

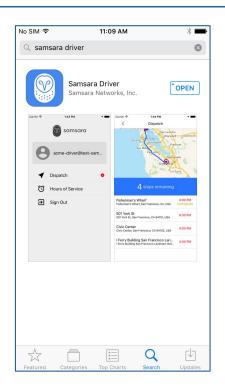


Agenda

- Driver App Download
- Logging In
- Vehicle Selection
- Team Driver
- DVIR
- HoS Drivers
- DOT Inspection Requirements
- HoS Fleet Managers

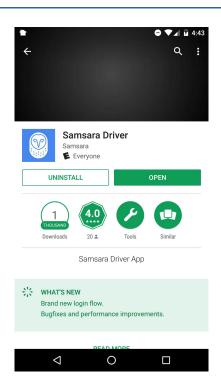
Where can I get the App

 The Driver App can be found by searching "Samsara Driver" on either the App Store or Google Play Store



or

iOS Device: App Store



The Google Play
Store for Android
samsara

Logging In

Logging In

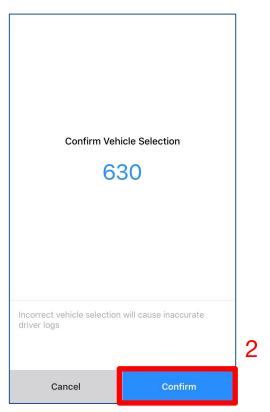
- Open the Samsara Driver App on your tablet.
- Sign in by entering the following:
 - •Fleet ID: [pti]
 - •Username and Password All driver accounts are set up by an Administrator with access to the Samsara Dashboard
- The first time the Driver App is accessed, you may be required to log in TWICE. The app is acquiring the most up-to-date version.



Vehicle Selection

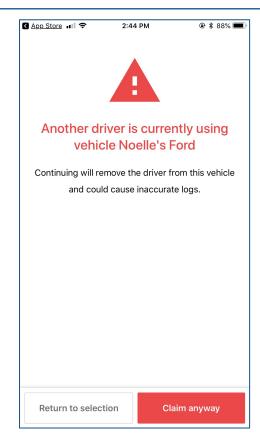
- "Review and certify" or "Skip" certifying logs upon sign in.
- 1. Select the vehicle that you will be driving by using the <u>search bar</u>.
- Drivers can see all the vehicles in your organization, use the "Search for vehicles" to find the vehicle you want to select.
- 2. A confirmation screen will prompt the driver to confirm the selected vehicle.

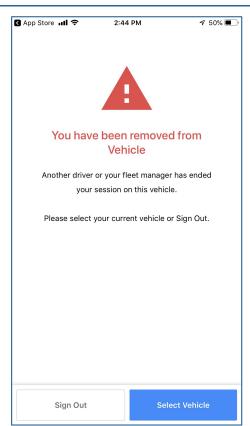
Select Vehicle 309 345 You have 30 uncertified logs! 435 Review and certify 436 Skip 445 446 447 449



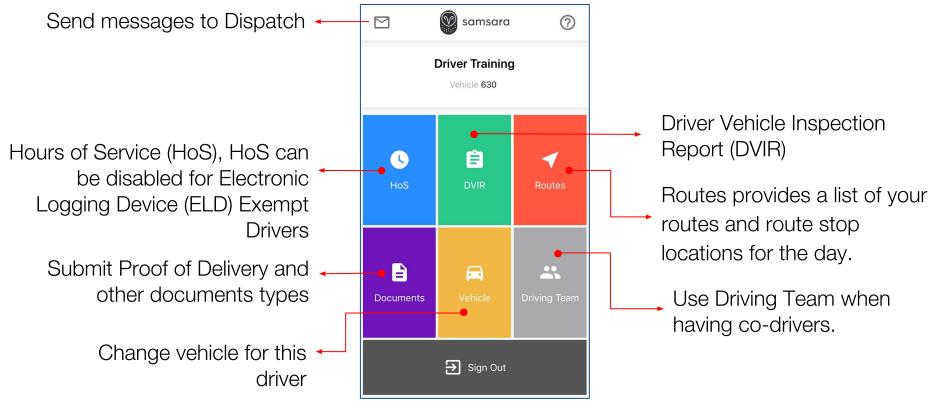
Vehicle Selection - Mutual Exclusion

- When a Driver selects a vehicle that a different Driver is already signed into, they will be prompted with a notification stating "Another driver is currently using vehicle X"
- If the Driver continues with the vehicle selection, the other Driver who was originally signed into that vehicle will be notified stating "You have been removed from Vehicle"





Driver App Home Page



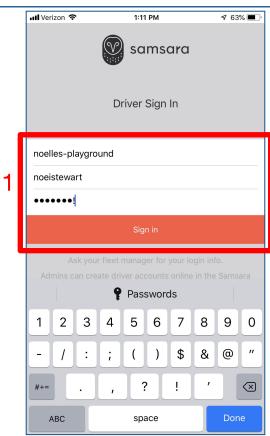
Team Driver

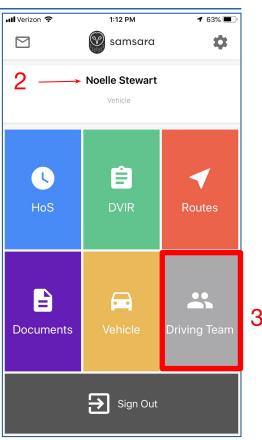
Team Driver Workflow

- Samsara Driver App's "Team Driver" allows multiple Drivers to manage their Hours of Service from one vehicle and one device.
- Process Flow
 - Driver 1 logs into the Samsara Driver App
 - <u>Driver 1</u> selects Driving Team
 - Driver 2 logs in from the "Add User to Driving Team"
 - View app on driver's account
 - Set as vehicle driver
 - Signing out of the app will remove <u>both drivers</u> from the app and place them "Off Duty"

Open Team Driver

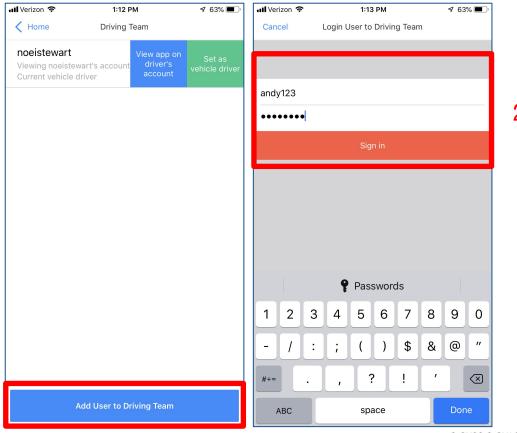
- Driver 1 logs into the Samsara Driver App
- 2. <u>Driver 1</u> is listed as the USER
- 3. <u>Driver 1</u> selects Driving Team





Second Driver Signs In

- Driver 2 selects "Add User to Driving Team"
- ...and logs into the same mobile device
- Additional drivers can log in after Driver 2.

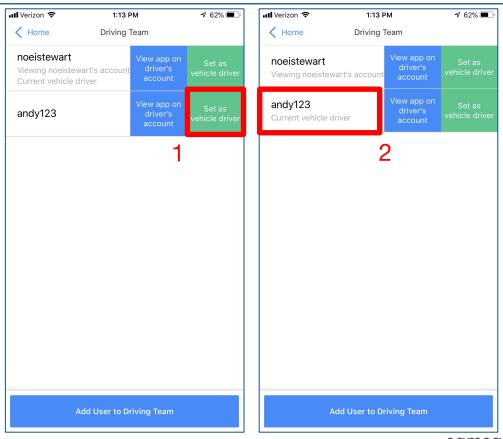


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Changing Driver Assignment

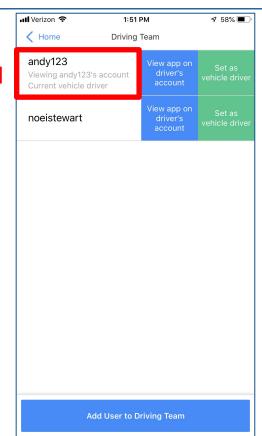
Two drivers are now signed into the same vehicle

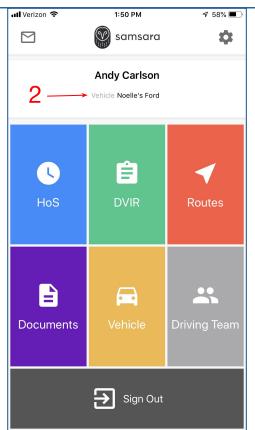
- 1. <u>Driver 2</u> selects "Set as vehicle driver" and they become the primary driver for the vehicle
- 2. After this selection you can see that <u>Driver 2</u> is the "Current vehicle driver".
 - All engine runtime will be assigned to the "Current vehicle driver's" logs



Viewing Driver 2's Account

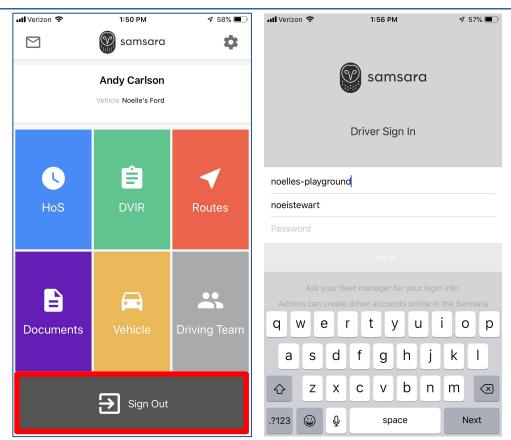
- Driver 2 selects "View App on driver's account" and both drivers can now manage their account from the Samsara Driver App
- The USER is now shown to be Driver 2
- 3. Setting the current driver and changing which account is being viewed can be changed at any time throughout their trip





Signing Out

- When <u>Driver 1</u> or <u>Driver 2</u> signs out the entire team is signed out
- Sign out puts both drivers "Off Duty"



Samsara Driver Vehicle Inspection Reports (DVIRs)

DVIR Workflow

- Samsara electronic DVIRs help drivers efficiently complete inspections and share reports directly with mechanics.
- Process Flow
 - <u>Driver 1</u> performs pre/post trip Inspection
 - All DVIRs are synced to the Maintenance Dashboard
 - Unsafe Vehicles are taken out of service and addressed by Mechanic
 - Mechanic documents and approves fix
 - <u>Driver 2</u> reviews and approves fix and certifies vehicle as "Safe to Drive".

DVIR Workflow: Defect Identified Requires Attention

Samsara electronic DVIRs help drivers efficiently complete inspections and share reports directly with mechanics. The following workflow shows the process of a DVIR if a driver identifies a defect that requires attention.

Driver completes Pre-Trip/ Post- Trip DVIR in Driver App.

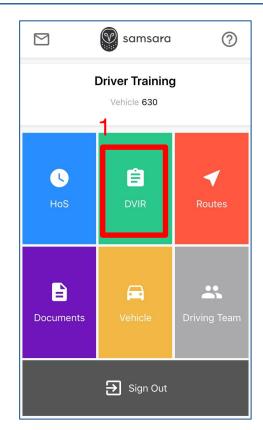
Driver identifies defect(s)._Certifies vehicle needs attention.*

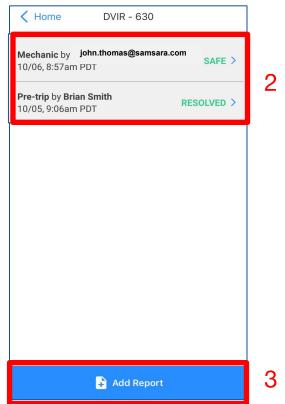
Vehicle defect is resolved by maintenance.

Mechanic documents maintenance fix and certifies vehicle is SAFE to drive in the Samsara Dashboard. **Driver** completes Pre-Trip/Post Trip DVIR in Driver App. Driver certifies
defect as
corrected, and
marks vehicle as
SAFE to drive in
Driver App.

Entering a New DVIR

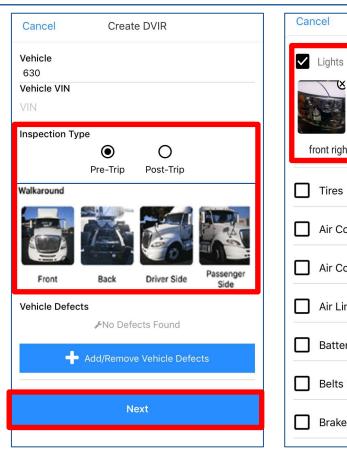
- 1. <u>Driver</u> selects the DVIR icon when entering a new vehicle for the first time that day.
- 2. Past reports are shown at the top of the DVIR page.
- 3. Complete a new DVIR by selecting "Add Report"

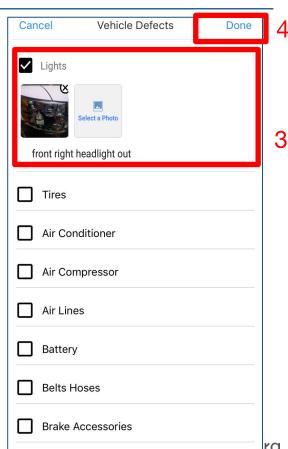




Pre-Trip Inspection with Defect

- 1. <u>Driver</u> selects Pre-Trip and performs walkaround.
- 2. "+Add/Remove Vehicle Defects" opens the Vehicle Defect page.
- 3. Check off any items where a defect is identified. Include comments for any defects that are found, add pictures as needed.
- 4. Select "Done".
- 5. Once all defects have been identified, and select "Next".

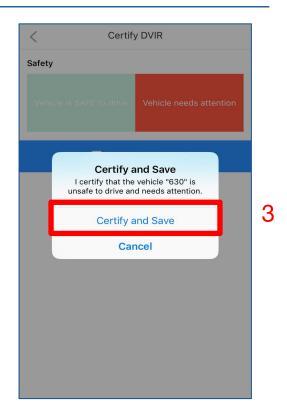




Certify Vehicle Needs Attention

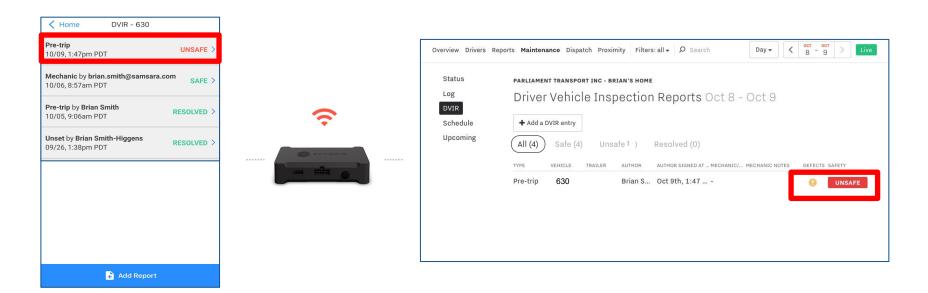
- Driver specifies "vehicle needs attention" for the headlight that was out.
- 2. Select "Certify and Save".
- 3. Confirm your selection by selecting "Certify and Save".
- Certifying a DVIR adds driver's signature to the DVIR.





Samsara Dashboard: Maintenance

The completed DVIR automatically syncs to Maintenance page of the Samsara Dashboard



Maintenance: Documenting a Fix as Resolved

+ Add a DVIR entry

Status

Log

DVIR

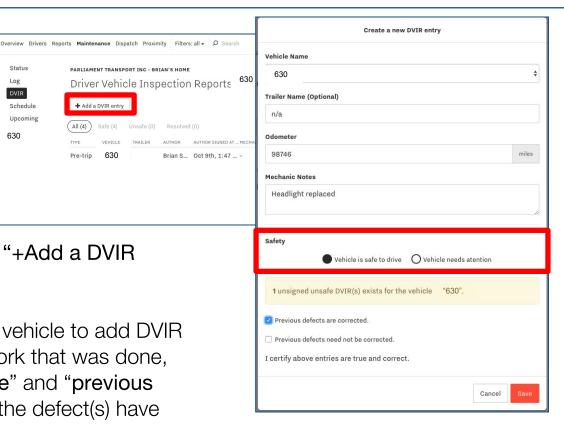
630

Schedule Upcoming

 The unsafe DVIR is logged in the dashboard, and the mechanic can view and correct the issue.

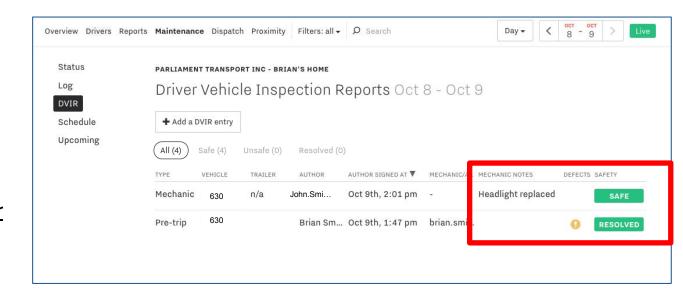
Once the defects has been resolved, the mechanic will document the fix by selecting "+Add a DVIR entry".

Mechanic selects the correct vehicle to add DVIR entry, documents what the work that was done, marks "vehicle is safe to drive" and "previous" defects are corrected" once the defect(s) have been resolved.



Samsara Dashboard: Maintenance

- After the <u>Mechanic</u>
 documents and certifies
 the the defect is
 resolved, the status will
 change from <u>unsafe</u> to
 resolved.
- The vehicle will need to be certified by the <u>Driver</u> at the next pretrip/post-trip inspection.



DVIR Workflow: Defect Identified Requires Attention

The following work flow shows the process of a DVIR if a driver identifies a defect that requires attention.

Driver completes Pre-Trip/ Post- Trip DVIR in Driver App. Driver identifies defect(s)._Certifies vehicle needs attention.*

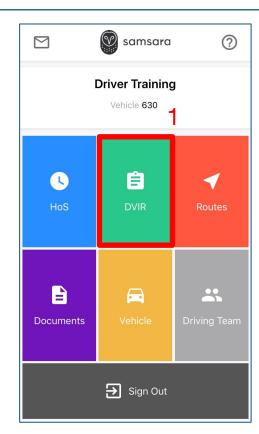
Vehicle defect is resolved by maintenance.

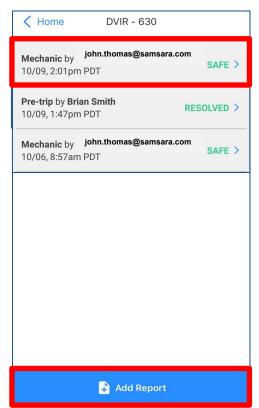
Mechanic documents maintenance fix and certifies vehicle is SAFE to drive in the Samsara Dashboard.

Driver completes Pre-Trip/Post Trip DVIR in Driver App. Driver certifies
defect as
corrected, and
marks vehicle as
SAFE to drive in
Driver App.

Driver Approval of Maintenance Fix

- 1. <u>Driver</u> completes a DVIR for the same vehicle.
- Select the <u>Mechanic</u> entry to view notes on the Mechanic's DVIR entry.
- 3. The driver will select "+Add Report" to complete post-trip DVIR, and will need to certify the defect was corrected.

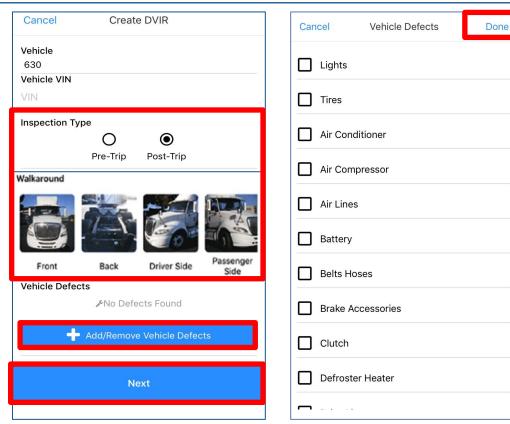




2

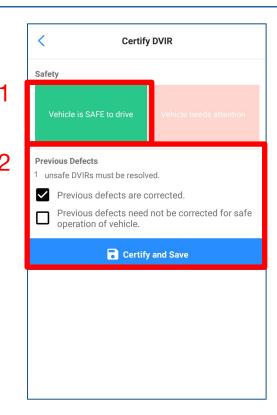
Post-Trip Inspection

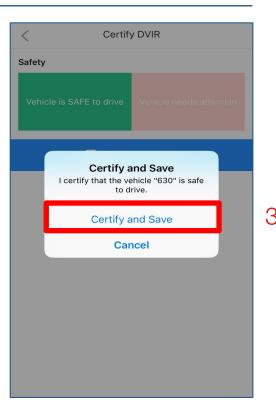
- Select "Post-Trip", take walk around photos, and check off any identified defects.
- Select "+Add/Remove Vehicle Defects".
- Select "Done" after confirming no additional defects are found.
- 4. Select "Next".



Driver Certification

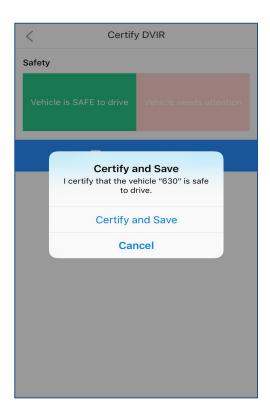
- After completing the post-trip inspection, <u>Driver</u> selects "Vehicle is SAFE to drive."
- Driver is reminded that there were previous defects found on the vehicle, and selects "Previous defects are corrected".
- Selects "Certify and Save", and confirms the selection.

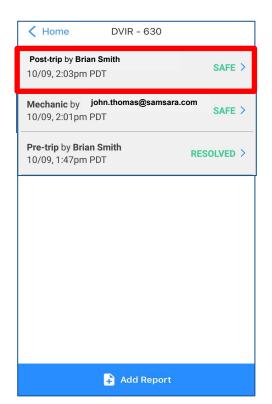




Driver Certification

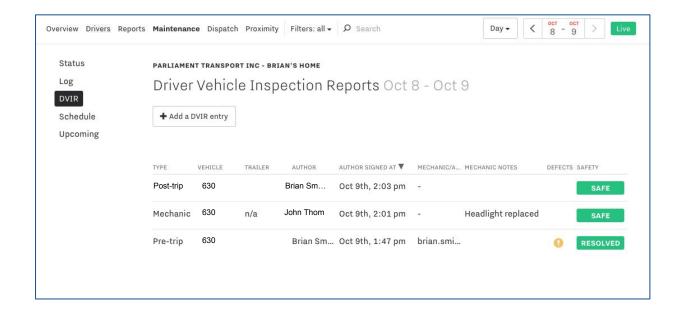
 Once certified as SAFE the DVIR entry is documented in the DVIR reports for the vehicle.





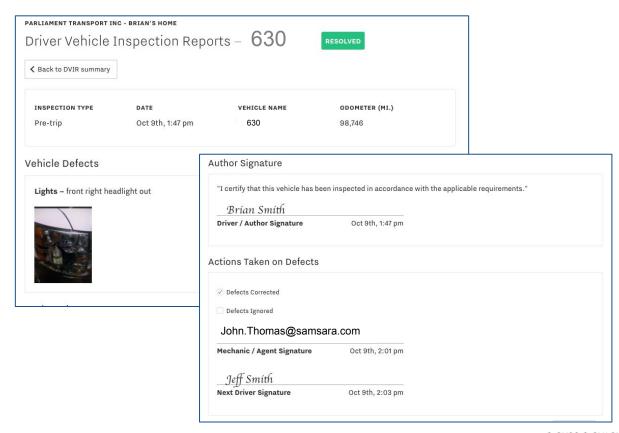
Maintenance Dashboard: Defect Resolved

 In the dashboard you can see the resolved initial defect and the subsequent "Safe" inspections conducted by the Mechanic and Driver.



Maintenance Dashboard: Review of Resolved Defects

- By selecting the resolved issue you can see:
 - The impacted vehicle
 - The nature of the defect
 - Who made the various certifications and when



Managing HoS for Drivers

What do Drivers Need to Know?

- Managing Driver Time
- Managing Alerts
- Editing My Logs
- Certifying Logs
- Approval of Carrier Edits
- Inspection Requirements
- Sign Out



Managing Hours of Service

- Click HoS to manage your logs.
- 2. Change Duty Status manually.
- 3. Understanding Hours Remaining
 - Break = Counts down the time until a break must be taken
 - Shift = Counts down total available shift time
 - Drive = Counts down the remaining driver time left in your shift
 - Cycle = Counts down total available cycle time.
- Everything a driver needs for an inspection is behind the "DOT Inspection" button
- 5. View past logs
 - Red Pencil = Uncertified
 - Green Check = Certified

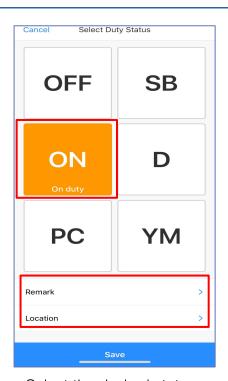




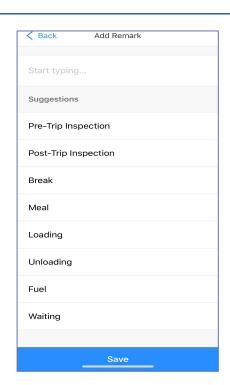
Set Duty Status



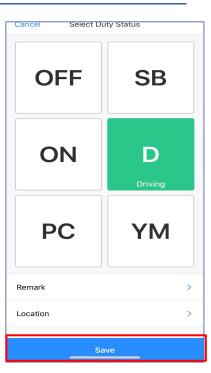
Tap the Current Status bar.



Select the desired status.



Add a remark and location.



Save.

Change Status During the Day

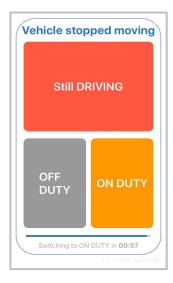
Begin driving

When your vehicle moves your status will change to DRIVING.



Making Stops

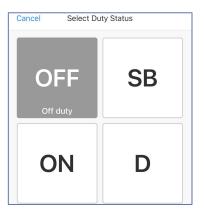
When you stop driving, a prompt will ask you for your current duty status. Default status is ON DUTY.



Taking Breaks

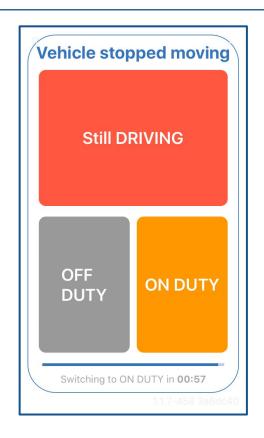
When taking a break switch your status to OFF DUTY.

Return to ON DUTY when your break is over



Automatic Driving Status

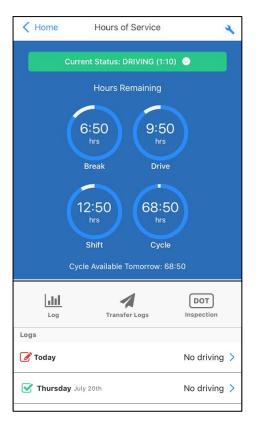
- The ELD mandate requires that when a vehicle goes above 5 mph the driver be automatically put into driving.
- This means it is especially important that drivers are assigned to the correct vehicle and sign out before another driver moves that vehicle
 - When the vehicle stops drivers will be asked if they are "Still DRIVING". If they ignore this they are automatically put "ON DUTY."



Alerts

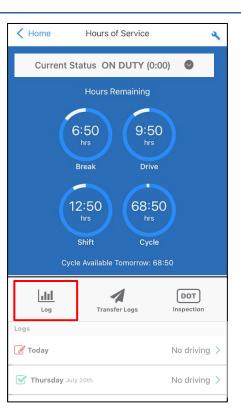
- When any one of the hours remaining circles gets within 30 minutes of zero it will turn <u>yellow</u> and alert the Driver
- When zero is reached the ring will turn red
- Alert Examples:



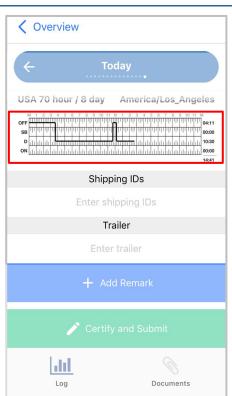


Driver Edit of Logs

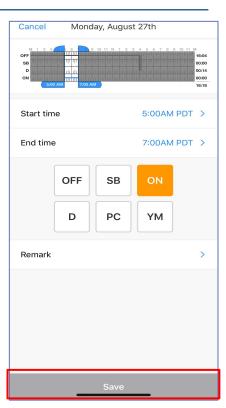
- Drivers can edit any uncertified logs.
- Drive time can be changed to Yard Move or Personal Conveyance for a driver (if enabled) but never erased.
- Drivers can edit all other duty statuses.
- Per the ELD mandate, a remark is required to edit a log.



Tap the Log icon.



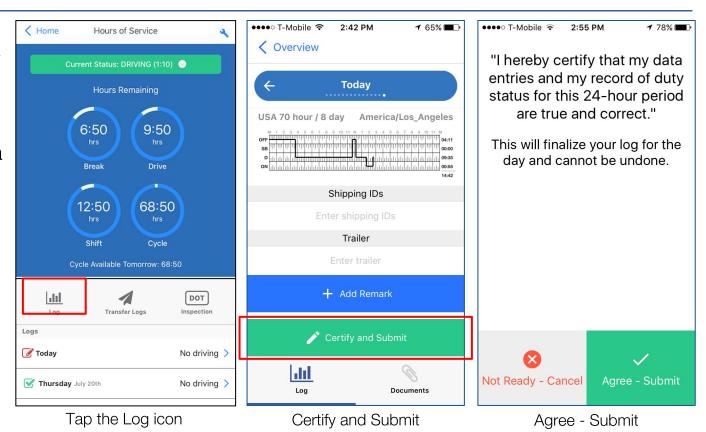
Tap the log graph to edit it.



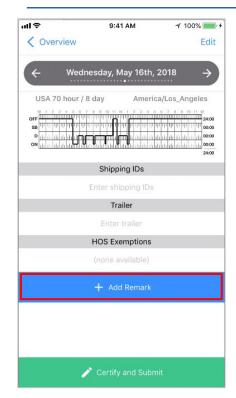
Tip! All Driver edits require a remark before saving! samsara

Certifying Driver Logs

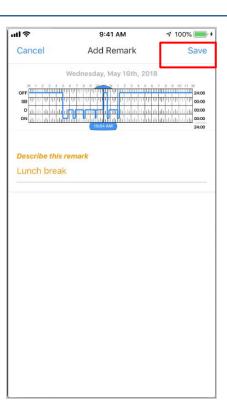
- •Drivers should certify all past 24-hour periods
- Certifying logs puts a signature below the log in the Log and DOT Inspection page



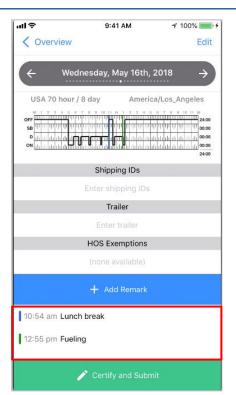
Adding Remarks to Logs



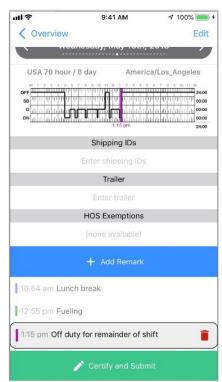
Select Remark



Slide the indicator to the time you'd like to add a remark. **Save.**



Add multiple remarks by selecting **Add Remark** for each.



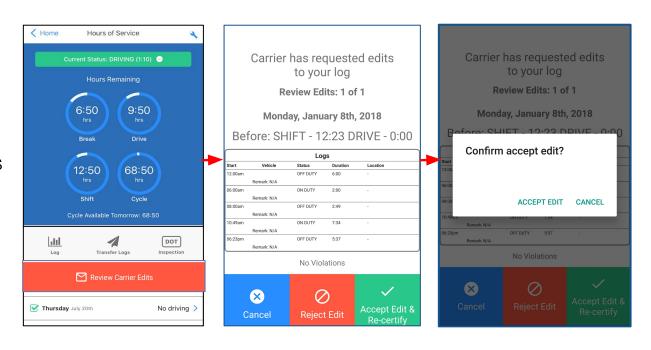
Remove a remark by selecting the remark and select the delete icon.

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Approval of Carrier Edits

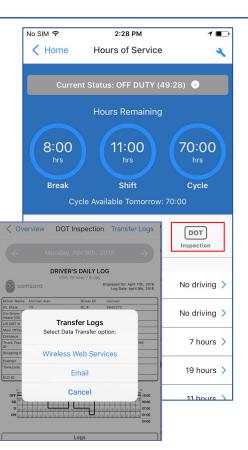
- All Carrier edits must be approved by the driver
- Drivers will be prompted to approve carrier edits.
- Managers and Supervisors should agree on an edit before it is posted for a Driver to Review.

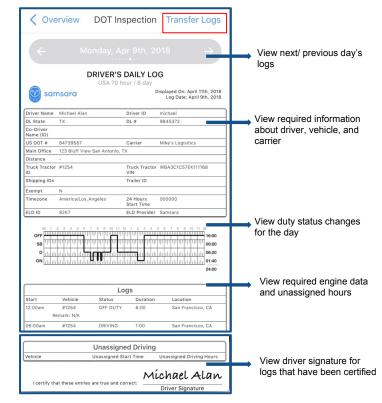
Managers are not alerted when a Driver Approves or Rejects a proposed edit.



Inspection Requirements

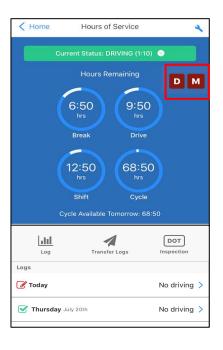
- ELD Required In- Cab Materials:
 - Driver App User
 Manual
 - DOT Inspection
 Sheet
 - Paper log sheets for 8 days
- Drivers share their logs from the DOT Inspection icon
- There are two options for sending your data file: Email or Wireless Web Services





Additional Information

Diagnostic and Malfunction Alerts



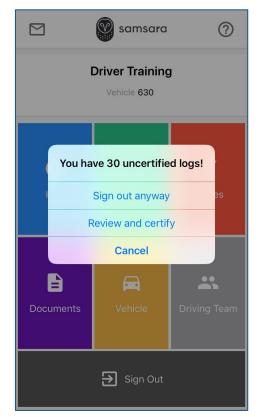
 In the event of a Diagnostic or ELD Compliance Malfunction, a red D or M will appear on the HoS page.
 Click on the D or M for details.

 Please alert your fleet manager if necessary. Samsara Support is available to remedy all Diagnostic and Malfunction issues.

Signing Out

- Pemember to sign out of app when you are done with your shift and vehicle.
- This is VERY important to ensure that you are no longer associated with the vehicle, and any movement of the vehicle will not be attributed to you.
- Select "Review and certify" or "Sign out anyway" for certifying logs upon sign out.

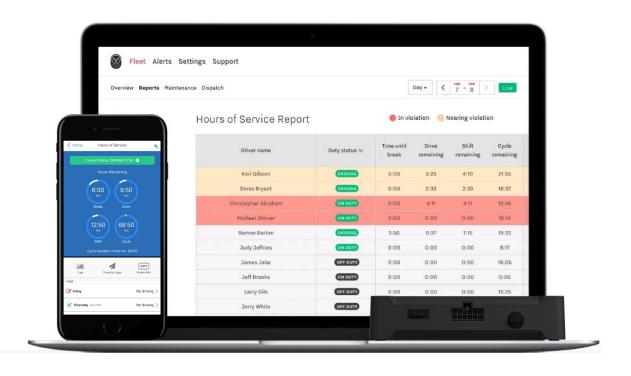




Managing HoS for Managers

What do HoS Managers Need to Know?

- All Management work happens from the Samsara Dashboard
 - Driver HoS: Manage hours and make edits
 - Unassigned HoS:
 Reassign, unassigned drive time.
 - Search and reporting on violations
- Editing Logs
 - Wrong Vehicle
 - Carrier edits require driver approval



Driver HoS Report (Summary)

PARLIAMENT TRANSPORT INC - BRIAN'S HOME

Hours of Service Report

Driver name	Duty status 🌳	Time in current status	Vehicle name	Time until break	Drive remaining	Shift remaining	Cycle remaining	Cycle tomorrow	Driving in violation (today)	Driving in violation (cycle)
Brian Smith	OFF DUTY	126:39		8:00	11:00	14:00	70:00	70:00	+	-
Dennis Smith	OFF DUTY	103:59		8:00	11:00	14:00	70:00	70:00	-	A.
Jeff Smith	OFF DUTY	> 7 days		8:00	11:00	14:00	70:00	70:00	-	-
Jonte C	OFF DUTY	> 7 days		8:00	11:00	14:00	70:00	70:00	-	-

- •Fleet → Reports → Driver HOS shows summary of drivers
- Same cycle times presented to the Driver are presented to the manager
- All the standard duty statuses are present including "Disconnected" which tells you that the app is either closed or the mobile device is out of service.

In violation

Nearing violation

Reports: Driver HoS (Expanded View)

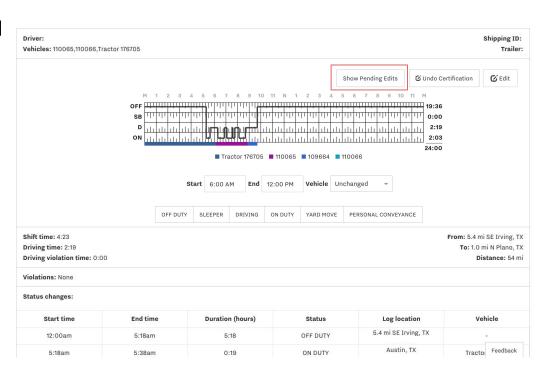
All the standard duty statuses are present.

"Disconnected" status indicates that the driver app is either closed or the mobile device is in an area of poor cellular coverage.



Reports: Driver HoS (Expanded View)

- Managers can only edit certified logs
- Only managers can edit vehicle selection
 - Managers are able to edit Duty Status and Vehicle selection from this page
 - •As we saw in the Driver section of the presentation, all edits must be approved by the driver



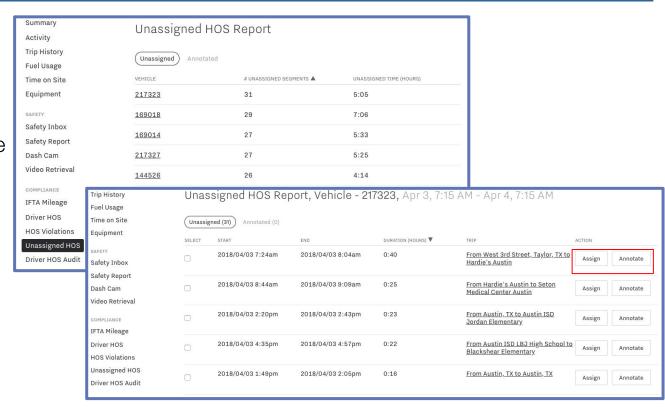
Reports: HoS Violations

- Search and report on violations for all drivers from HOS Violations
- This report can be scheduled daily and/or weekly



Reports: Unassigned Hours

- •Fleet → Reports → Unassigned HOS
- •Unassigned HOS are created when a vehicle is moved without a driver assigned.
- •Unassigned hours must be assigned so that no more than 30 minutes exist on a vehicle over a 24 hour period.



Additional Information

Internet Connectivity



When connected, the driver app communicates duty status to dispatchers and fleet managers.

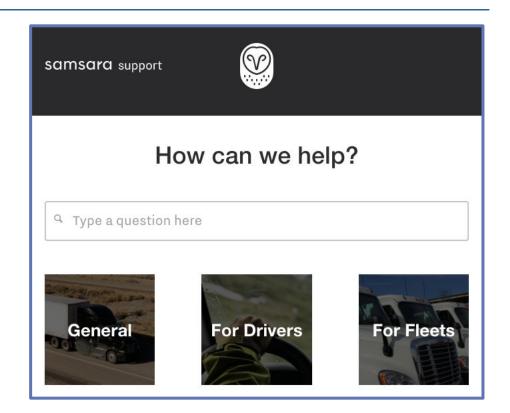
- Sign in and out in places with connectivity.
- Keep the Samsara Driver app visible on the screen so it stays connected.

If you lose internet coverage:

- Your activity gets saved and it will be updated when you connect again.
- You can set status and edit your logs manually if needed.

Closing

- Knowledge base: https://kb.samsara.com
- Samsara Docs:https://www.samsara.com/docs
- Support Email: support@samsara.com
- Support Hotline (415) 329 -6900:
 - Mon Fri: 24 hours
 - Sat and Sun: 8am 5pm (PST)
- Live Chat:
 - Mon Fri: 6am 6pm (PST)





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