Samsara Training
Driver App Training
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

iOS Device: App Store

The Google Play Store for Android
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 search bar.

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.
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

Send messages to Dispatch

Hours of Service (HoS), HoS can be disabled for Electronic Logging Device (ELD) Exempt Drivers

Submit Proof of Delivery and other documents types

Change vehicle for this driver

Sign out when you finish your shift

Driver Vehicle Inspection Report (DVIR)

Routes provides a list of your routes and route stop locations for the day.

Use Driving Team when having co-drivers.
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
  – **Driver 1** 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 both drivers from the app and place them “Off Duty”
1. **Driver 1** logs into the Samsara Driver App

2. **Driver 1** is listed as the USER

3. **Driver 1** selects Driving Team
Second Driver Signs In

1. **Driver 2** selects “Add User to Driving Team”

2. …and logs into the same mobile device

   • Additional drivers can log in after **Driver 2**.
Changing Driver Assignment

Two drivers are now signed into the same vehicle

1. **Driver 2** selects “Set as vehicle driver” and they become the primary driver for the vehicle

2. After this selection you can see that **Driver 2** is the “Current vehicle driver”.

   • All engine runtime will be assigned to the “Current vehicle driver’s” logs
Viewing Driver 2’s Account

1. **Driver 2** selects “View App on driver’s account” and both drivers can now manage their account from the Samsara Driver App.

2. 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.
• When **Driver 1** or **Driver 2** 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
  - Driver 1 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
  - Driver 2 reviews and approves fix and certifies vehicle as “Safe to Drive”.
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. **Driver** 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”
1. **Driver** selects Pre-Trip and performs walkaround.


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

1. **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

- 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 Mechanic documents and certifies the defect is resolved, the status will change from unsafe to resolved.

• The vehicle will need to be certified by the Driver at the next pre-trip/post-trip inspection.
Driver certifies defect as corrected, and marks vehicle as SAFE to drive in Driver App.

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.

The following work flow shows the process of a DVIR if a driver identifies a defect that requires attention.
1. **Driver** completes a DVIR for the same vehicle.

2. Select the **Mechanic** 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.
Post-Trip Inspection

1. Select “Post-Trip”, take walk around photos, and check off any identified defects.

2. Select “+Add/Remove Vehicle Defects”.

3. Select “Done” after confirming no additional defects are found.

4. Select “Next”.

Vehicle Defects

- Lights
- Tires
- Air Conditioner
- Air Compressor
- Air Lines
- Battery
- Belts Hoses
- Brake Accessories
- Clutch
- Defroster Heater

Next
1. After completing the post-trip inspection, **Driver** selects “Vehicle is SAFE to drive.”

2. **Driver** is reminded that there were previous defects found on the vehicle, and selects “Previous defects are corrected”.

3. 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.
In the dashboard you can see the resolved initial defect and the subsequent “Safe” inspections conducted by the Mechanic and Driver.
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

1. 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.
4. 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 **yellow** 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!
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

"I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct."

This will finalize your log for the day and cannot be undone.

Tap the Log icon

Certify and Submit

Agree - Submit
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.
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:
  – 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.
Remember 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

<table>
<thead>
<tr>
<th>Driver name</th>
<th>Duty status</th>
<th>Time in current status</th>
<th>Vehicle name</th>
<th>Time until break</th>
<th>Drive remaining</th>
<th>Shift remaining</th>
<th>Cycle remaining</th>
<th>Cycle tomorrow</th>
<th>Driving in violation (today)</th>
<th>Driving in violation (cycle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Smith</td>
<td>Off Duty</td>
<td>126:39</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dennis Smith</td>
<td>Off Duty</td>
<td>103:59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeff Smith</td>
<td>Off Duty</td>
<td>&gt; 7 days</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jonte C</td>
<td>Off Duty</td>
<td>&gt; 7 days</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

- 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.
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.
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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