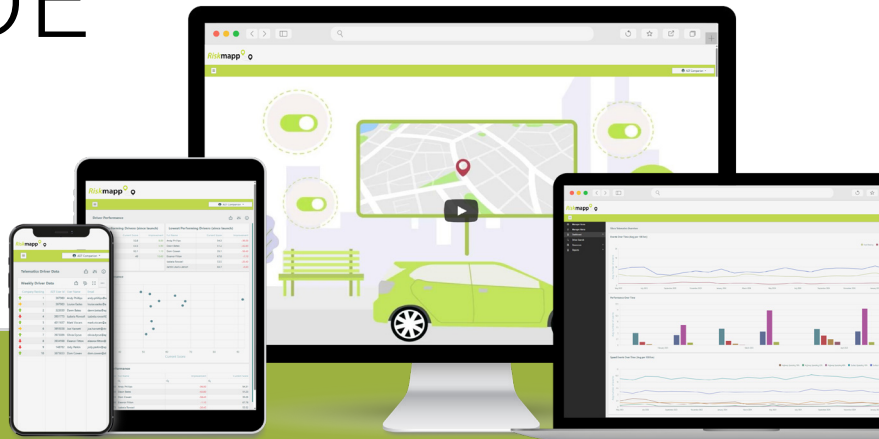


COMPANION+ LIGHTFOOT USER GUIDE



Welcome to
Companion+

The driver safety and performance
solution by Applied Driving

CONTACT :

E : companion@applied-driving.com

W : www.applied-driving.com

Section 01 Introducing Companion+ Lightfoot

01 Introducing Companion+

WHAT TO EXPECT | WHY COMPANION+

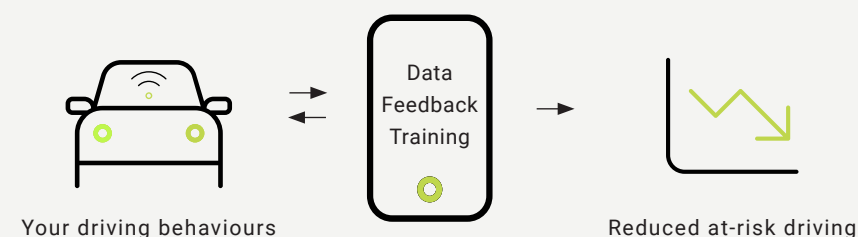
WHAT TO EXPECT

Companion+ is a driver-friendly service that works with your vehicle's telematics to help you improve your driving behavior. **Our aim is to see you return home safely every night.**

The concept is simple. You drive and the Lightfoot telematics system in your vehicle shares your driving behaviours. Over time, Companion+ benchmarks your performance and sends you messages and training to support you in the areas you might be at risk.

You improve by taking the training and self-adjusting your behaviours. No need to involve your manager.

Just like fitness apps help athletes improve performance by providing biofeedback, Triggered Training™ gives you information and tools to become a safer driver.



Section 01 Introducing Companion+ Lightfoot

WHY COMPANION+?

- **Protecting you at your most vulnerable** - One third of road deaths involve people who are driving at work.
- **You are your company's most valuable asset** - Companion+ helps your company protect you by supporting your development into becoming the safest driver you can become.
- **Building a safe working environment through trust** - Your employer is providing you the tools and trust that you are capable of making the best improvements to your own behaviour.
- **Technological advances** - Advances in technology allow for new and better ways to manage driver safety.
- **Saving lives** - Driving is typically the most dangerous activity your employer asks you to undertake. Improving driving behaviour with Companion+ can save your life.

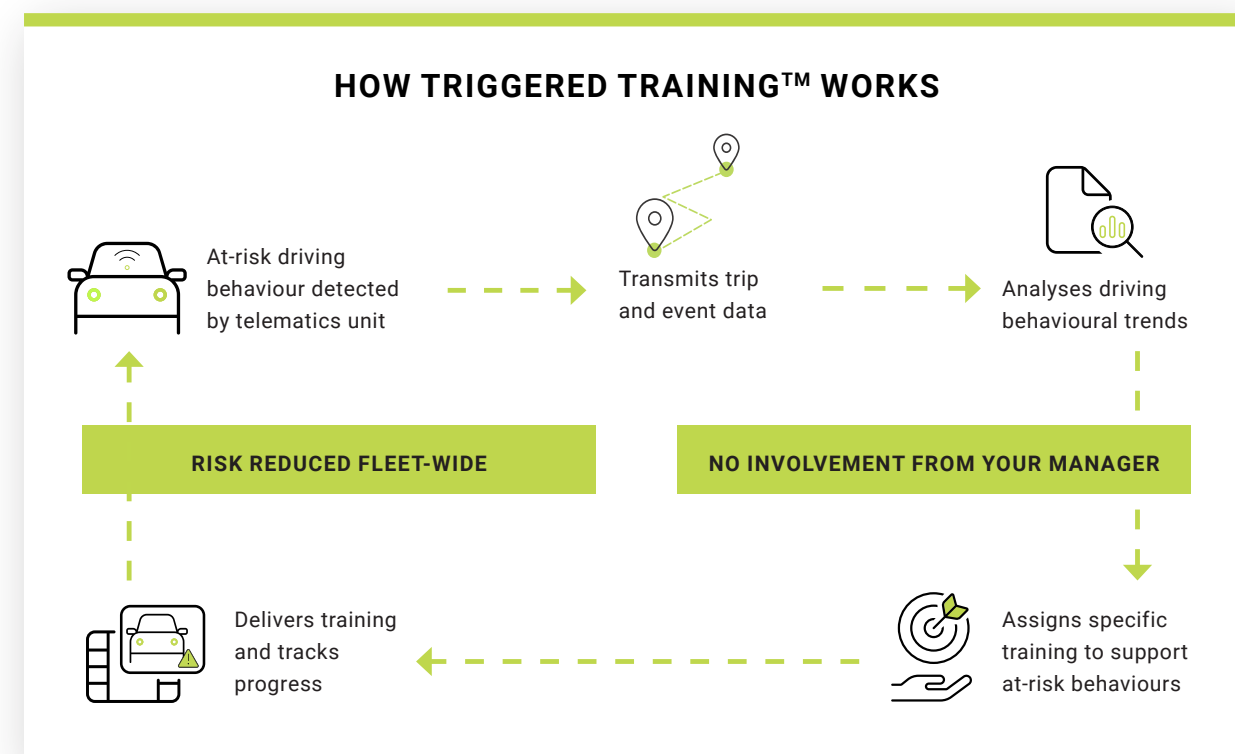
Section 02 How it Works

02 How it Works

TRIGGERED TRAINING | SAFETY MESSAGING | TRAINING VIDEOS & MODULES

TRIGGERED TRAINING™

Triggered Training™ works to improve driving habits the same way fitness apps work to improve your health: by giving you data-based feedback on your behaviours.



Section 02 How it Works

Companion+ analyses the driving data captured by your Lightfoot device. This analysis identifies at-risk behaviours and patterns.

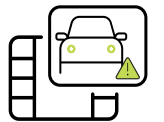
When at-risk driving trends are recognised, Companion+ automatically takes action by initiating Triggered Training. This can be as a safety message or training video/module.

SAFETY MESSAGING



You may receive online videos or modules that are customised to reduce identified at-risk behavioural trends.

TRAINING VIDEO OR MODULE



You may receive online videos or modules that are customised to reduce identified at-risk behavioural trends.

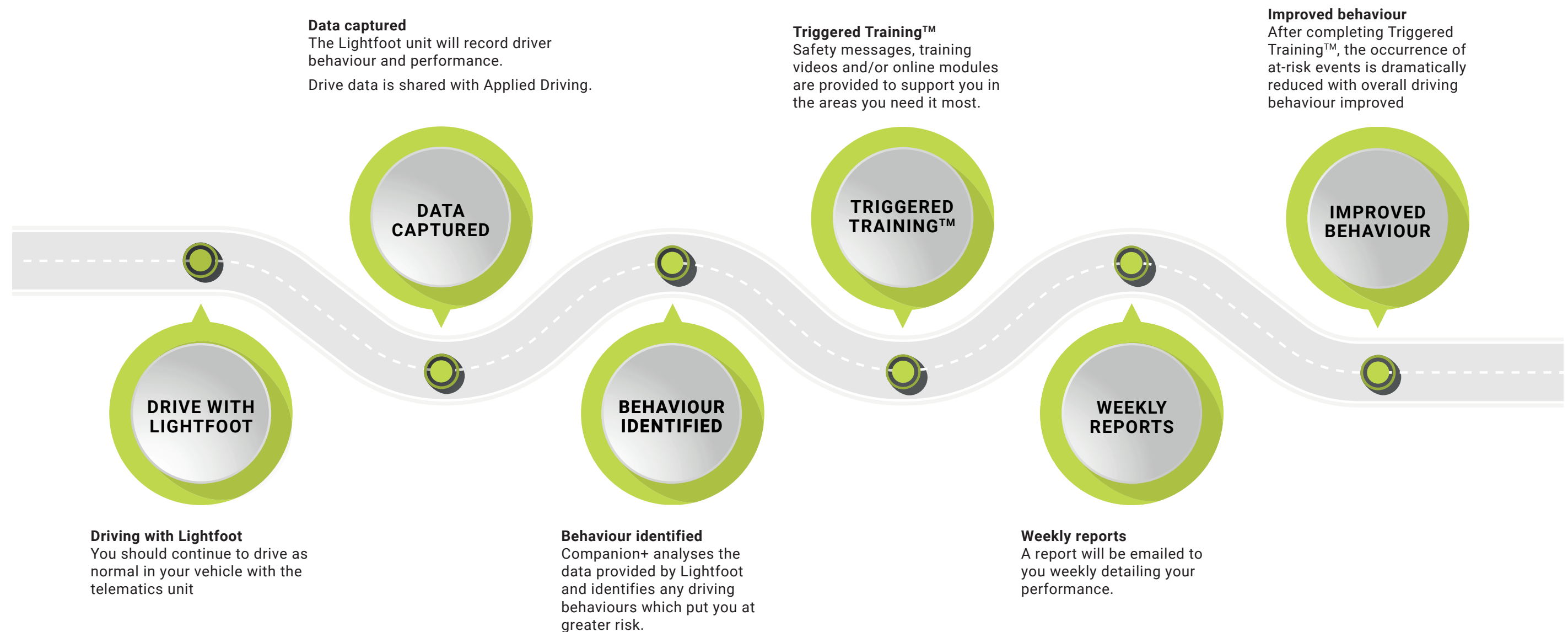
TRIGGERED TRAINING™ IS FOR YOUR DEVELOPMENT

You receive supportive training to help you enhance your driving skills.
We aren't testing you. There is no pass or fail!

Section 02 How it Works

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DRIVER ROADMAP



Section 03

Using Companion+ Lightfoot

Section 03

Using Companion+ Lightfoot

03 Using Companion+ Lightfoot

SET-UP | YOUR RESPONSIBILITIES

SET-UP

- Receive welcome email from Applied Driving Techniques with **Riskmapp login details***.
- Read through this user guide and familiarise yourself with Companion+.
- It's as easy as that. You're ready to go!

WE'RE HERE TO HELP

If you have any questions, please contact the support team who are happy to help.

[Visit the Help Center](#) | companion@applied-driving.com

*If your organisation uses any of Applied Driving's other services such as risk assessments or licence checking, your Riskmapp login credentials will remain the same.

YOUR RESPONSIBILITIES

COMPANION+ HAS BEEN DESIGNED TO REQUIRE AS LITTLE INPUT AS POSSIBLE

For the most part, Companion+ requires little input from you or your manager. However, there are a few instances where you may need to take action.

We have outlined some common actions you will need to take as you begin using Companion+.

COMPLETING YOUR TRIGGERED TRAINING™

Your company has begun using Companion+ as it wishes to make you and all its drivers as safe as possible on the road.

Companion+ can only highlight your areas for improvement. The real change in behaviour comes from you completing any training issued to you.

It is important that you complete your training as promptly as possible for it to have the most impact. We provide you the tools, but it is up to you to work on your development. Your safety is enhanced when you make the right choices.

REVIEWING YOUR WEEKLY REPORTS

Take the time to review your reports each week to see how your performance is changing and how you compare to others in your organisation.

Your performance may not warrant Triggered Training but it worthwhile reviewing your reports to remain conscious of your performance so you keep making safe driving choices.

KEEPING YOUR DATA UP-TO-DATE

If for any reason you change vehicles or your email address changes, please ensure your line manager notifies the relevant authority so our data is up-to-date.

Section 04 Frequently Asked Questions

04 Frequently Asked Questions

TELEMATICS/VEHICLE | TRIGGERED TRAINING & SAFETY MESSAGES

LIGHTFOOT/VEHICLE

I HAVE RECENTLY CHANGED MY VEHICLE

Applied Driving receives regular data updates so it is likely we have already adjusted your profile to show the correct vehicle. If in doubt, email us to let us know: companion@applied-driving.com

I RECEIVED AN EVENT NOTICE FOR SOMETHING THAT DIDN'T HAPPEN

There are several reasons why an at-risk driving event could be detected or mis-detected. There is no need to be concerned about occasional event discrepancies as it will not impact your overall behaviour profile.

WILL I BE PENALISED FOR AT-RISK PERFORMANCE?

Companion+ uses a fair and just culture to build an environment that doesn't focus on blame or punishment. Instead, we encourage continuous learning.

We accept that people make mistakes and that such situations must be dealt with transparently and equitably. Fair and just culture encourages employees to take greater responsibility for their own actions.

Section 04 Frequently Asked Questions

TRIGGERED TRAINING & SAFETY MESSAGING

HOW WILL I KNOW IF I HAVE TRAINING TO COMPLETE?

We will email you directly to inform you of any new Triggered Training™ module and supply login details.

HOW DO I LOGIN TO COMPLETE MY TRAINING?

You will receive an email at the beginning of the service providing you with login details for the [Riskmapp](#) portal. These same login details are used to access your training at: <https://secure.applied-driving.com>

I'VE FORGOTTEN MY PASSWORD

Click on the reset password link on the login page to reset your password. You will need to enter your username which can be found in our training invite emails.

HOW MANY TRIGGERED TRAINING MODULES WILL I GET AT ONCE?

You could receive a training module for each event type. You may receive a mix of safety messaging and training modules/videos.

HOW LONG DO I HAVE TO COMPLETE MY TRAINING MODULE?

The time to complete is set by your organisation. We recommend you complete your training as soon as possible. The closer it is completed to the actual driving event, the greater the impact. We suggest completion within seven days.

WILL I GET TRAINING REMINDERS?

Any outstanding training will be listed at the bottom of your weekly report.

Companion +
Telematics

Together, we can make the roads safer