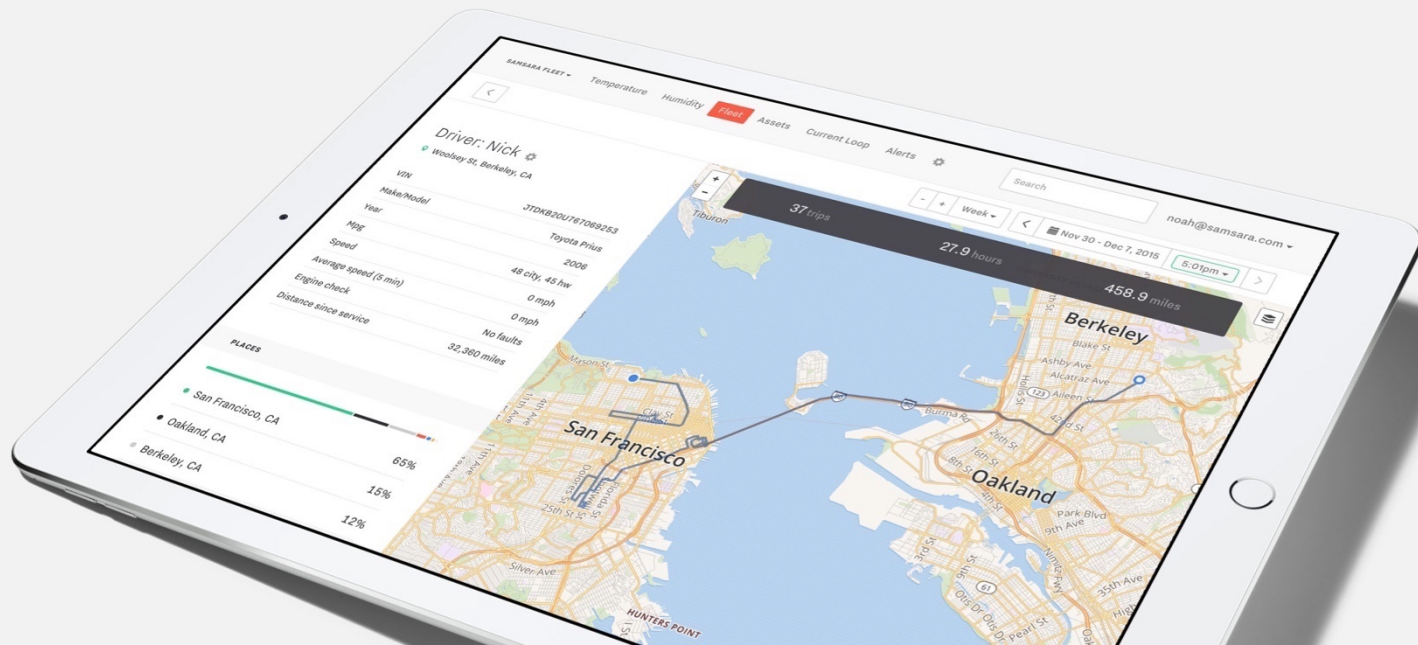




Hours of Service - Driver App

Training for Drivers



Contents

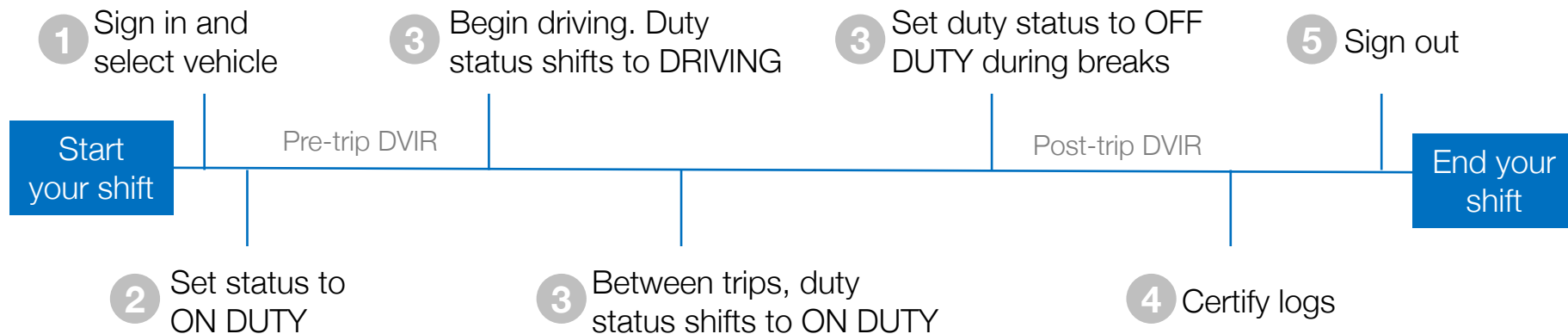
Using the App During your Shift

- How do I sign in?
- How do I select my vehicle?
- How do I set my duty status?
- How does my status change during the day?
- How do I certify my driver logs?
- How do I end my shift?

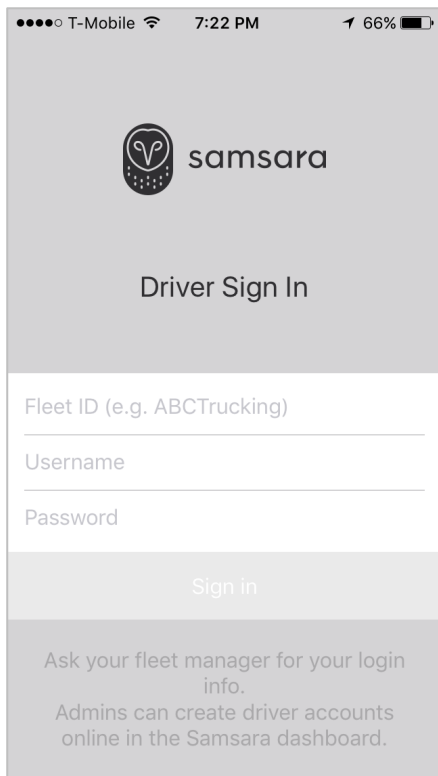
Other Tasks

Using the Driver App During your Shift

Using the App During your Shift

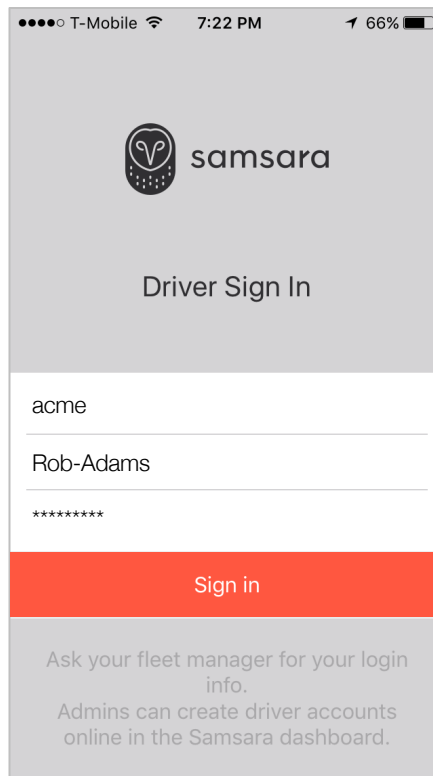


1 How do I Sign in ...?



The screenshot shows the Samsara mobile app's 'Driver Sign In' screen. At the top is the Samsara logo and the title 'Driver Sign In'. Below this are three input fields: 'Fleet ID (e.g. ABCTrucking)', 'Username', and 'Password'. The 'Fleet ID' field is currently active, with a cursor at the end of the text. Below the input fields is a grey 'Sign in' button. At the bottom, there is a grey box with the text: 'Ask your fleet manager for your login info. Admins can create driver accounts online in the Samsara dashboard.'

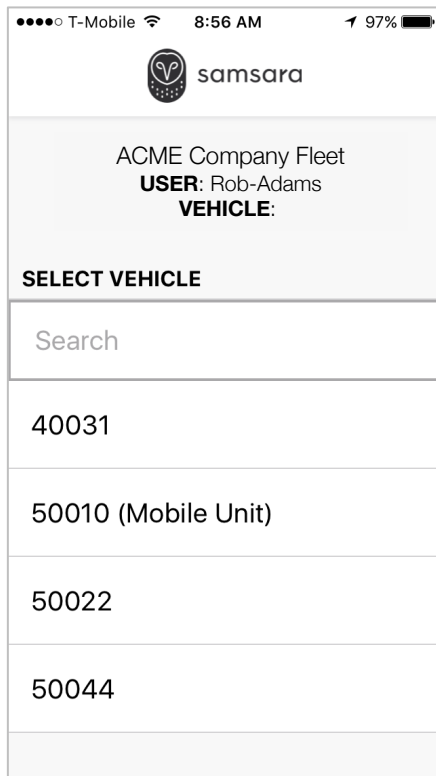
Type your Driver Fleet ID provided by the fleet manager



The screenshot shows the Samsara mobile app's 'Driver Sign In' screen. At the top is the Samsara logo and the title 'Driver Sign In'. Below this are three input fields: 'acme', 'Rob-Adams', and '*****'. The 'acme' field is currently active, with a cursor at the end of the text. Below the input fields is a red 'Sign in' button. At the bottom, there is a grey box with the text: 'Ask your fleet manager for your login info. Admins can create driver accounts online in the Samsara dashboard.'

Type your username and password

1 ... and Select my Vehicle ?



The screenshot shows the Samsara mobile application interface. At the top, the status bar displays 'T-Mobile', signal strength, time '8:56 AM', and battery level '97%'. Below the status bar is the Samsara logo and the text 'samsara'. The main content area is titled 'ACME Company Fleet' and shows the user 'USER: Rob-Adams' and the vehicle 'VEHICLE:'. Below this is a section titled 'SELECT VEHICLE' which contains a search bar with the placeholder text 'Search' and a list of vehicle IDs: '40031', '50010 (Mobile Unit)', '50022', and '50044'. The list is scrollable, as indicated by the shadow at the bottom.

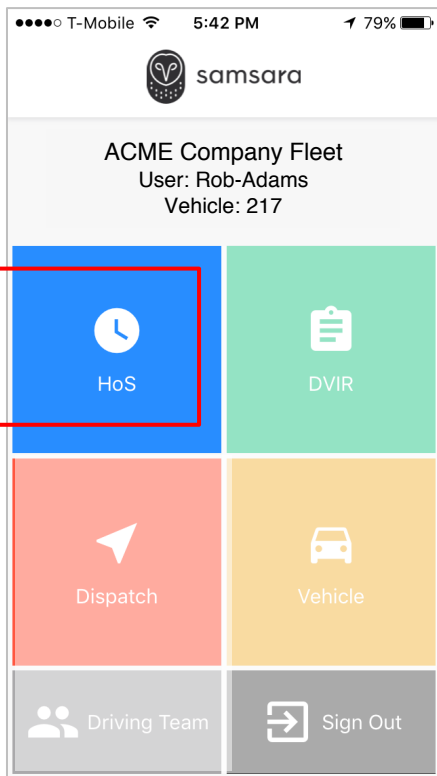
Scroll to select your vehicle from the list
or type vehicle name

2 How Do I Set my Duty Status?

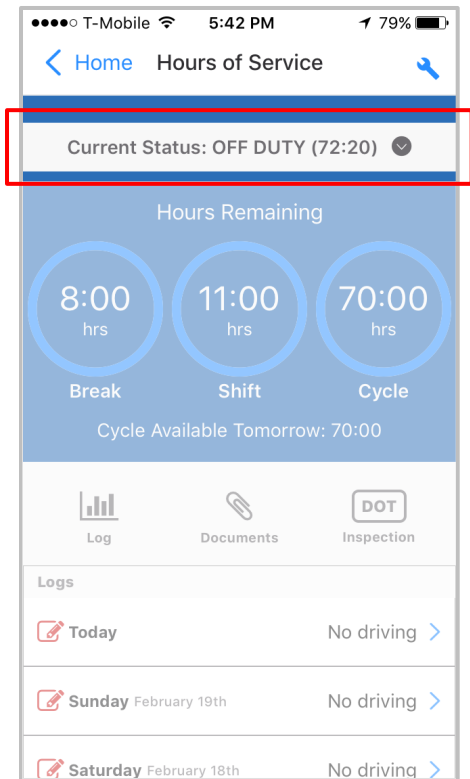
2

Select Hours of Service

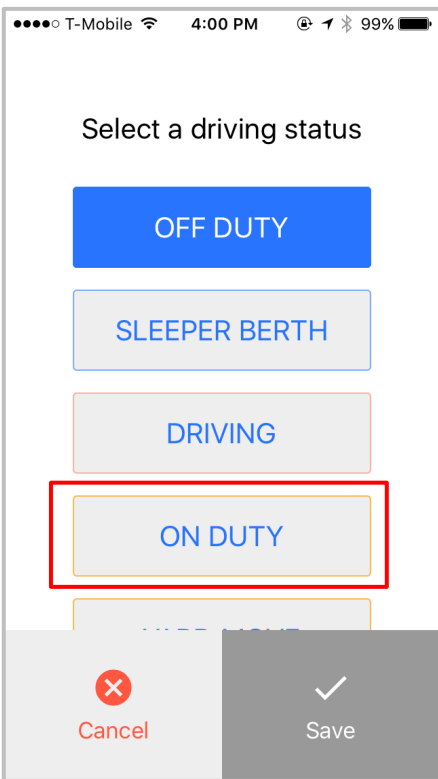
Select HoS for Hours of Service



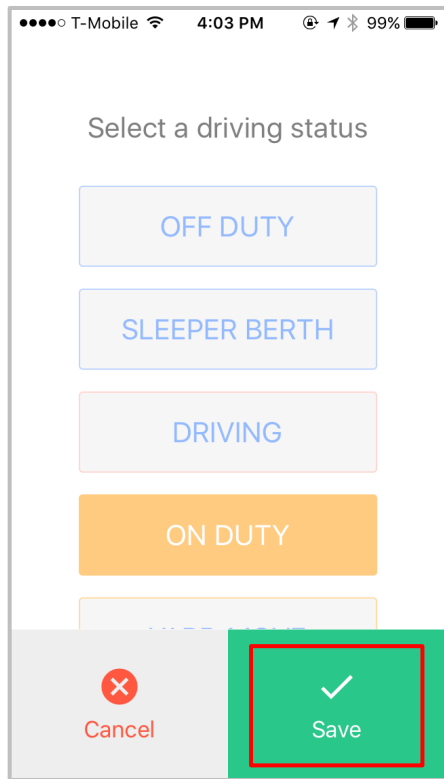
2 How Do I Set my Duty Status?



Tap the Current Status bar



Select the desired status



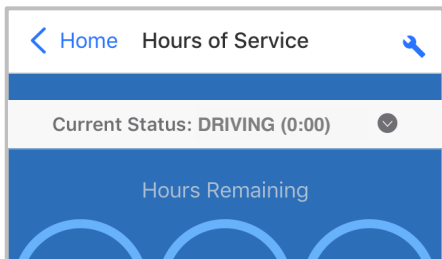
Save

3

How Will my Status Change During the Day ?

Begin driving

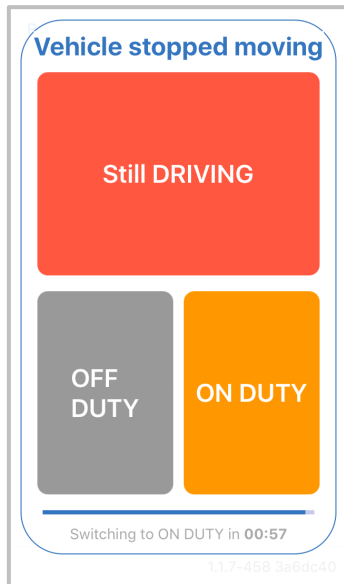
When your vehicle moves your status will change to DRIVING



Making stops

When you stop driving, set status to ON DUTY.

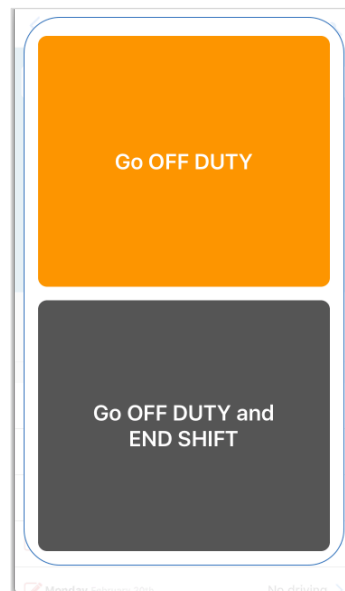
If you forget to change your status, the status will change automatically



Taking breaks

Switch status to OFF DUTY during breaks and return to ON DUTY after the break

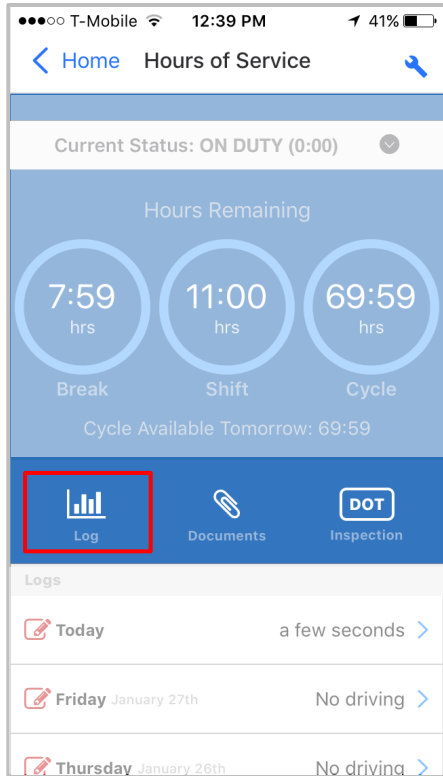
Indicate if you ended your shift



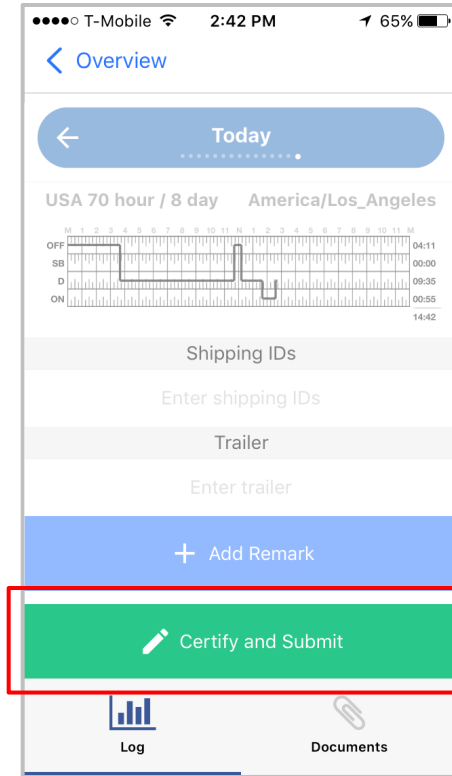
4 How Do I Certify my Driver Logs?

4

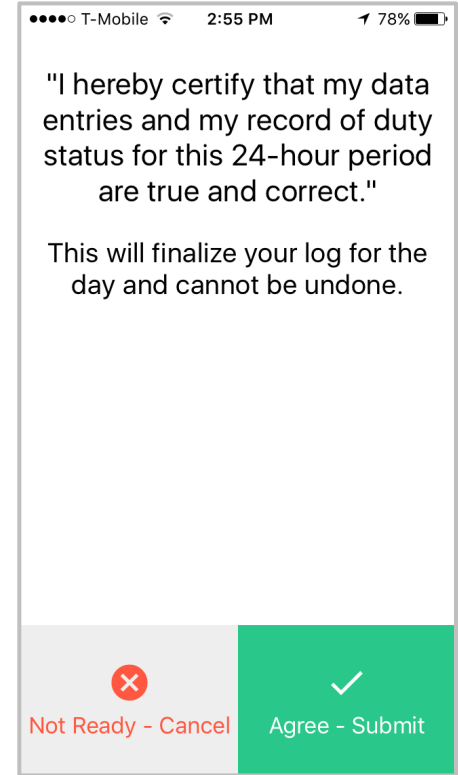
How Do I Certify my Driver Logs?



Tap the Log icon



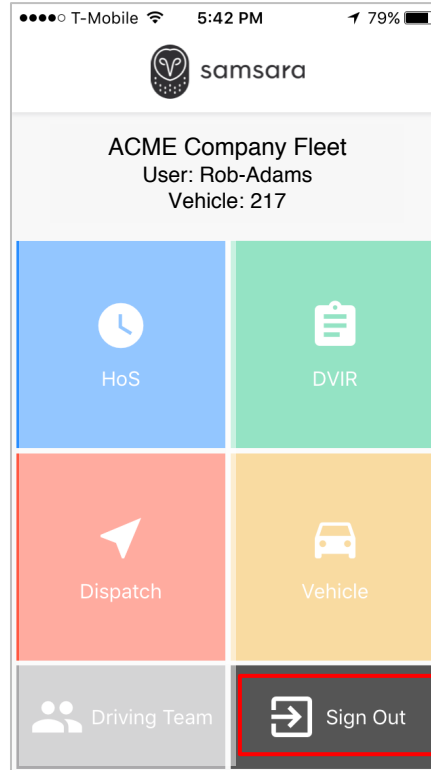
After reviewing the correctness
Tap the Certify and Submit button



Save

5

Sign Out at the End of the Shift



Sign out when you end your shift



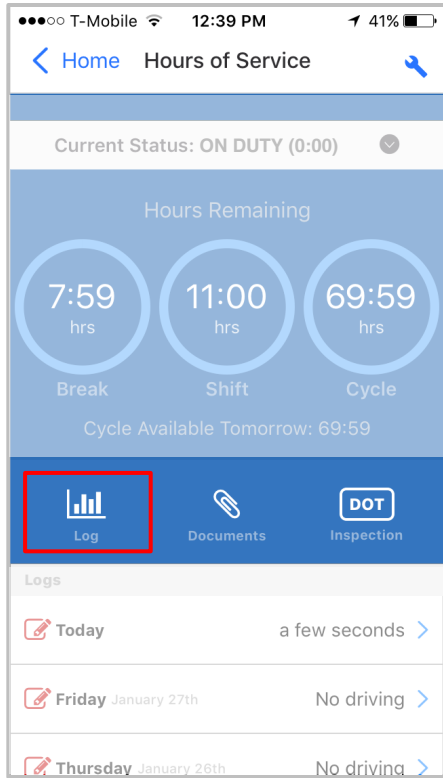
Remember to sign out. Otherwise future driving time may be incorrectly assigned to you.

Other Tasks

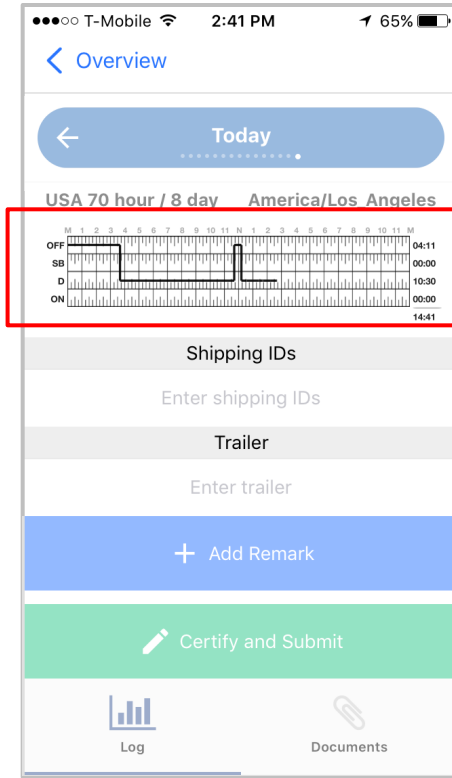
- How do I edit my driver logs?
- How do I present logs for DOT inspections?
- How do I log personal conveyance and yard moves?
- Hours of service overview
- Internet connectivity

How Do I Edit my Driver Logs?

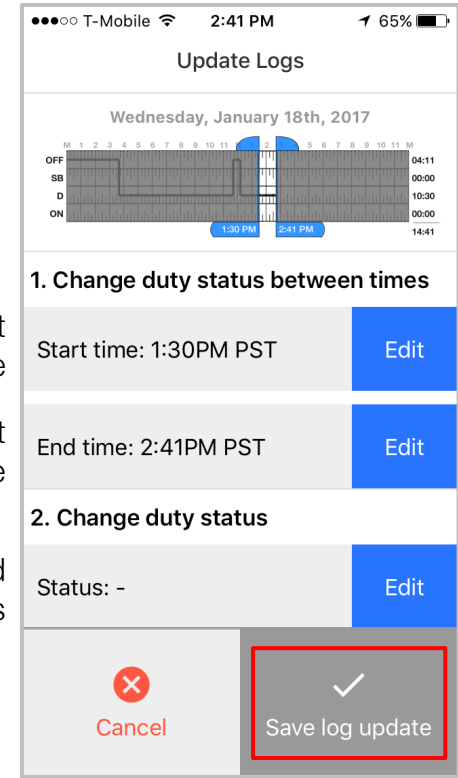
How Do I Edit my Driver Logs?



Tap the Log icon



Tap the log graph to edit it



Select start time

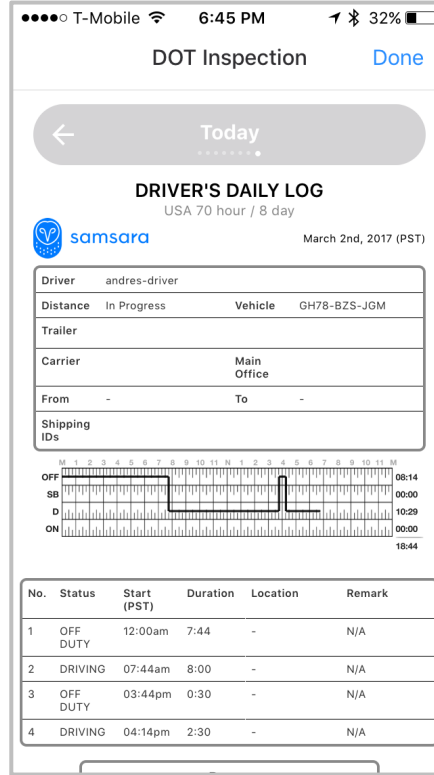
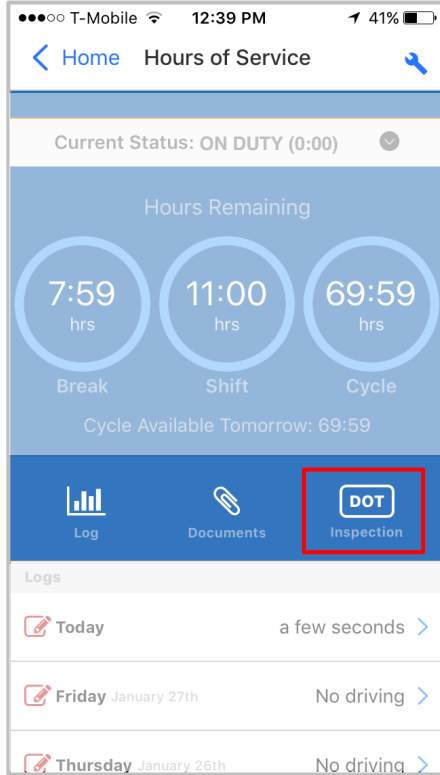
Select end time

Select desired status

Add a remark after editing logs
Note: You cannot edit automatic DRIVING segments

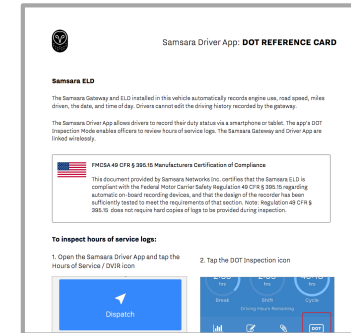
How Do I Present Logs for DOT Inspections?

How Do I Present Logs for DOT Inspection?



Remember to keep the **DOT Inspection Guide** in your vehicle in case of a DOT inspection

Also keep 8 spare paper logs in the vehicle, as per regulation



DOT Inspection Card

Personal Conveyance and Yard Moves

How Do I Log Personal Conveyance and Yard Moves?

During YARD MOVE, time will be counted as ON DUTY

The screenshot shows a mobile application interface for logging duty status. It features four vertically stacked buttons: 'DRIVING' (light blue), 'ON DUTY' (light orange), 'YARD MOVE' (light yellow with a yellow border), and 'PERSONAL CONVEYANCE' (light grey). Below these buttons is a 'Remark' section with a text input field. At the bottom are two large buttons: 'Cancel' (grey with a red 'X' icon) and 'Save' (green with a white checkmark icon).

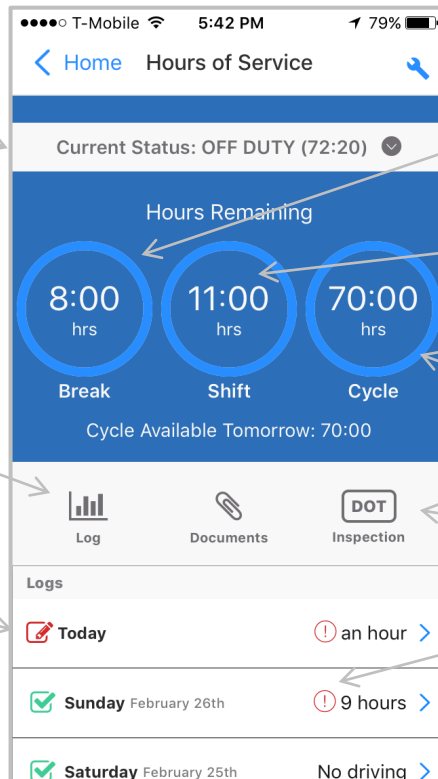
During PERSONAL CONVEYANCE, time will be counted as OFF DUTY

Duty status will not shift automatically to DRIVING

Note: each company may choose to enable
Personal Conveyance and Yard Moves

Hours of Service Overview

Your current status and the time in status



Time before your 30-minute break

Driving time before shift ends

Time before cycle ends

Review or edit your driving log

Show your log to DOT offers

Uncertified logs

Certified logs

Violation

Internet Connectivity

Internet Connectivity



When connected, your app communicates duty status to your dispatchers and fleet managers

- Sign in and out in places with connectivity
- Keep the Samsara App visible on the tablet screen to keep it connected

If you lose internet coverage:

- Your activity gets saved and will update when you connect again
- You can set status and edit your logs manually, if needed

Recap: Using the App During your Shift

- 1 Sign in and select vehicle
- 2 Set status to ON DUTY
- 3 Regular Driving: starts and stops and taking breaks
- 4 Certify logs
- 5 Sign out



samsara