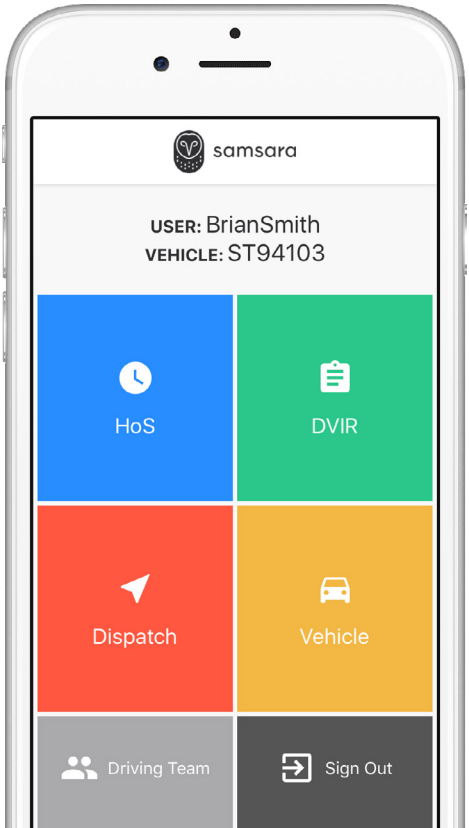
samsara

Driver App
User Manual



My Samsara Login Details

Fleet ID

Username

Password Hint

Notes

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1

Starting Your Shift

Check Vehicle for ELD Materials

The below items must be kept in-vehicle to be compliant with the ELD mandate.

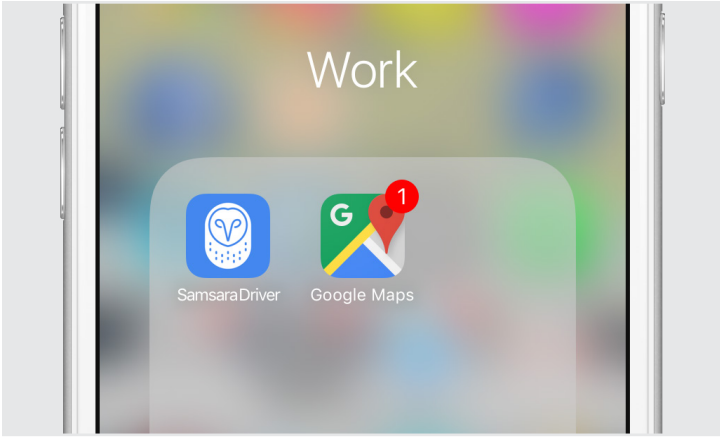
- [ ] This Driver App User Manual
- [ ] Samsara DOT Instruction Sheet
- [ ] Blank records of duty status graphs (8 days or more)

Notes

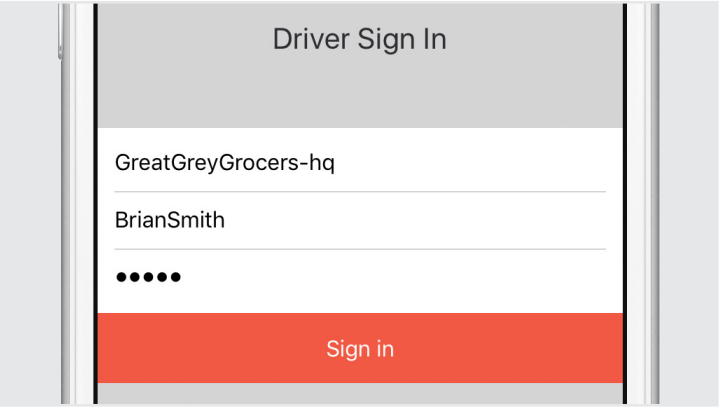
Sign In & Select Vehicle

Write your login details down for easy access. If you don't have login details yet, or you've forgotten them, contact your Carrier administrator.

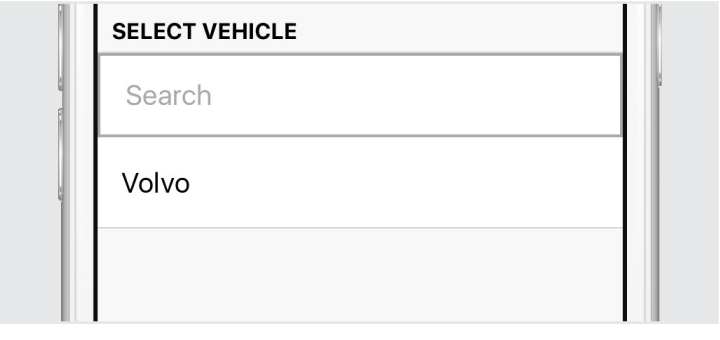
1. Download and open the Samsara Driver App.



2. Enter your login details and tap ‘Sign In’.



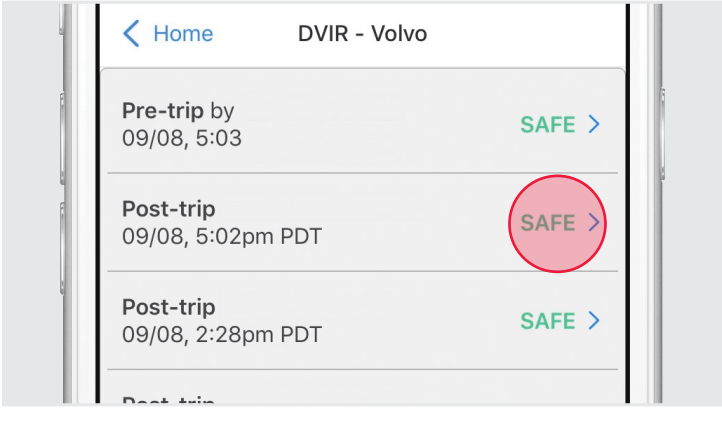
3. Select your vehicle from the list, or search for one.



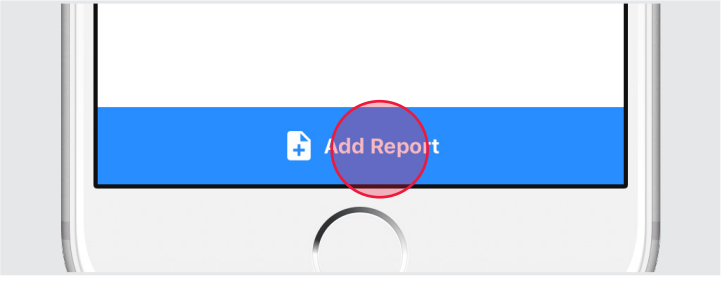
Complete Pre-Trip DVIR (if appropriate)

If driver vehicle inspection reports (DVIRs) are appropriate for your vehicle, add a new pre-trip inspection report:

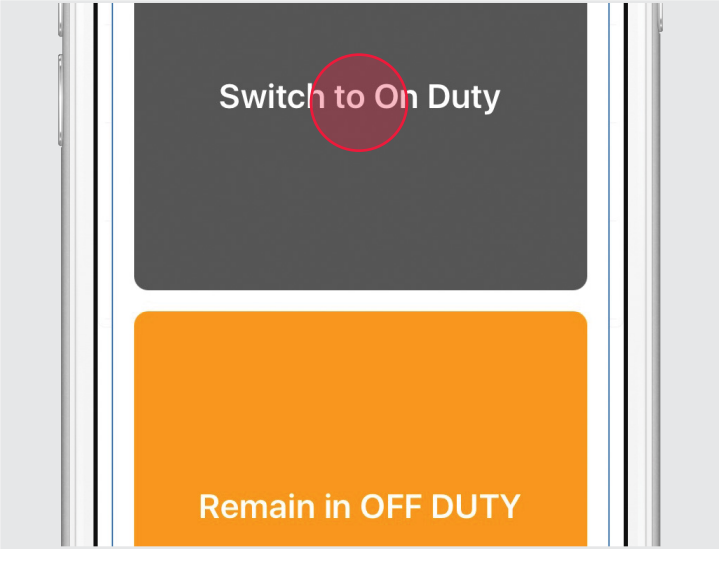
1. From the DVIR view, review any existing DVIRs for this vehicle.



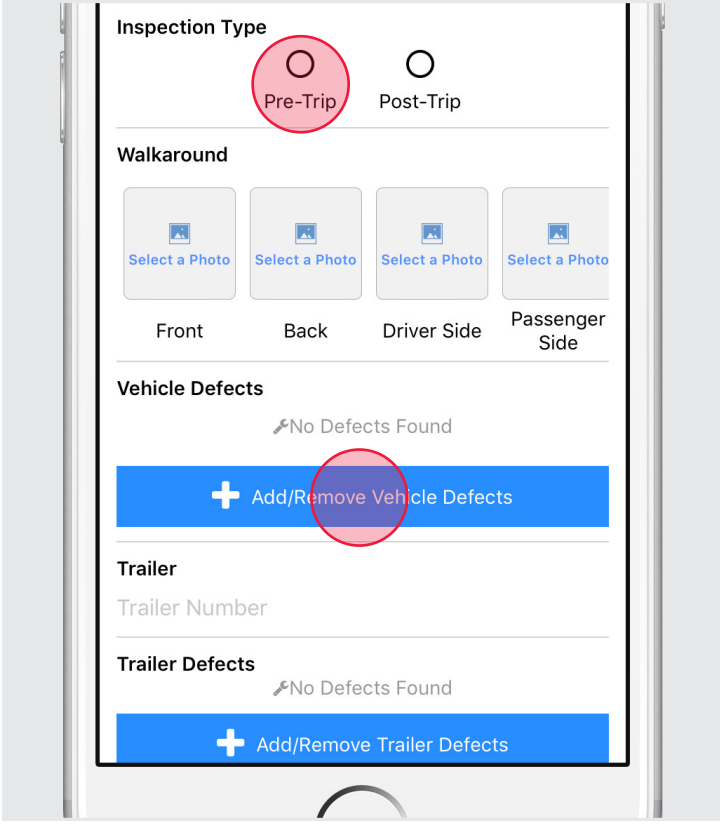
2. To create a new report, tap ‘Add Report’.



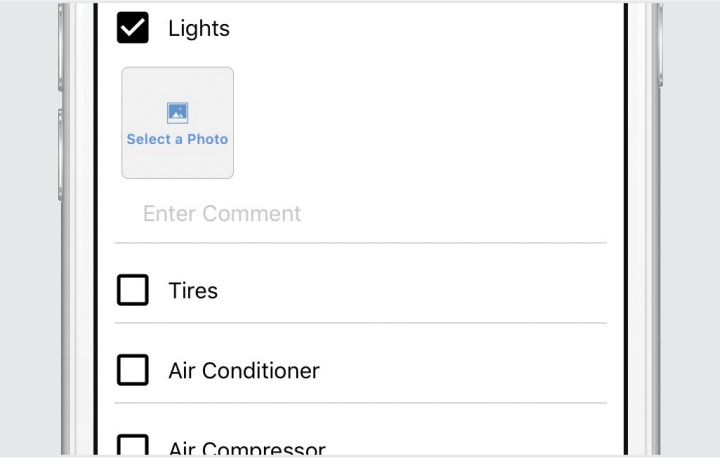
3. If you are presently “Off Duty”, you will be prompted to go “On Duty” (not driving) before beginning your DVIR.



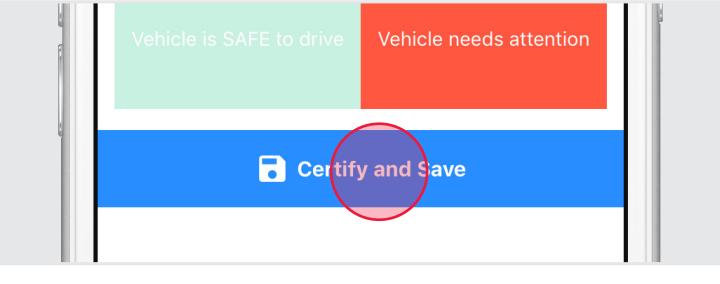
4. Select ‘Pre-Trip’ then tap ‘Add/Remove Vehicle Defects’ and review each item on the list against your vehicle.



5. If defects are found, select the applicable defects and enter a description and optional photo. Tap ‘Done’ to save. If Trailer is applicable, repeat step 4 for trailer.

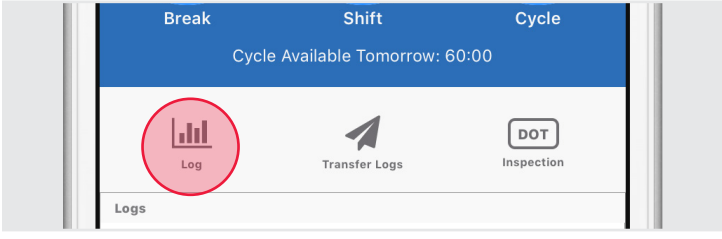


6. Tap ‘Next’ and select ‘Vehicle is SAFE to drive’ or ‘Vehicle needs attention’. To certify, tap ‘Certify and Save’.

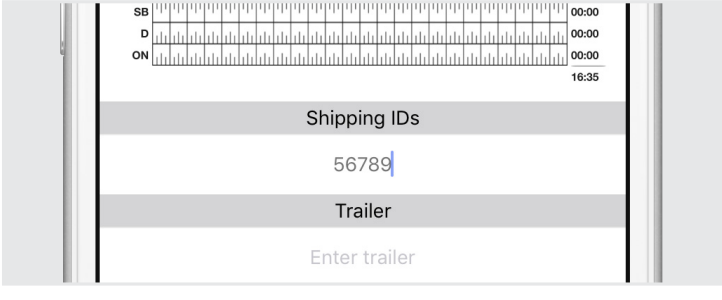


Add Log Form Data (if appropriate)

1. From the Hours of Service view, tap ‘Log’.



2. Enter Trailer and/or Shipping IDs.



3. Tap ‘Overview’ to save ‘Trailer’ and ‘Shipping IDs’ edits.

<u>Don’t Certify Too Early:</u>
Do not tap ‘Certify and Submit’ unless you intend to certify your log for the entire day.

Start Driving

Once you've completed all of the pre-trip tasks in this section, you're ready to drive.

When the vehicle begins moving, your duty status will automatically switch to "Driving", in accordance with the ELD mandate.

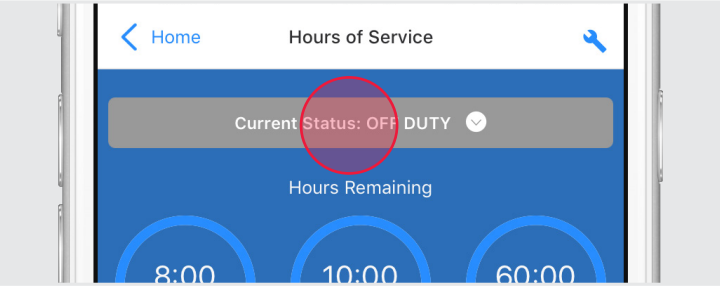
2

During the Day

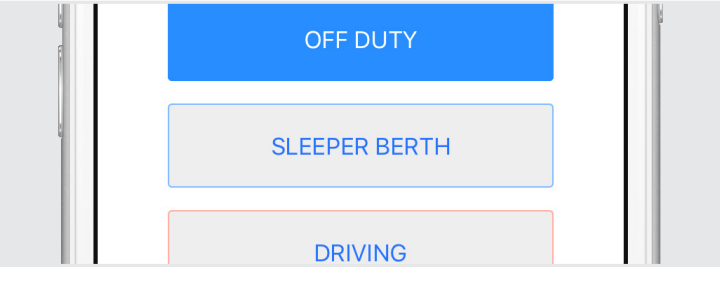
Take a Break

When the vehicle has stopped moving for 5 minutes, your duty status will automatically be set to “On Duty” (not driving). When it’s time for a break, you can change your status to “Off Duty”. If you will use your vehicle’s sleeper berth, you can set your driving status to the “Sleeper Berth” option.

1. From the Hours of Service view, tap ‘Current Status’.

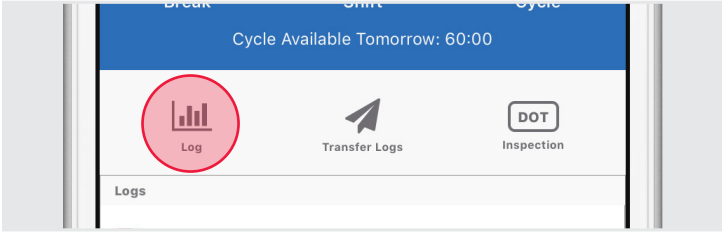


2. Select a duty status, then tap ‘Save’.

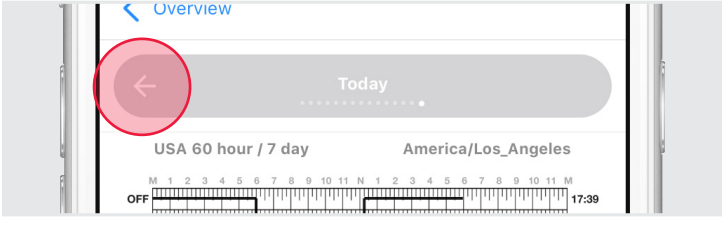


Annotate Your Log

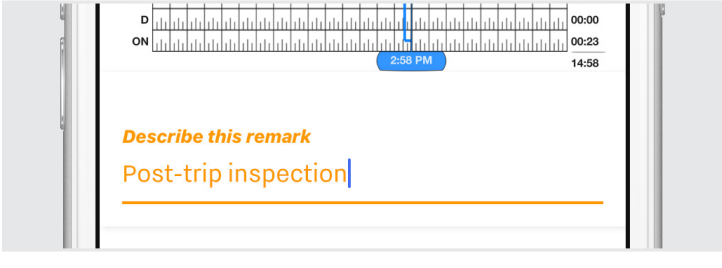
1. From the Hours of Service view, tap ‘Log’.



2. Tap the arrows to select the log date for the remark.



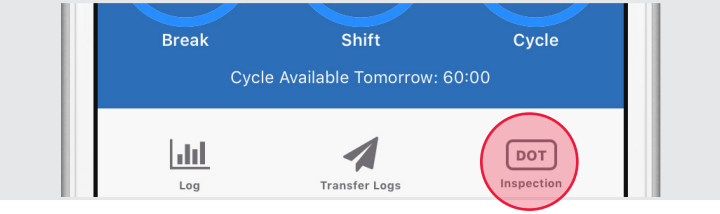
3. Tap ‘Add Remark’, enter a description, then tap ‘Save’.



DOT Inspection

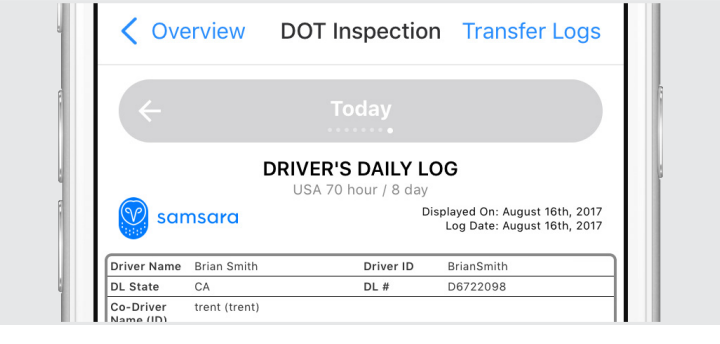
During an inspection, present your electronic logging device and the Samsara DOT Instruction Sheet to the official per below.

1. From the Hours of Service view, tap ‘Inspection’.



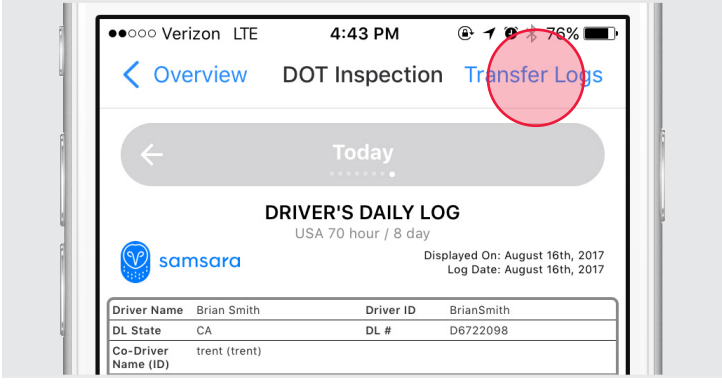
2. Hand device and DOT Instruction Sheet to official for review.

3. Tap ‘Overview’ when official is done reviewing.

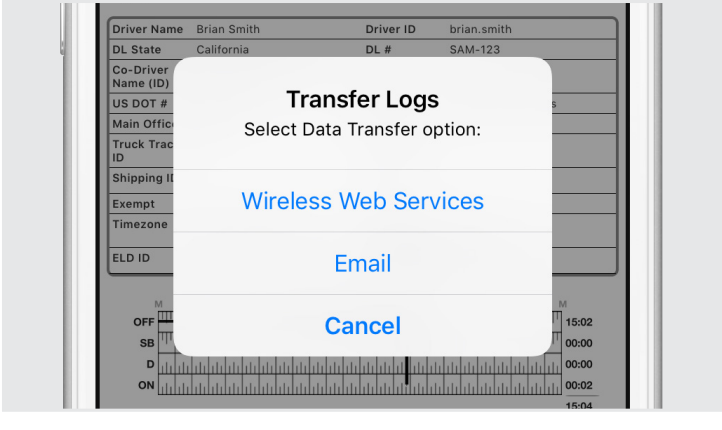


Transfer Logs

1. From DOT Inspection screen, tap ‘Transfer Logs’.



2. Select ‘Wireless Web Services’ or ‘Email’.



3

Ending your Shift

Complete Post-Trip DVIR (if appropriate)

If driver vehicle inspection reports (DVIRs) are appropriate for your vehicle, add a post-trip inspection report:

1. Follow the instructions for creating a new DVIR using the Add Report button.

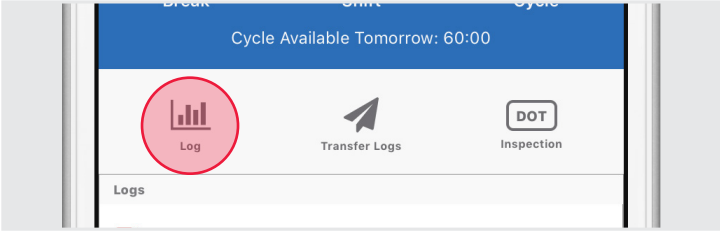
2. Set the DVIR type to “Post-Trip”.

3. Complete and certify the DVIR.

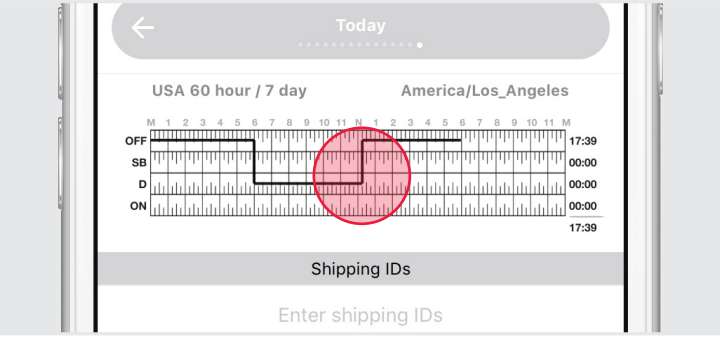
Edit Your Log (if appropriate)

Per the ELD mandate, you cannot edit start or end times for ‘Driving’ status. To make other log edits, see below.

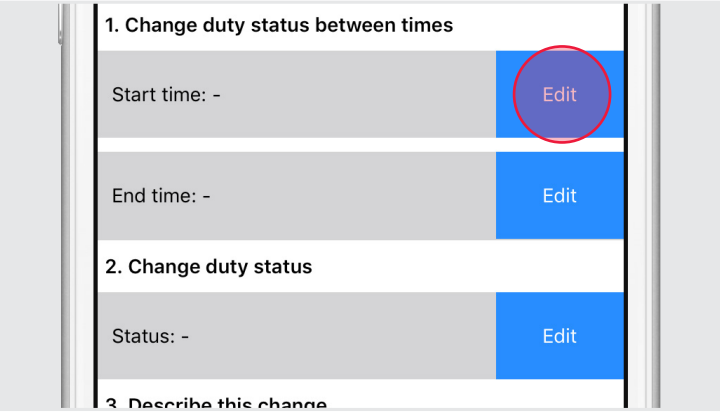
1. From the Hours of Service view, tap ‘Log’.



2. Tap the log time chart.

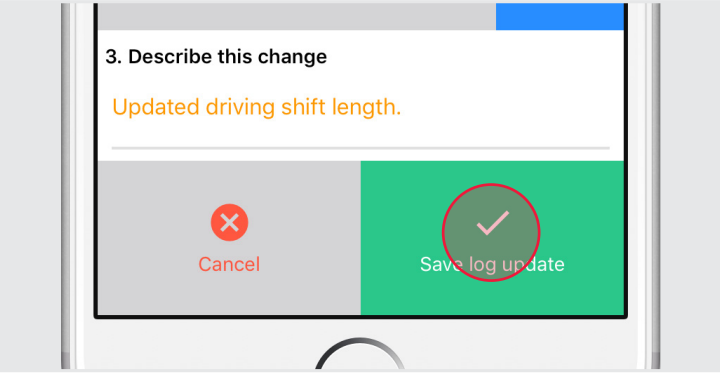


3. Edit the Start Time, End Time, and Duty Status.



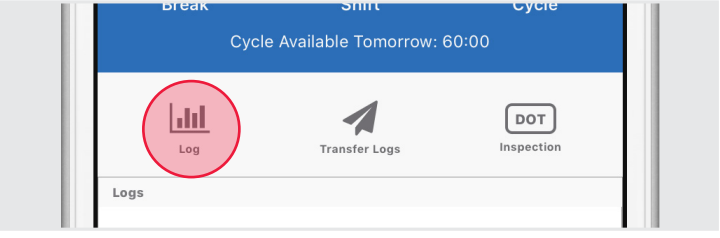
4. Enter a description for the log change.

5. Tap ‘Save log update’.

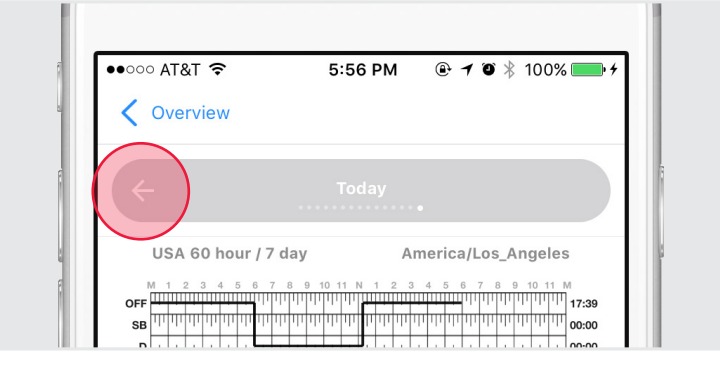


Certify Your Logs

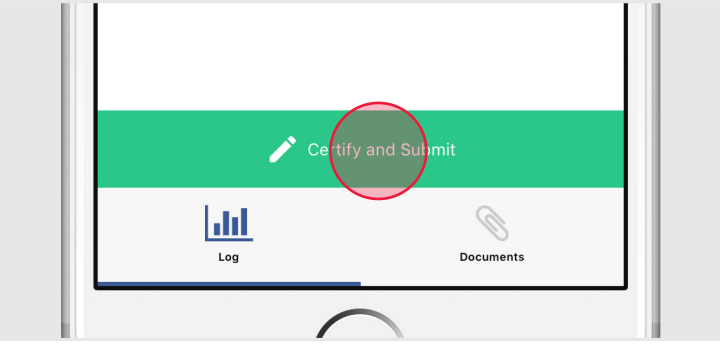
1. From the Hours of Service view, tap ‘Log’.



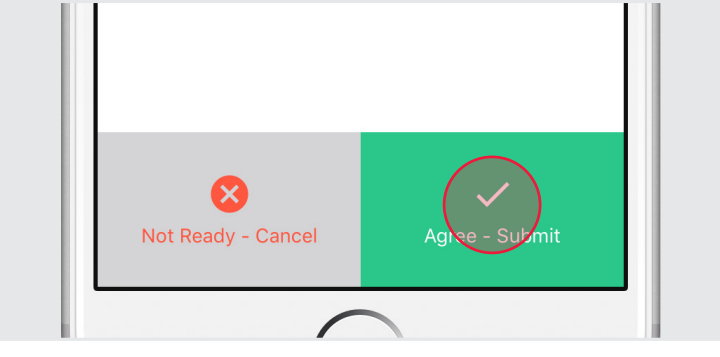
2. Tap the arrows to select the log date you’d like to certify.



3. Tap ‘Certify and Submit’.



4. Read the certification statement and tap ‘Agree - Submit’.



Go Off Duty & Sign Out

Once you’ve completed all of the post-trip tasks in this section, you’re ready to end your shift on the app. You must both go “Off Duty” and Sign Out from the Samsara Driver app to end your shift.

Set “Off Duty” Status

1. Follow previous instructions to access the duty status change menu. Set your status to “Off Duty”

2. Tap “Save” after optionally entering a remark or location.

Don’t forget to go “Off Duty”:
If you logout without entering shift information, you will remain “On Duty”. If you have already certified your log, your carrier administrator must be contacted to update your log.

Sign Out

1. Return to the Samsara Home screen if it is not already displayed.

2. Tap the “Sign Out” button at the bottom of the screen.

3. Note: You may be prompted more than once before logging out. For more details, see the section Advanced Features > Alerts & Prompts.

Don’t forget to Sign Out:
If you remain logged in on a vehicle, even when “Off Duty”, driving time accumulated by another driver on that vehicle could be applied to your driving record.

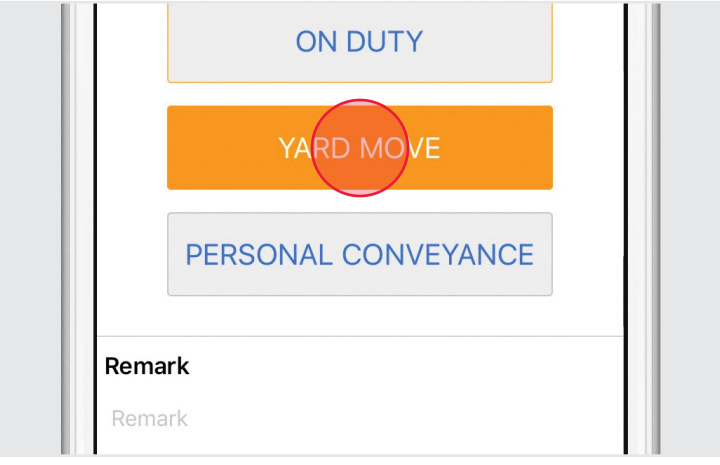
4

Special Duty Statuses

Yard Move

This duty status may be available for selection if appropriate. When this status is selected before driving, your duty status will not be automatically set to “Driving”. To set this duty status:

1. Follow previous instructions to access the duty status change menu. Set your status to “Yard Move”.



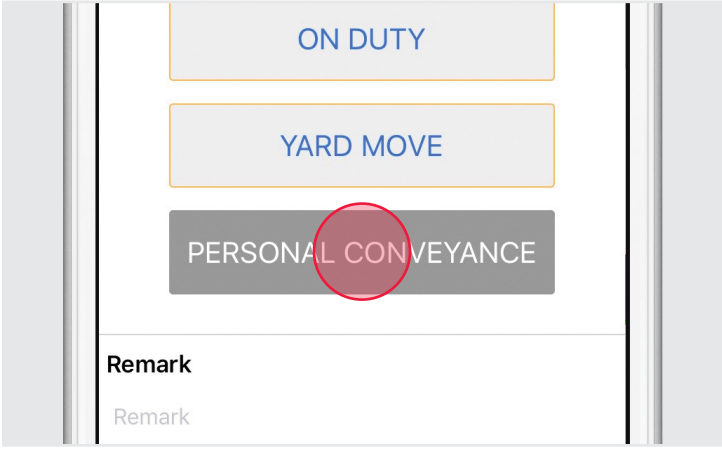
2. Enter a remark to describe the situation (required).

3. Tap “Save”.

Personal Conveyance

This duty status may be available for selection if appropriate. When this status is selected before driving, your duty status will not be automatically set to “Driving”. To set this duty status:

1. Follow previous instructions to access the duty status change menu. Set your status to “Personal Conveyance”.



2. Enter a remark to describe the situation (required).

3. Tap “Save”.

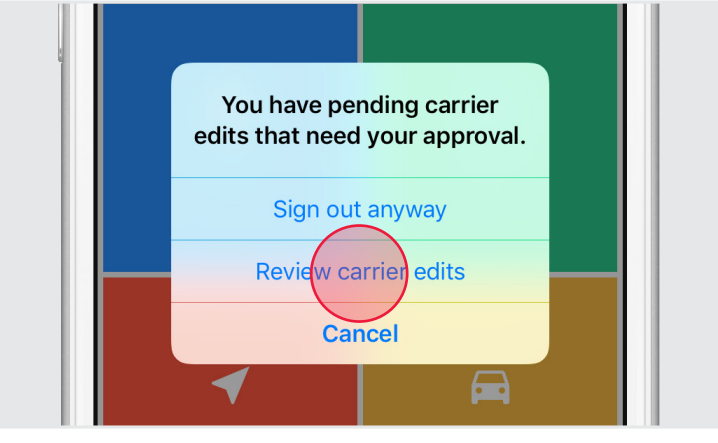
5

Alerts & Prompts

Approval of Carrier Edits

Carriers may edit your logs. These edits may be sent to you for approval.

1. To review edits, tap ‘Review carrier edits’.

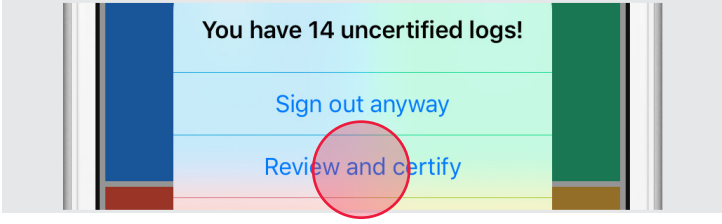


2. Reject or accept edits, as appropriate.

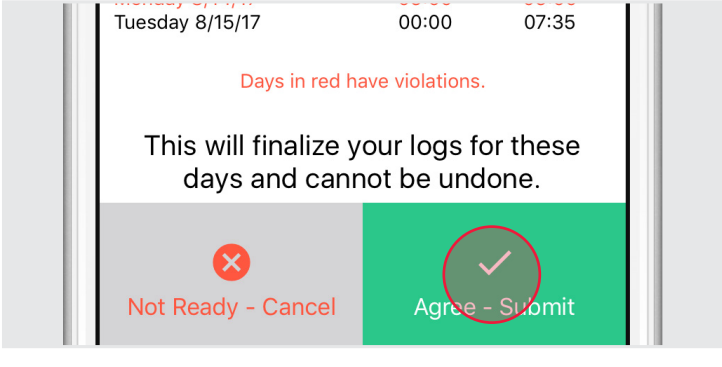
Uncertified Log

Uncertfied log alerts will appear upon sign in and sign out if you forget to certify your logs.

1. To review uncertified logs, select ‘Review and Certify’.



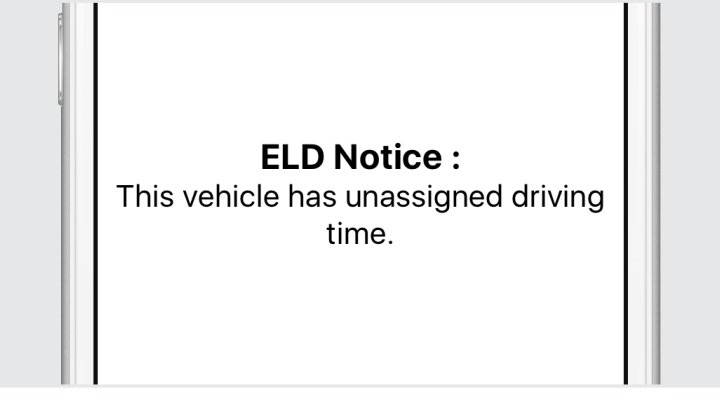
2. Review all log dates listed. Certify all logs by selecting ‘Agree - Submit’.



Unassigned Hours

Unassigned hours alerts will appear if your vehicle has unassigned hours. After sign in, you can use the app to claim these unassigned hours.

1. Review unassigned hour notification.

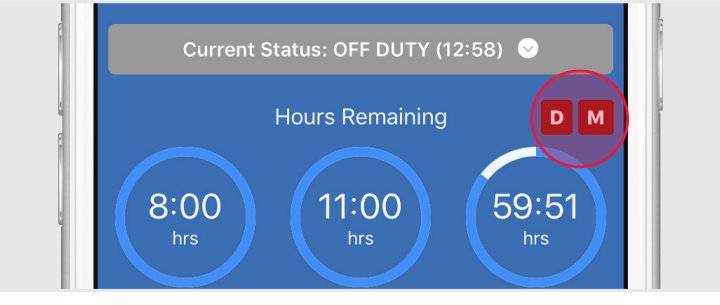


2. Claim or reject unassigned hours, as appropriate.

Malfunction

Diagnostic and malfunction errors are displayed on the Hours of Service screen.

1. From the Hours of Service view, tap ‘D’ (diagnostic) or ‘M’ (malfunction) to view error source. Review all log dates listed. Certify all logs by selecting ‘Agree - Submit’.



2. Contact your Carrier administrator to resolve malfunction.

Notes

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