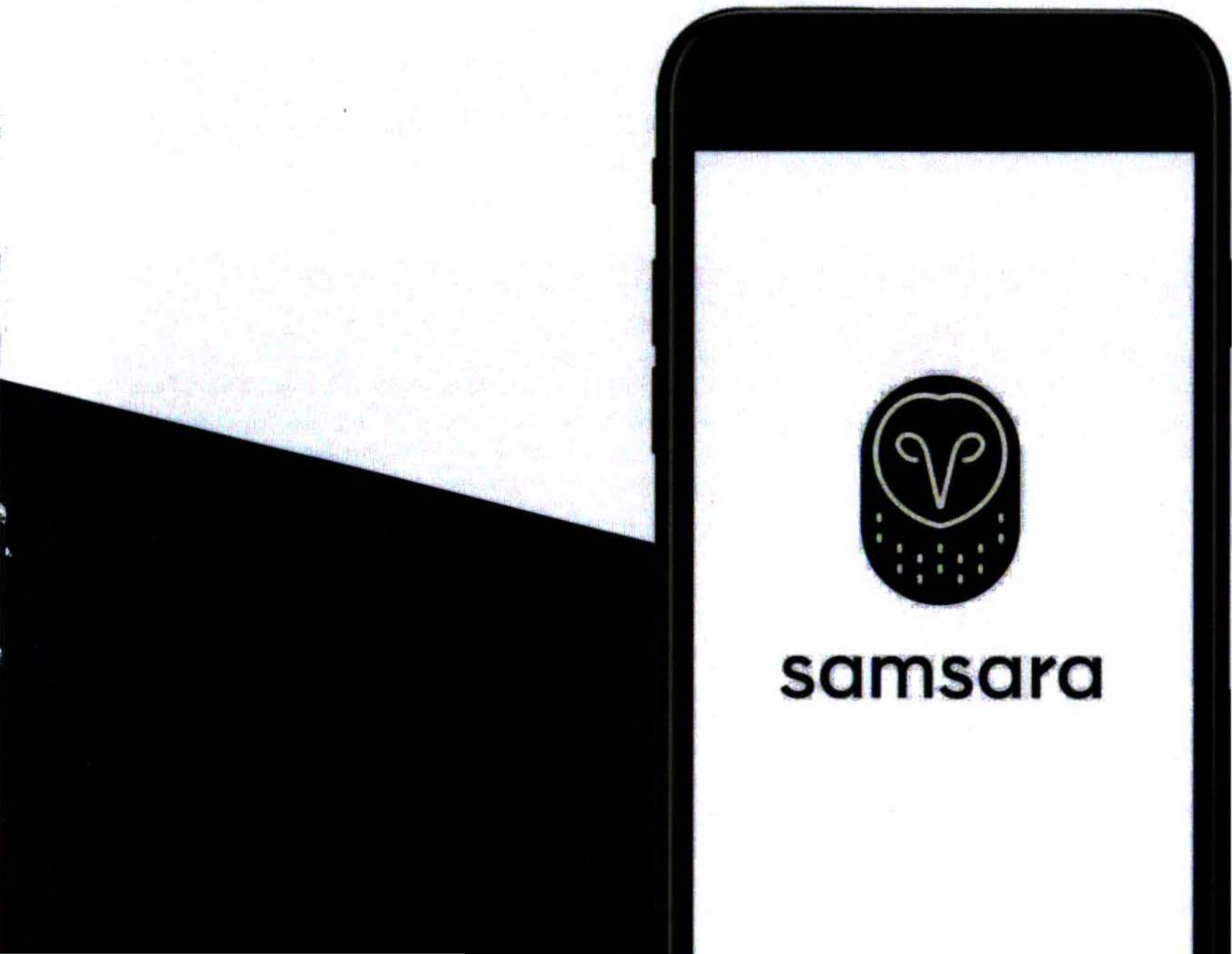
Samsara Driver App

USER MANUAL



My Samsara Login Details

Fleet ID

Username

Password Hint

Notes

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YOUR DAY IN THE SAMSARA DRIVER APP

1

Starting Your Shift

Check Vehicle for ELD Materials

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

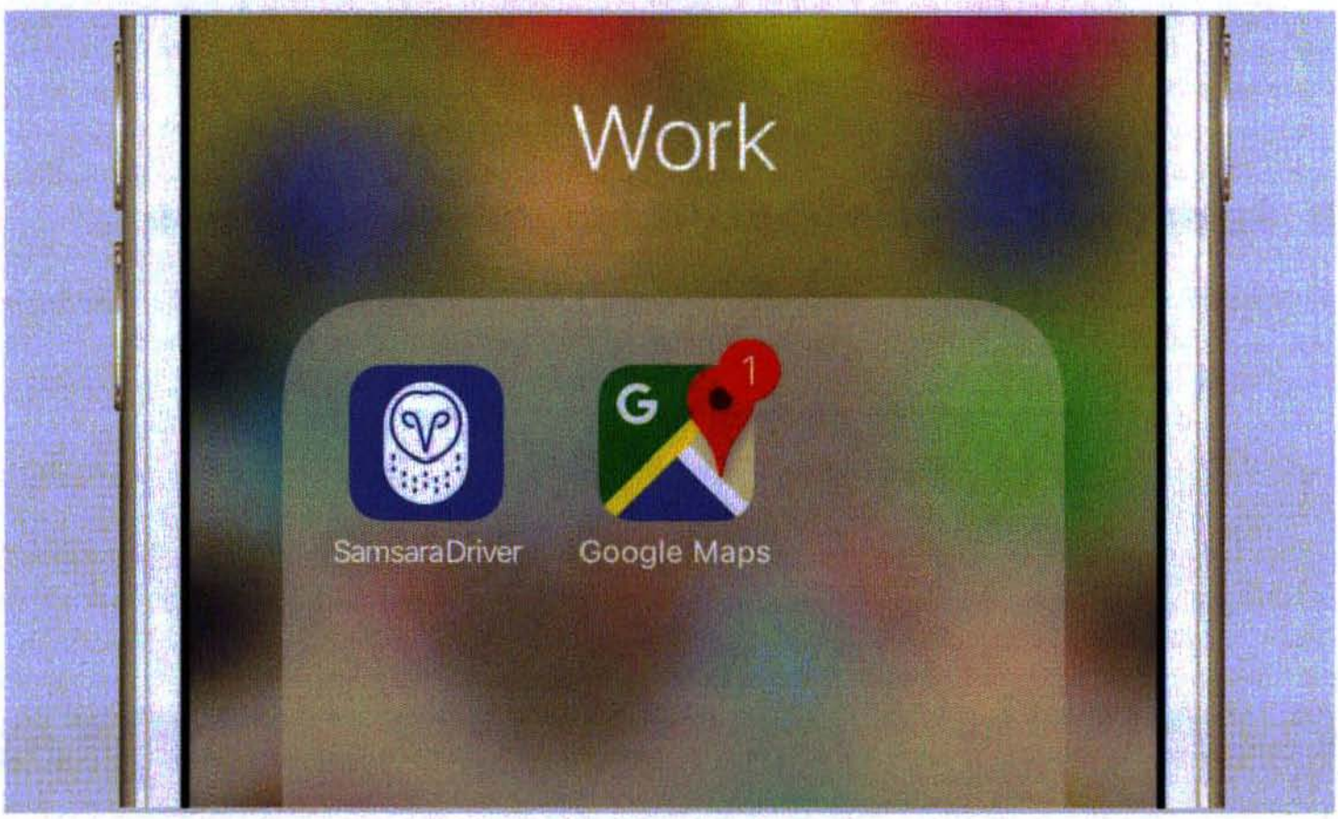
- [ ] This Samsara Driver App User Manual
- [ ] Samsara DOT Instruction Sheet
- [ ] Blank records of duty status graphs (8 days or more)

Notes

Sign In & Select Vehicle

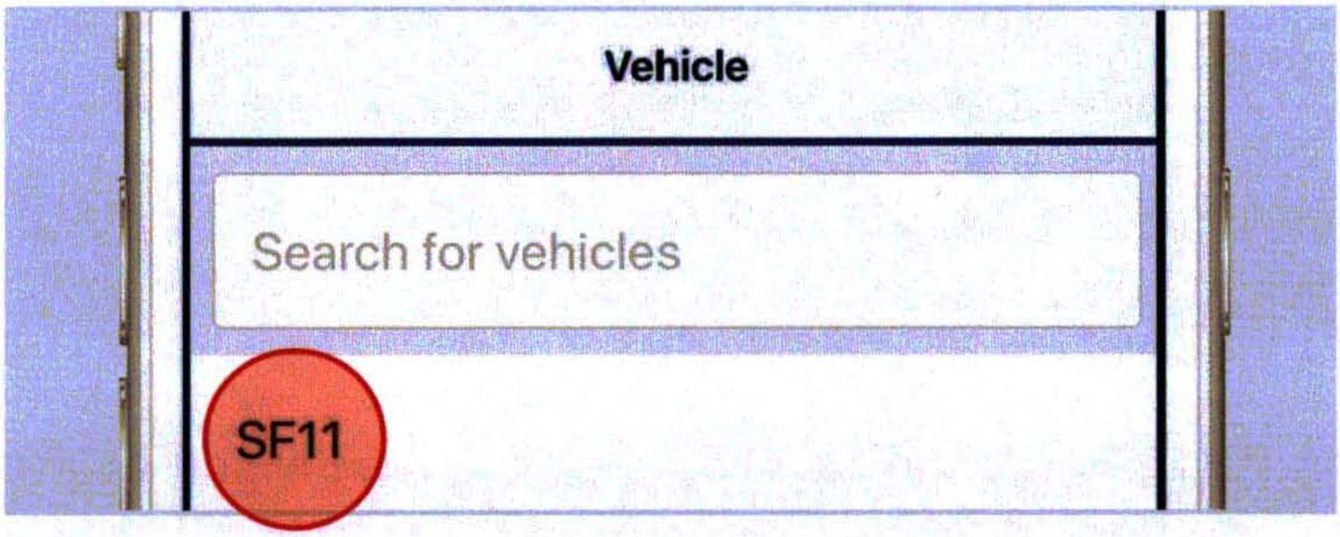
Write your Fleet ID, username, and password hint down for easy access. If you don't have login details yet, or you've forgotten them, contact your Carrier administrator.

1. Download and open the Samsara Driver App.

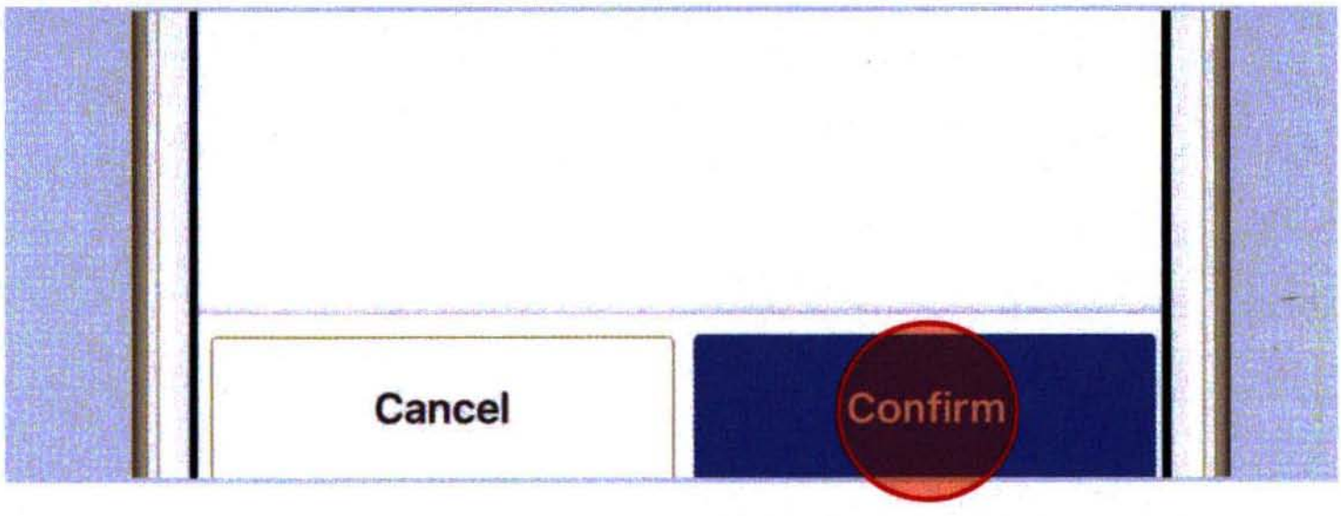


2. Enter your Fleet ID, username, and password and tap 'Sign In'.

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



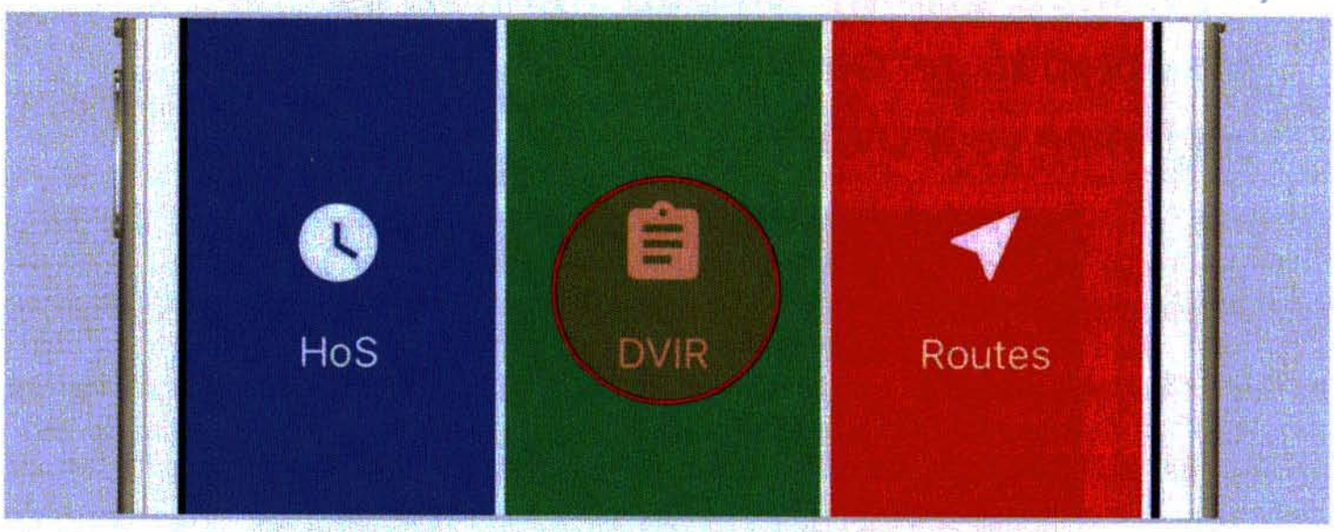
4. Confirm your vehicle selection.



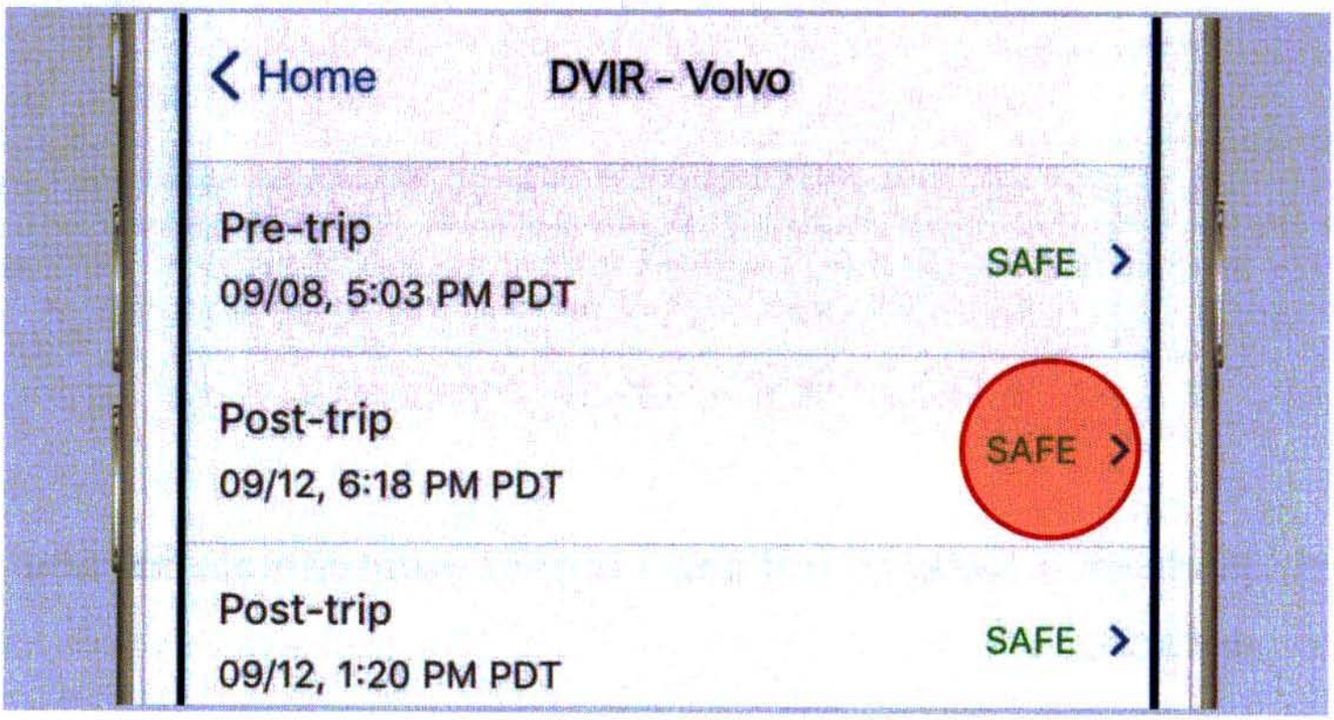
Complete Pre-Trip DVIR

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

1. Select the 'DVIR' tile.

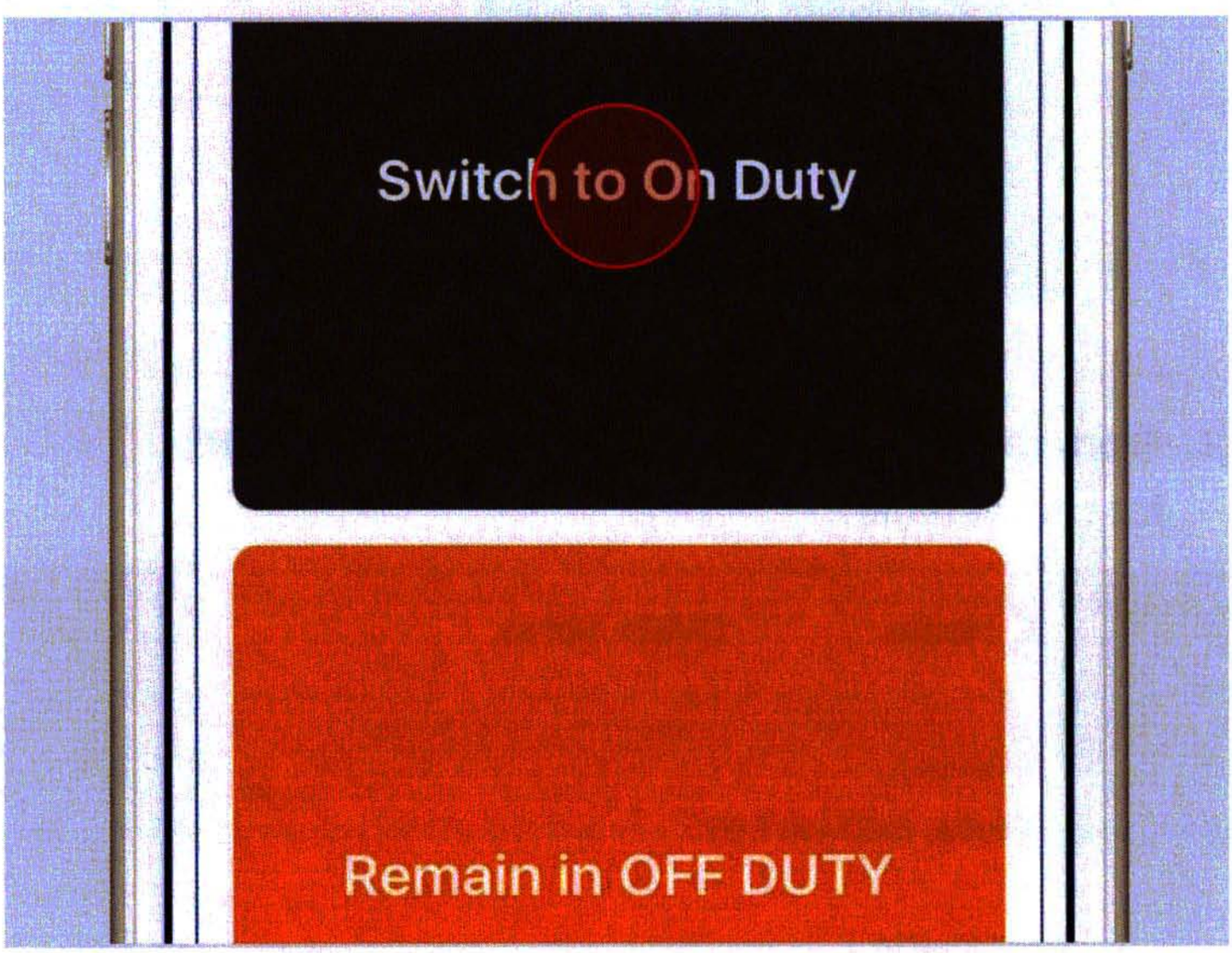


2. From the DVIR view, review any existing DVIRs for this vehicle.



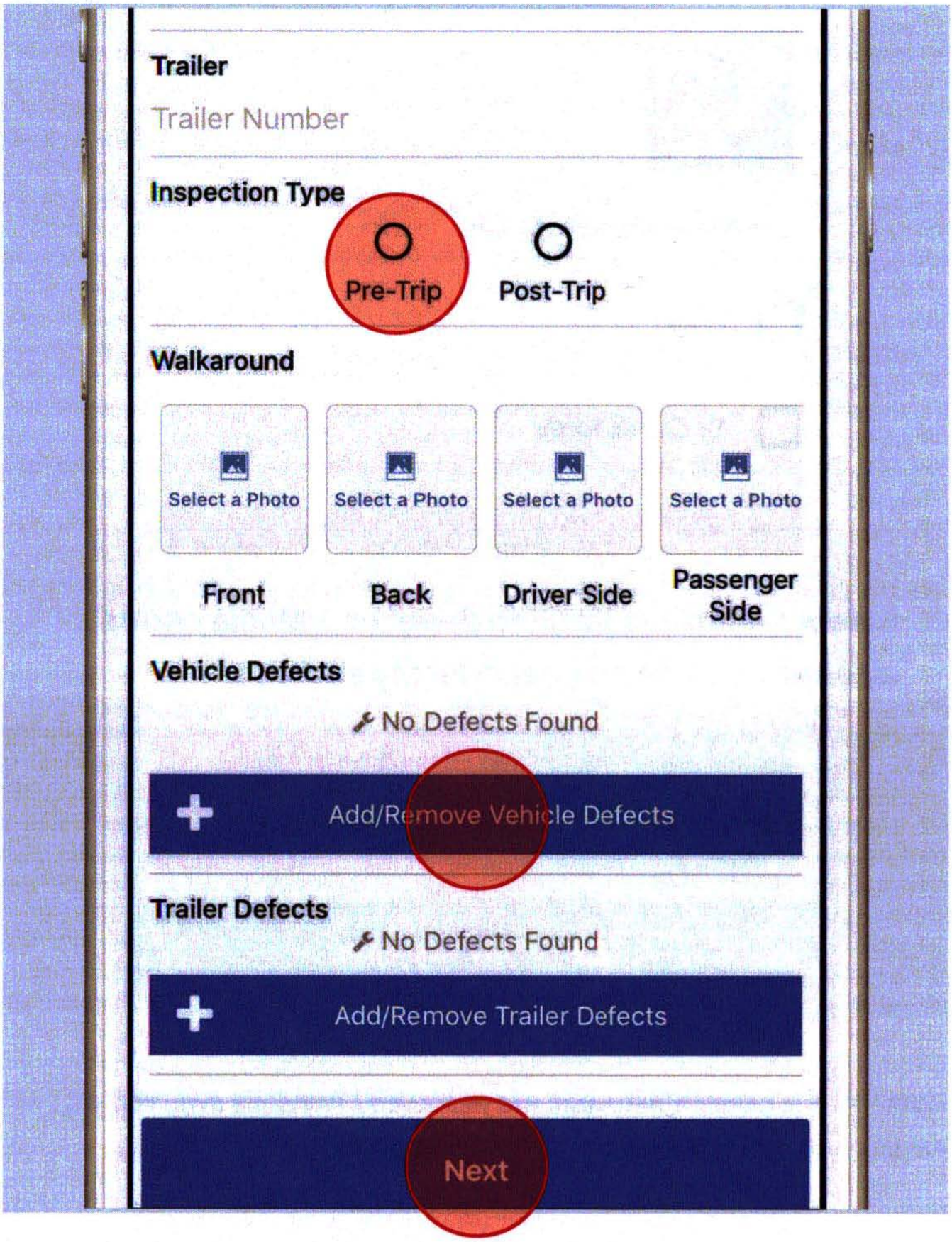
3. To create a new report, tap 'Add Report'.

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



5. Perform a walkaround and inspect your vehicle for any defects.

6. Select 'Pre-Trip' then tap 'Add/Remove Vehicle Defects' and review each item on the list against your vehicle. Tap 'Next' when you've completed your review.



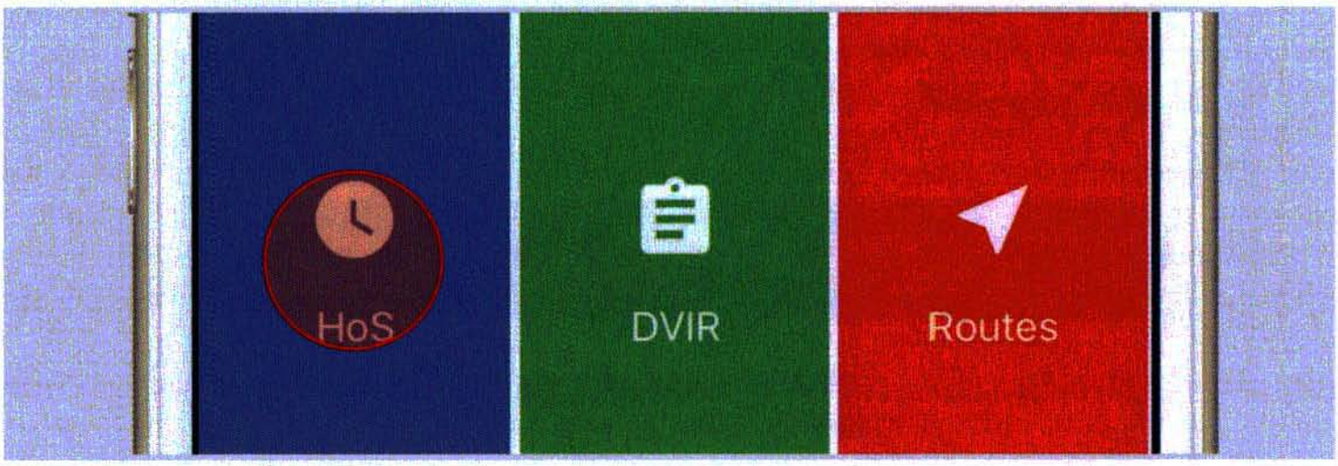
7. If defects are found, select the applicable defects and enter a description and optional photo. Tap 'Done' to save. If Trailer is applicable, repeat step 6 for Trailer.

8. Select 'Vehicle is SAFE to drive' or 'Vehicle needs attention'. To certify, tap 'Certify and Save'.

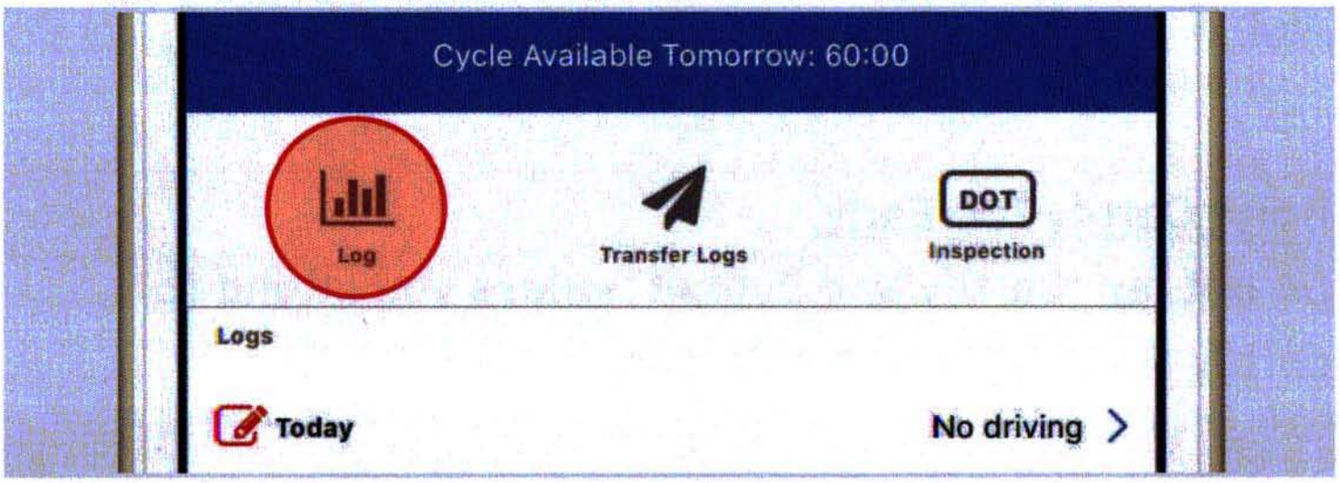
NOTE: IF YOUR CARRIER/MECHANIC HAS RESOLVED A PREVIOUS DVIR, YOU WILL BE ASKED TO CERTIFY WHETHER OR NOT THE DEFECTS HAVE BEEN RESOLVED.

Add Log Form Data

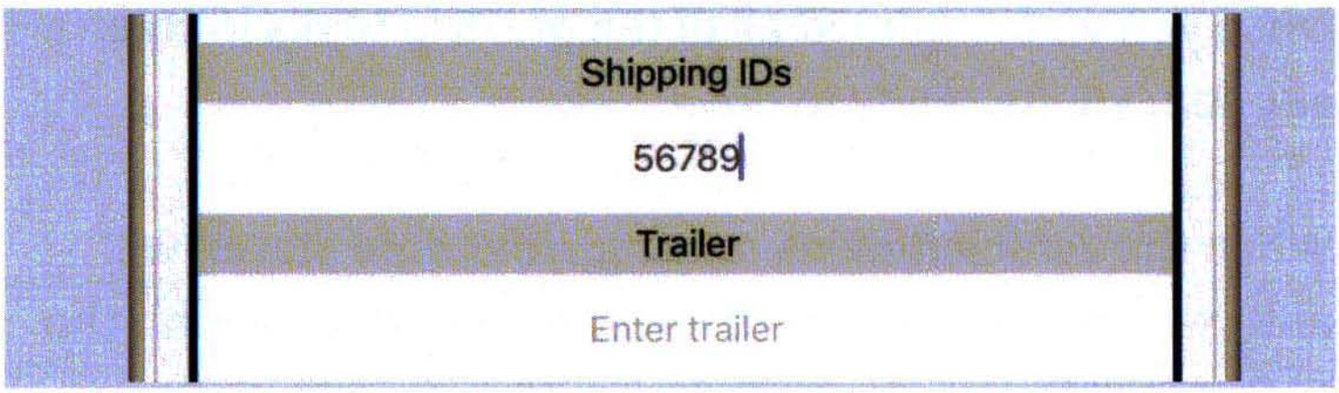
1. Select the 'HoS' tile.



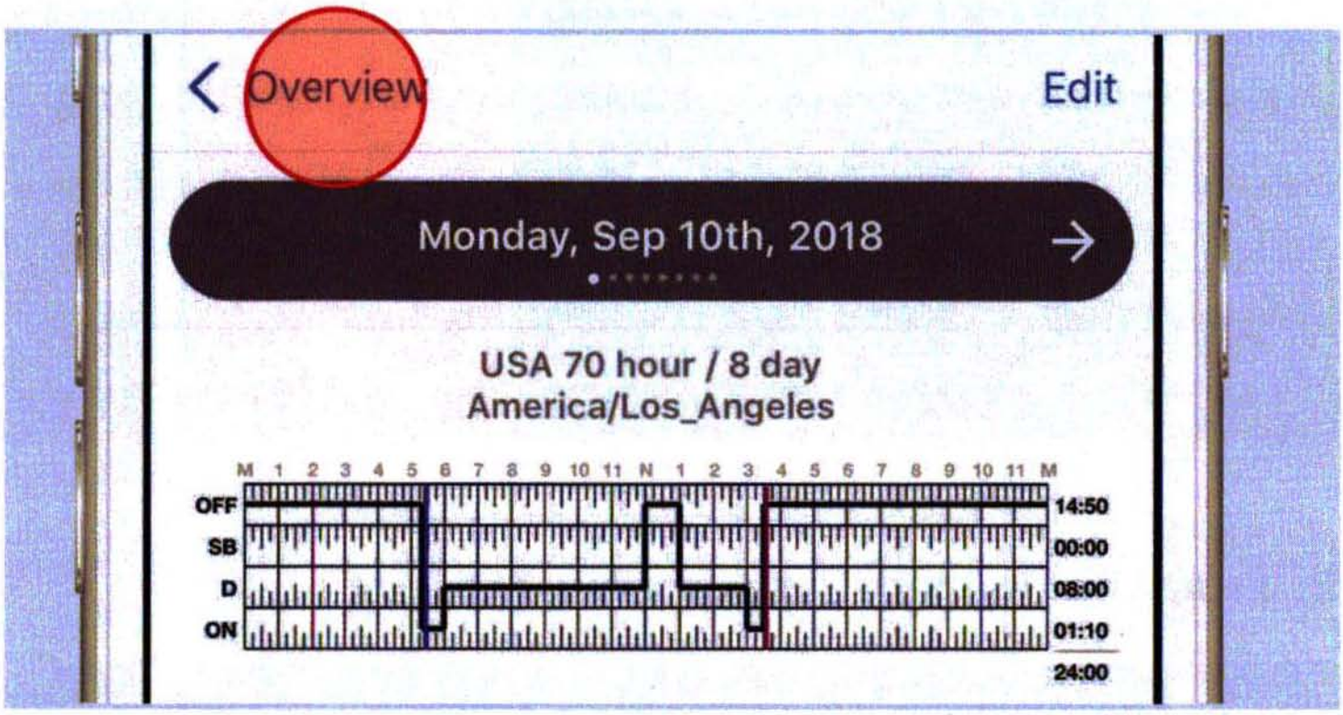
2. From the Hours of Service view, tap 'Log'.



3. Enter Trailer and/or Shipping IDs.



4. Tap 'Overview' to save 'Trailer' and 'Shipping IDs' edits. Tapping 'Overview' automatically saves the Trailer and Shipping IDs.



Don't Certify Too Early:

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.

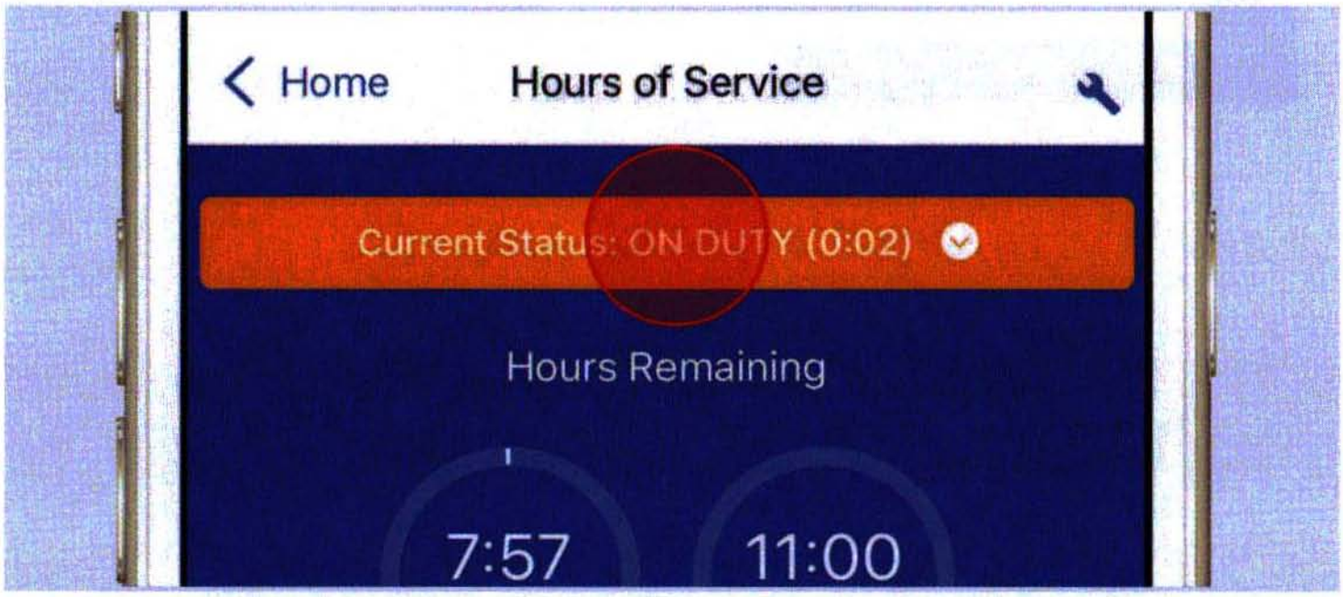
2

During the Day

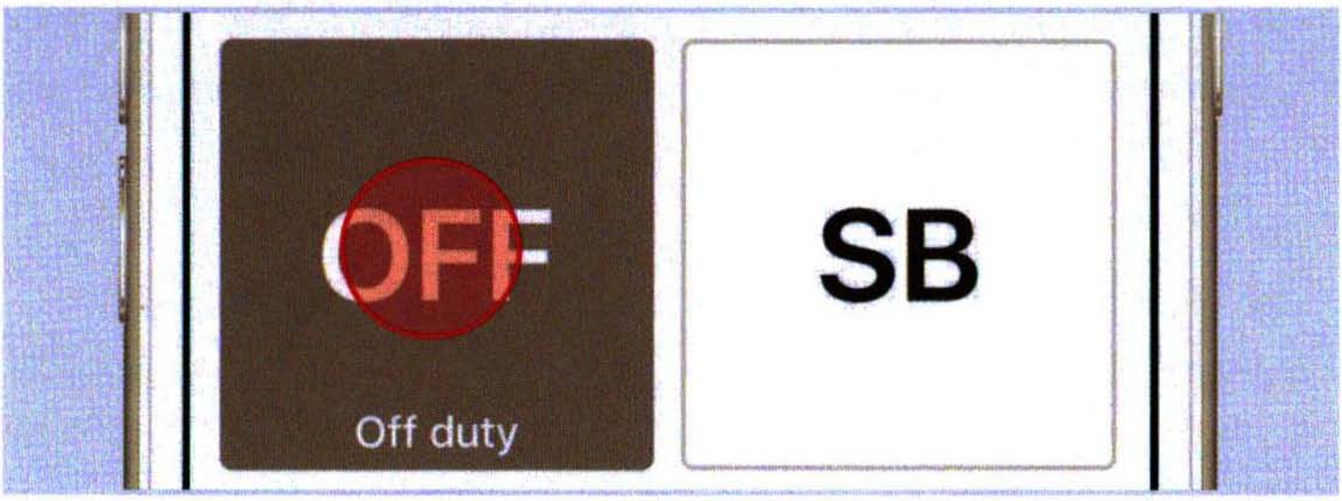
Take a Break

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 duty status to the 'Sleeper Berth' option.

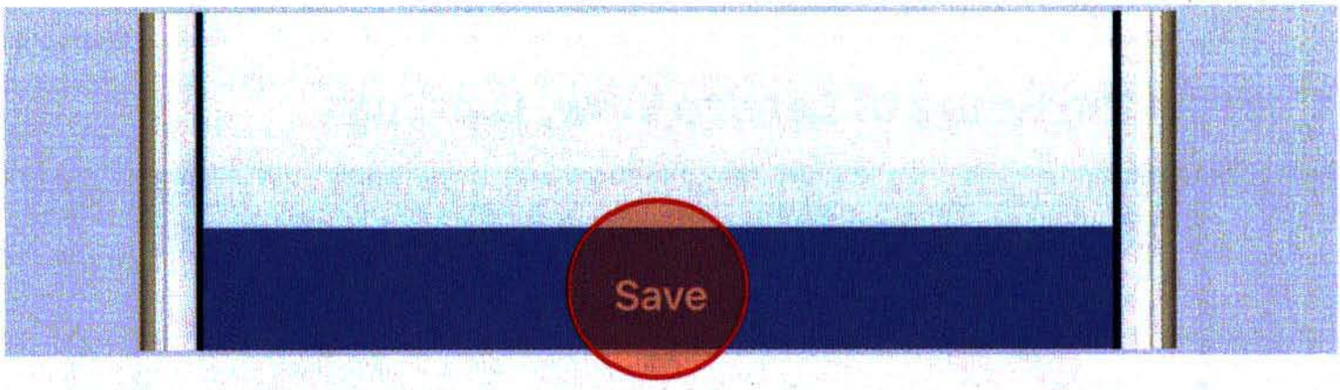
1. From the Hours of Service view, tap 'Current Status'.



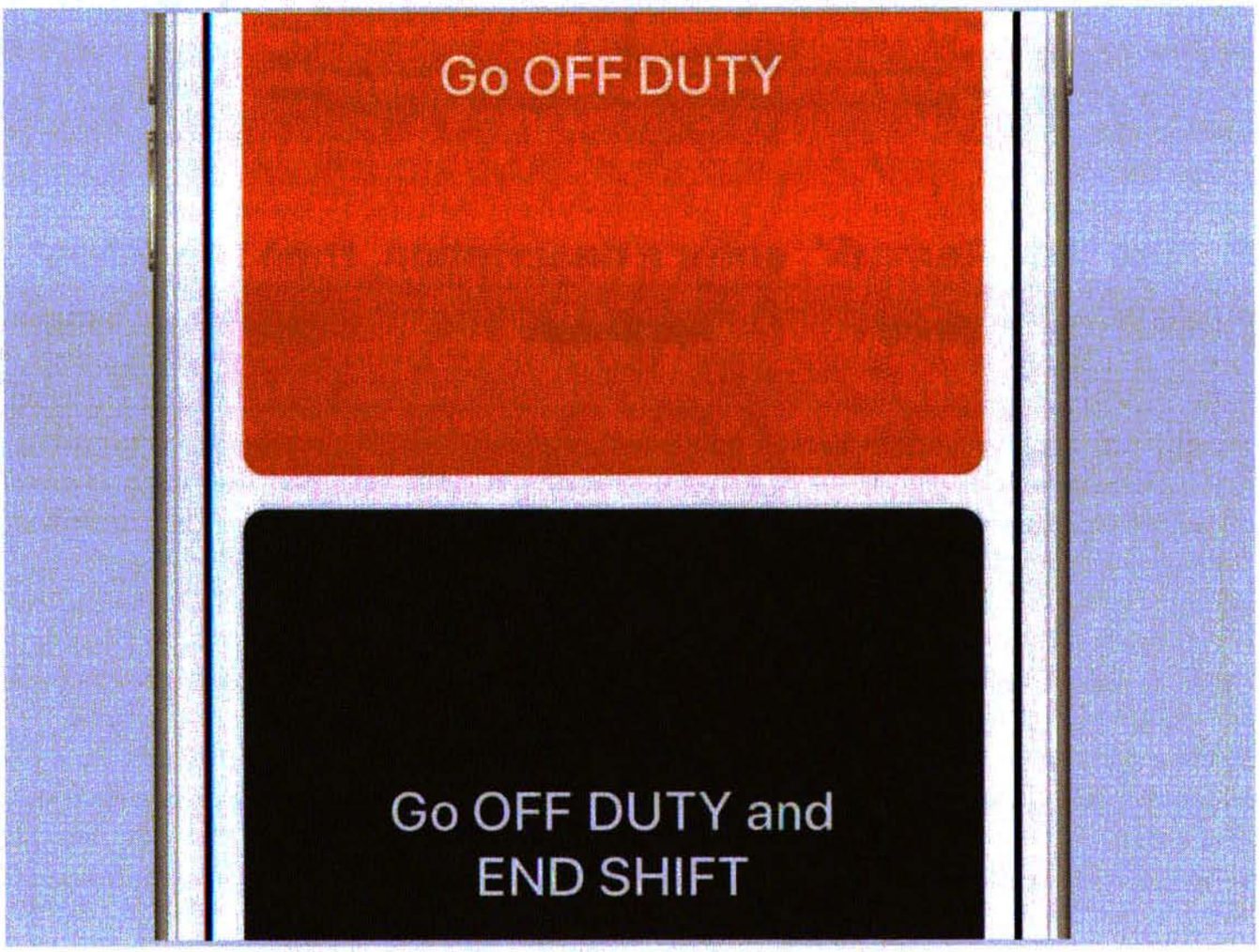
2. Select a duty status.



3. Tap 'Save'.

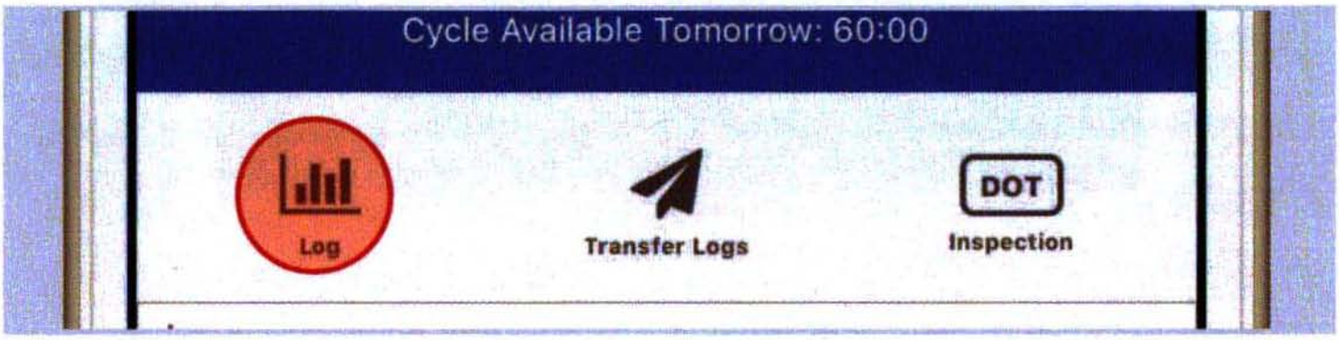


4. Select either 'Go Off Duty' or 'Go Off Duty and End Shift'. Selecting 'Go Off Duty' will change your duty status to 'Off Duty' but keep you signed in to the Samsara Driver App. Selecting 'Go Off Duty and End Shift' will change your duty status to 'Off Duty' and sign you out of the Samsara Driver App.

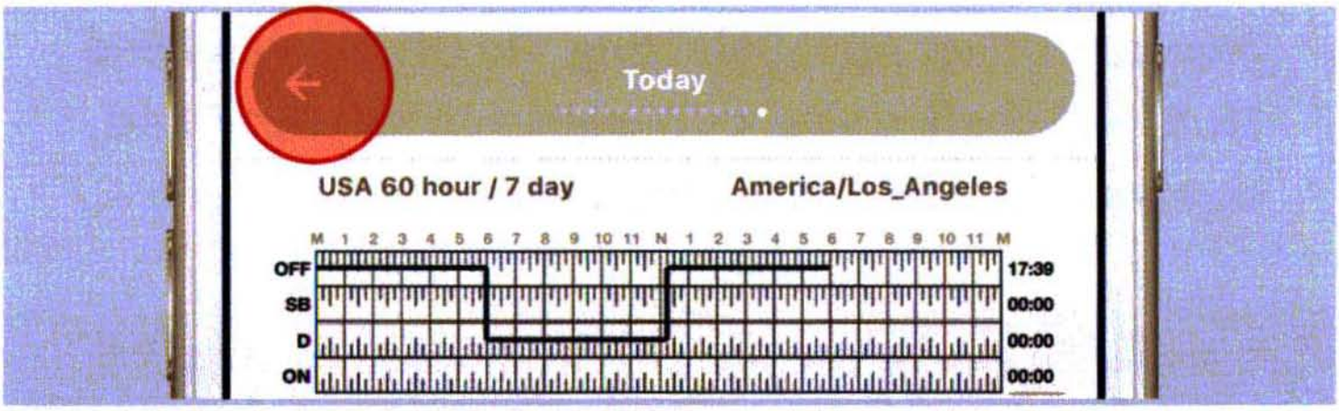


Annotate Your Log

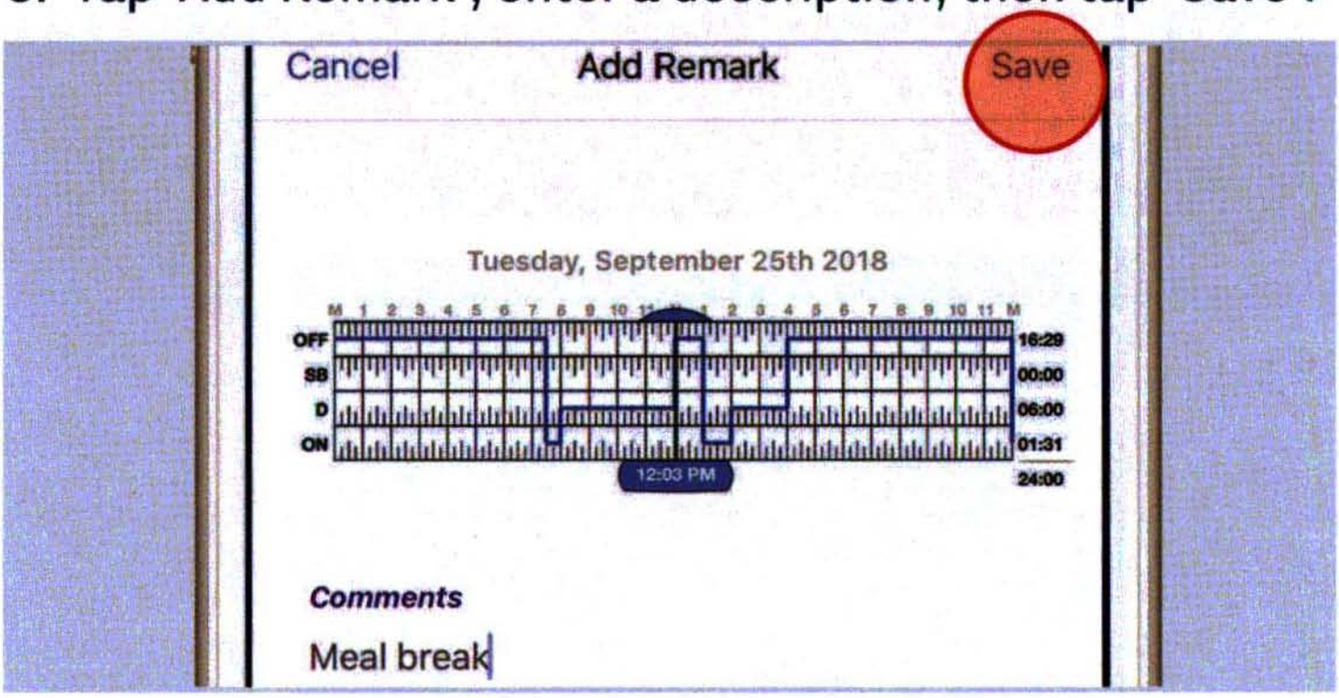
1. From the Hours of Service view, tap 'Log'.



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



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



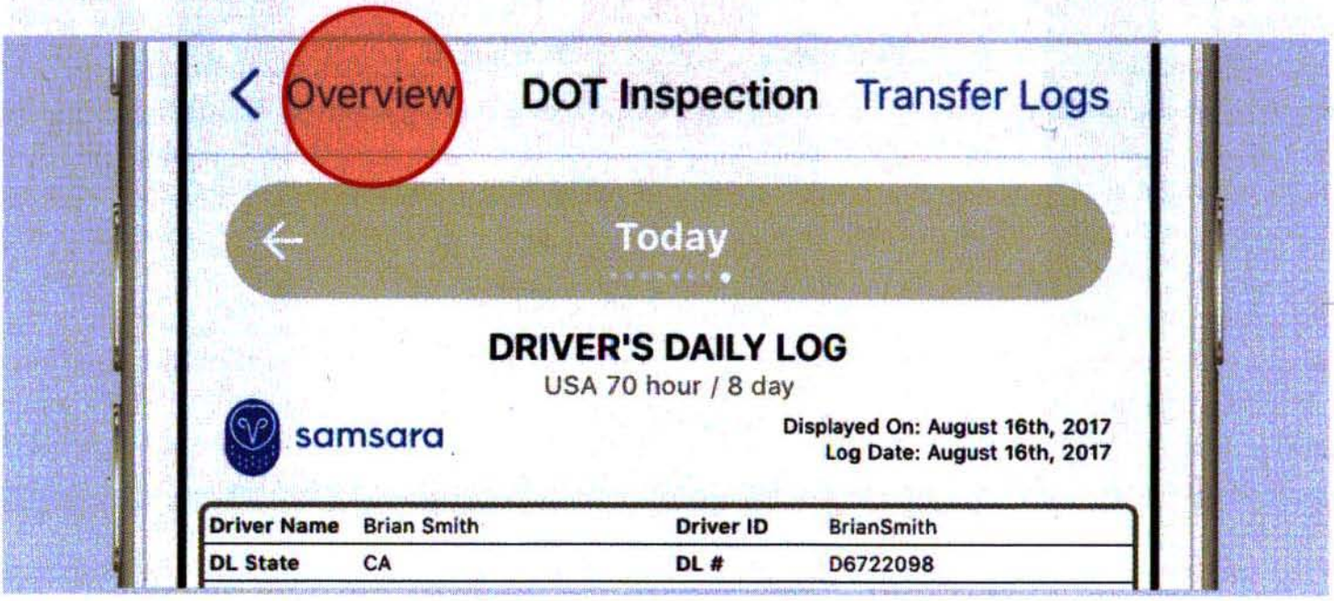
DOT Inspection

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 'DOT Inspection'.

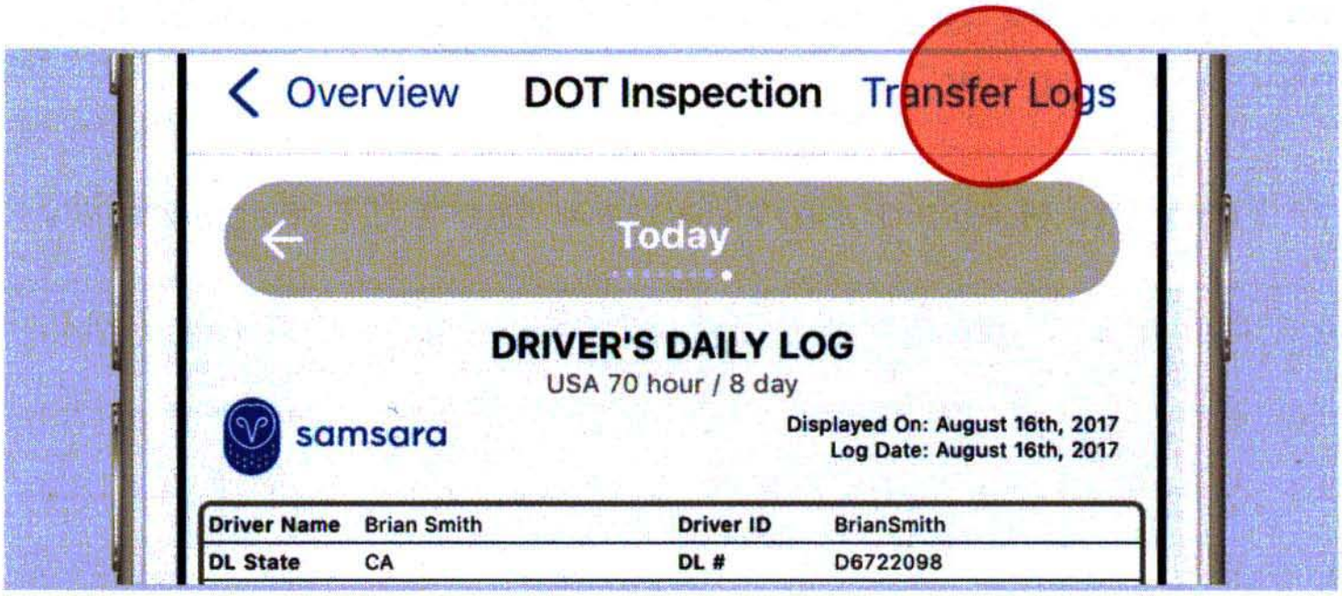
2. Present DOT Instruction Sheet to official for review.

3. Tap 'Overview' when official is done reviewing.



Transfer Logs

1. From the DOT Inspection screen, tap 'Transfer Logs'.



2. Select 'Wireless Web Services' or 'E-mail to DOT'.

3

Ending your Shift

Complete Post-Trip DVIR

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'.

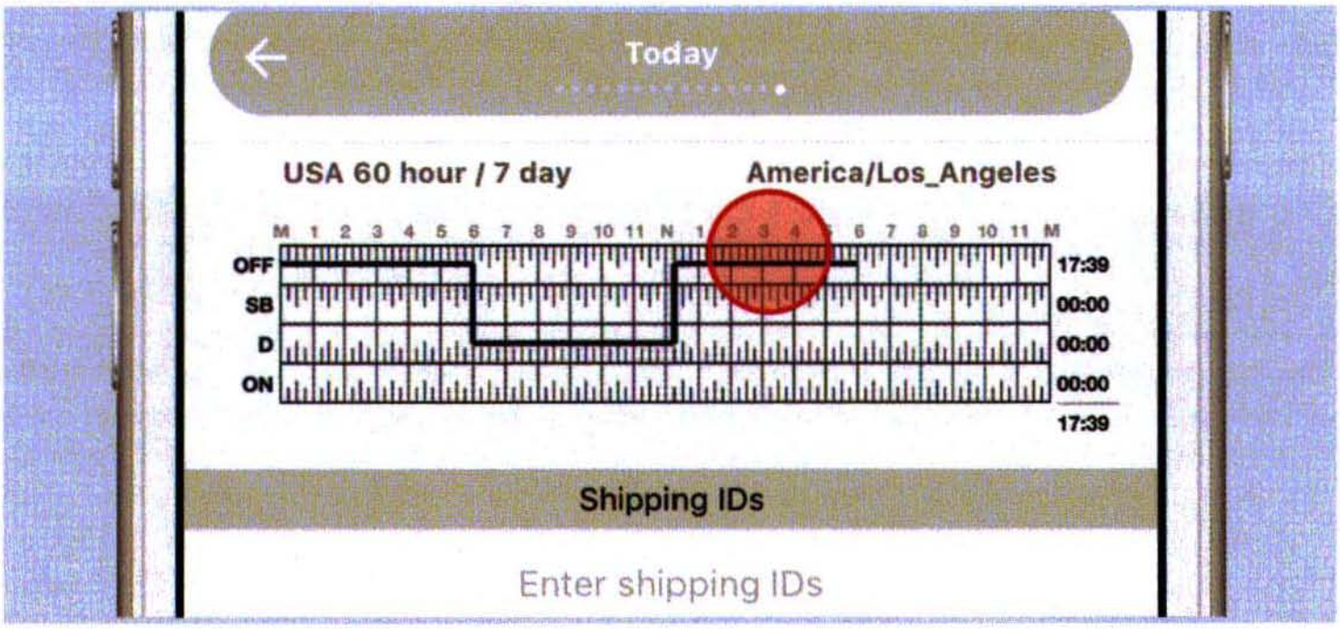
3. Complete and certify the DVIR.

Edit Your Log

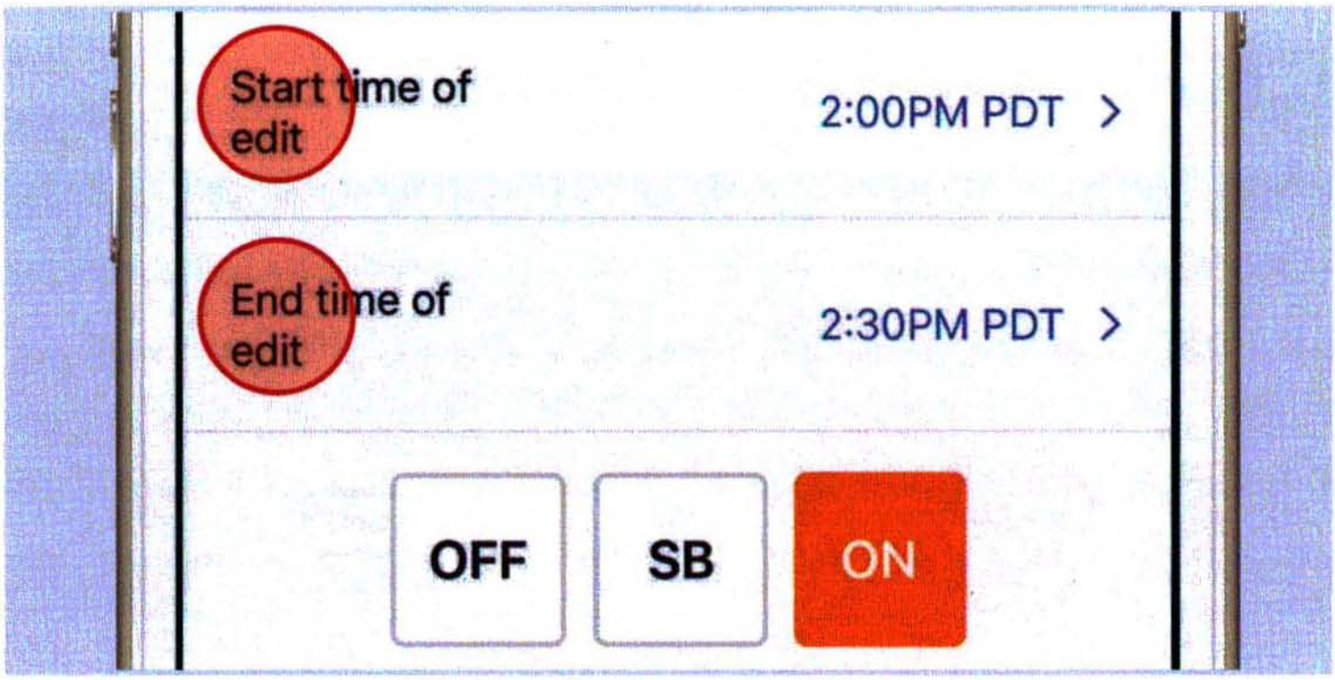
Per the ELD mandate, you cannot edit start or end times for 'Driving' status. To make other log edits, see below.

1. From the Hours of Service view, tap 'Log'.

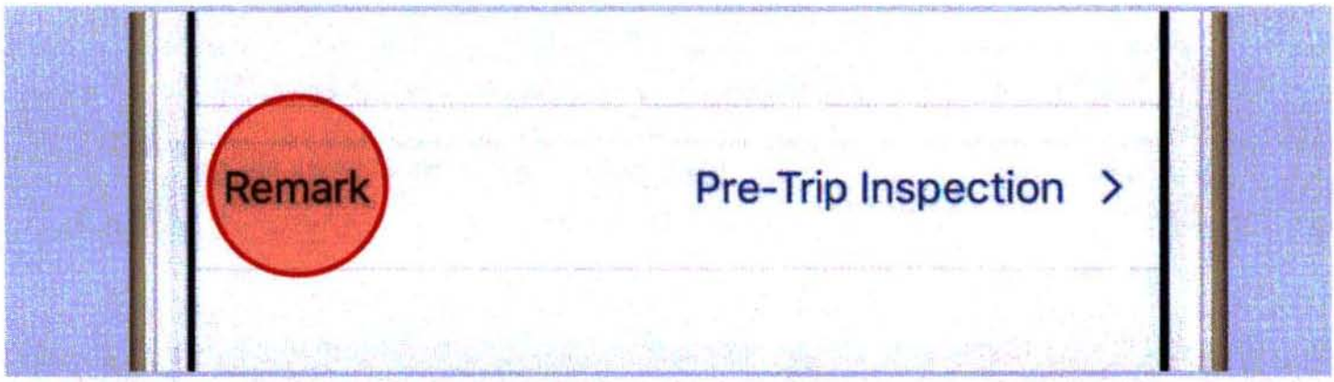
2. Tap the log time chart.



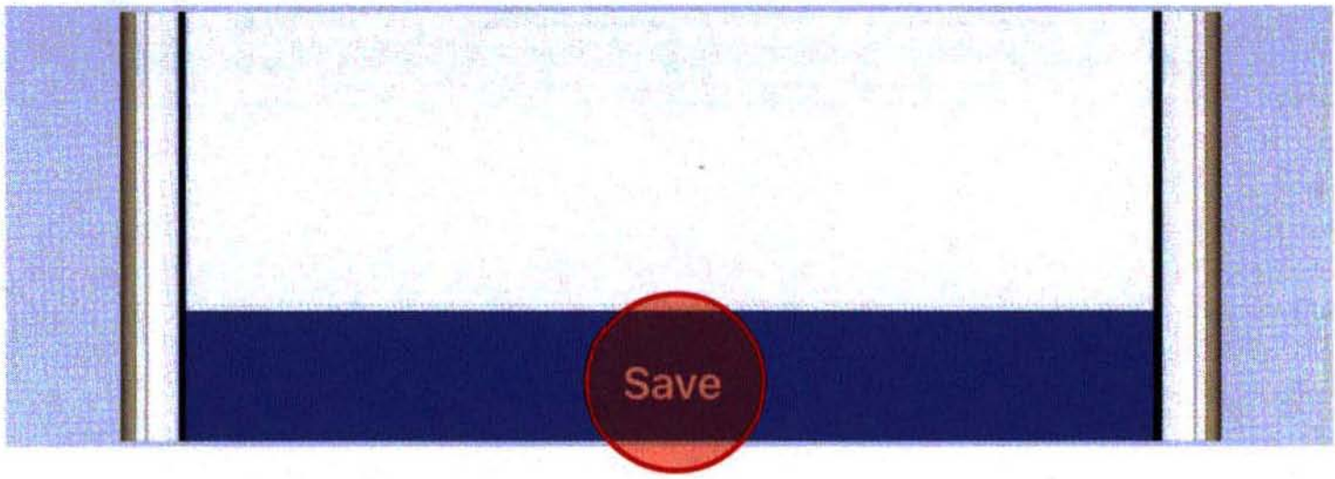
3. Edit the Start Time, End Time, and Duty Status.



4. Enter a description for the log change.



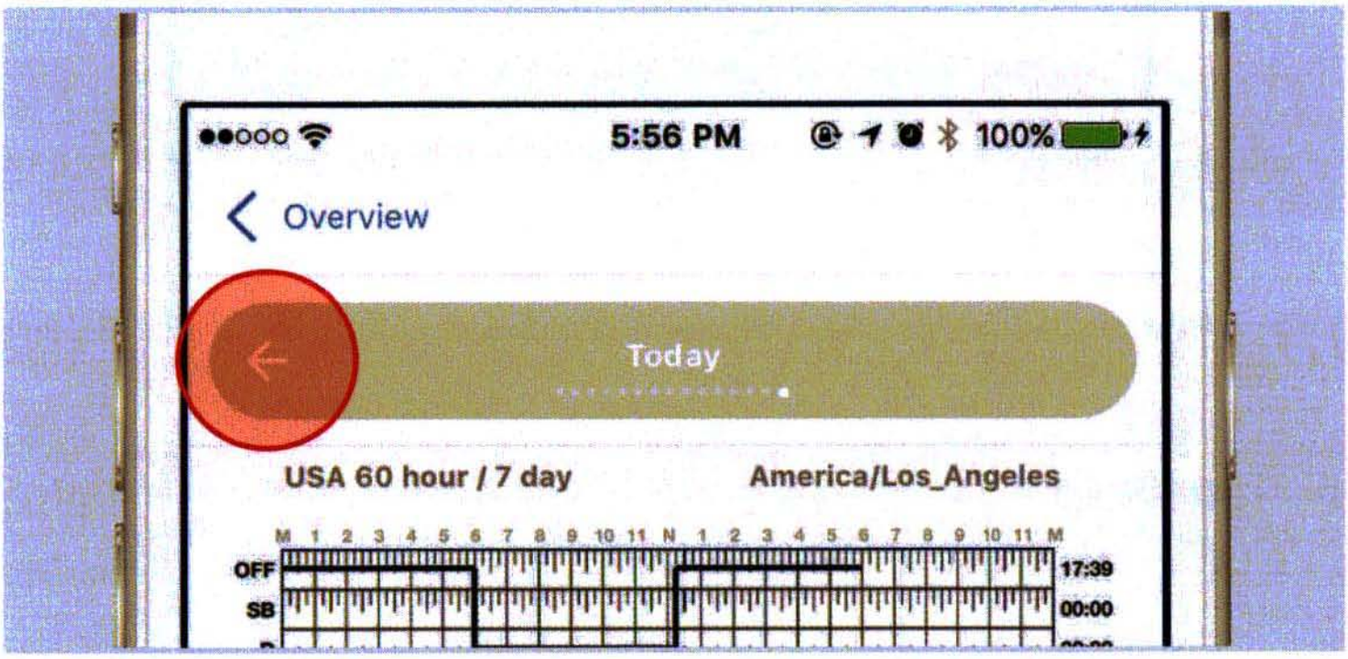
5. Tap 'Save'.



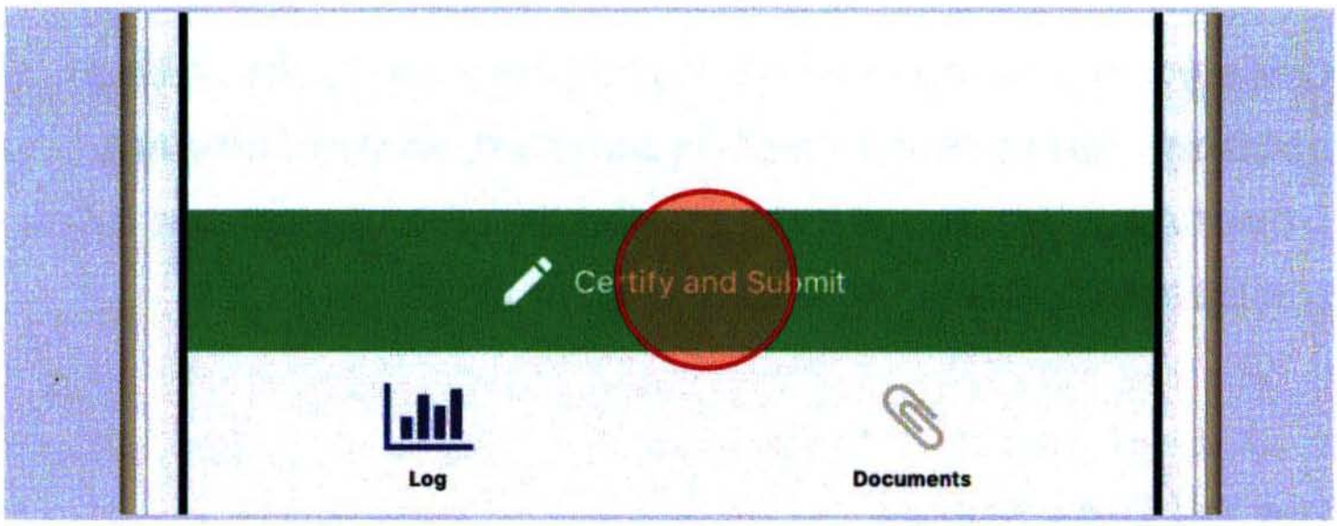
Certify Your Logs

1. From the Hours of Service view, tap 'Log'.

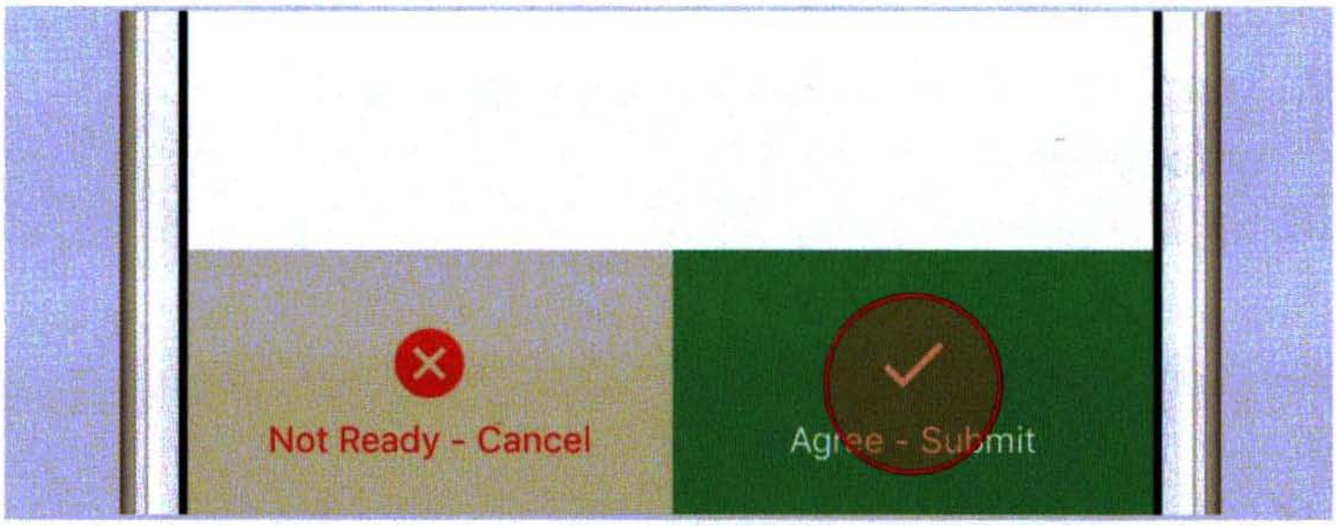
2. Tap the arrow to select the log date you'd like to certify.



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 Samsara Driver App. You must both go 'Off Duty' and sign out from the Samsara Driver App to end your shift.

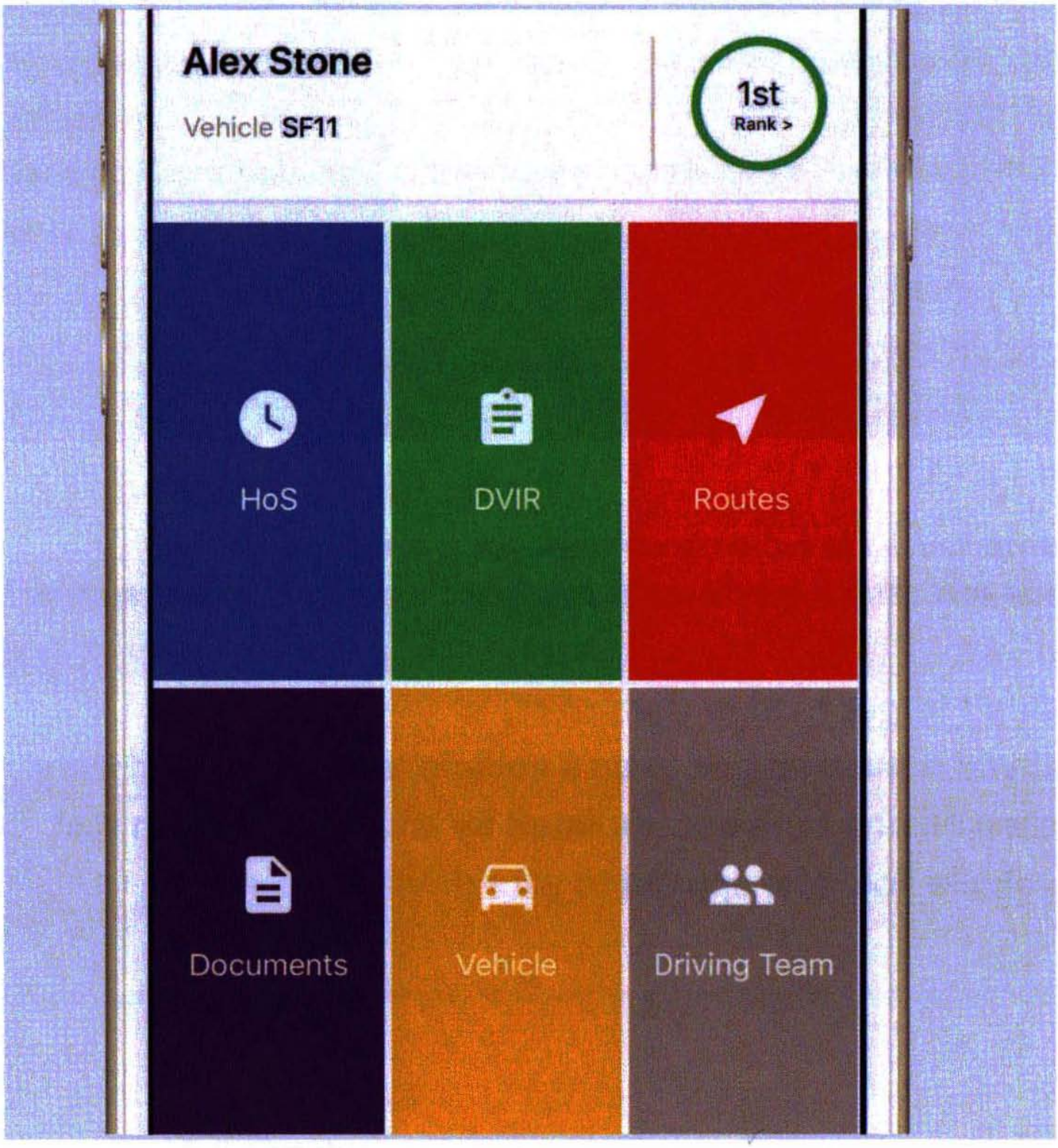
Set Off Duty Status

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

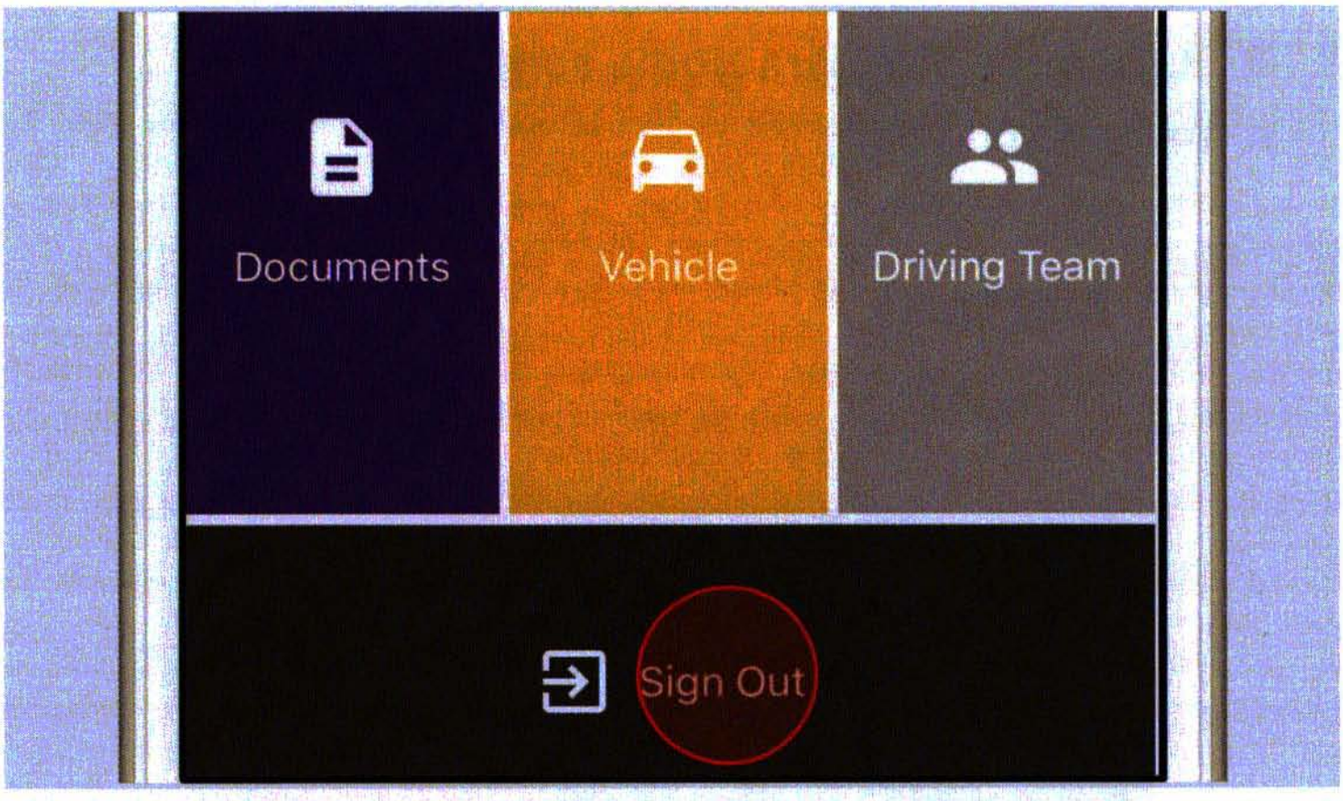
2. Tap 'Save' after optionally entering a remark or location.

Sign Out

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



3. Tap the 'Sign Out' button at the bottom of the screen.



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', then driving time accumulated by another driver on that vehicle could be applied to your driving record.

4

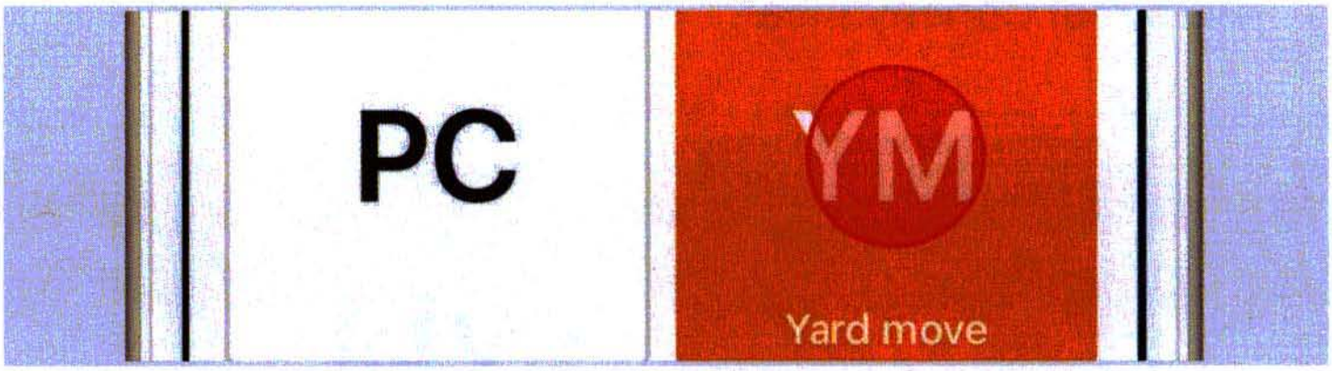
Special Statuses

Yard Move

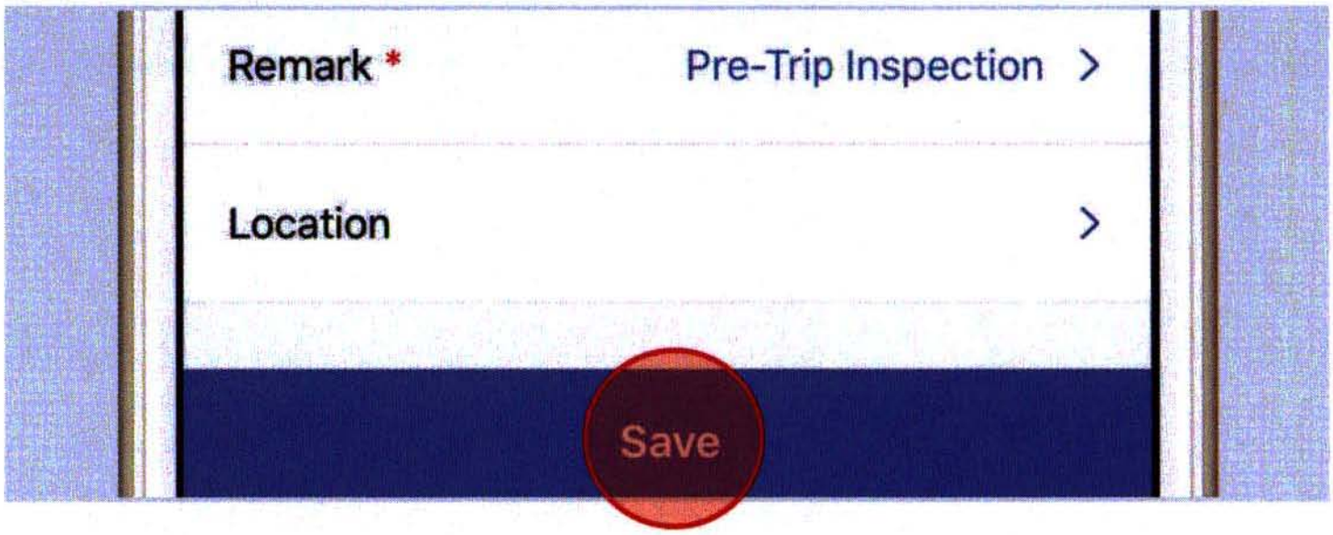
This status may be available for selection, but must be configured by your Carrier administrator on a per-driver basis. When this status is selected before driving, your duty status will not be automatically set to 'Driving'.
A Yard Move is driving defined as 'On Duty' (not driving).

To set this status:

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



2. Enter a remark to describe this status selection (required). Tap 'Save'.

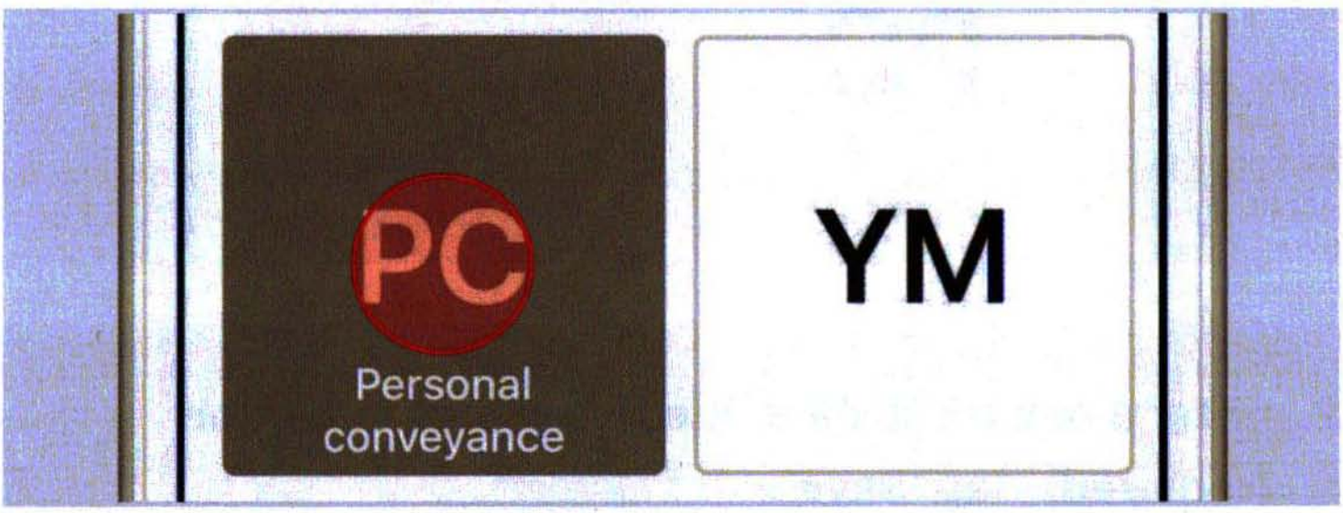


Personal Conveyance

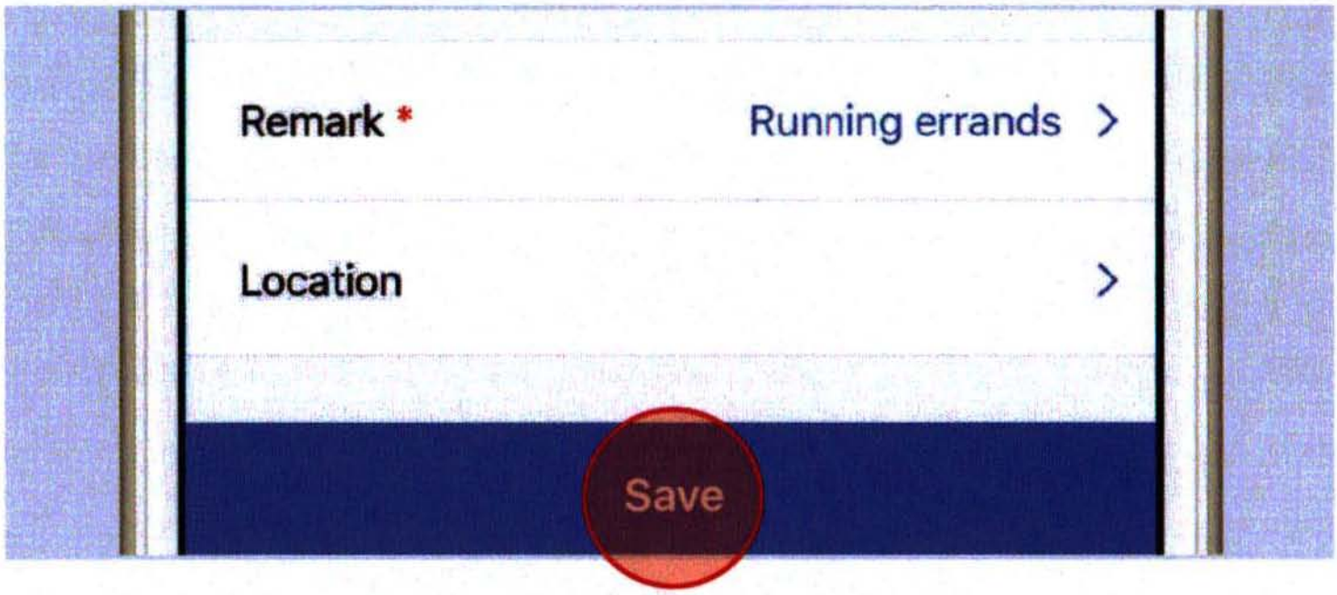
This status may be available for selection, but must be configured by your Carrier administrator on a per-driver basis. When this status is selected before driving, your duty status will not be automatically set to 'Driving'. Personal Conveyance is defined as Off Duty drive time.

To set this status:

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



2. Enter a remark to describe this status selection (required). Tap 'Save'.



5

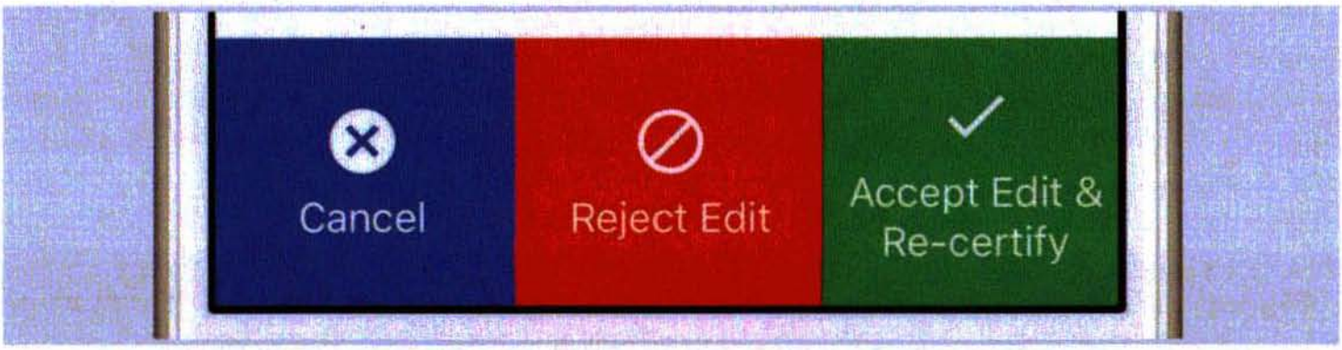
Alerts & Prompts

Approval of Carrier Edits

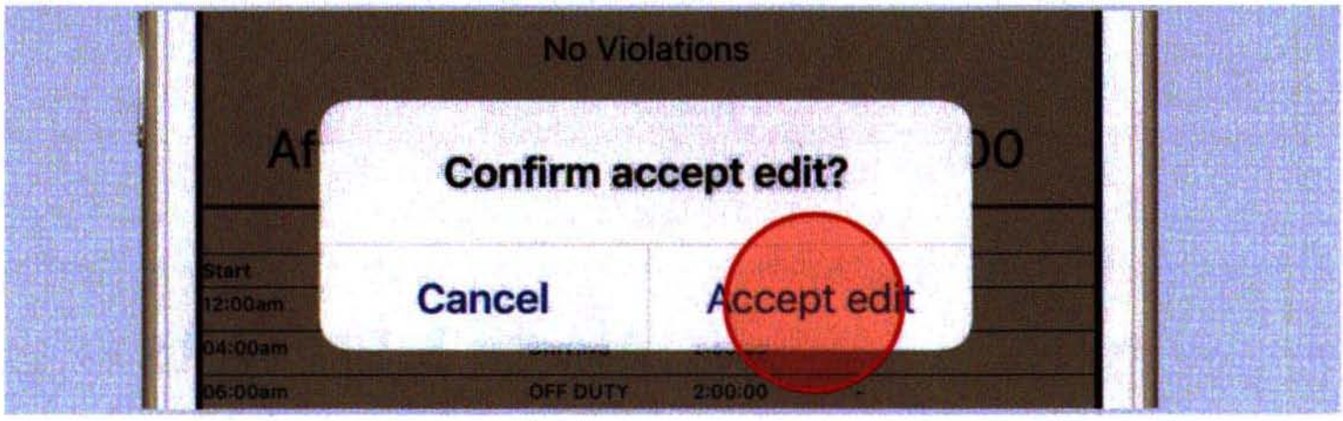
Carriers may suggest an edit to your logs. These edits will be sent to you for review.

1. To review edits, tap 'Review Carrier Edits'.

2. Accept or reject edits, as appropriate.



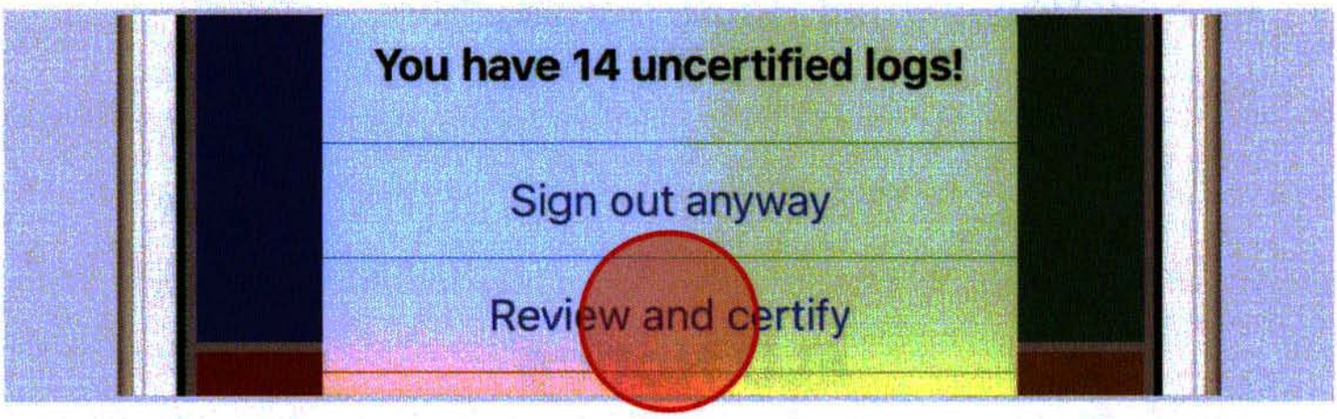
3. Confirm by selecting 'Accept edit'.



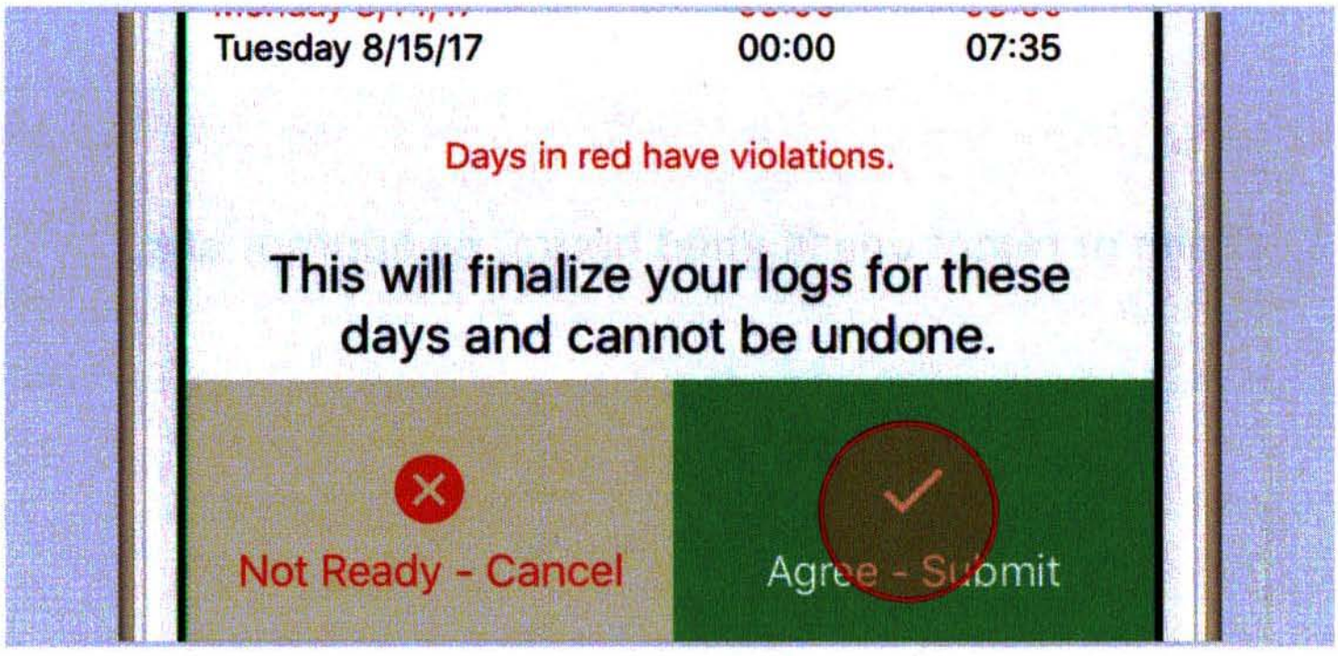
Uncertified Logs

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'.



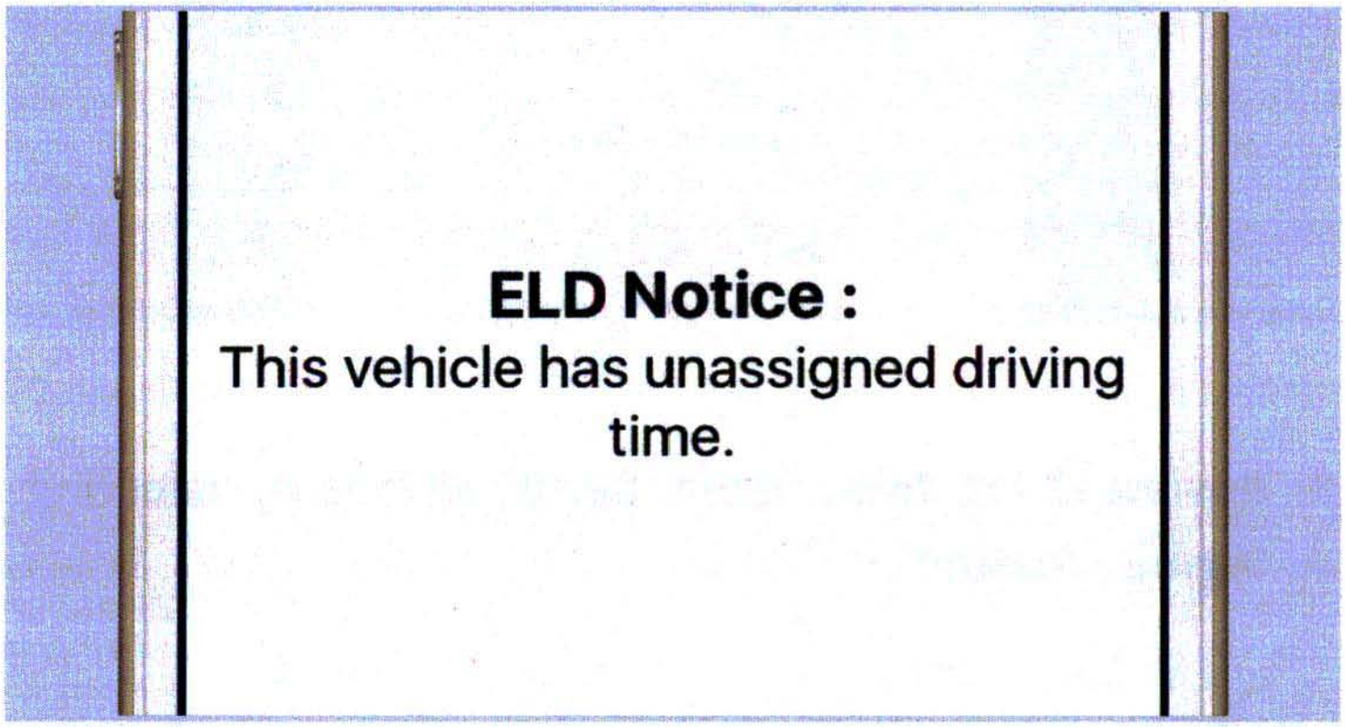
2. Review all log dates listed. Certify all logs by selecting 'Agree - Submit'.



Unassigned Hours

Unassigned Hours alerts will appear if your selected vehicle has unassigned hours. After sign in, you can use the Samsara Driver App to claim these unassigned hours.

1. Review Unassigned Hours notification.

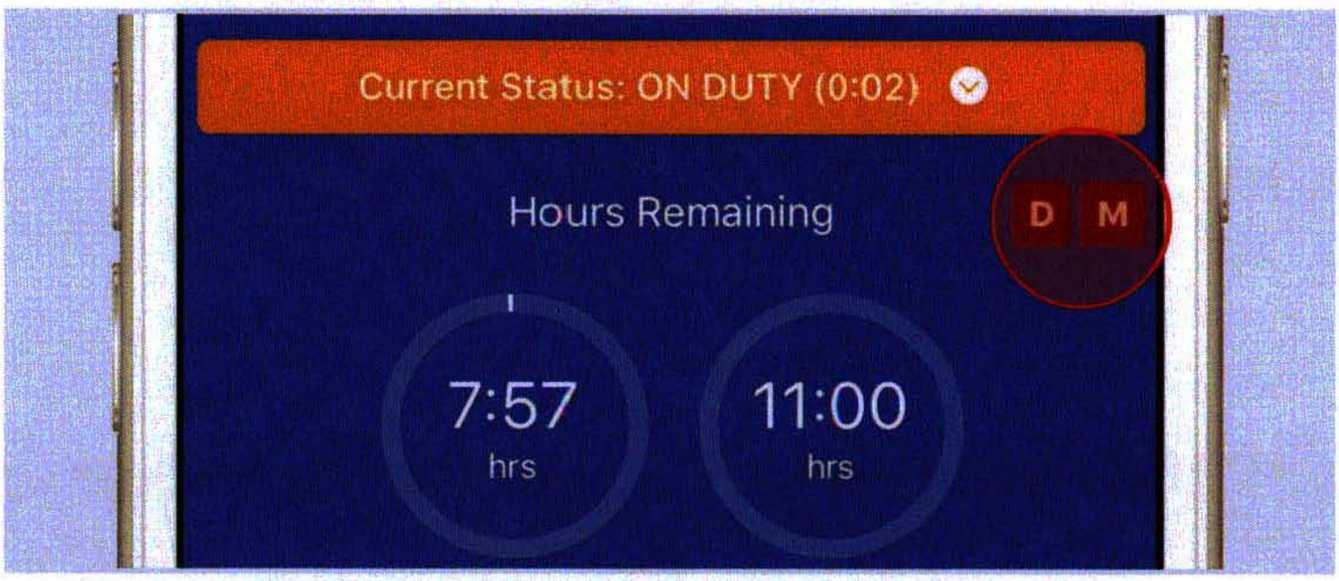


2. Claim or reject unassigned hours, as appropriate.

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.



2. Contact your Carrier administrator to resolve a malfunction.

Notes

Version 18.09