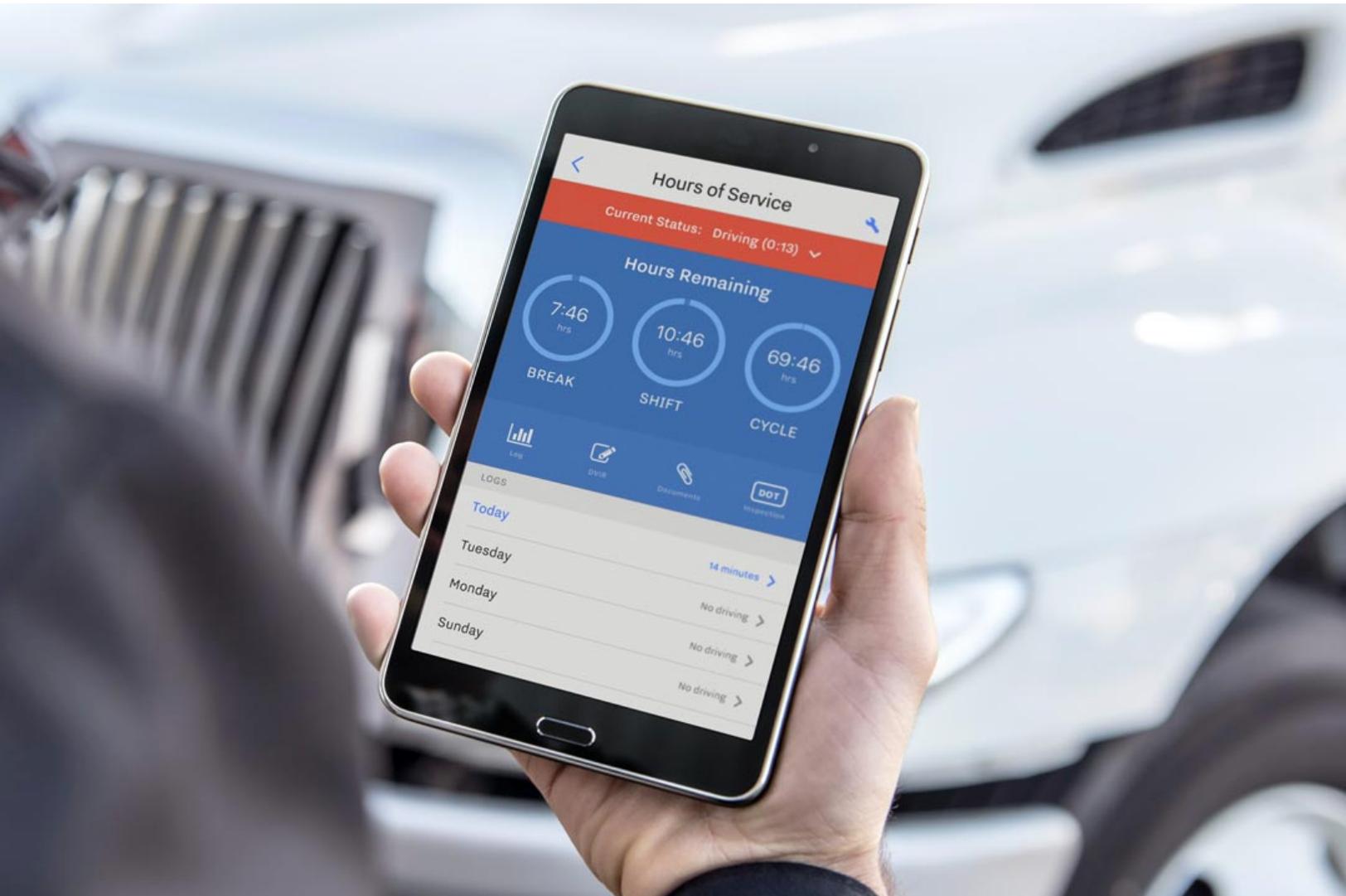


# Hours of Service E-Logging Project Planning Guide

Plan your Samsara HOS and fleet tracking deployment to meet FMCSA regulations



Hours of Service E-Logging Project Planning Guide	1
Introduction	3
How to Use this Guide	3
Expanding from Pilot Deployments & Free Trials	3
Preparing for Deployment	3
Samsara Implementation Summary	4
Estimated Timeline	4
Estimated Cost	4
Preparing your Team	4
The Typical Deployment Process	5
Hardware Deployment	6
Vehicle Gateway Installation	6
Project Coordinator Training	7
Software Configuration	8
Training Driver Trainers	9
Train the Trainers	9
Driver Training	10
Deployment Summary	11
Best Practices Checklist	11
Sample Timelines	11
Resources	13

# Introduction

## How to Use this Guide

This guide outlines best practices for planning the deployment of Samsara's ELD-ready fleet tracking solution. While this guide is oriented towards mid-sized fleets (100 - 1000 drivers), it can be adapted to fleets of all sizes.

## Expanding from Pilot Deployments & Free Trials

If you have already completed an evaluation of the Samsara solution on a segment of your fleet, you have completed the major steps: installing the vehicle gateway, deploying the HOS App to a mobile device, configuring the software, and generating FMCSA-compliant ELOGS. Your deployment will consist of scaling the process across your fleet.

## Preparing for Deployment

Prior to beginning deployment, procure the necessary hardware and software:

- Samsara VG-series vehicle gateways, cable harnesses, and licenses (one per vehicle)
- Mobile devices with vehicle mounts (one per vehicle). Samsara is compatible with most modern iOS and Android devices. Recommendations are available upon request.
- Optional equipment: Samsara EM-series wireless temperature monitors, CM-series dash cameras, AG-series trailer tracking gateways.

# Samsara Implementation Summary

## **Estimated Timeline**

A complete deployment typically takes a few days for a small fleet and a few weeks for a larger operation (without disrupting day-to-day operations). Samsara customers have completed 500-vehicle deployments in under 4 weeks.

## **Estimated Cost**

Samsara is designed to be easy to configure and easy to use, without the need for IT infrastructure, complex configuration, or extensive training. Vehicle gateway installation can typically be completed with in-house staff, though Samsara-authorized 3rd party installers are available. Budget 1 hour of installation labor per 3 vehicles.

## **Preparing your Team**

Deployments across mid-sized and large operations typically involve the following people:

- Project coordinator
- Hardware installation team
- Driver trainers
- Compliance manager(s)
- Optional: Other Samsara capabilities may be leveraged by dispatchers, safety managers, maintenance, and finance

## **The Typical Deployment Process**

Deployments typically involve the following steps:

1. Install gateway hardware in vehicles
2. Configure software
3. Train administrative staff
4. Train the driver trainers
5. Go live with one terminal or group of drivers
6. Expand to all drivers

# Hardware Deployment



Time expected: 20 minutes per vehicle

Performed by: Installation team

Supporting materials: VG installation instructions

## Vehicle Gateway Installation

Samsara hardware is easy to deploy without specialized training. The installation process consists of connecting a Vehicle Gateway and mounting a mobile device in each cab. Budget 20 minutes per vehicle for installation once the installer is familiar with a particular vehicle make / model.

Your mechanics will be well-qualified to perform the installation efficiently. Alternately, Samsara can recommend 3rd party installers in your area.

Installation is typically scheduled to be performed in parallel across terminals in multiple geographies.

Note that if you work with owner-operators, you will need to schedule a time for the drivers to come to the terminals for installation.

# Project Coordinator Training



Time expected: 60 minutes

Performed by: Project Coordinator, Managers and Supervisors

Samsara supporting materials: training guides and knowledge base

Your Samsara support team can organize a training session by web / video conference with the project coordinator and other key system users. This session empowers your team to effectively manage drivers and assist them with routine tasks involving the Samsara system.

This training can be performed before, during, or after hardware installation. Training topics include:

- Fleet Overview: gaining visibility of the entire fleet including location, vehicle diagnostics, safety, and fuel efficiency
- Hours of Service: monitoring drivers' duty status, remaining driving time, violations, viewing / editing logs, handling audits
- Alerts: configuring real-time notifications on events like entering/leaving an area of interest, engine faults, and excessive speeding
- Reports: safety indicators, IFTA reports, history of vehicle location, and time spent by vehicles in different locations
- Driver Training - Train the Trainer: a complete review of all driver operations in the Samsara app, enabling your team to effectively train and support drivers

# Software Configuration



Time expected: 30 minutes + 1 minute per vehicle

Performed by: Project coordinator

Samsara supporting materials: HOS setup guide

After hardware installation, basic software configuration takes place. Steps include:

- **Name vehicles:** create a naming convention to easily identify each vehicle
- **Configure tags:** label vehicles for easy filtering by geography, vehicle type, department, working shifts, etc.
- **Invite users and set user permissions:** share access to the Samara Dashboard to other users inside the organization, providing the appropriate permissions (read-only, dispatch, administrator, etc.)

# Training Driver Trainers



Time required: 30 minutes per driver group

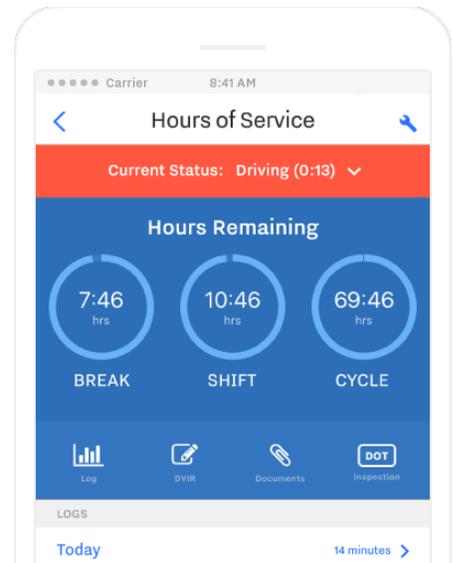
Performed by: Driver trainers

Samara supporting materials: HOS Driver App Training, DOT Inspection Card, Driver Reference Card

## Train the Trainers

Your organization’s Project Coordinator, with the assistance of your Samsara Support team, trains the supervisors, terminal managers, or other employees who will go on to train the drivers themselves. Training covers the Samsara Driver App functionality that drivers will use day to day, including: beginning the driving shift, automatic duty status changes, certifying driver logs, and handling DOT inspections. Samsara provides complete step-by-step training documentation.

While the Driver App is easy to use, it is helpful for your trainers to use it themselves for a few days before training drivers to develop deep familiarity with the various operations.

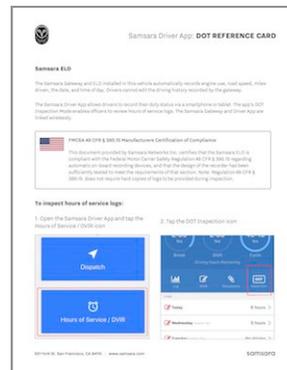
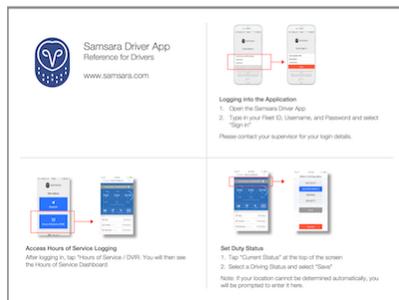


## Driver Training

Trainers will train the drivers, using the Samsara-provided documentation that they have been trained on.

A training session for a group of drivers typically requires 30 minutes. Trainers often provide a “help desk” or similar channel for drivers to ask questions during their first few days using the app.

We recommend training a pilot group of drivers and verifying successful use of the system before bringing the entire fleet online.



# Deployment Summary

## Best Practices Checklist

The following list of tasks will ensure that you follow a smooth deployment:

- ✓ Designate a Project Coordinator within your organization
- ✓ Designate a team to perform in-vehicle hardware installation
- ✓ Consider scheduling availability for owner-operators, if necessary
- ✓ Create a project timeline for each terminal
- ✓ Coordinate with your Samsara resources to assist with trainings
- ✓ Start with a pilot group of drivers and expand after verifying that day-to-day operations are running smoothly

## Sample Timelines

An example 4-day timeline for a terminal with 30-40 vehicles, with a single full-time installer, is illustrated below:

Activity	Business Days					
	1	2	3	4	5	...
Hardware installation	█	█	█			
Key Personnel Training			█			
Configuration			█			
Driver Training				█		

The timeline above can be replicated in parallel across terminals. However, we recommend deploying with a pilot group and verifying that operations are occurring smoothly. Once confirmed then proceed implementing across all terminals.

Terminal	Business Days																					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	...			
Pilot terminal	█	█	█	█																		
			█	█	Monitor, verify, and validate																	
T2															█	█	█	█				
T3															█	█	█	█				
T4...															█	█	█	█				

## Resources

We encourage you to avail yourself of all Samsara resources, from training materials for drivers to our technical support staff. Resources include:

- Your Account Executive: to help you navigate the available Samsara resources
- Systems Engineers: available to assist with your evaluation, configuration, and deployment
- Support Engineers: your primary resource for product troubleshooting
- Samsara Knowledge Base: collection of answers to frequently asked questions, available online at [kb.samsara.com](http://kb.samsara.com)
- Vehicle Gateway Installation Guide: reference guide for hardware installers
- Driver App Setup Guide: Samsara software configuration specific to Hours of Service deployments
- Driver App Training: a presentation (slides) training drivers on the mobile app
- DOT Inspection Card: reference card to keep in each of your vehicles for use during DOT inspections
- Hours of Service Reference Card: quick reference sheet for drivers