Samsara Training

Samsara Driver App for Drivers and Admins



Overview

Driver App Download Signing In and Homepage Overview Vehicle/Trailer Selection Driver App Settings and Messages **Documents and Routes** Team Driver DVIR Hours of Service - Drivers **DOT** Inspection Requirements Hours of Service - Fleet Managers

Where Can I Get the App?

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

The app is free to download.





Signing In

Signing In

Open the Samsara Driver App on your tablet.

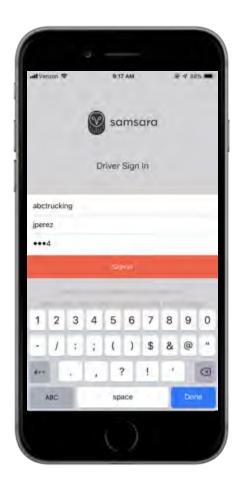
Sign in by entering the following:

- 1. Fleet ID: abctrucking
- 2. Username : jparez
- **3. Password** : 1234

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.



4

Vehicle/Trailer Selection

Vehicle Selection

"Review and certify " or "Skip" certifying logs upon sign in.

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.

A confirmation screen will prompt the driver to confirm the selected vehicle.

	Select Vehicle
_	
9	
15	
You	have 30 uncertified logs
1	Review and certify
40	Skip
16	
17	
19	

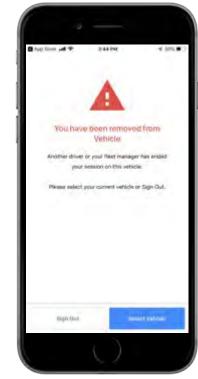


Vehicle selection - mutual exclusion

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."





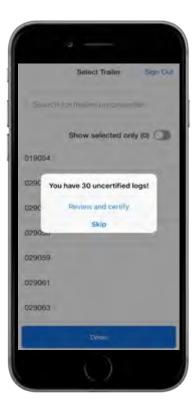
Ę

"Locked" Tablets

For "locked" tablets, the vehicle will automatically be assigned for the driver.

After the driver signs-in, they will be prompted to review and certify logs. Then they will go straight into the trailer selection page.





8

Trailer Selection

Step 1: Select "Vehicle"

Step 2: Select "**Trailer**" and search for trailer number.

Step 3: **Confirm** trailer selection.



	Г	12.0	_
Vehi	cle	Traile	r
And div	o miller:		
	Show se	elected only	1) (1)
100			2
101			
102			





Add a New Trailer

If the trailer is not in the list, type the trailer number in the search bar.

Select "+Add to trailer list".

Confirm your trailer selection by viewing the trailer number in the home screen.

	Select 3	
		on Oul
Vehicle	Trailer	
200		
Sho	w selected only (0)	0
Add "200" to tr	ailer list?	
	Dees	



10

Changing Trailer Selection



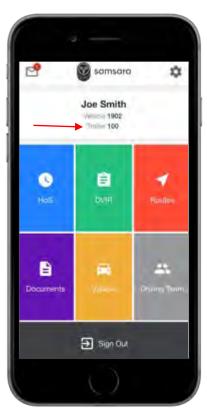




2. Deselect current trailer by clicking on number



3. Select new trailer by clicking on number



4. Note trailer change on home screen

11

Ę

Trailer Mutual Exclusion

When a Driver selects a trailer that a different Driver has already already selected, they will be prompted with a notification stating "Another driver is currently using trailer X"

If the Driver continues with the trailer selection, the other Driver who originally selected the vehicle will be notified stating "You have been removed from this Trailer"



samsara

12

Driver App Settings and Messages

13

Driver app home page

Click **envelope icon** to send and receive messages from Dispatch.

Click the **gear** icon to view settings information, such as **language preference**, app theme, and app version.



14

Ę,

Driver app settings

Verizon 🗢	8:42 AM	@ # 92% 🗰 i
Back	Language	_
inglish (United Ki	ingdom)	0
inglish		0
ispañol		0
ispañol (Latinoan	nérica)	Q
irançais		Q
all Verizon 🗢	9:18 AM	@-4 katu 🗰
Cancel	Feedback	
99000 i=011	a - 00 - 1	

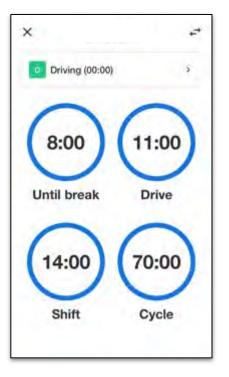
att Verizon 🌩	8:37 AM	
< Home	Settings	
Language		English >
Theme		Auto >
Help		> -
Send Feedbac	k	>
Version	43.	6 4498 1.3.6 >
Driving & Res	t Screens	
Auto-Open Dri	ving Screen	
Automatically sh	ow the driving scree	an when Driving.

• mil Verizon 🗢	9:18 AM	@ 7 88% 🗰
< Back	Help	
Why does my dut	y status change?	2
Preparing for road	dside inspections: log tra	insfer 2
How do I complet	e a Driver Vehicle Inspec	tion Report 3
How to use team	driving	5
How to save hard	copies of HOS logs	8
I have a different	question	3

DIDOSUDOS 15

Driver App Theme

< Back	Theme	
Day		0
Night		0
Auto The app will au between 8:00Pi	tomatically enter night mode M and 6:30AM.	0
	Size.	





Night Mode

Settings

Day Mode

16

=16



Messages

- Drivers can message with Dispatchers or Admins through the Samsara Driver App.
- The messages button is disabled when the vehicle is in motion to ensure driver safety.
- The driver receives push notifications even if the Driver App is not open.

udi Verizon 😤	samsara	¢	uil Vertion 👁 Count	B:10 AM Measurgery	₽ 4 175 —	Cito				ID AM		4	4 87	
	Jorge Perez						ispatch	n.				oday et	9:19 A	
3	Ê	4				PI TI	ello Joe leese II hardes, virnes	ije, ike route ab	reteed	101 123				
HoS	DVIR	Routes						pparl Them	ter the	eptad		oday art	9:19 A	
2			2		Now Mainsgan		t)	im-			50	
Documents	Validatio	Driving Team	Géograma In Helto Jorga		Tinday at 9719 AM	1	2	3 4	5	6	7	8	9	0
			Please take rocks ab	c miseut of 121		4	L	3	()	\$	&	@	
	Sign Out		Thanks Dwner			-	I.		T	?	ł	'	1	8
_	2 sign Out				-	ABC	0	9		spac	e		retu	m

samsara

17

Messages (continued)

- Administrators can communicate with drivers by clicking the message icon in the upper righthand corner of the dashboard.
- Administrators can message all drivers, tags of drivers, or individual drivers.

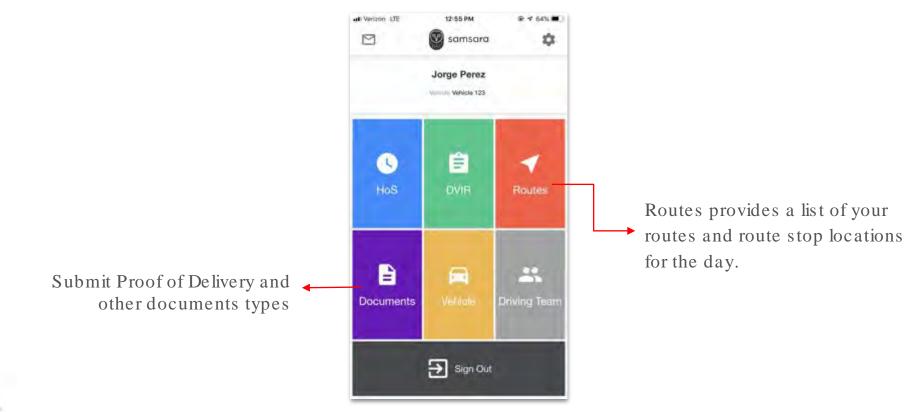
view Assets Drivers I	Dispatch Routes Proximity R	Reports Maintenance Drivera (Admin)	
Messages	Compose message	Compose message	
John Smith	5:00PM	Recipients	
NEW Bob Jones	4;30PM	Fourier drivers and tags	
Patrick Thornett	3:3004	Andy Carlson	
Tom Warren	2:30PM	Devon Heston Jen Lizzara	
• Billy	Yesterday	Anna Anna	
Miko	vesterday		
Mark	10/0/17		-

Ę

Routes and Documents



Driver app home page



Documents

util Verizon UTE	12:56 PM	æ → 63% = _1	📲 Verizon 🗢	9:27 AM	(P - 1 26% 🔳)	•••• Verizon 🗢	9:27 AM	@ 4 86% .
< Home	Documents		Cancel	Select document type		Campel	Citation	
			Accident		Q	Citation Photos -	No pages yet	
Fuel Receipt		Feb 19, 8:14 AM	Bill of Lading		0	Add page		
			Citation		0	Reason for Citatic	n	Tome 35
			Fuel Receipt		0	Reference #		Enter S
			Puel Receipt		0	Notes		Enter >
			Proof of Delivery		0			
			Scale Ticket		O			
_								
	Cenate new docum	mort.		3000			Save	
Clici	k "Creat	o pow	Select	document	tupo	Com	nlete forn	and

document."

Select document type and then "Select." Complete form and then hit "Save."

Documents (continued)

On the dashboard, newly s documents will appear und Reports > Documents.	der Fleet >	river Docume Submitted Documents (2	_	Create from standard types	Create new document type
Environment Fleet		Q Search document	Documen	t Туре ຺ ▼	
		SUBMITTED BY		SUBMITTED AT ¥	DOCUMENT
Overview Assets Drivers Dispatch Rou	utes Proximity Reports	Jorge Perez		Mar 13, 1:39 PM	Citation
	3	Jorge Perez		Mar 4, 8:48 AM	Fuel Recei
GENERAL	Driver Docu	nonto			
Summary					
Activity	Submitted Document	s (2)	As an administ	trator, you can creat	te
Trip History	Commercial		custom docum	ents by selecting th	ne
Fuel Usage			"Create new d	ocument type" butto	on.
Time on Site	9. Search docum	ents			
Equipment					

SUBMITTED BY

Jorge Perez

DOCUMENT TYPE

Fuel Receipt

22

Device Debug

Documents

Review Routes from Driver App

- Use routes in the driver app to view current day's routes and routes scheduled for a future date.
- View the route details and use your device's navigation to get you to the locations in the route.

ATET +	samsara	8 1 1 82% B
=	Jennifer Kim BMW 4351	
C. HøS	DVIR	V Routes
E Documents	e vebicile	Driving Team
	€ Sign Out	

Ф. Qiei АМ	# 100% i
Carrent	TLUE
Route 3	-1
но	Depart at 10:30 AM
TJS	Arrive at 1:00 PM
Tap to view rout	e)
Route 5	5
TJs	Depart at 2:00 PM
- 5	Arthur at

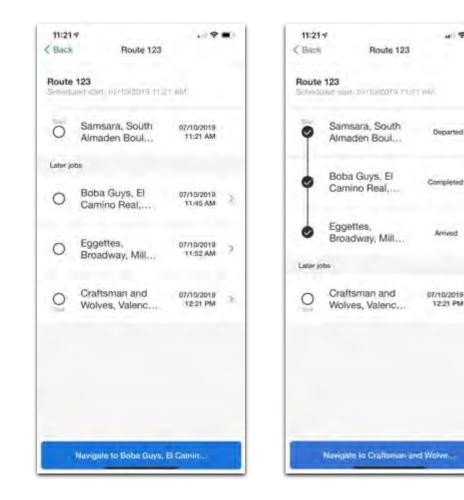
49	SIGN AM	# 100% -
Rout		
0	TJs	2:00 PM
Liner	jobs	
0	Tartine Manufactory,	2:30 PM 🤉
0	Craftsman and Wolves, Valen	315 PM >
K	lavigate to Tartine Ma	mulacto

samsara

Route Stop Statuses

Your arrival and departure at/from a route stop will be automatically detected. Scheduled arrival times are shown next to each stop.

- **Departed** indicates you have left the start location.
- Arrived indicates you have completed your leg from previous location to current location.
- **Completed** is applied to the last location of the route, once the route is complete.



Manual Route Completion

Manually arrive or complete stops on routes

Enables drivers to add additional clarity into what's happening on a route to back office.

15:43	
Home Routes	
Today	Finance
Route 6 Schedund - 00/T///TO	n norm 2
Work	Depart at 3;40 PM
Solt & Strew	Arrive at 5:18 PM
Tap to view	raute
Sequenced - 00,5 LCO	Ant Go In X
Vizitari Work:	Depart at 4:00 PM
Pinn Hadley Home	Arrive at 4:30 PM
Select a ro	ute

15:44		- walls to	7
Each	Route 6		
Route	a man pausientu	SARRE	
õ	Work	96/25/2019 3:40 PM	
Latio (c)	be-		
0	Bi-rite	06/25/2019 3:50 PM	ş
0	Lombard Street	06/25/2019 8:36 PM	*
0	Salt & Straw	06/25/2019 0.18 PM	~
	Numpeter to De	-rite	

	•	
15:44		atur 📼
Back	Route 6 3:40 PM	Navigaie
Si-rite Ionz 18m St.	timo Francesco, Ed	194110 USA
Wrive at 8.60 PM	Depart at a 20 PM	
admit new		
M	mually Complete S	qop
	0	

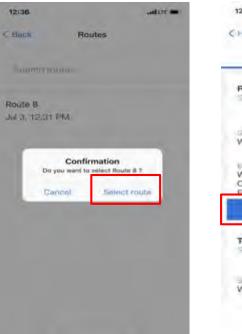
DIDSUDS 25



Manual Route Selection

12:35	and LTE W	
Home Ros	ites	
Today	Extine	
Test Route Scheduled - 07/03/	2019 3.00 PM	
Work	Depart at 3:00 PM	
Home	Arrive at 3:29 PM	
Tap to vi	ew route	
Test Schwaulod - 107/03/	2018 4.00 PM	
Sterl Work	Depart at 4:00 PM	
	Arrive at	

12:35		and the second
< Back	Routes	
Sparch rout	ien -	
Route 8 Jul 3, 12:31 Pf	и	
-		- 1 D-



12:43	att or 🖷 🖯
C Home Routes	
Today	Fullarit
Route 8 Screecent - 07/03/2019	азытем 🦻
Gtary Work	Depart at 12:31 PM
Und Whole Foods Market, California Street, San Francisco, CA, USA	Arrive at 1:59 PM
Tap to view re	oute
Test Route Schedues/ 07/03/2019	3 00.PM
SLow Work	Depart at 3:00 PM
Select a rout	e.
	-

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

- 1. <u>Driver 1</u> logs into the Samsara Driver App
- 2. <u>Driver 1</u> selects Driving Team
- 3. <u>Driver 2</u> logs in by selecting "Add Passenger"
- 4. View app on driver's account
- 5. Set as vehicle driver
- 6. Signing out of the app will remove both drivers from the app and place them "Off Duty"

Open team driver

1:37 PM

at Verizon LTE

M samsara samsara Jorge Perez Villow Vehicle 123 Driver Sign In abctrucking Ê Q iperez ...4 DVIR Passwords È 1 2 3 4 5 6 8 7 9 0 Documents : ; (\$ &) @ 11 -? 1 () 3+-Sign Out space ABC

at Verizon LTE

@ 1 58% .

1:37 PM

@ 7 58%

Routes

Driving Team

*

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

29

Second driver signs in

- <u>Driver 2</u> selects "Add Passenger"

 ...and logs into the same mobile device
- 1. Additional drivers can log in after <u>Driver 2</u>.

all AT&T 🎓	3=01 PM	4 66% B)	all AT&T 🌩	1	3:02 PM		4	65% 🔳
< Home	Driving Team	_	Gancel	Add I	Passenge	ы		
🗑 Driver	@ Vit	wing account	ssmith					
Jorge Perez		ON		•				
	+ Add Passenger	1		s	iign in			
		_						
				Y Pi	assword	5		
			q w e	ert	y	u	i o	p
			a s	d f	g h	j	k	1
			φz	x c	v b	n	m	8
			123		space		D	one

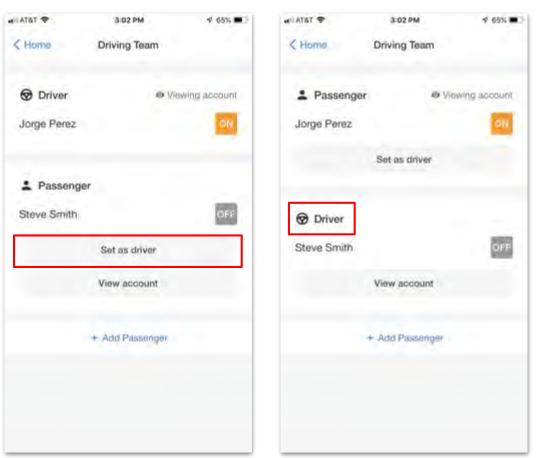
samsara

Changing driver assignment

Two drivers are now signed into the same vehicle

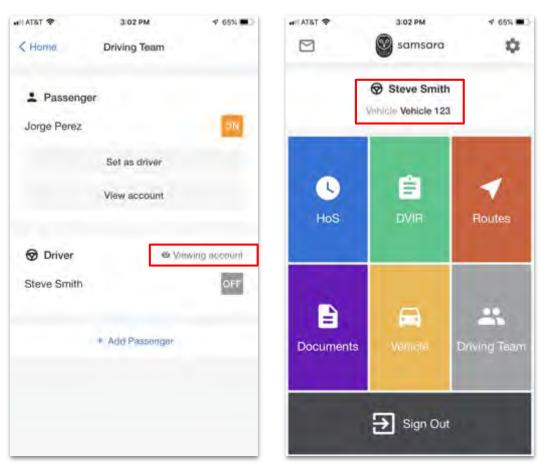
- 1. <u>Driver 2</u> selects "Set as driver" and they become the primary driver for the vehicle
- 2. After this selection you can see that <u>Driver 2</u> is listed as the current vehicle driver.

All engine runtime will be assigned to the driver's logs.



Viewing driver 2's account

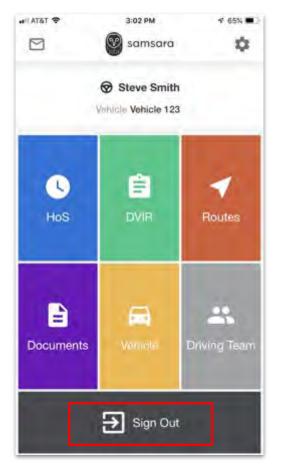
- <u>Driver 2</u> selects "View account" and both drivers can now manage their account from the Samsara Driver App
- 2. The driver app is now displaying the account of <u>Driver 2</u>
- 3. Setting the current driver and changing which account is being viewed can be changed at any time throughout their trip



samsara

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"



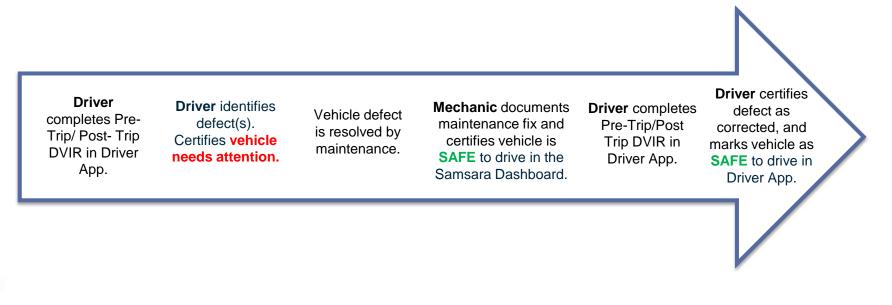


Samsara Driver Vehicle Inspection Reports (DVIRs)



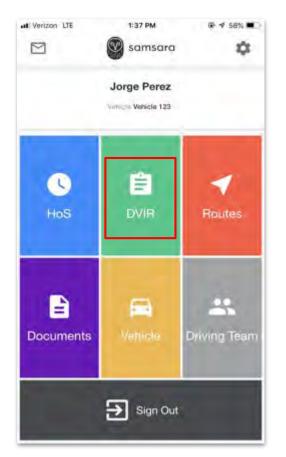
DVIR workflow: defect identified requires attention

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.



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 **"Create DVIR"**

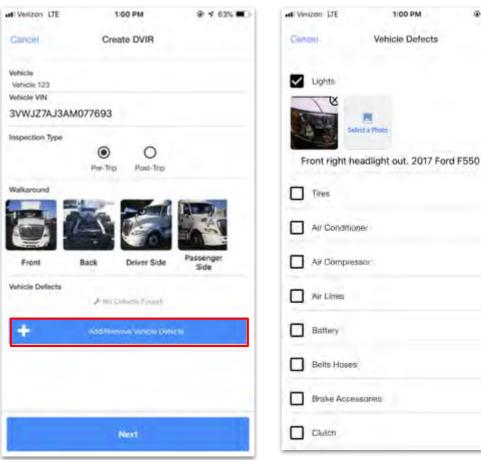


II Verizon LTE	12:59 PM	@ 🕈 63% 🔳
< Home	DVIR Veisiciii 123	
Pre-trip on Vehicle 02/26, 2:02pm PST		SAFE 5
Pre-trip on Vehicle 02/26, 2:02pm PST		SAFE 5
Mechanic on Vehicl 02/21, 10:33am PS		SAFE 5
Pre-trip on Vehicle 02/21, 10:32am PS		RESÓLVED >
Pre-trip on Vehicle 02/21, 10:32am PS		RESOLVED >
Post-trip on Vehicle 02/19, 8:34am PST		SAFE >
Mechanic on Vehicl 02/19, 8:33am PST		SAFE 2
Pre-trip on Vehicle 02/19, 8:31am PST		RESULVED \$

=36



- 1. <u>Driver</u> selects Pre-Trip and performs walkaround.
- "+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, select **"Next"**.



@ 🕈 63% 🔳

Done

=3

Certify vehicle needs attention

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

ll Verizon 🗢 < Back	9:26 AM G	9 7 86% .	att Verizon 🗢	10:10 AM Certify DVIR	@ 🕈 83% 💻
Sadasy status Vehicle is te	őé	Lafe	Service is an	na Ventucas	O In the Lancestef
			l certify t is unsafe	Certify and Save hat the vehicle vehicle Tr to drive and needs atter Certify and Save Cancel	k 123 ttion.
	Certily and Save]		Certify and Save	



Samsara dashboard: maintenance

More Actions

Show only records with defects

THEFTER SAFETY

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

CTUR Vehicle 123				
Pre-trip on Vehicle 123 03/01, 1300pm PS7				
Pre-trip on Vehicle 123. Sairt 3		Driver Vehicle Inspection Reports Feb 28 - Mar 1	+ Add Trailer DVIR	+ Add v
Pre-trip on Vehicle 123. 02/26, 2:02pm PST Same 2	· • •	(All (1) Safe (0) Unsafe (1) Resolved (0)		
Mechanic on Vehicle 123 02/21, 10:33am PST				
Pre-trip on Vehicle 123 neposyte 3		Pre-trip Vehicle 123 Jorg	R SIGNED AT ¥ Perez Mar 1, 1:00 PM	
Pre-trip on Vehicle 123 vollocupor 3 02/21. 10:32em PST				
Post-trip on Vehicle 123				
Mechanic on Velvicle 123 02/19, 8:33am PST BAFE 2				
Pre-trip on Vehicle 123 TIESOLVER >				

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" either on the top level DVIR page or from within the specific DVIR marked unsafe.
- <u>Mechanic</u> 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

Drive	r Vehicle Ins	pection Re	eports	+ Add Trailer DVIR	+ Add Vehicle DVIR	More Actions +	Tursigned unsafe DVDF(s) exists for the vehicle "Vehicle 123"	
Feb 28 - M	far 1						Previous defects are corrected.	
(1) All (1)) Safe (0) Uns	afe (1) Resolve	ad (0)		Show of	nly records with defects	Pravious defects need not be corrected.	
							1 certify above entries are true and correct.	
TYPE	VEHICLE	TRAILER	AUTHOR	SIGNED AT ¥	D	EPECTS SAFETY	Cántal	Save
Pre-trij	vehicle 123		Jorge Perez	Mar 1, 1:00 PM		UNDARE		

Vehicle Name	
Vehicle 123	1.4
Trailer Name (Optional)	
Odometer	
96009	****
Mechanic Notes	
	and the second se
Replaced front right headlight on vehicle and confirmed Cost \$589.09	H works as expected.
Cost \$509.09	
Cost \$509.09	attention
Cost \$589.09. Safety O Vehicle is safe to drive — Vahicle needs	attention
Cost \$589.89 Safety Vehicle is safe to drive Vehicle needs 1 prougned unsafe (IVER(a) exists for two vehicle - Vehicle	attention

Create a new OVER entry

samsara



Samsara dashboard: maintenance

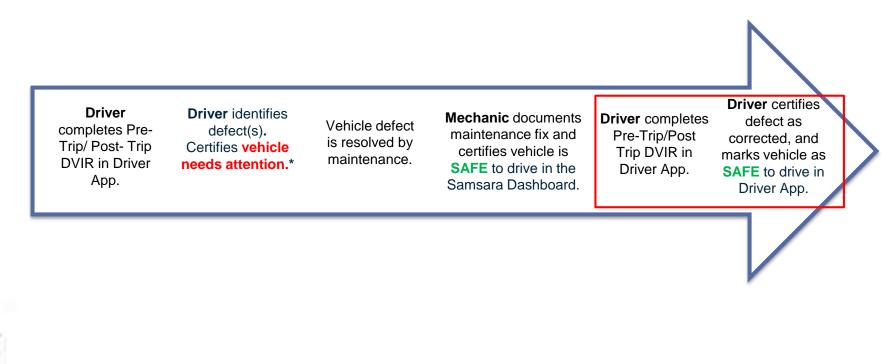
- After the <u>Mechanic</u> documents and certifies the the defect is resolved, the status will change from **unsafe** to **resolved**.
- The vehicle will need to be certified by the <u>Driver</u> at the next pre-trip/post-trip inspection.

Driver Vehicle Insp Feb 28 - Mar 1	pection Rep	orts			+ Add Trailer DVIR	+ Add Vehicle DVIR	More Actions +
(All (2)) Enterror inter	in (5) – Venolmići (Show	only records with defect
TOTE VISIOUS	TRANAM	AUTHOR	FONED OF	IN CHANIC/AGENT	MECHANIC NOTES		DEFECTS BAFETY
Mechanic Vehicle 123		Noella Stewart	Mar 1, 1:02 PM	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Replaced front right hea	designed of the state of the	4485
Pre-trip Vehicle 123		Jorge Perez	Mar 1, 1:00 PM	Noelle Stewart			0 READIVED



DVIR workflow: defect identified requires attention

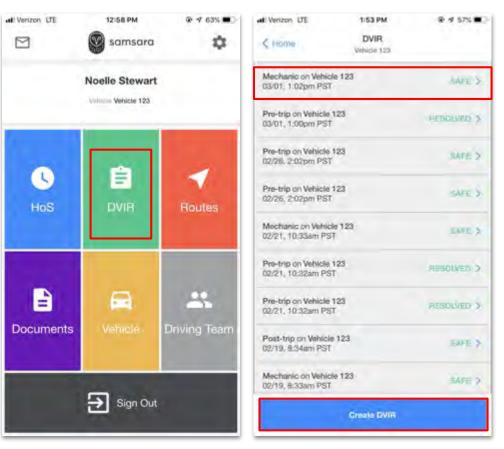
The following workflow shows the process of a DVIR if a driver identifies a defect that requires attention.



samsara

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.



=



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".

Verizon LTE	1	00 PM	
Cancel	Crea	ate DVIR	
Vehicle			
Vehicle 123			
Vehicle VIN			
3VWJZ7AJ3A	M077693		
inspection Type	1.1.1		
	۲	0	
	Pre-Trip	Post-Trip	
Walkaround			
10			18
Salard a Plant	Ramo Lai Winner	Same Co Presion	Small & Phylo
Front	Back	Driver Side	Passenger Side
Vehicle Defects			
	JF No D	eloclu Pound	
+	Asia/Fran	eve Velesie Deh	ints.
1. A.			
		Next	

Cancel	Vehicle Defects	Done
	s	
Tires		
Air Co	anditioner	
Air Co	ampressor	
Air Lin	nes	
Batte	ry	
Belts	Hoses	
Brake	Accessories	
Clutc	h	
Defro	ster Heater	
-		

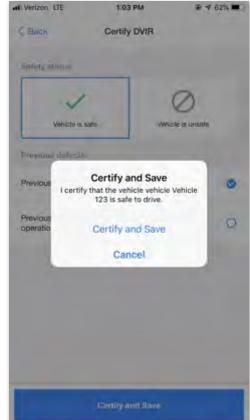


Driver certification

- After completing the post-trip inspection, <u>Driver</u> selects
 "Vehicle is SAFE to drive."
- 2. <u>Driver</u> 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.

Safaty status				Safety
Vehicle is safe	Vehicle is) Unsate		
Previous delects				Proyein
Previous defects are correcte	d.	e	6	Previout
Previous defects need not be operation of vehicle.	corrected for s	afe C	5. T	Previous

Certify and Save



Maintenance dashboard: defect resolved

• In the dashboard you can see the resolved initial defect and the subsequent "Safe" inspections conducted by the <u>Mechanic</u> and <u>Driver</u>.



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

Driver / Author Signature Actions Taken on Defe Defects consected Defects need not be corre Noelle Stewart			Jorge Perez	
Actions Taken on Defe	ots			
	ots			
Driver / Author Signature				
	Mar 1.3	(0.6 PM		
Jorge Perez				
"I cartily that this schicle)	as been inspected in an	coordance with the applic	sable orquirements."	
uthor Signature				
Lights - Front right handlig	ht out. 2017 Ford F560			
ehicle Defects				
Pra-trip	Mar 4, 1;00 PM	Vahiole 123	Dimi	
INSPECTION TYPE	DATE	VEHOCLE NAME	DOOMETER	
< Back to DVIR summary				

47



samsara