

Samsara ELD Reference Sheet (Road)

1. Start of Day/Log On

- Clock in at the ETC (on duty).
- Log on to Samsara →
 - Fleet name = ABF.
 - UserID = Employee ID#.
 - Password = Employee start date in YYYYMMDD
- Certify → Review and certify previous logs. FMCSA 395.30(2)
- Vehicle → Select and confirm **vehicle**, select or add **trailer** (not req'd if bobtail), and tap **Done**.
- Pre-trip → Tap current duty status, add remark for **Pre-Trip Inspection**.
- TP2 number → Open **HOS**, tap current day's log, tap **Shipment IDs**, enter TP2 number.
- Start driving → Once the tractor reaches 5 mph outside the Geofence, your duty status will change to Driving.

2. Break (Lunch/other)

- In Samsara app, tap current duty status, change duty status to **Off Duty** and specify **Go Off Duty**.
- Enter a remark (such as break, lunch or rest).
- When returning from break →
 - Start driving to go into **On Duty-Driving** status, or manually change duty status.

3. Changing Trailers

- Select **Vehicle** button, then **Trailers/Assets**.
- Deselect the trailers being dropped, then select new trailers and/or trailers remaining with tractor, select **Done** to save.
- Add remarks for Post- trip and Pre-trip inspections.

4. DOT Inspection

- From the Home menu, Select **HOS**. Select **DOT Inspection**.
- View the driver's log/DOT inspection information for the last 30 days.
- If necessary, you can **Transfer** the logs as well. These can be sent **E-mail to DOT**, **Wireless web services** to DOT, or email to yourself.

5. End of day/Log Out

- Tap current duty status, add remark for **Post-Trip Inspection**.
- From Home Screen, select **Sign Out**.
- Select **Stay in On Duty**.
- Clock out at the ETC (off duty).

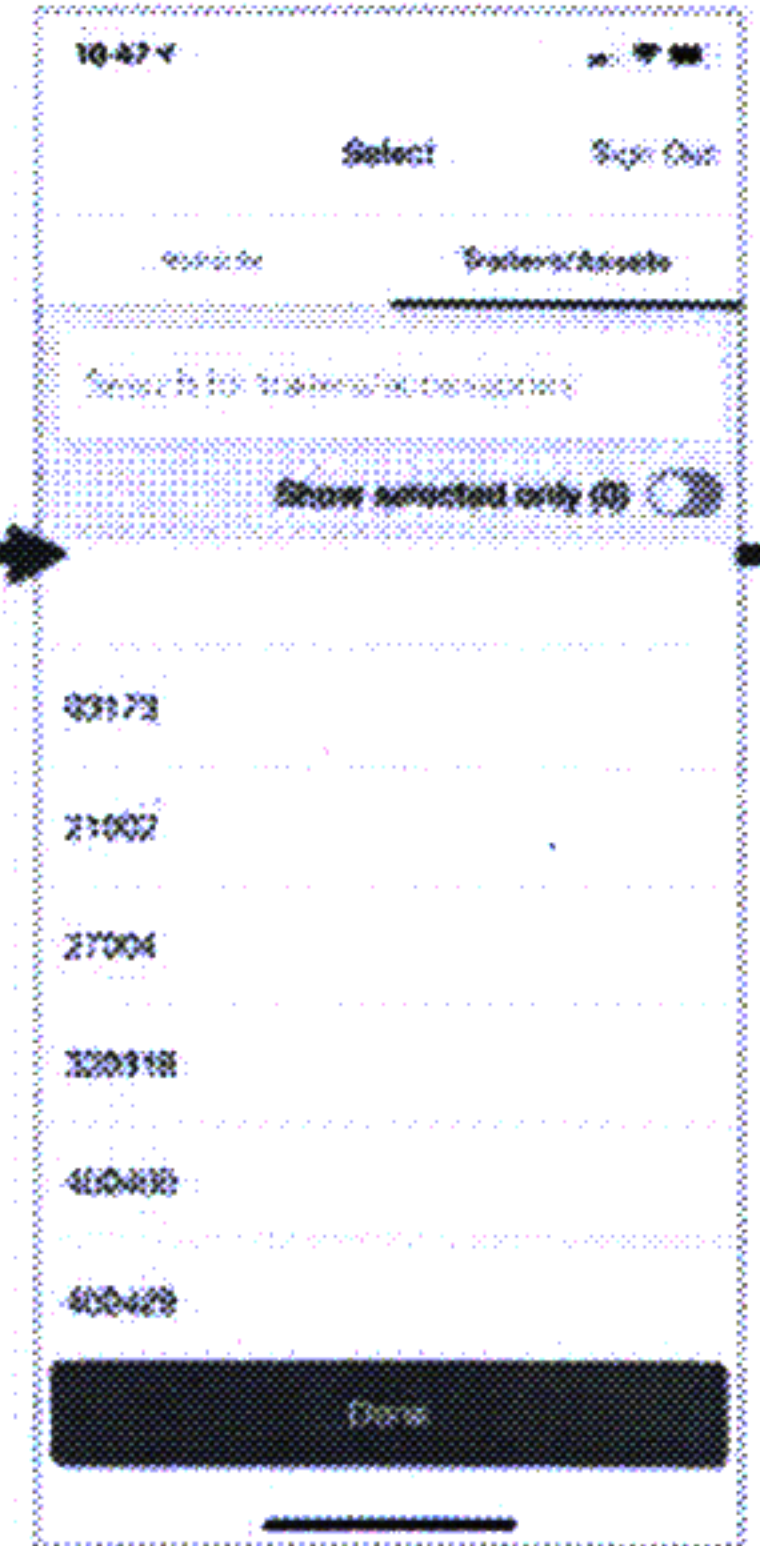
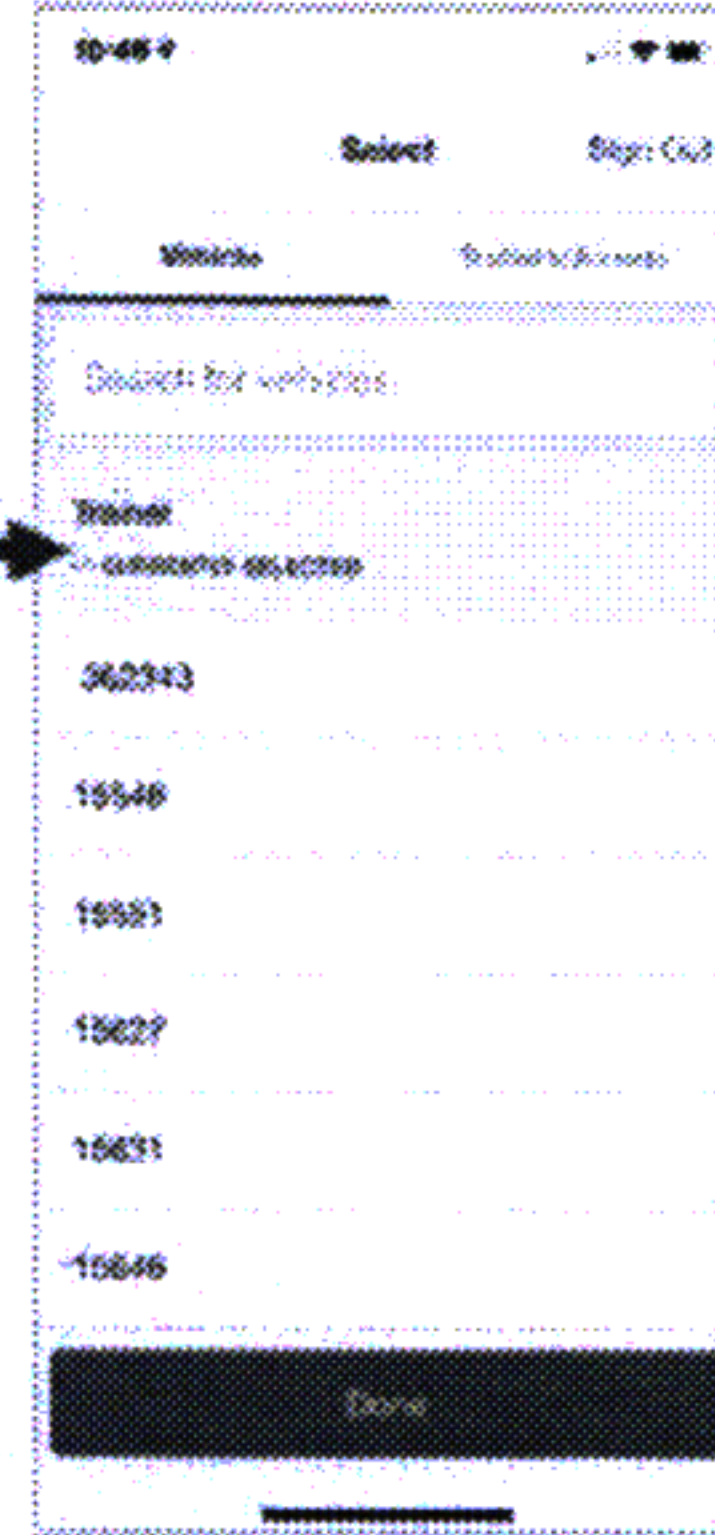
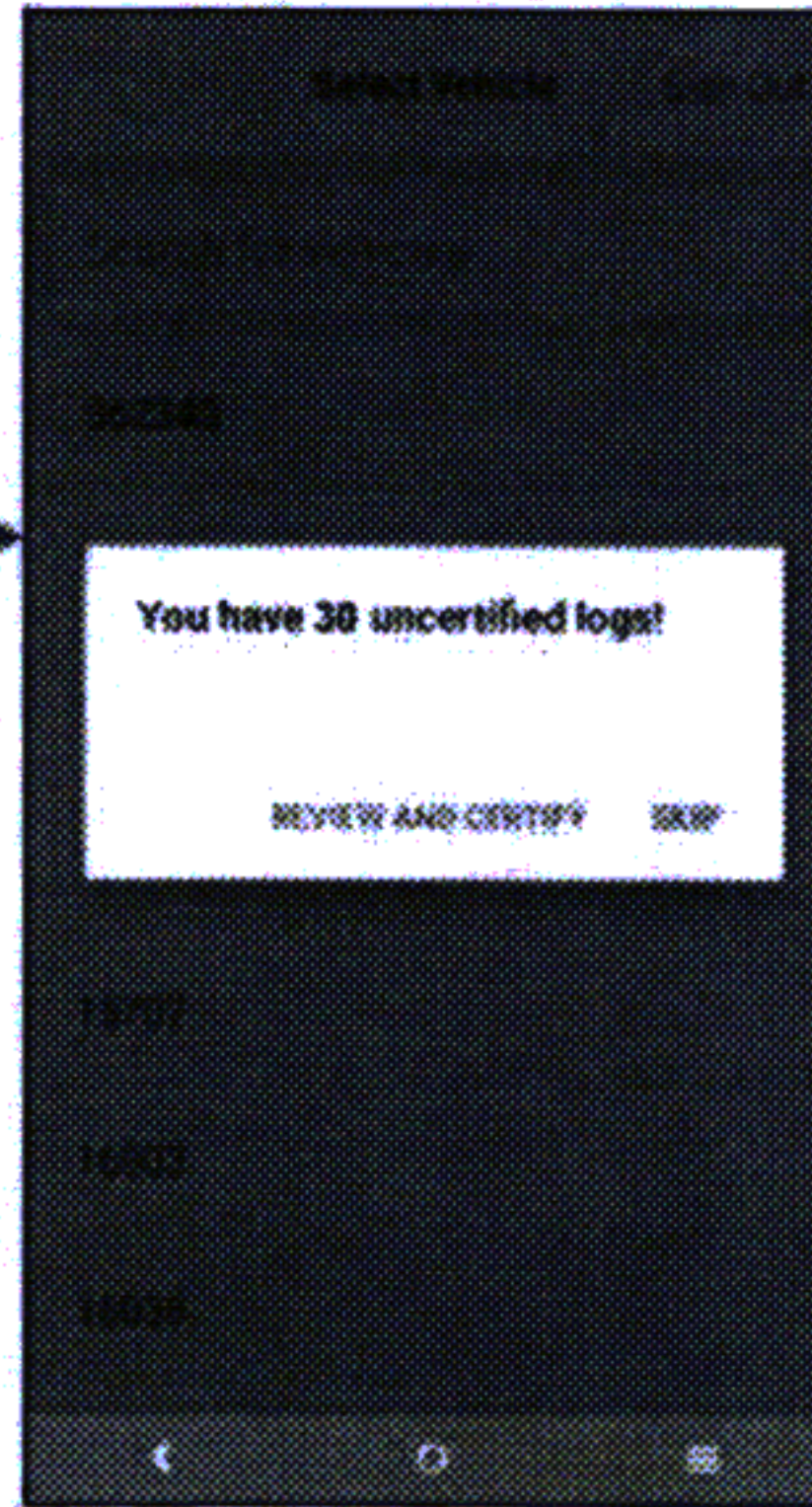
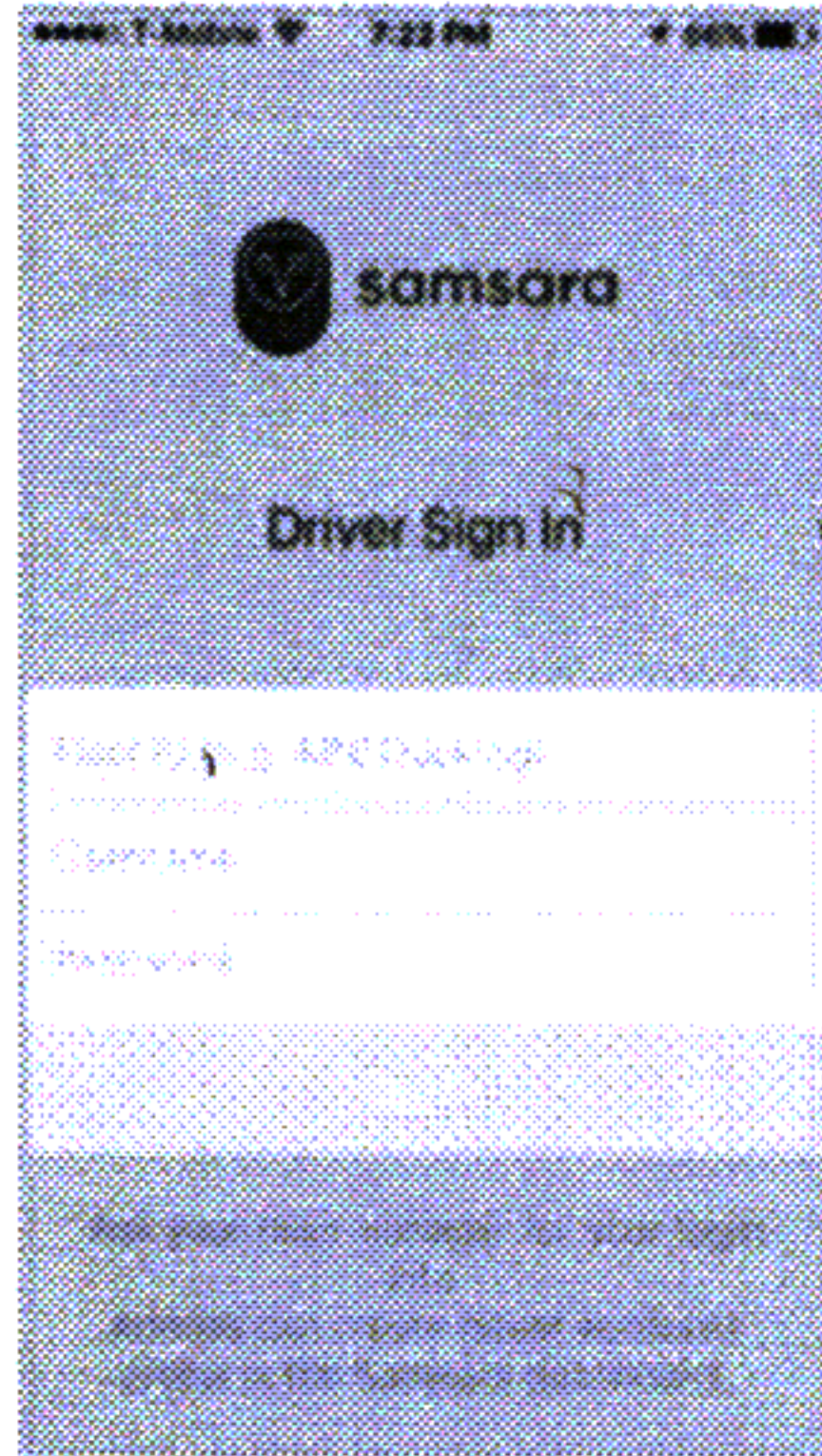
6. Personal Conveyance

- Service Center To Hotel
 - Clock out at ETC (off duty).
 - Sign into Samsara, change duty status to **Personal Conveyance (PC)**.
 - Upon reaching hotel, select **Sign out (off duty)**.
- Hotel To Service Center
 - Sign into Samsara, change duty status to **Personal Conveyance (PC)**.
 - Upon reaching service center, change duty status to **Off Duty**.
 - Proceed to office for assignment.

Having Trouble? Contact the ELD/ETC HelpDesk at

1-479-785-8906

Signing On



1. Open the Samsara App.

2. Sign on:

- ABF
- Employee ID
- Hire date (YYYYMMDD)

3. Certify any previous logs.

4. Select and confirm vehicle.
Select a tractor from list, or use search field.

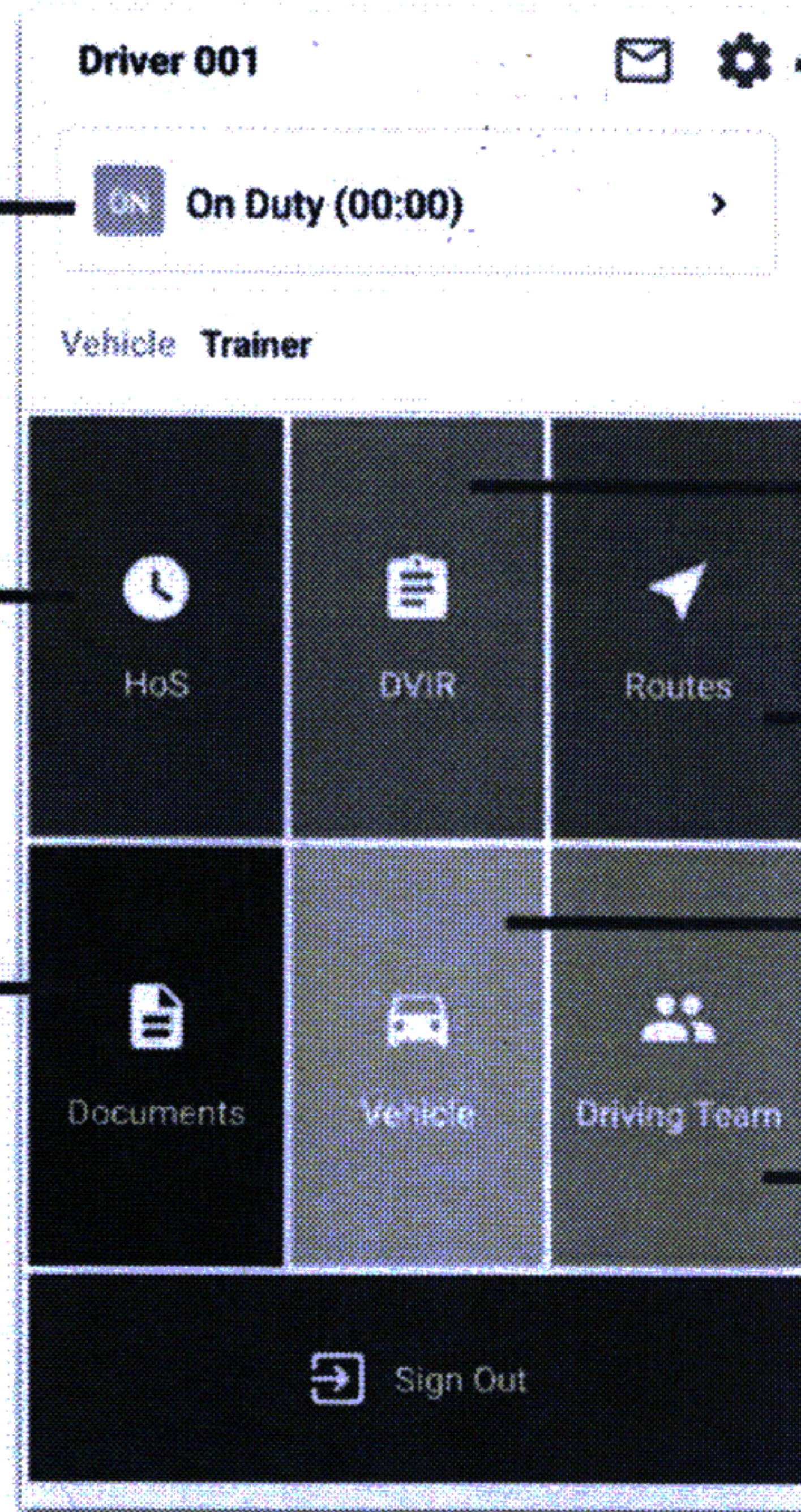
5. Select trailer(s).
Select trailer from list, or use search field.

Home Screen

Current duty status

Hours of Service functions

Submit proof of delivery and other documents



Determine App version

Driver vehicle inspection report

List of routes and stop locations

Change equipment for this driver

Used with driving teams

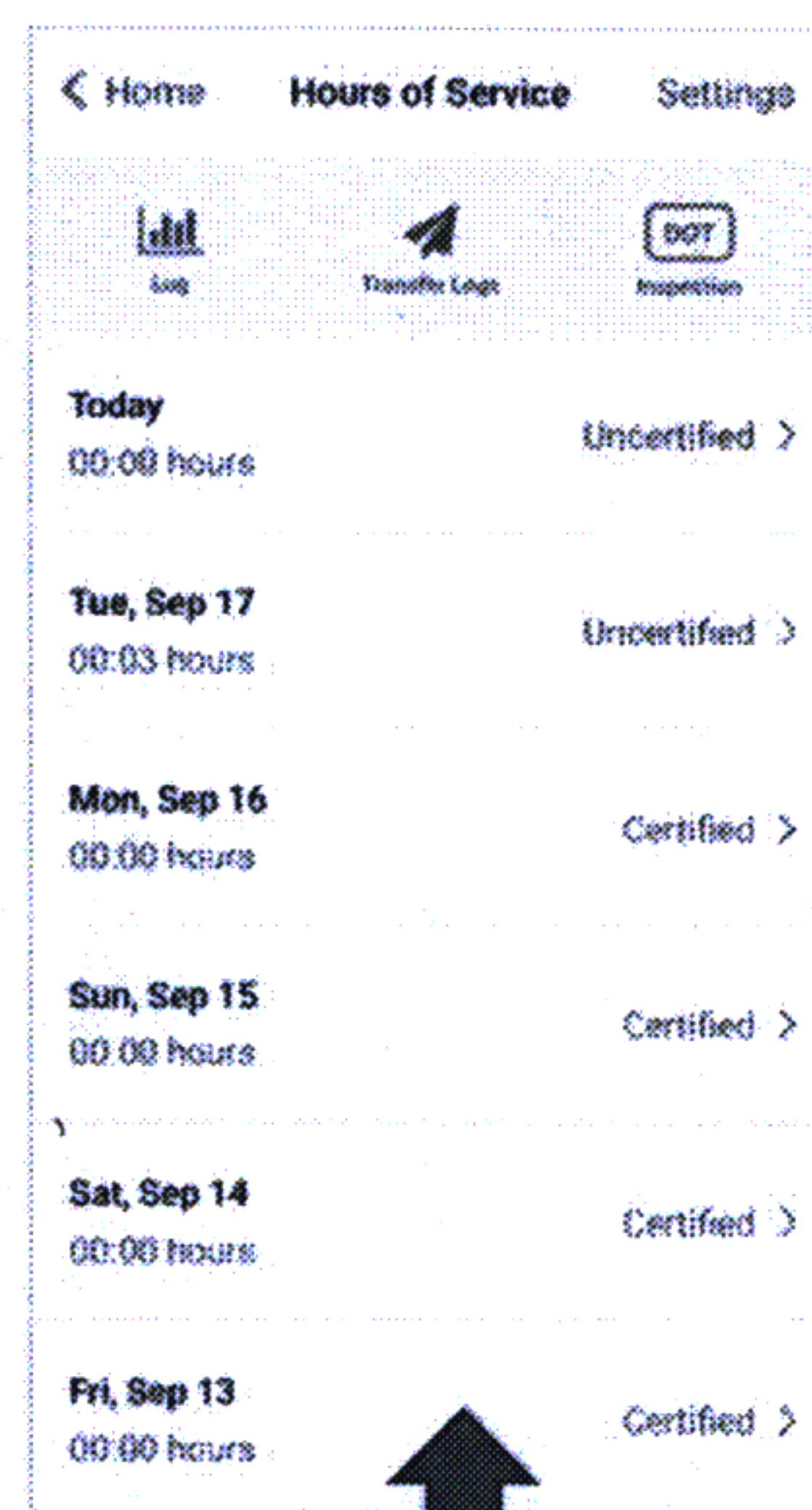
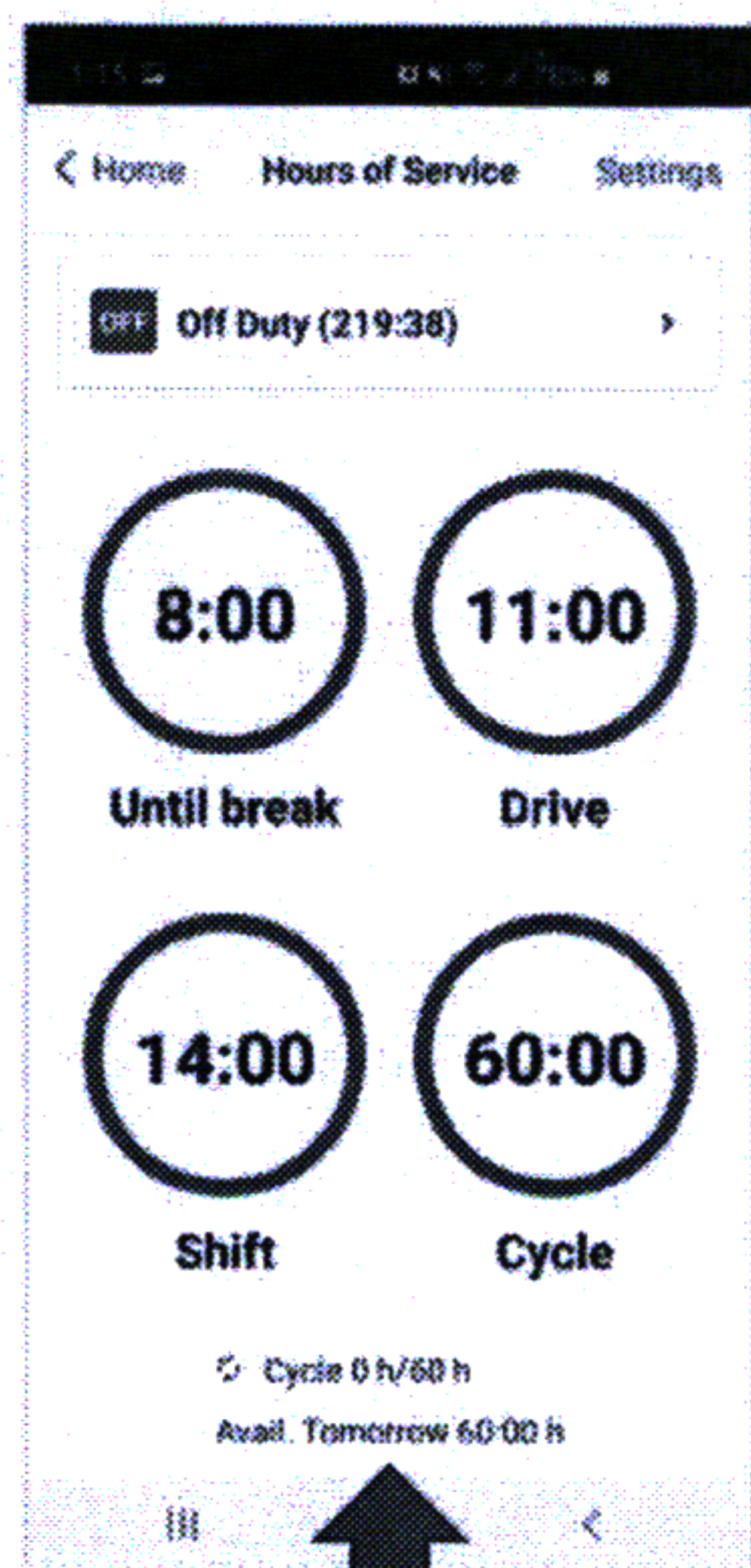
Hours of Service Overview

Until Break: time until required 30-minute break.

Drive: remaining Drive time.

Shift: total available Shift time.

Cycle: total available Cycle time.

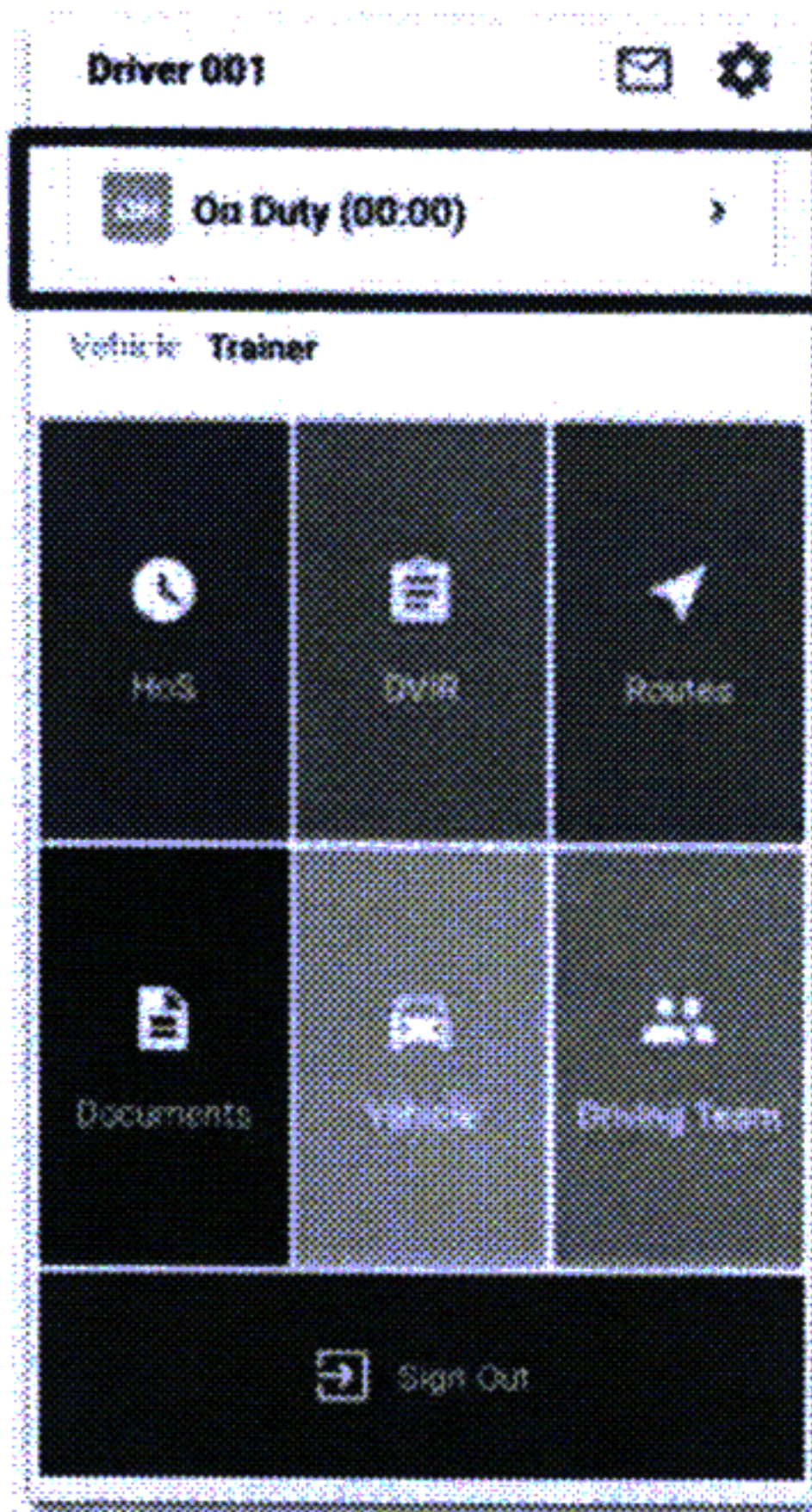


Used to transmit logs.
Used to show a DOT.

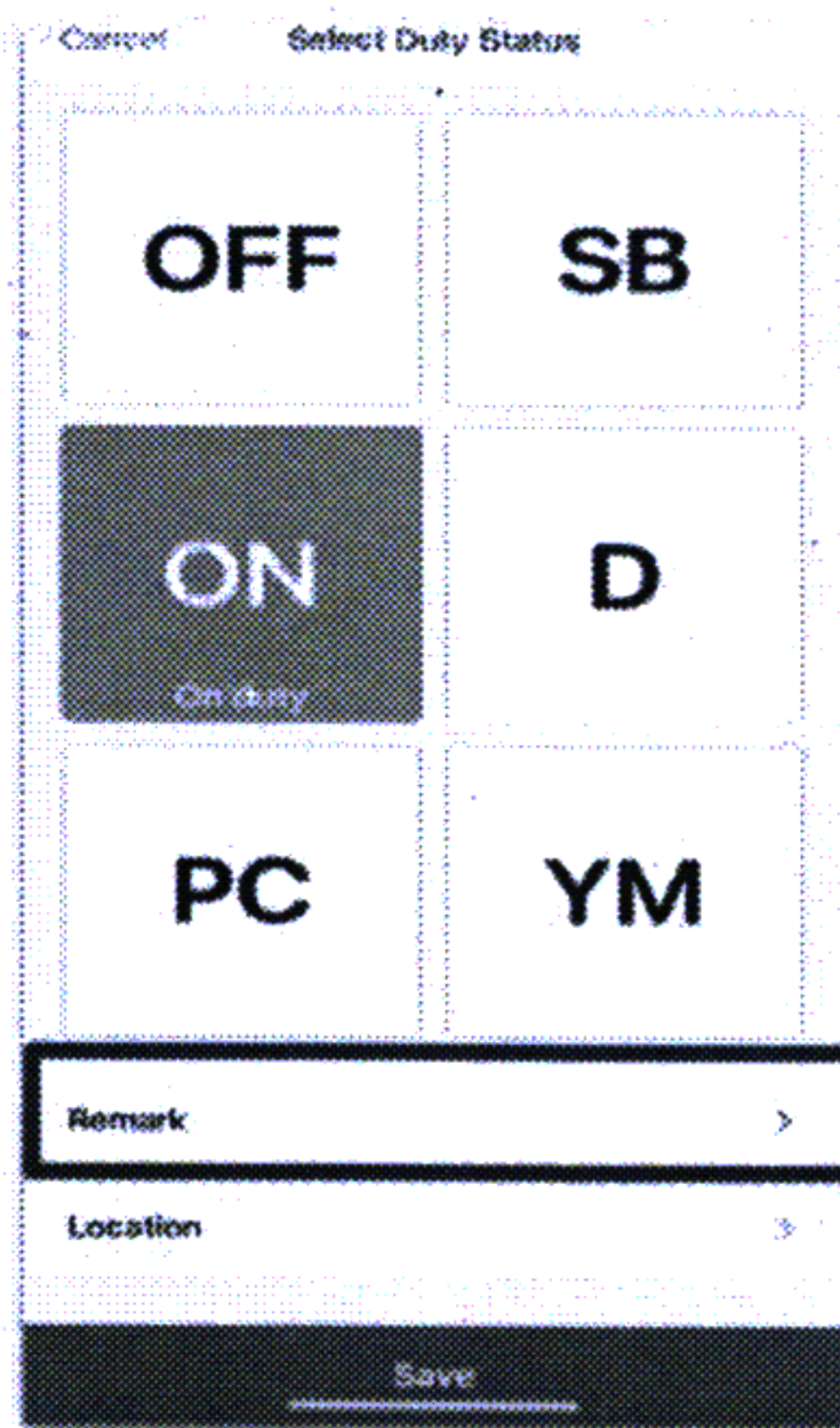
Review, edit and certify logs.

Swipe up & down

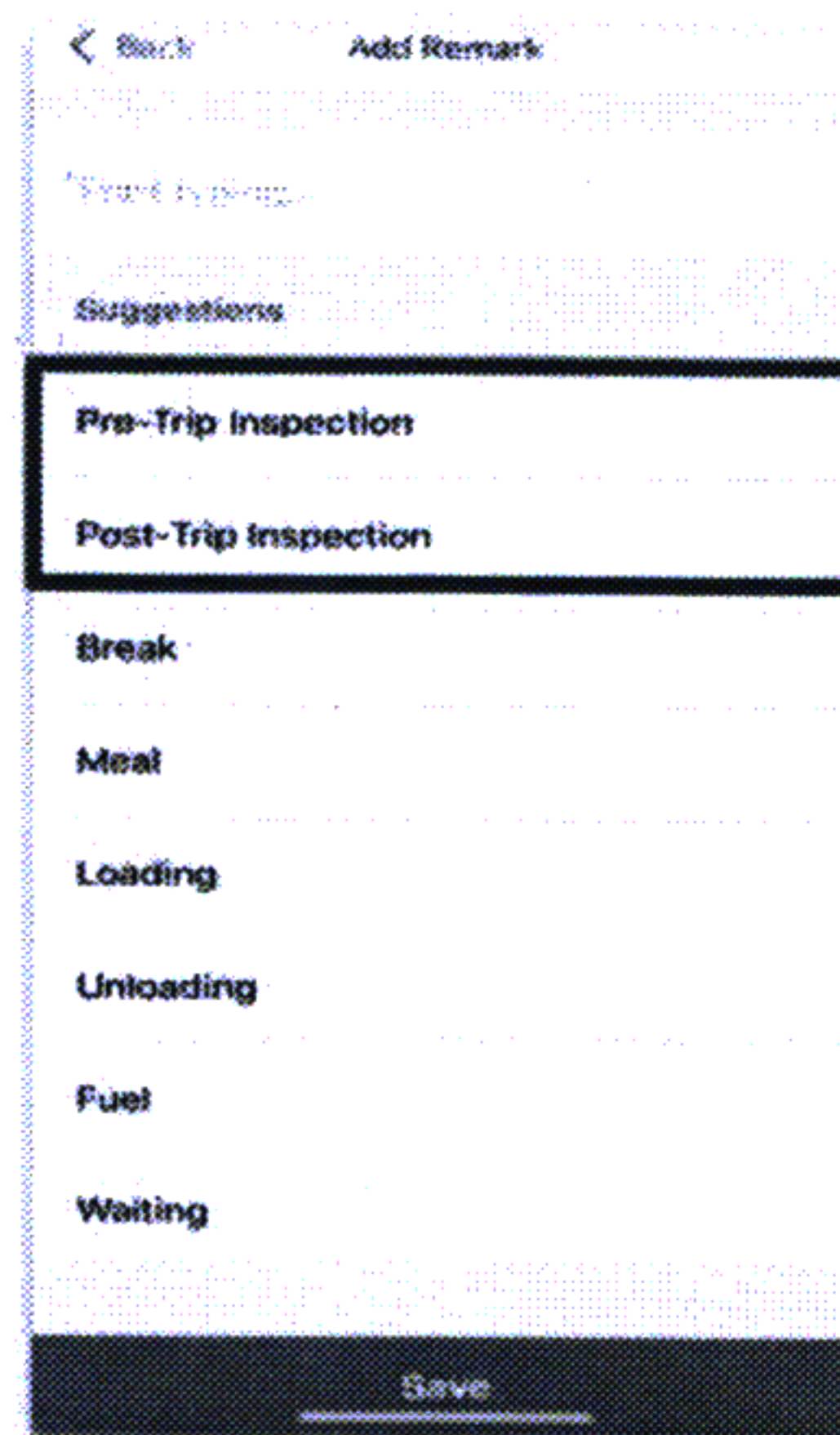
Pre-Trip and Post-Trip Inspection



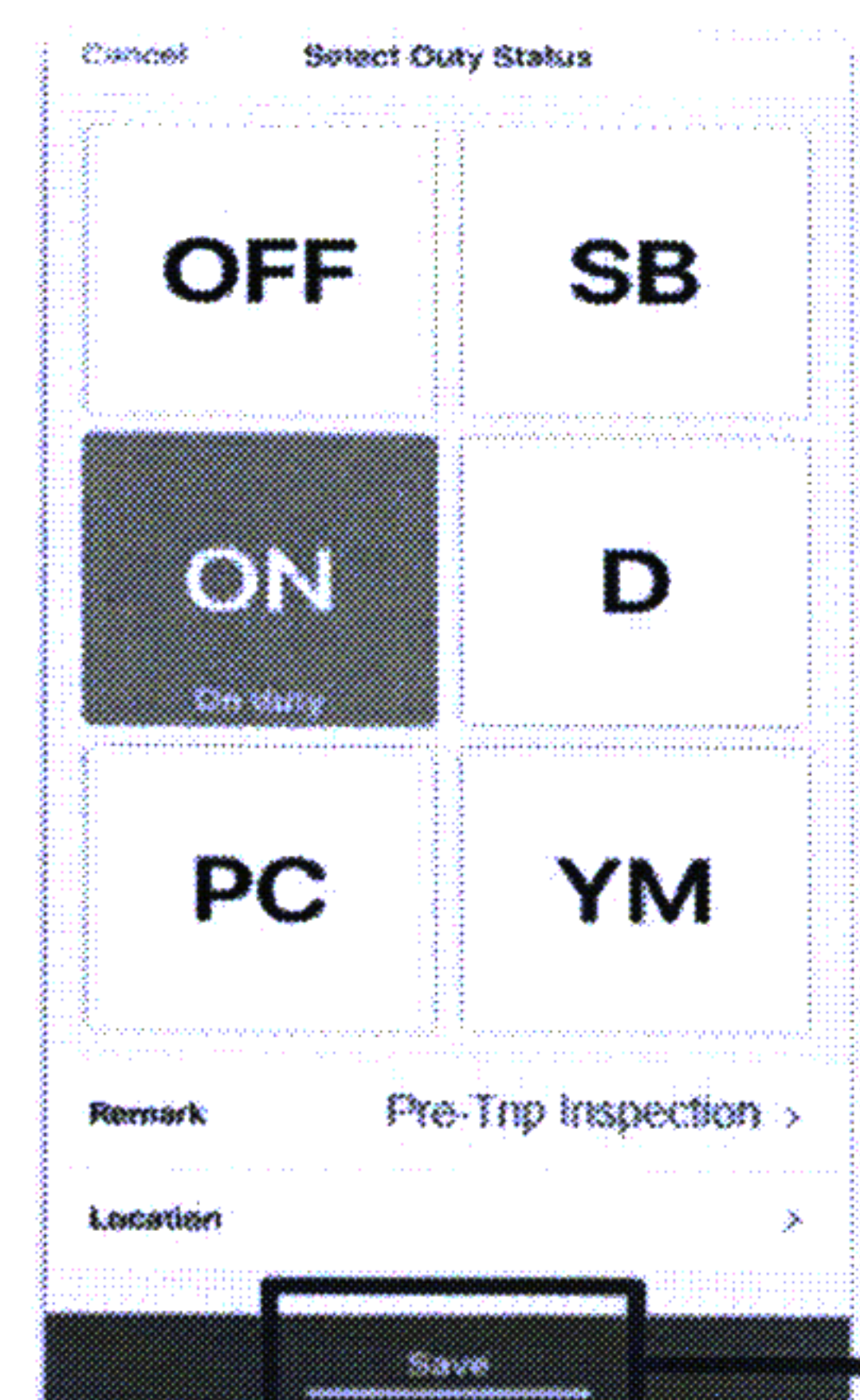
Tap the current Duty Status.



Tap Remark.



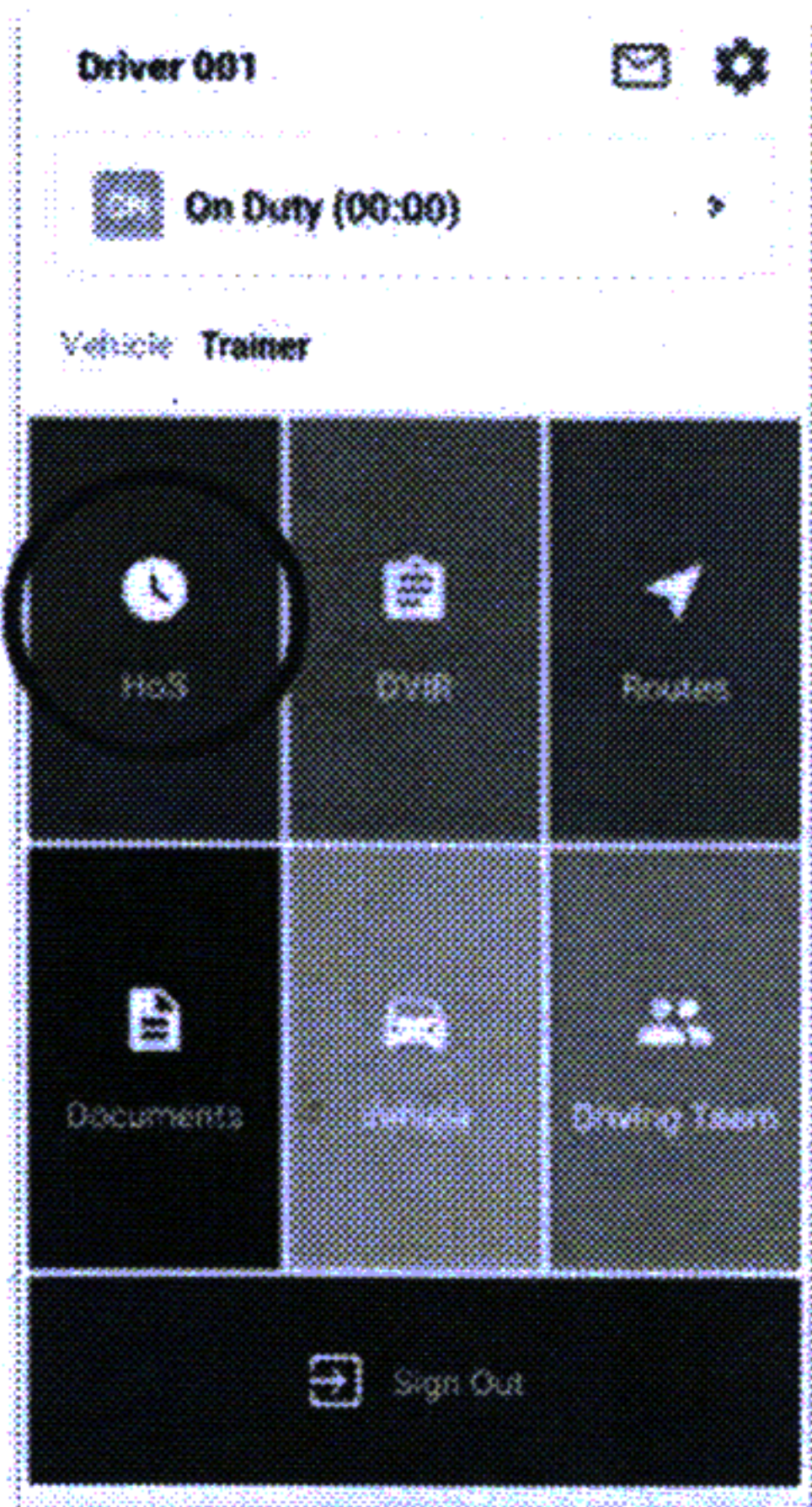
Select Pre/Post-Trip Inspection.



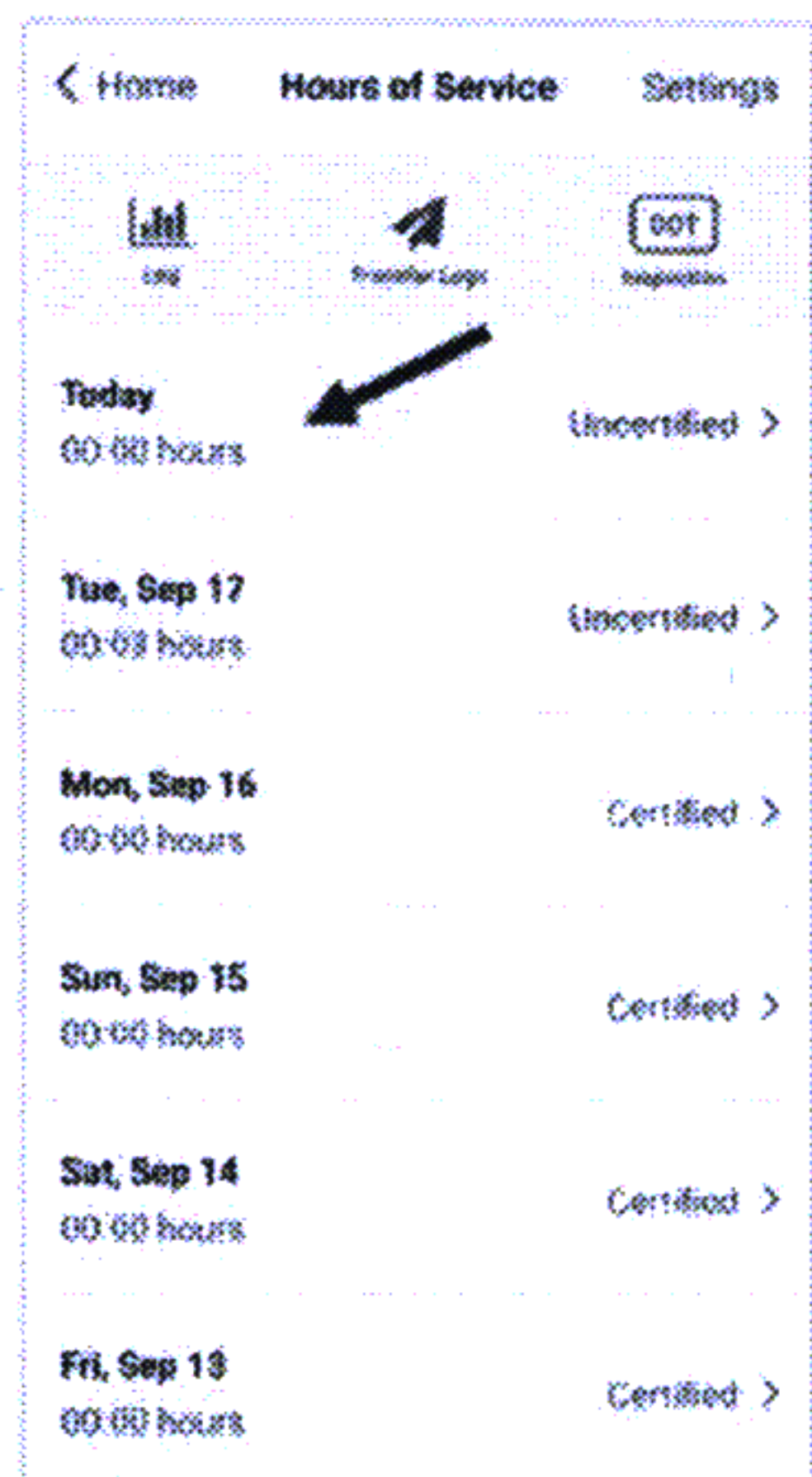
Tap Save.

Complete a paper VCR !!

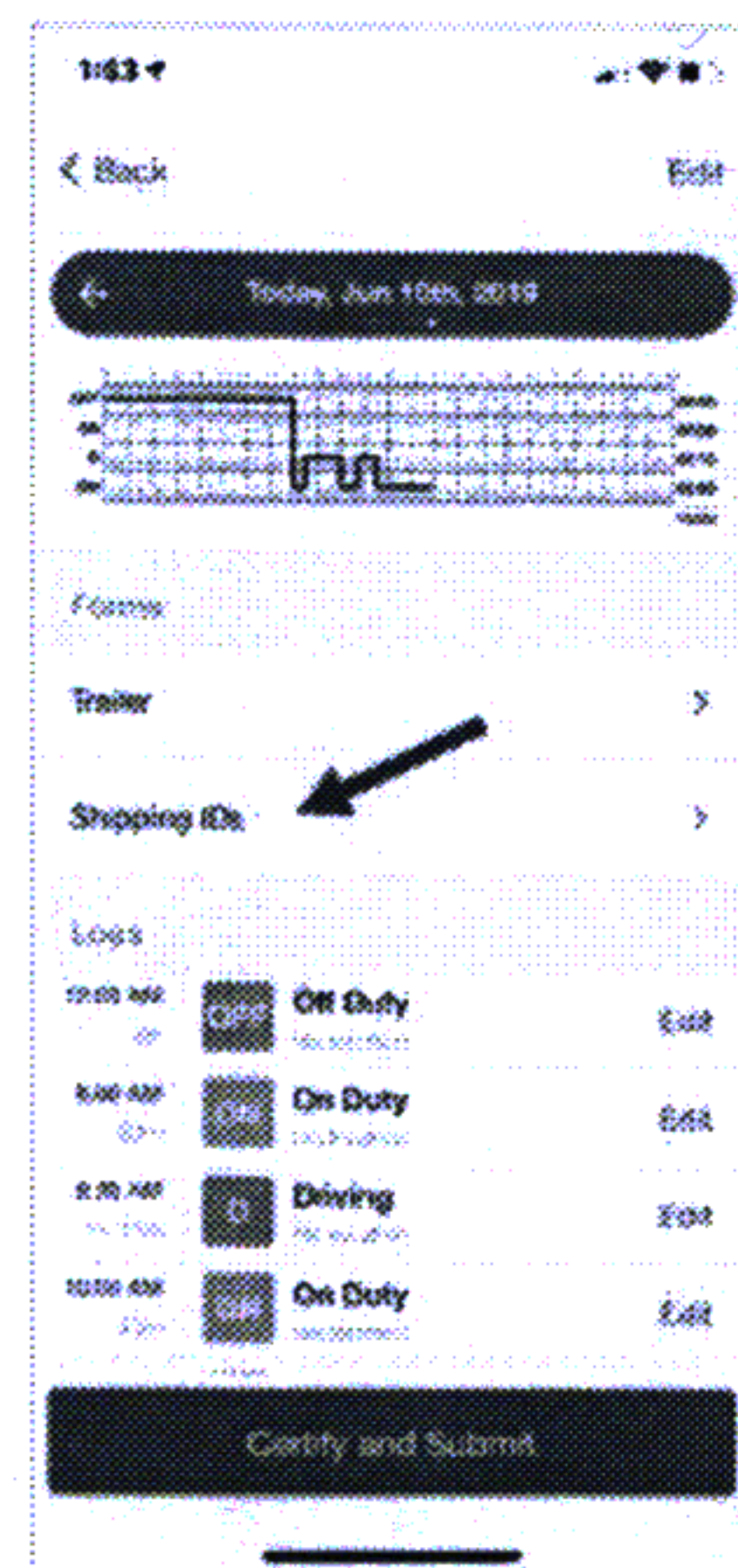
Entering a TP2 or City Manifest Number



Tap HOS.

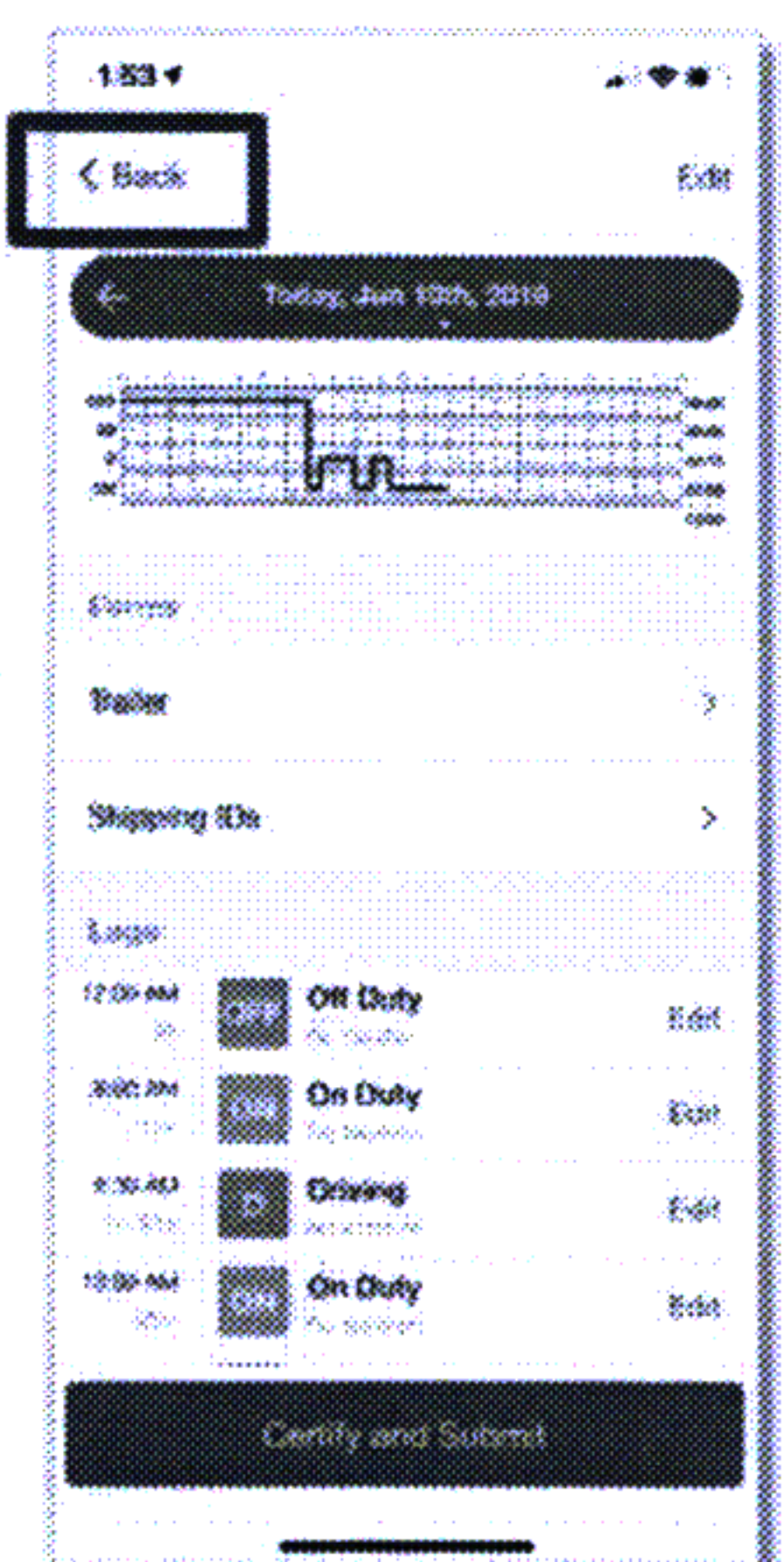


Tap on Today's log.



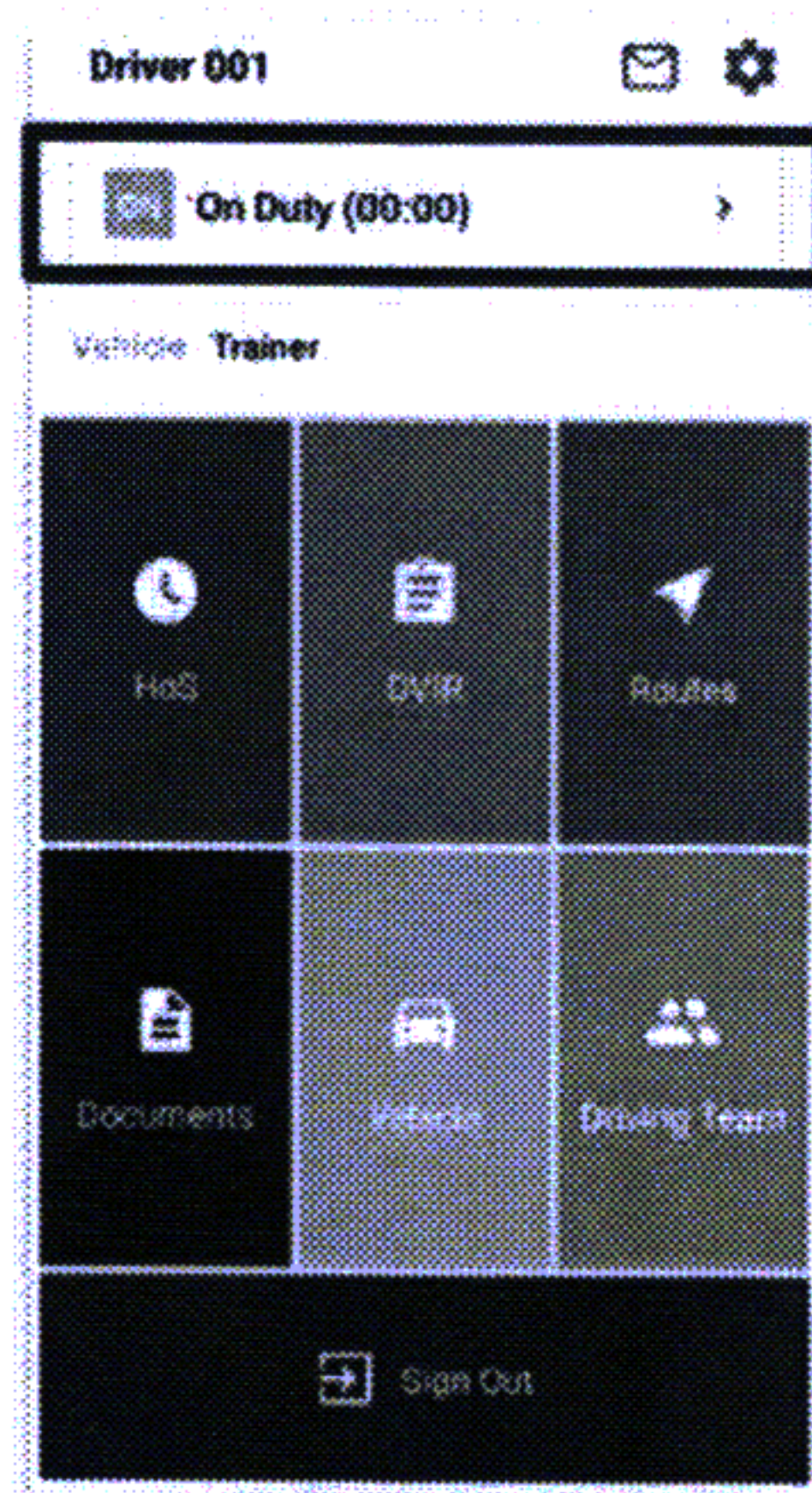
Tap on "Shipping IDs"

Enter the
TP2 Or City
Manifest #

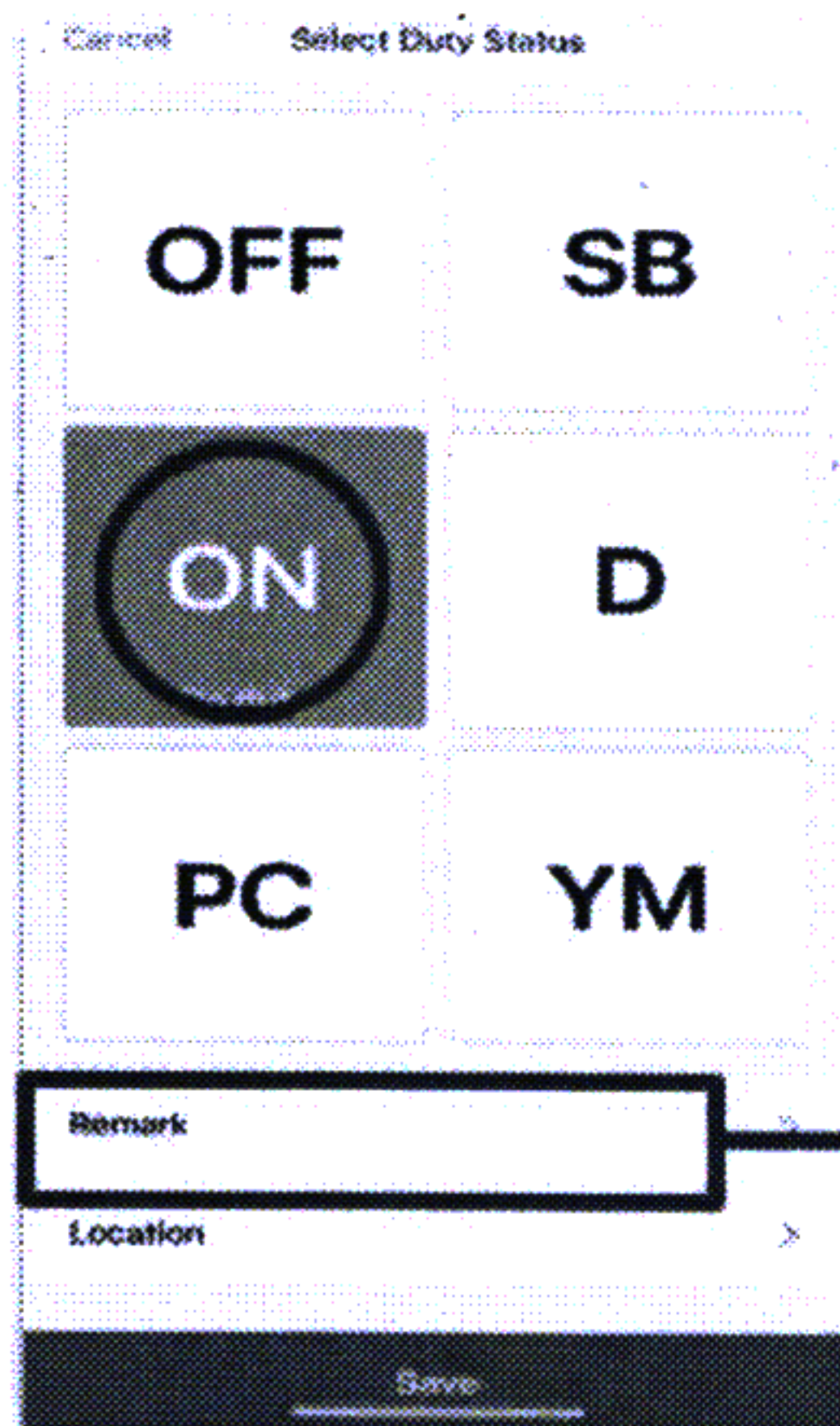


Tap "Back". Do not certify and Submit.

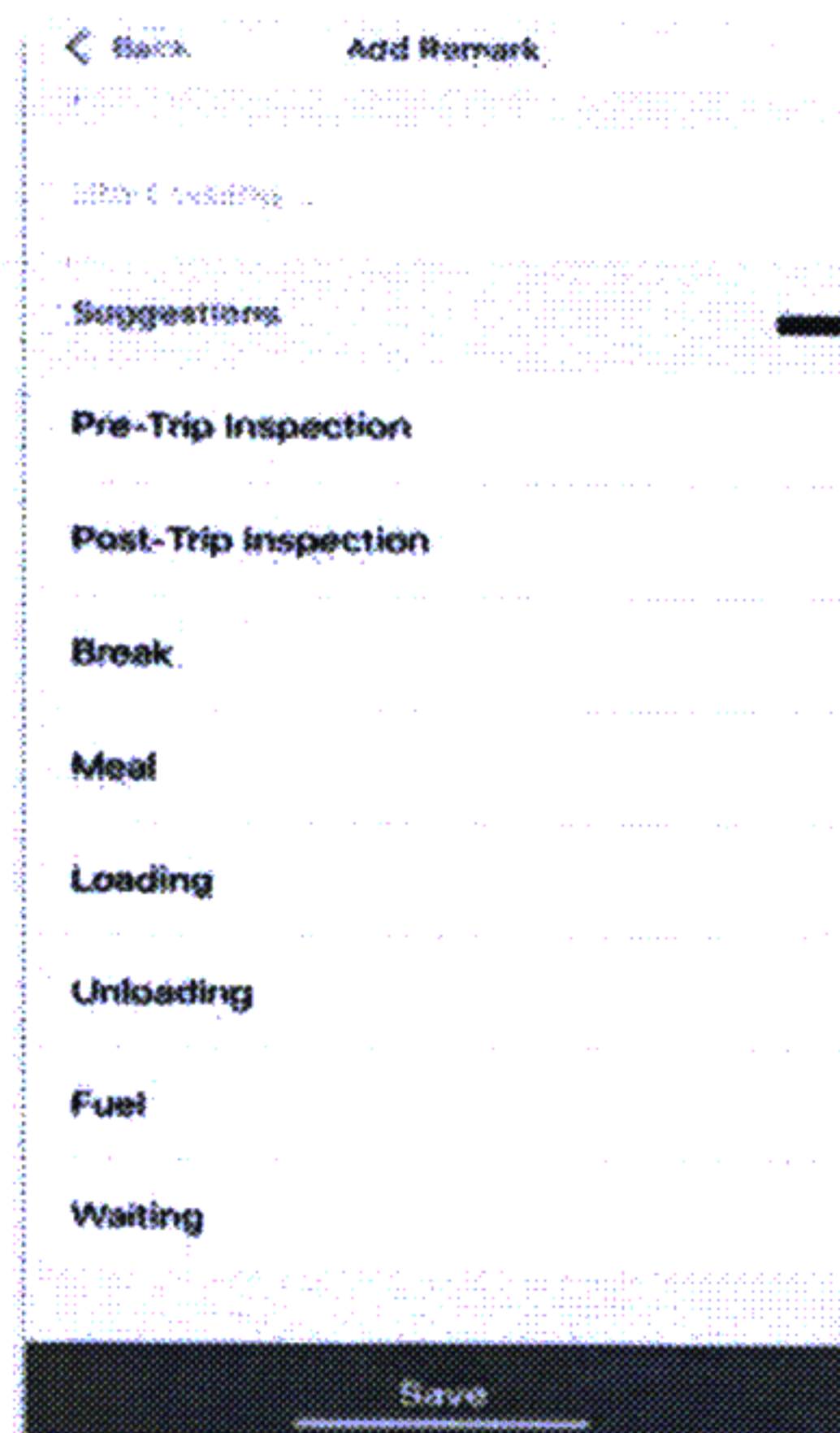
Hours of Service – Manually changing duty status



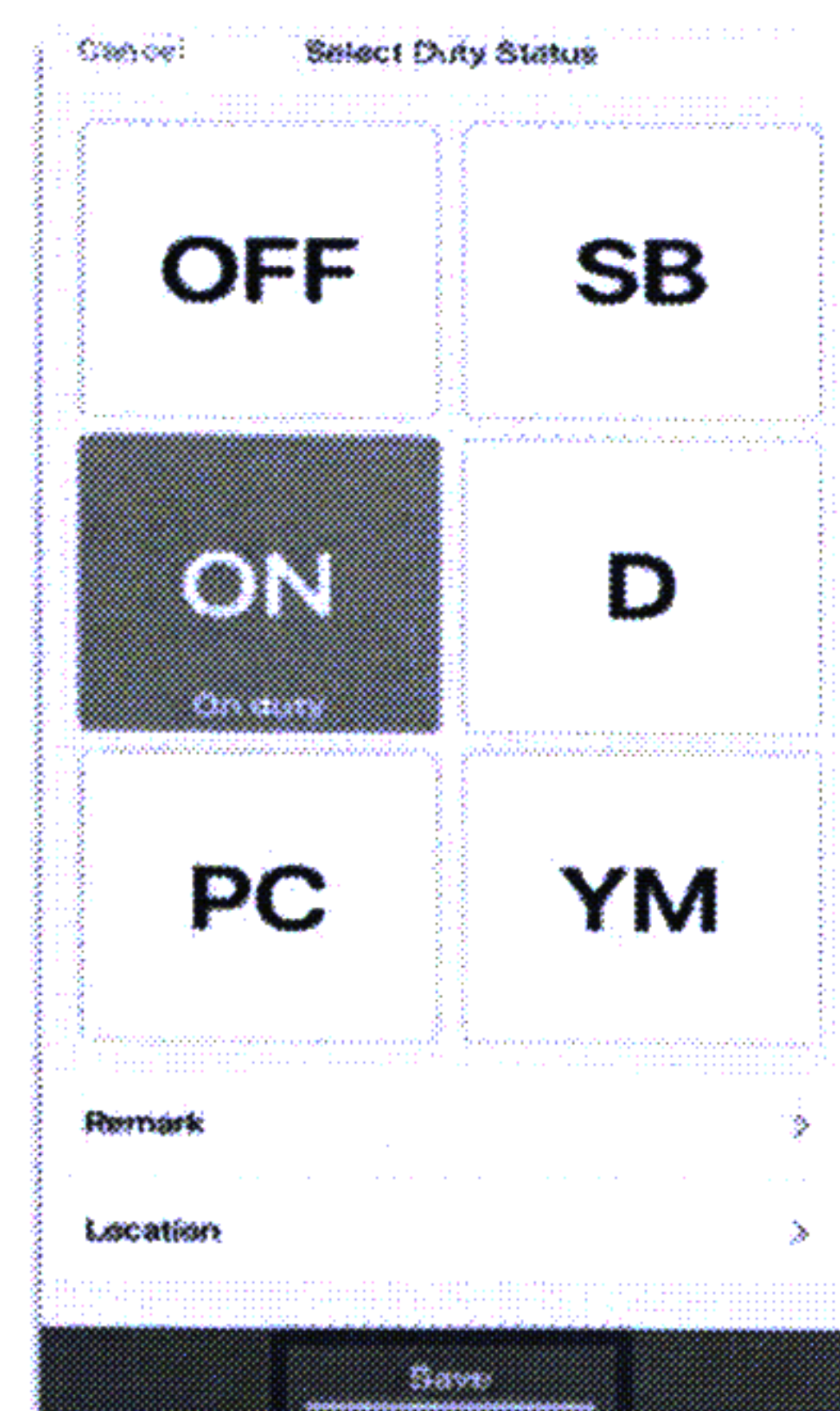
Tap the Current Status bar.



Select the desired status.
Enter optional remark.



Use a suggested remark
or type your own.

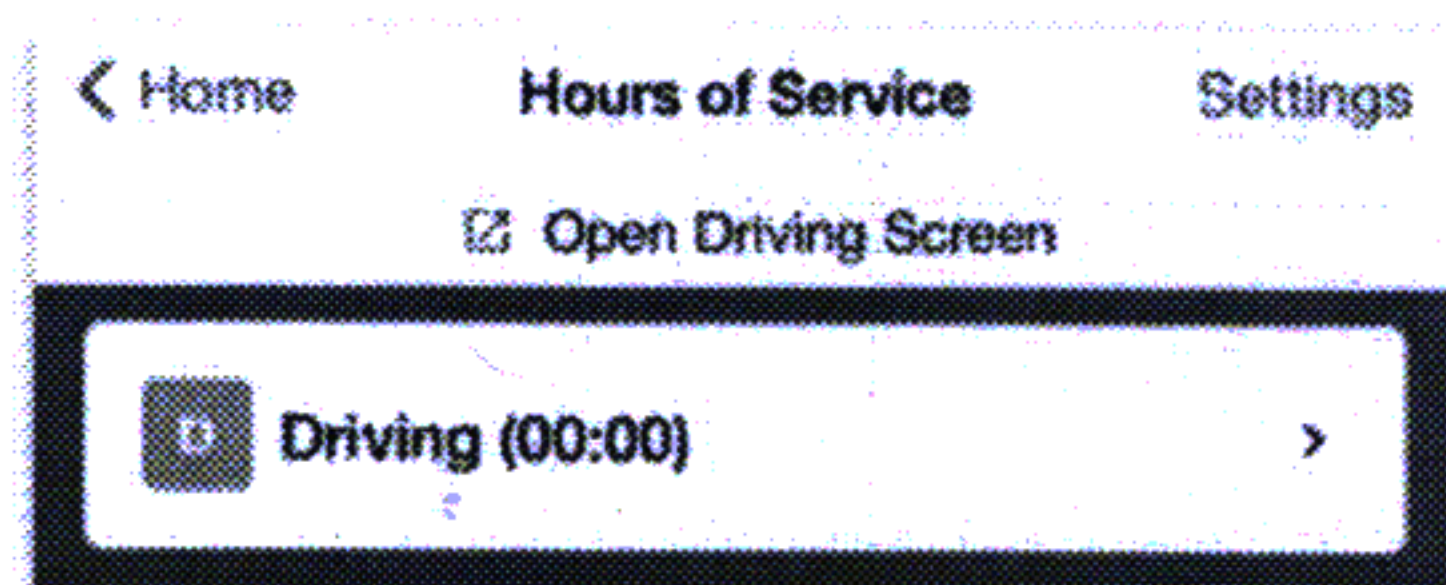


Save.

Hours of Service – Auto duty status change

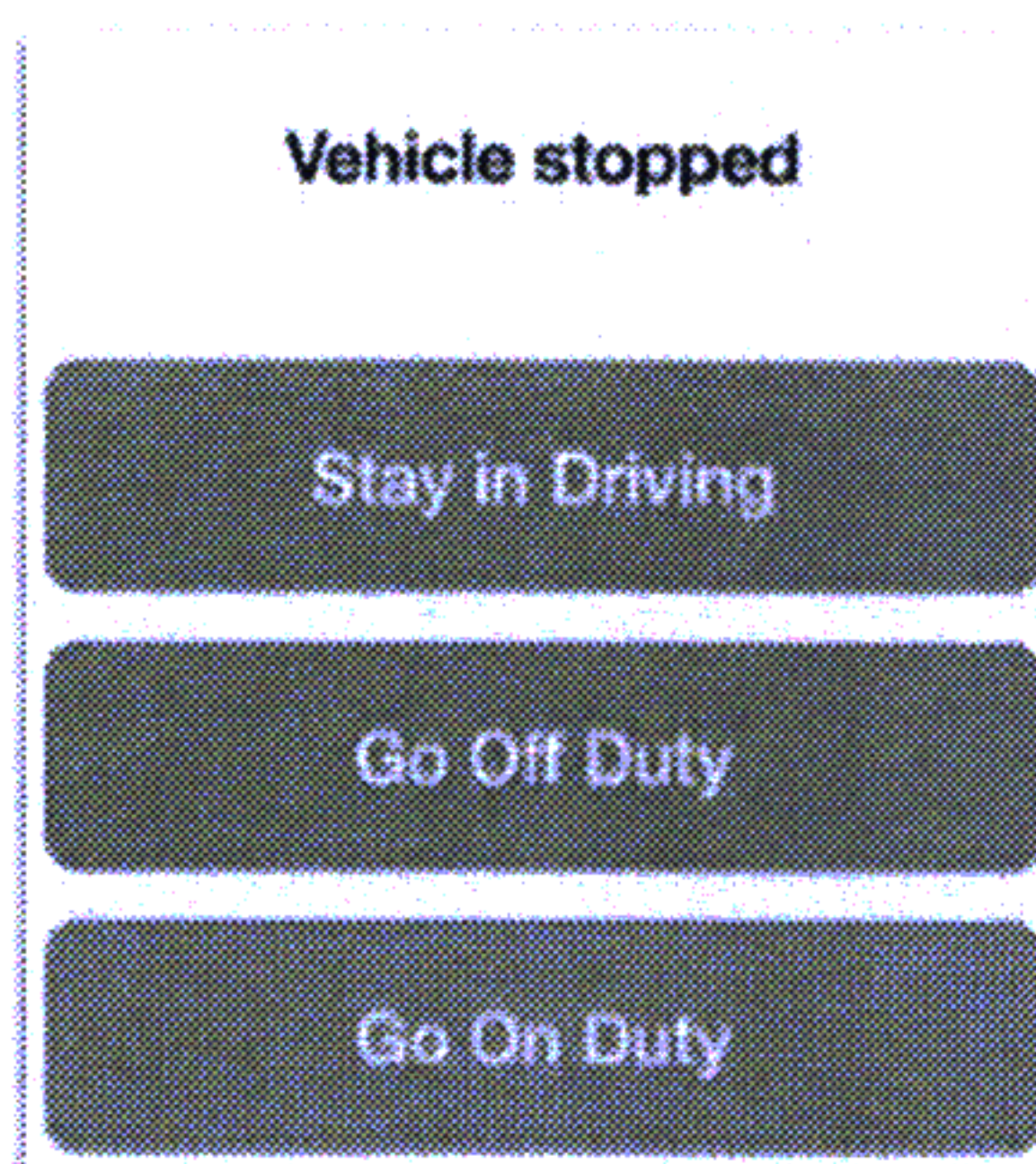
Begin driving

When your vehicle goes above **5 mph** your status will automatically change to Driving.*



Making Stops

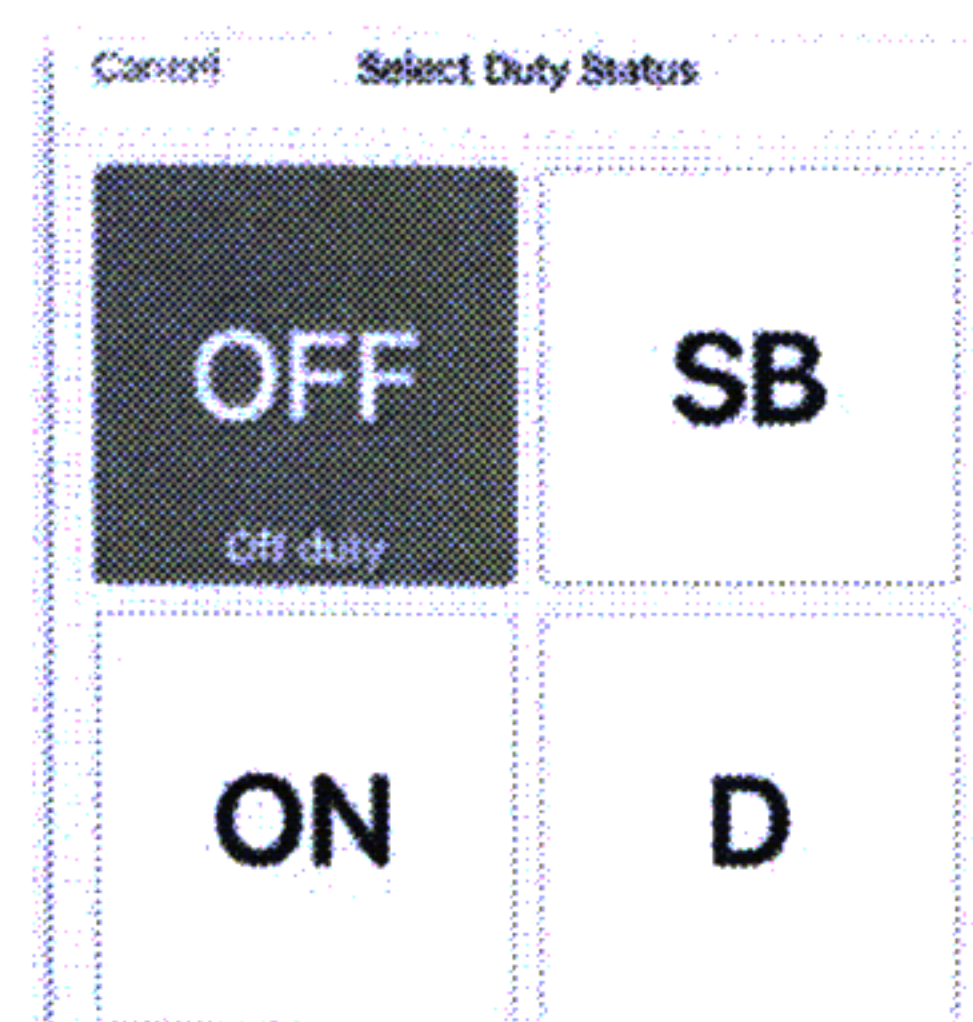
When you stop driving and **5 minutes** have passed, you will be prompted for your duty status. Default status is On Duty.*



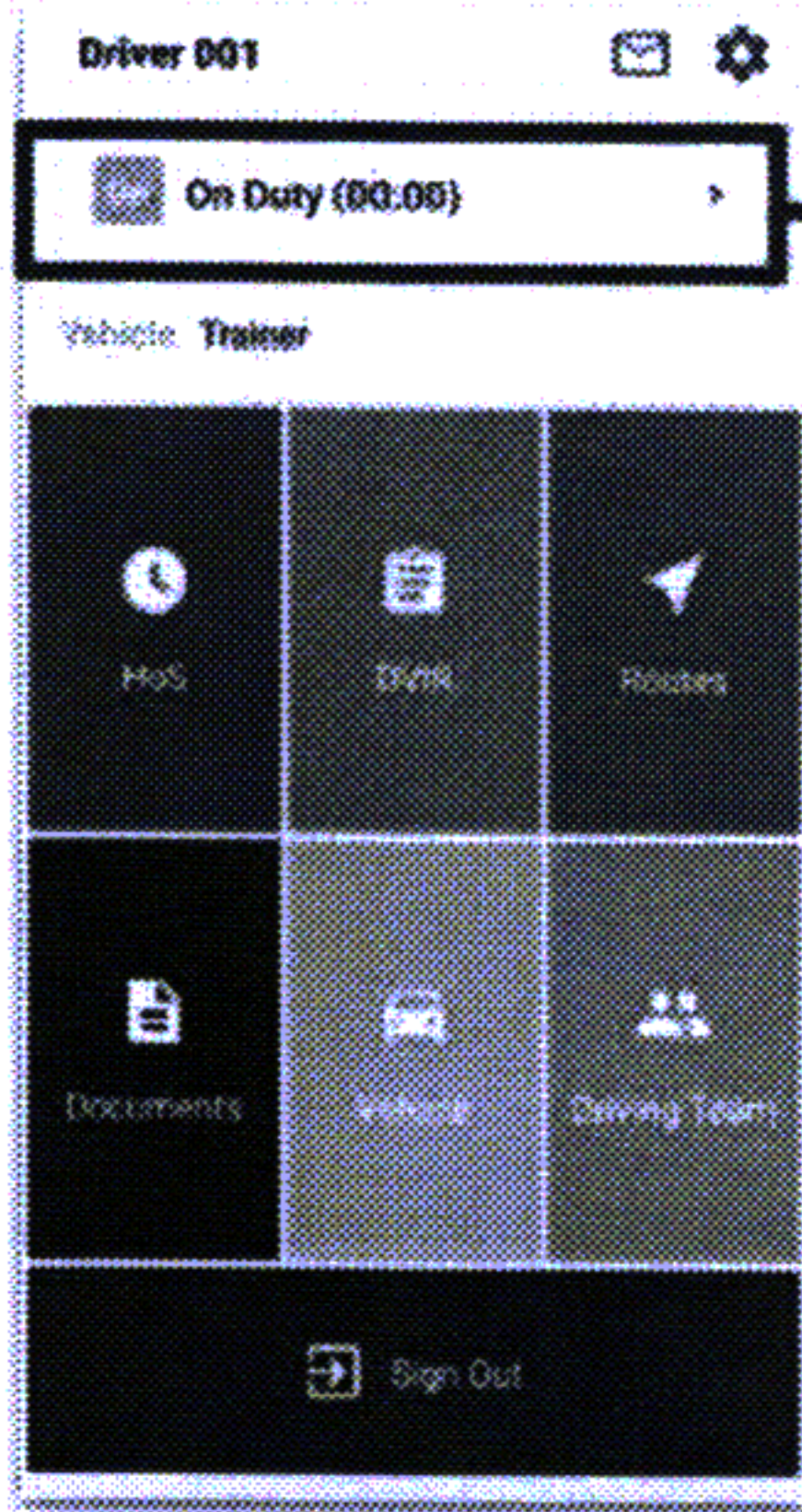
Taking Breaks

When taking a break switch your status to Off Duty.

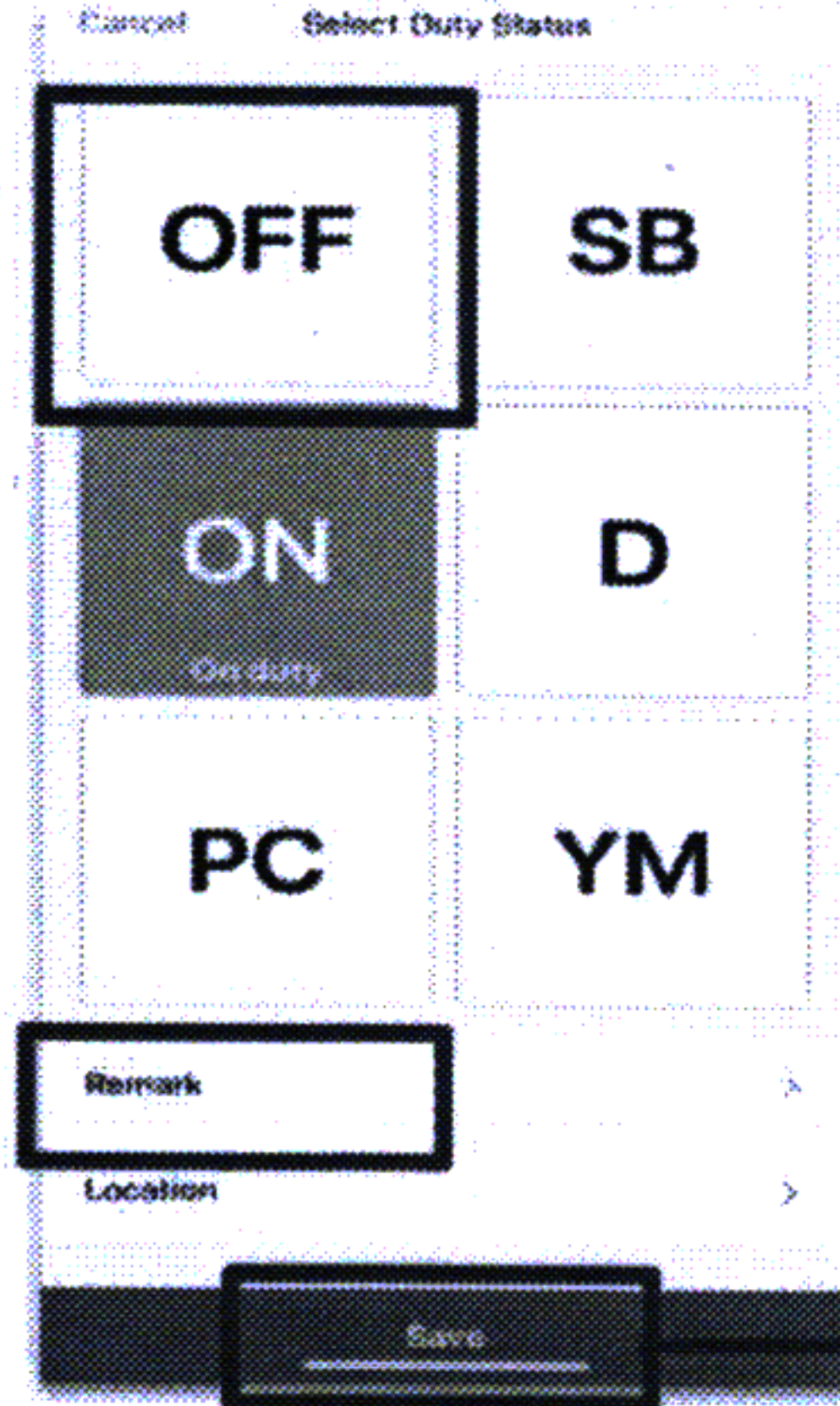
Return to On Duty when your break is over, or start to drive.



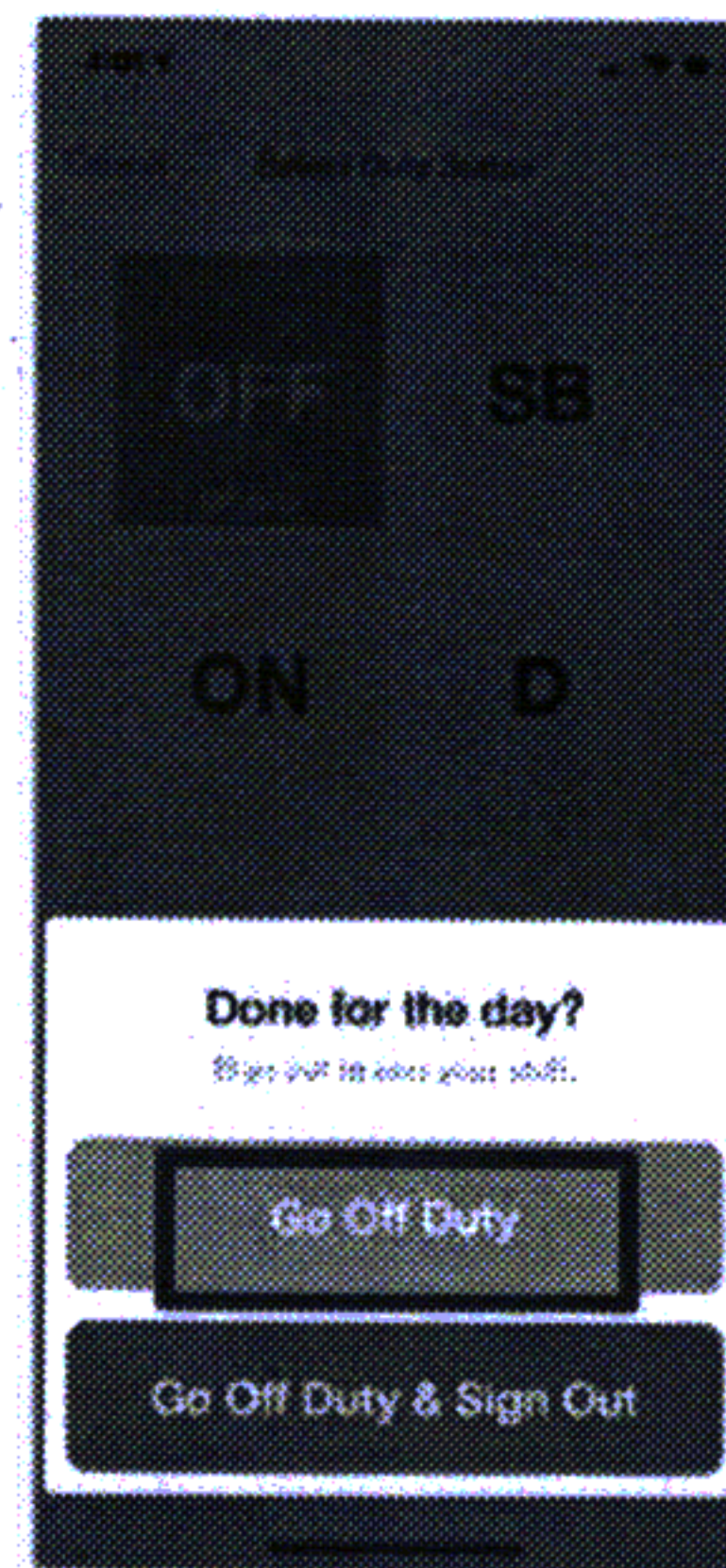
30-Minute Break



Tap current duty status.



- Select OFF Duty.
- Enter a remark ("Break").
- Save.



Select Go Off Duty.

Following your 30-minute rest break:

- Begin driving to go back into DRIVING status, or
- Manually change your duty status to ON Duty.



City drivers must enter their 30-minute break in both the Samsara app and the City app.

Signing out

Remember to sign out of the app when you are done with your vehicle.

It is VERY important to ensure you are no longer associated with the vehicle, so any movement will not be attributed to you.

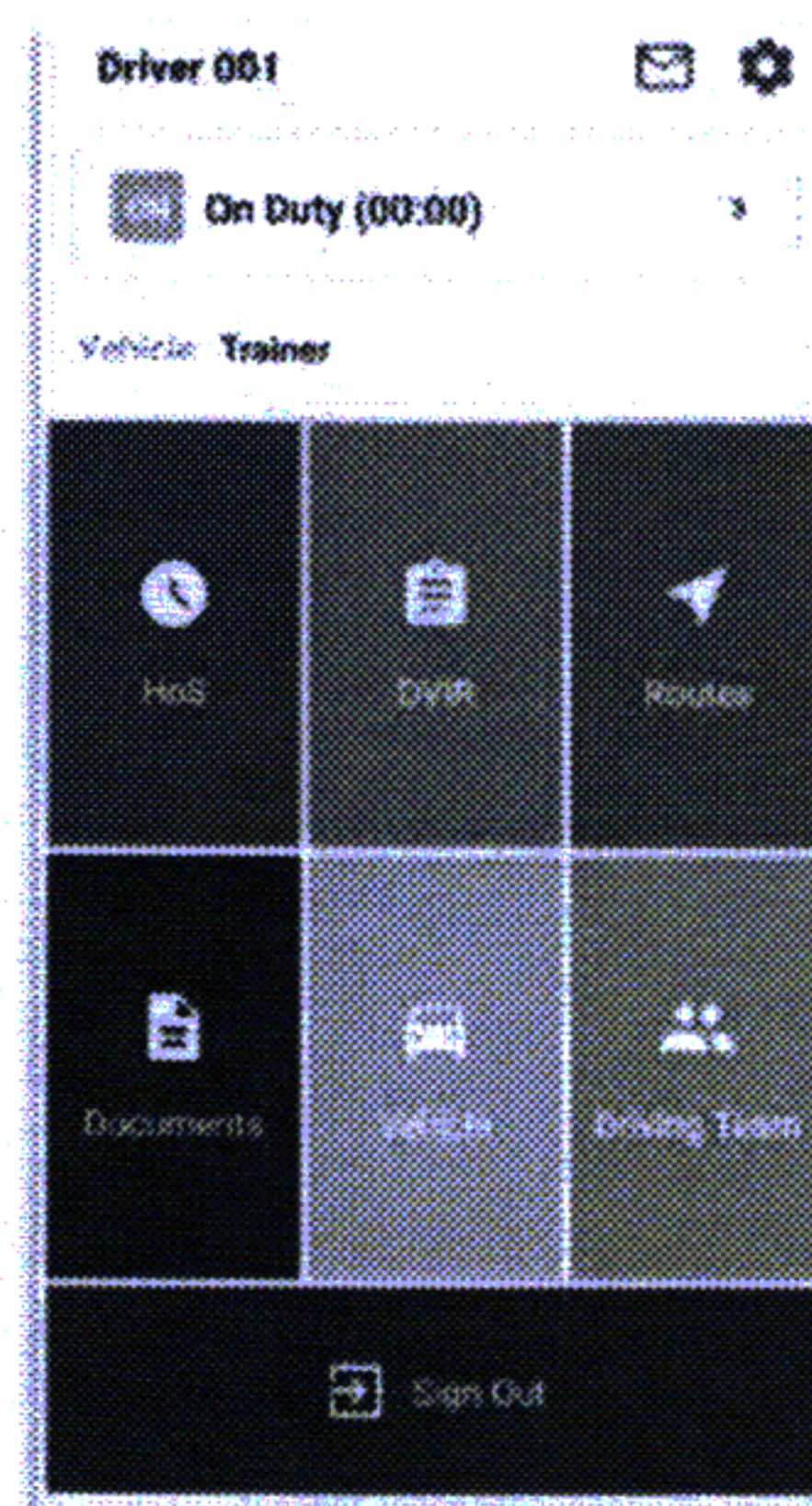
Do not certify your current day's log.



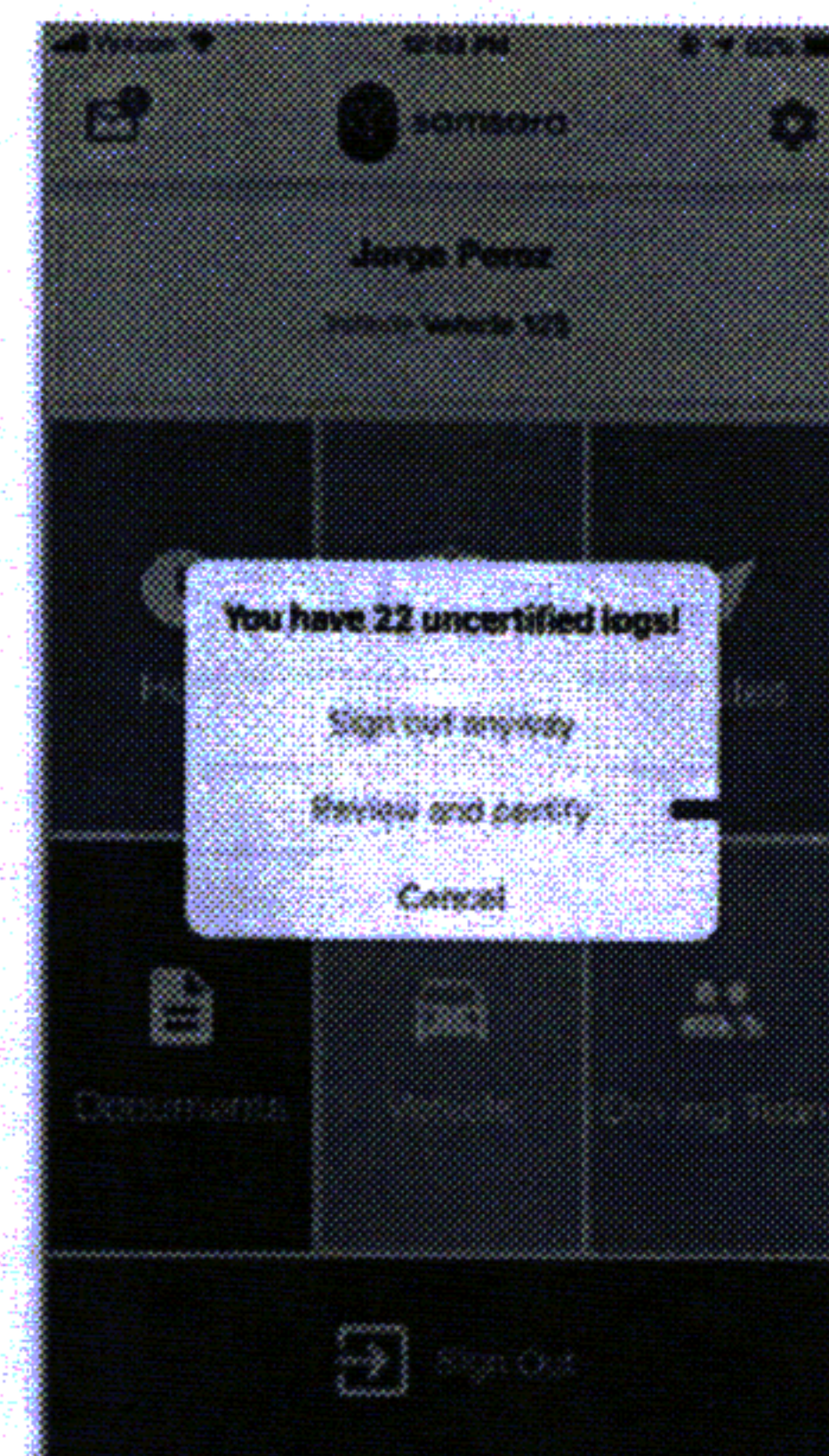
Always sign out ON DUTY.



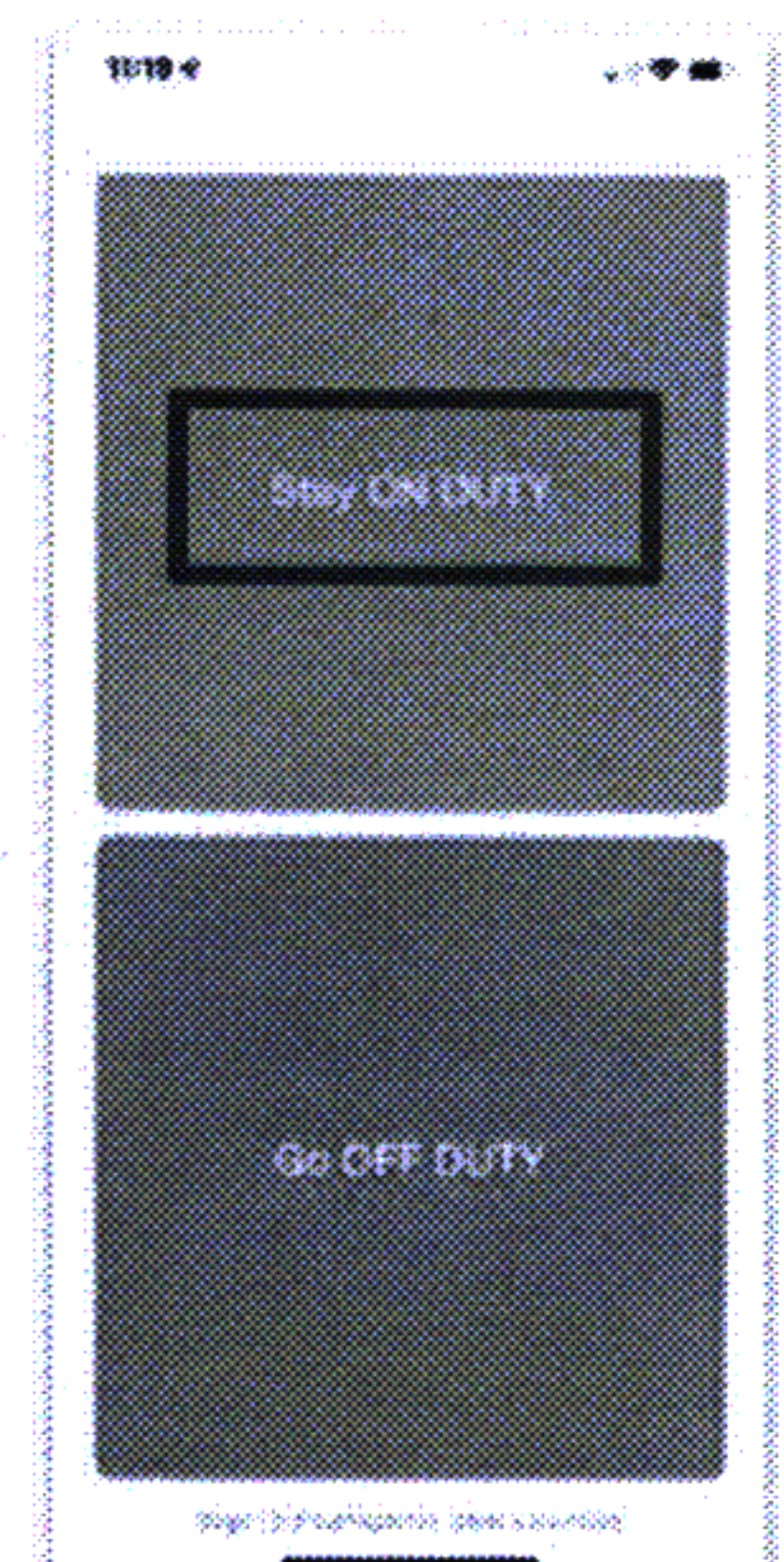
Power off the device and leave it in the tractor.



Select "Sign Out".



Select "Review and certify" to certify logs, or "Sign out anyway"



Select "Stay ON DUTY". You will go off duty at the ETC.

ROAD DRIVERS

START DAY

- Clock in at ETC
- Proceed to tractor
- Complete Pre-trip inspection
- Samsara app
 - Sign on
 - Certify logs
 - Enter Pre-trip remark
 - Enter TP2 number
- Begin driving

LUNCH

- Samsara app
 - Go Off-Duty
- Enjoy your 31-minute break
- Begin driving

END DAY

- Complete Post-trip inspection
- Samsara app
 - Enter Post-trip remark
 - Sign out (on-duty)
- Power off ELD and leave in tractor
- Proceed to office
- Clock out at ETC