Samsara Driver App Setup Guide

The Samsara Driver App allows drivers to record hours of service, complete vehicle inspection reports, and empowers fleet operators to achieve ELD compliance.
Introduction

This guide enables fleet managers to deploy the Samsara Driver App to their drivers. The App allows for drivers to report hours of service and vehicle inspection reports (DVIR).

What You’ll Need

In order to set up the Samsara Driver App, verify that you have the following:

✓ Mobile devices (tablets/smartphones) with Samsara Driver App installed

   The Samsara Driver App works on both iOS and Android devices. For safety, the device should be mounted in a fixed position during the operation of the vehicle and visible to the driver when the driver is seated in the normal driving position. Check state regulations on mounted devices.

   Contact support@samsara.com for recommendations on mobile devices.

✓ Samsara Vehicle Gateway installed in vehicles

✓ Internet access for your mobile device

   Cellular or Samsara Vehicle Gateway Wifi Hotspot (explained below).

✓ Access to the Samsara Dashboard

   Visit cloud.samsara.com.
Getting Started

Get Driver Fleet ID

The Driver Fleet ID uniquely identifies your company when drivers sign in to the app.

1. Log in to the Samsara Dashboard at cloud.samsara.com and navigate to Settings > Organization > General

2. (Optional) Change the default Driver Fleet ID to make it easy for your drivers to remember

3. Make note of the Driver Fleet ID which you will provide to drivers
Create Driver Accounts

Driver credentials allow your drivers to sign in to the Samsara Driver App on any mobile device.

1. Navigate to Settings > Group > Drivers
2. Select Add a Driver
3. Fill in each driver’s information

You can upload driver credentials in bulk from a CSV file. Example:

username,password,name
jjones,passW0rd,Jane Jones
jsmith,pa$$word,John Smith

Note: Driver accounts are different from Samsara Dashboard accounts that you use to manage your fleet. In order to sign in on the Samsara Driver App you must create a driver account.
Configure HOS and DVIR Settings

In order comply with FMCSA regulation, you must configure some general information about your organization.

1. Navigate to Settings > Group > HOS/DVIR

2. Fill in Carrier Name and Main Office Address. This information will be displayed in the DOT Inspection Report.

3. Configure Automatic Duty Status. When enabled, the driver’s status will automatically switch to DRIVING when their vehicle starts moving, and back to ON DUTY when the vehicle stops. This is recommended most fleets.

4. Set Shipping Docs Field is Required to Sign Logs. This setting, when enabled, will require the driver to input text in the Shipping IDs field of the HOS log in the Driver App before certifying it.

5. Select Default Driver Ruleset under which your drivers operate. You can configure cycle/shift limits as well as restart the rest break requirements. The USA default is 8/70 Property with Property rest breaks required.
Configuring Samsara WiFi Hotspot (optional)

If your drivers’ mobile devices have internet access via a cellular data plan you will not need to configure the WiFi Hotspot. You can skip this section.

If you require Samsara’s WiFi Hotspot to connect your device, you can configure the Samsara Vehicle Gateway to provide WiFi to your driver’s mobile devices at no additional cost.

Activate WiFi Hotspot

1. Navigate to Settings > General
2. Select Enabled under WiFi Hotspot
3. Enter a WiFi SSID (network name) and WPA Passphrase (password)
4. Connect mobile devices to WiFi

   If you manage many devices, contact your IT department about mobile device management software to automatically configure them at once.

You’re all set up!
What’s Next?

By now, you’ve configured the Samsara Dashboard for your drivers to use the Samsara Driver App. Your next step is to train your drivers, empower them with quick reference guides, and make the most of the visibility you gained now that your drivers are using the Samsara Driver App.

**Train Drivers on Samsara Driver App**

The Samsara Driver App has been designed to be simple and intuitive for drivers. The interface mimics familiar paper logs. Introduce the use of the app as part of the drivers’ daily routine.

1. Organize an in-person training session with your drivers
2. Utilize Samsara Driver App training materials to show them the app functions

**Distribute Reference Documents and Materials**

Provide your drivers with the following:

- Hours of Service Reference Card for Drivers
- DOT Inspection Card for Drivers
- An 8-day supply of paper tracking forms (grid graphs) as mandated by law

Note: reference cards are available for download at samsara.com/docs.
Leverage Driver Data to Coach Drivers and Expedite Maintenance

Now that your drivers are reporting hours of service and vehicle inspections, you can manage your fleet more effectively and ensure compliance.

1. View driver HOS logs by navigating to Fleet > Reports > Driver HOS. You can quickly identify drivers that are ON DUTY or DRIVING which should match your active drivers on that day. If you don’t see active statuses for your drivers, you should remind them to sign in to the app.

2. The Hours of Service Report allows you to avoid violations by identifying drivers operating beyond their break time, shift time or cycle time. Easily spot for drivers nearing violation and those in violation.
3. View Driver Vehicle Inspection Reports by navigating to Fleet > Maintenance > DVIR. Using filters, you can quickly identify vehicles that are **SAFE** to drive and those **UNSAFE** that need attention.

4. Your maintenance team gets real-time access to DVIRs as soon as they are signed by drivers. Therefore they can reserve repair bays, prepare parts, and allocate labor in anticipation for the vehicle’s arrival.