Samsara Training

Samsara Driver App for Drivers and Admins

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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.

Apple App Store

Google Play Store

Signing In

Signing In

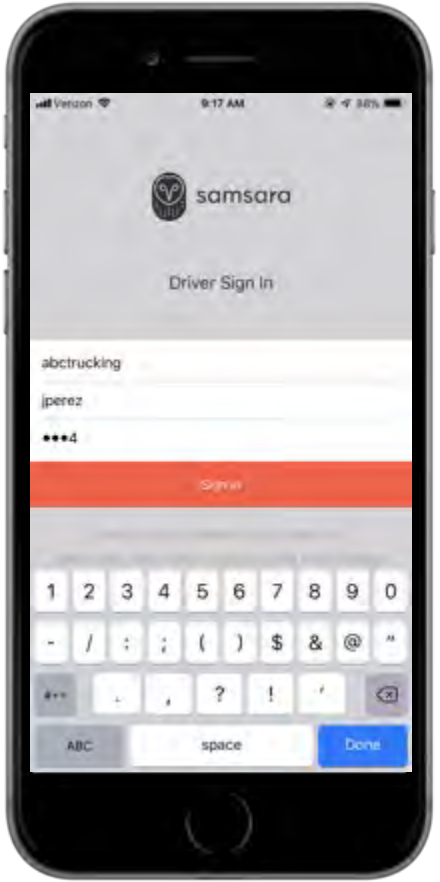
Open the Samsara Driver App on your tablet.

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.



Vehicle/Trailer Selection

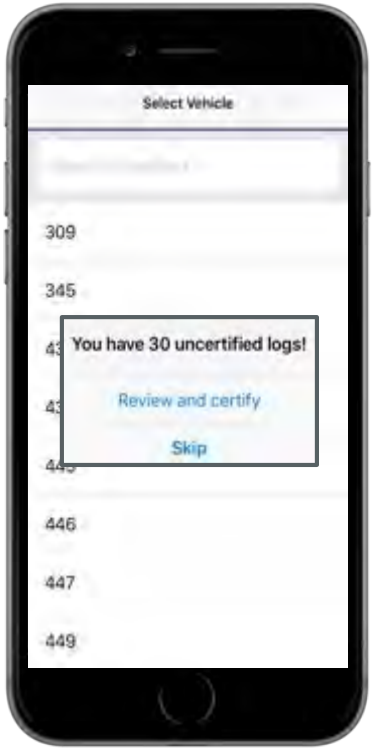
Vehicle Selection

“**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.

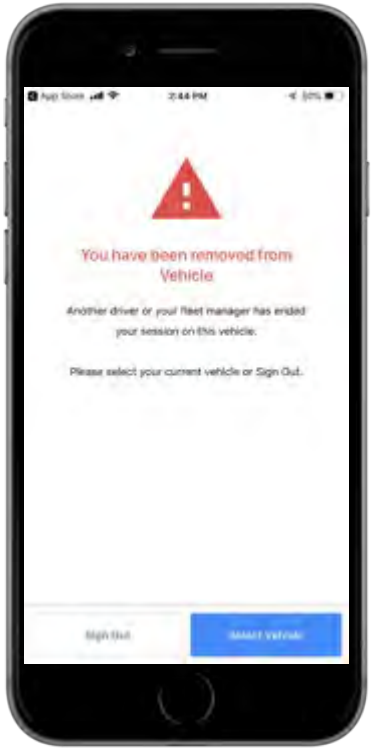
A confirmation screen will prompt the driver to confirm the selected vehicle.



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.”

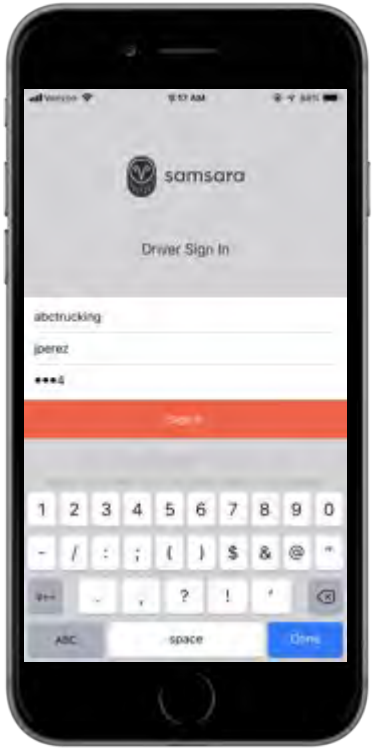
If the Driver continues with the vehicle selection, the other Driver who was originally signed into that vehicle will be notified stating “You have been removed from Vehicle.”

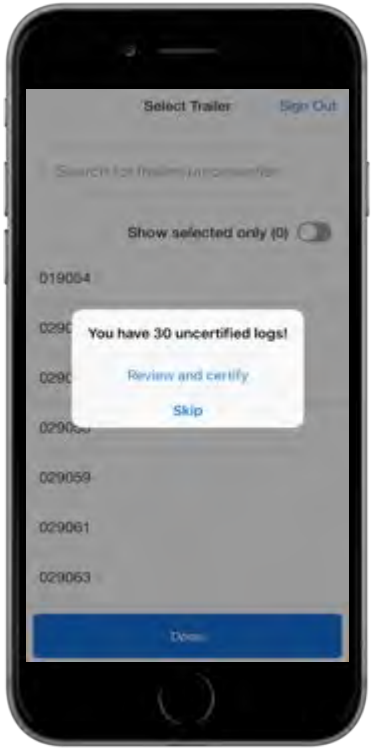


“Locked” Tablets

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.



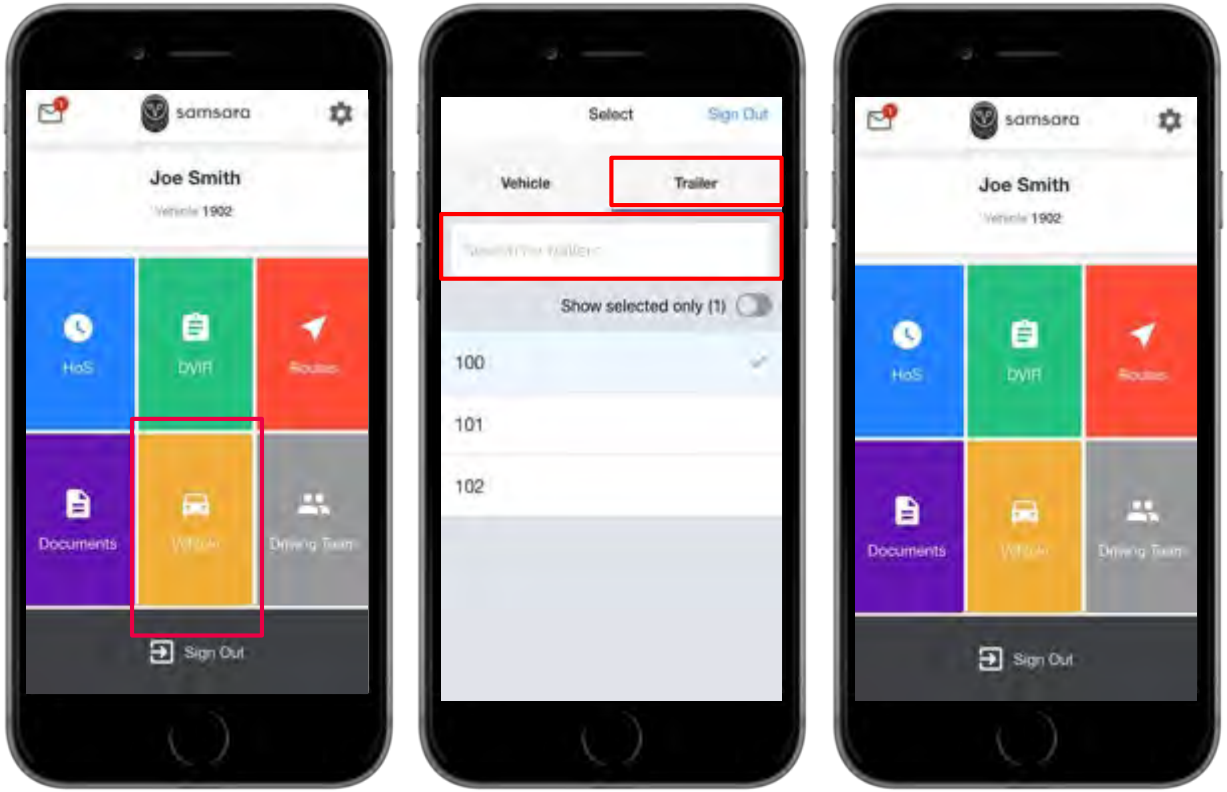


Trailer Selection

Step 1: Select "**Vehicle**"

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

Step 3: **Confirm** trailer selection.

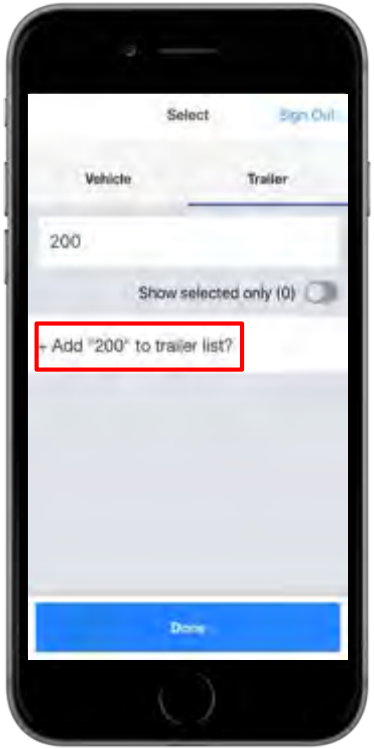


Add a New Trailer

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

Select “+Add to trailer list”.

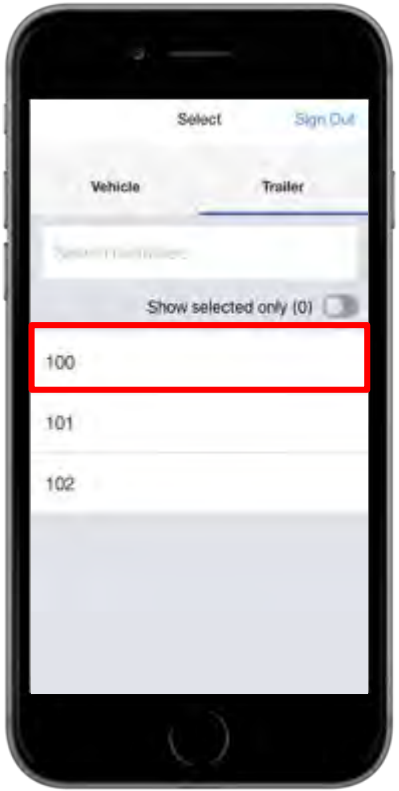
Confirm your trailer selection by viewing the trailer number in the home screen.



Changing Trailer Selection

1. Select **Vehicle**

2. Deselect current trailer by clicking on number



3. Select new trailer by clicking on number

4. Note trailer change on home screen

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”

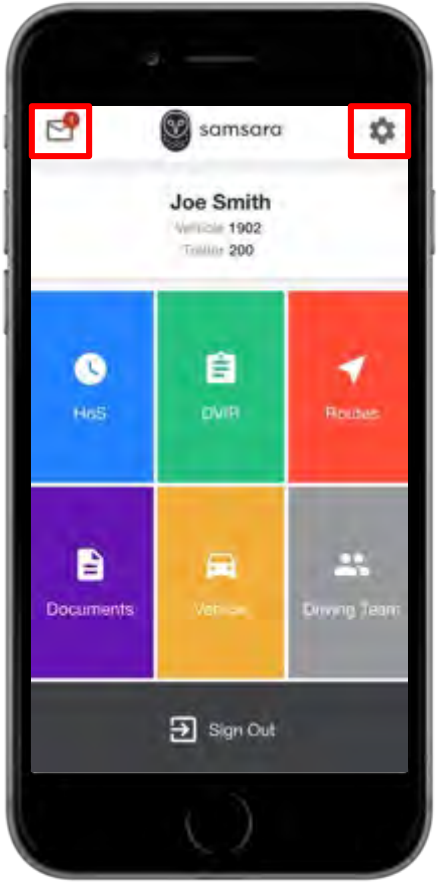
If the Driver continues with the trailer selection, the other Driver who originally selected the vehicle will be notified stating “You have been removed from this Trailer”

Driver App Settings and Messages

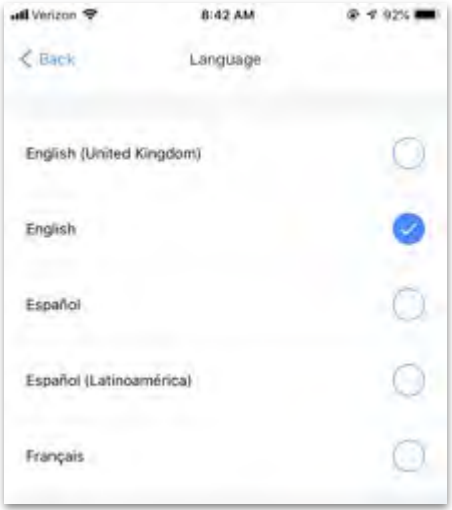
Driver app home page

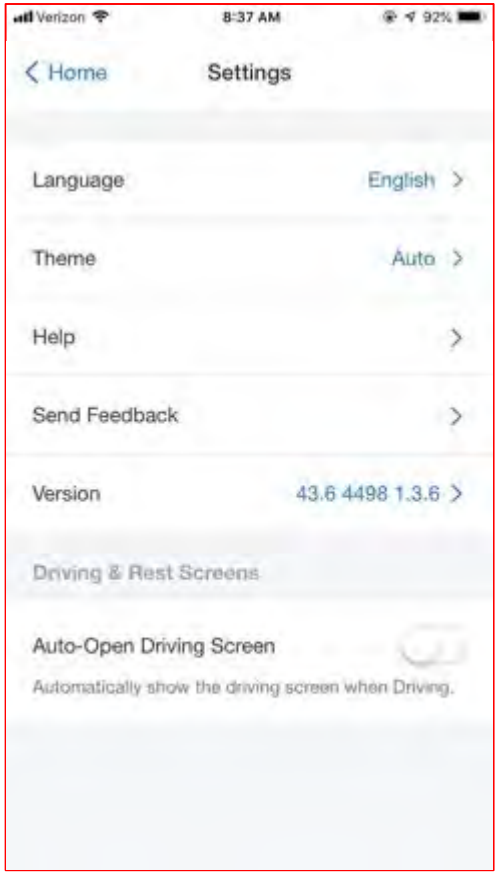
Click **envelope icon** to send and receive messages from Dispatch.

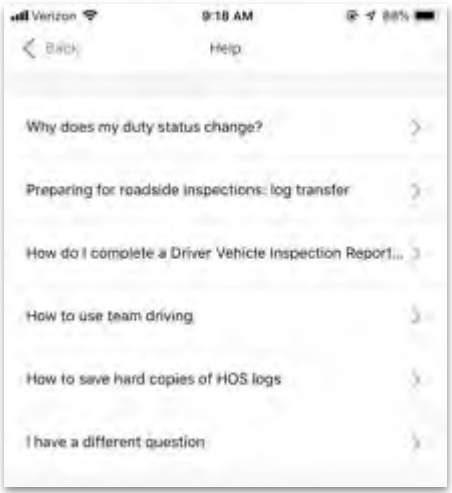
Click the **gear** icon to view settings information, such as **language preference** , app theme, and app version.

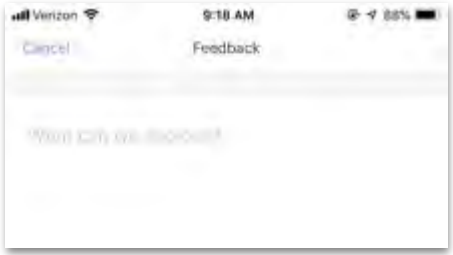


Driver app settings

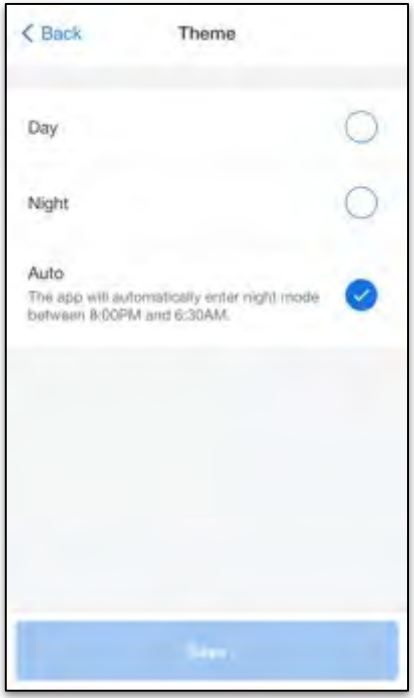






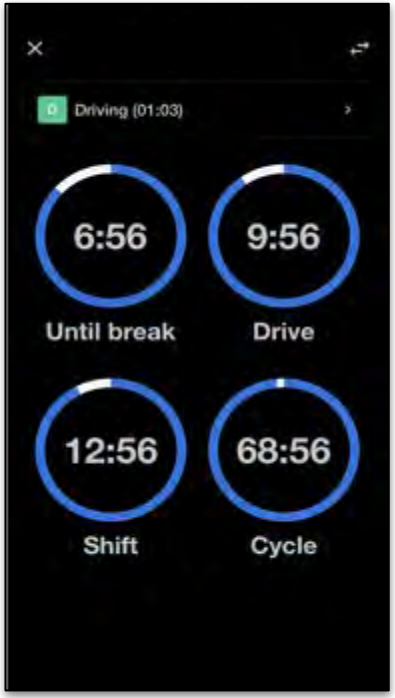


Driver App Theme



Settings

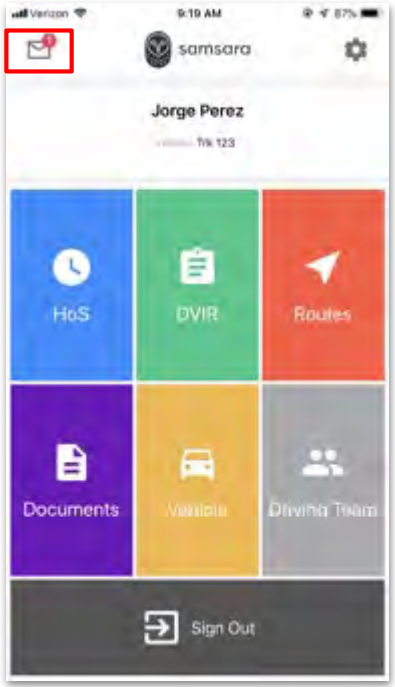
Day Mode

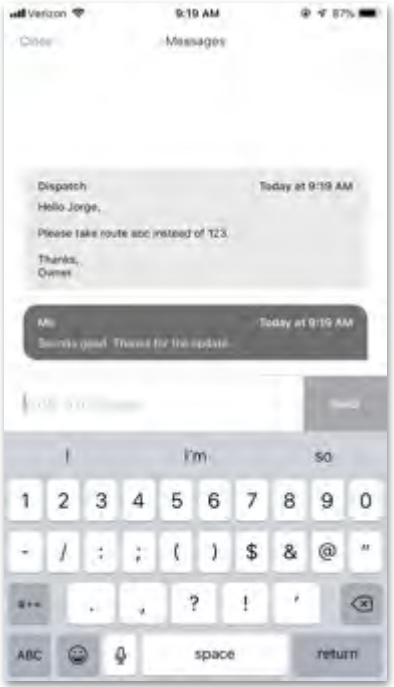


Night Mode

Messages

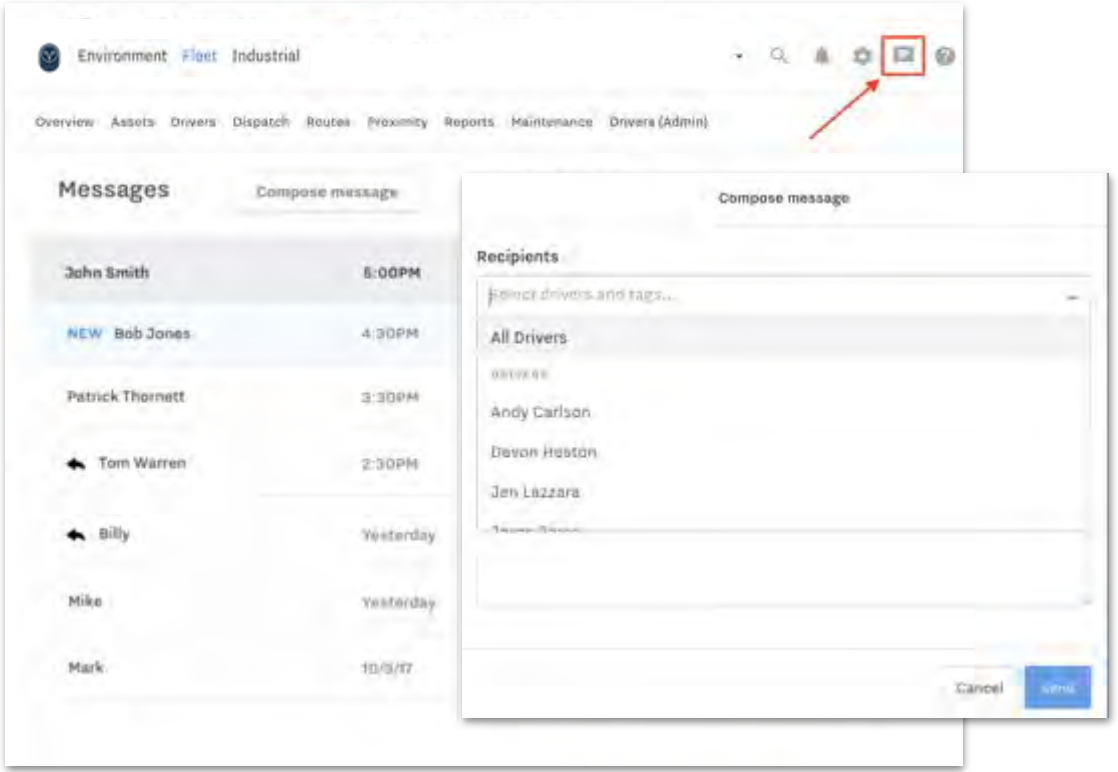
- Drivers can message with Dispatchers or Admins through the Samsara Driver App.
- The messages button is disabled when the vehicle is in motion to ensure driver safety.
- The driver receives push notifications even if the Driver App is not open.





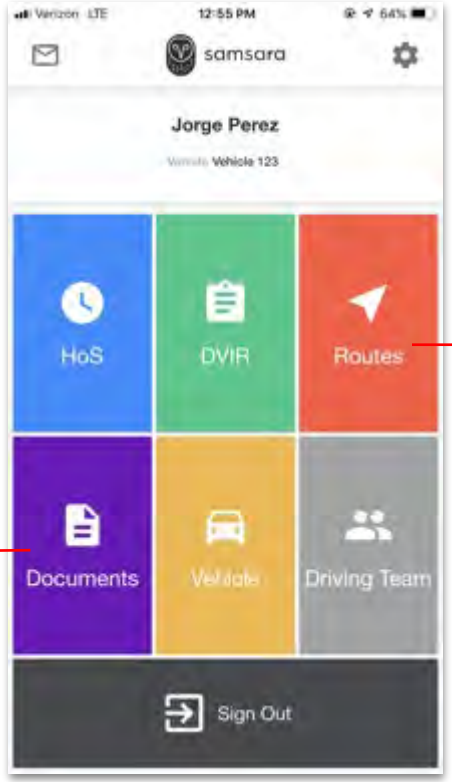
Messages (continued)

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



Routes and Documents

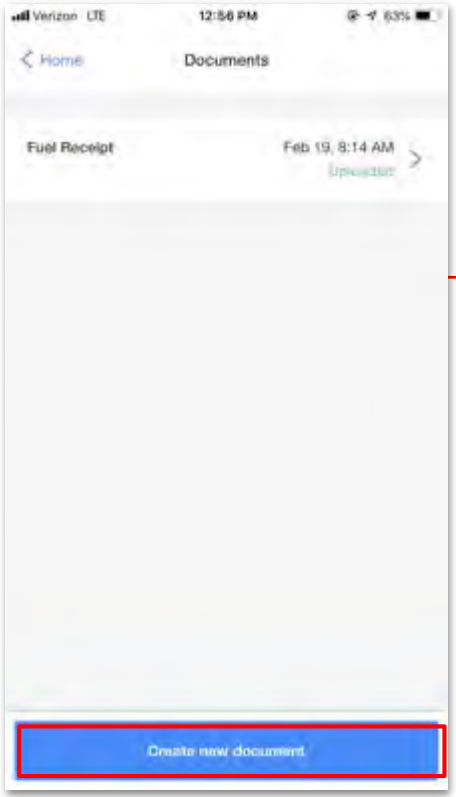
Driver app home page



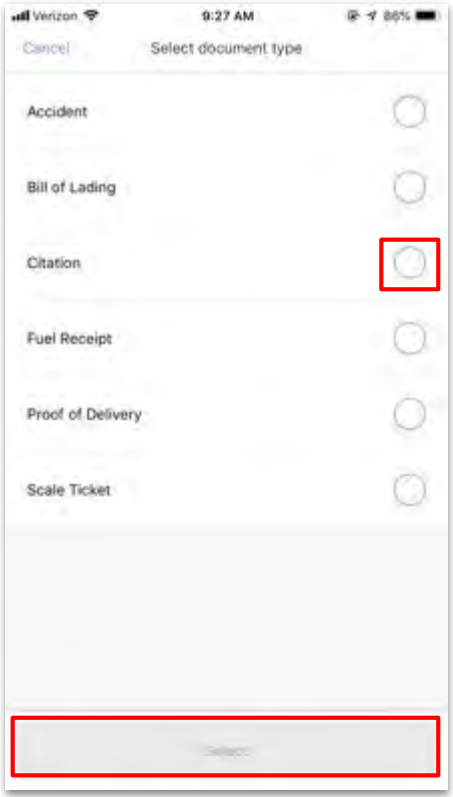
Routes provides a list of your routes and route stop locations for the day.

Submit Proof of Delivery and other documents types

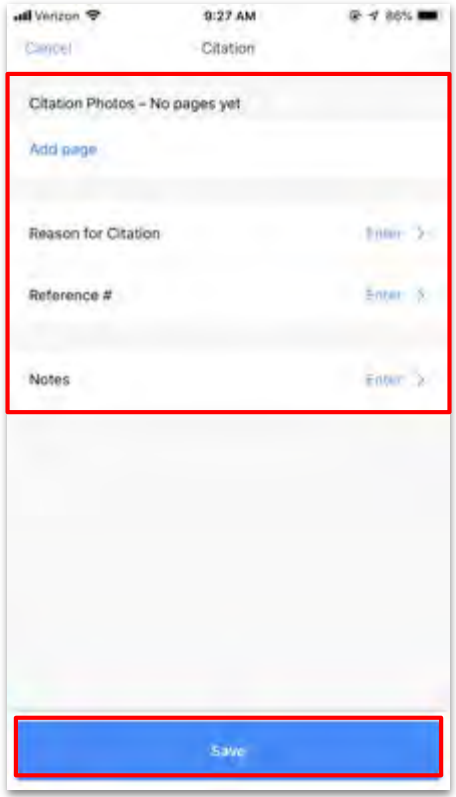
Documents



Click “Create new document.”



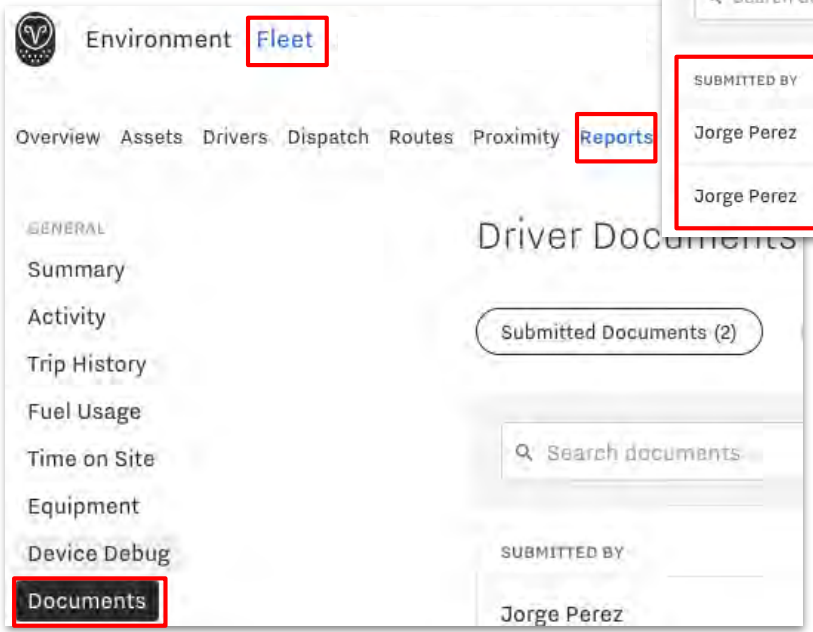
Select document type and then “Select.”

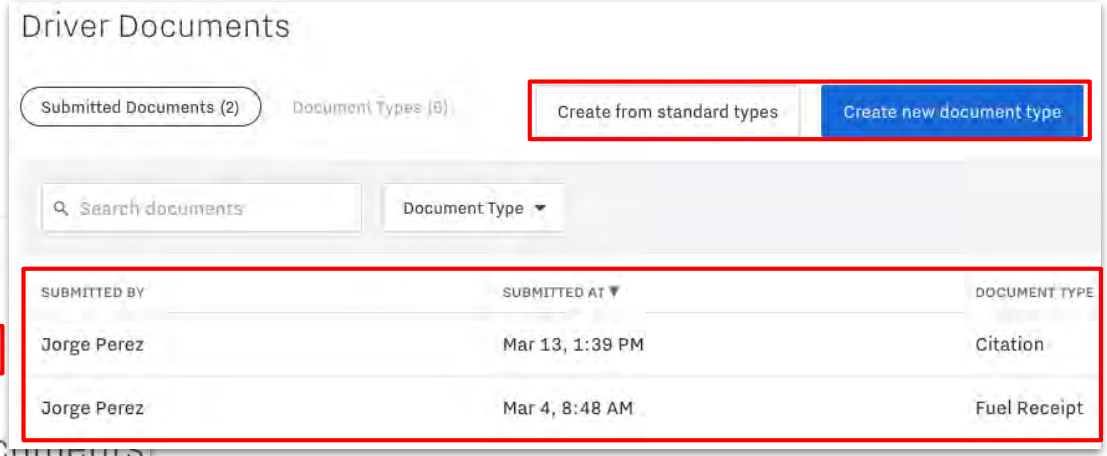


Complete form and then hit “Save.”

Documents (continued)

On the dashboard, newly submitted documents will appear under **Fleet > Reports > Documents.**

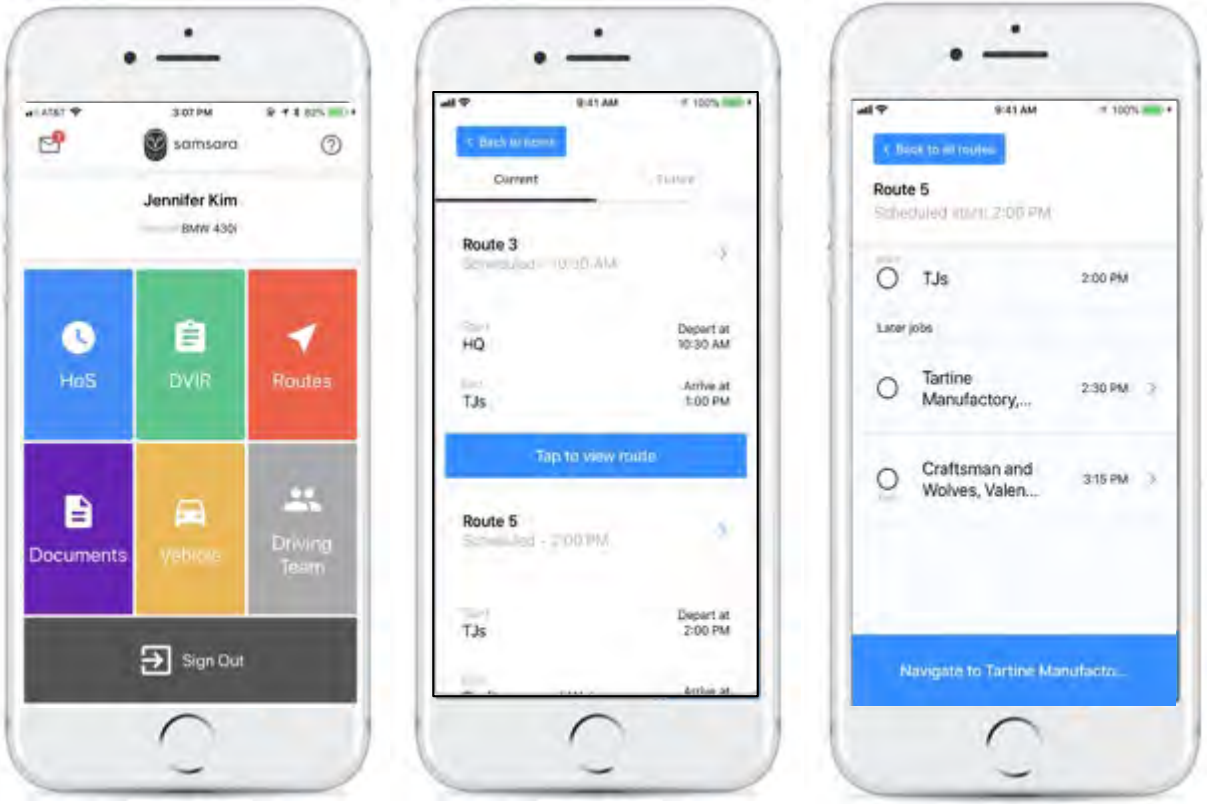




As an administrator, you can create custom documents by selecting the “Create new document type” button.

Review Routes from Driver App

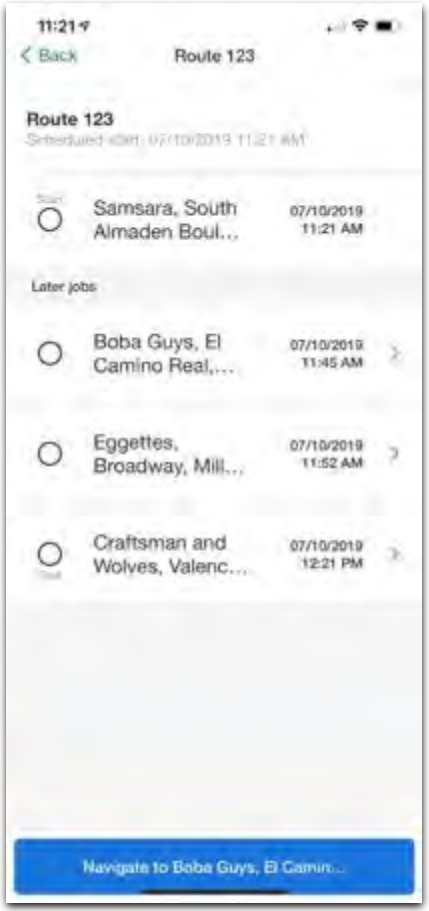
- Use routes in the driver app to view current day's routes and routes scheduled for a future date.
- View the route details and use your device's navigation to get you to the locations in the route.

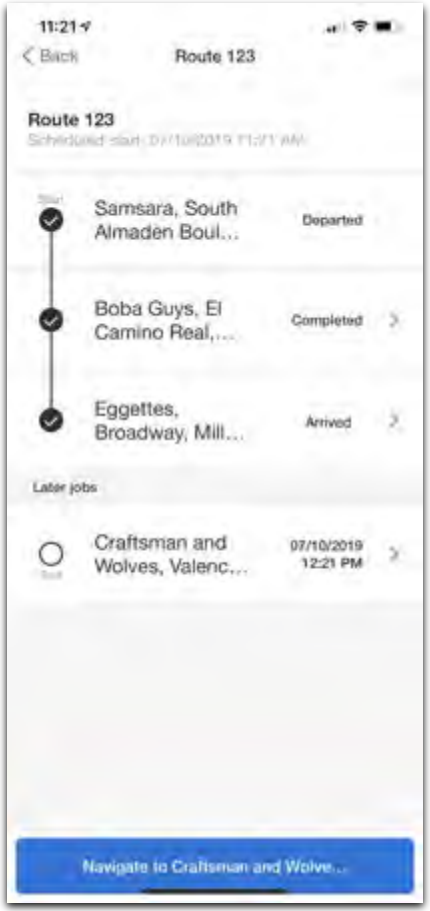


Route Stop Statuses

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.

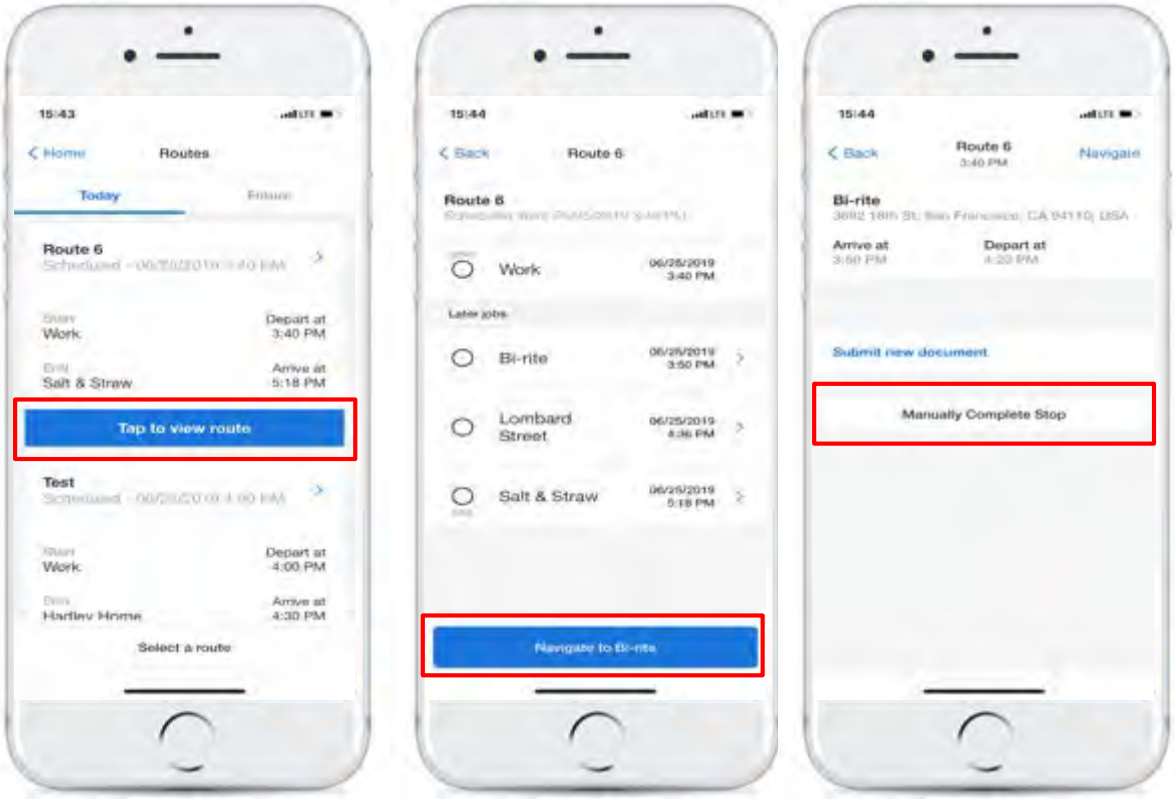




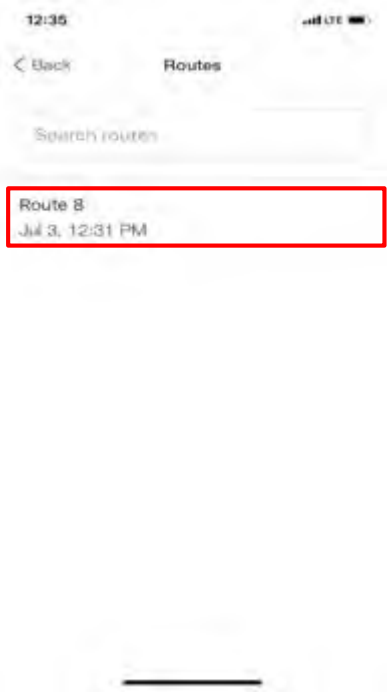
Manual Route Completion

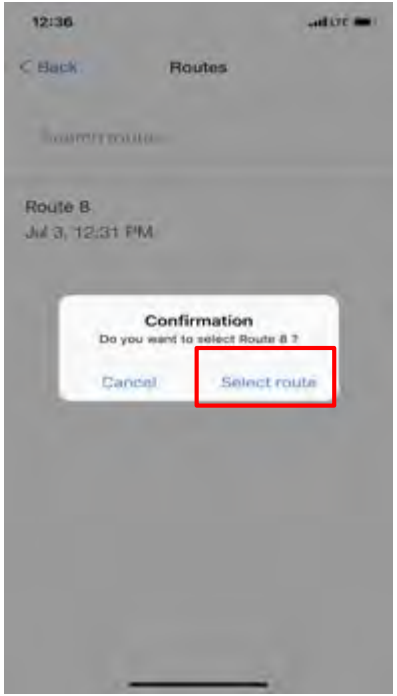
Manually arrive or complete stops on routes

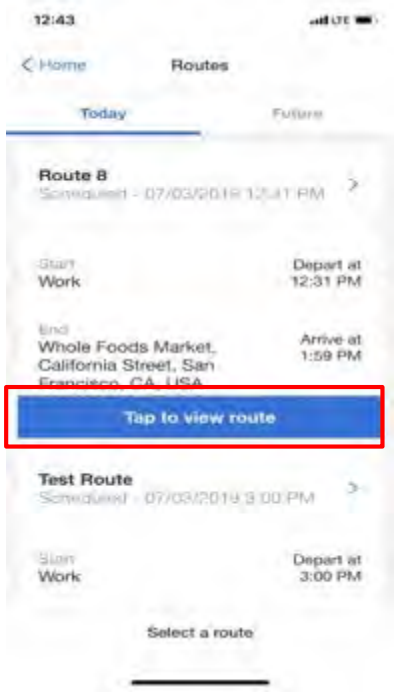
Enables drivers to add additional clarity into what's happening on a route to back office.



Manual Route Selection







Team driver

Team driver workflow

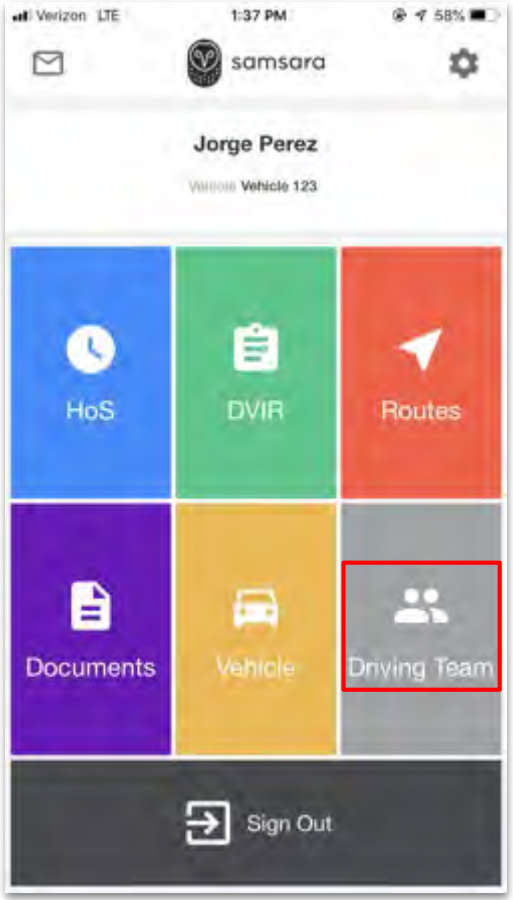
Samsara Driver App's "Team Driver" allows multiple Drivers to manage their Hours of Service from one vehicle and one device.

Process Flow

1. Driver 1 logs into the Samsara Driver App
2. Driver 1 selects Driving Team
3. Driver 2 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. Driver 1 logs into the Samsara Driver App
2. Driver 1 is listed as the USER
3. Driver 1 selects Driving Team

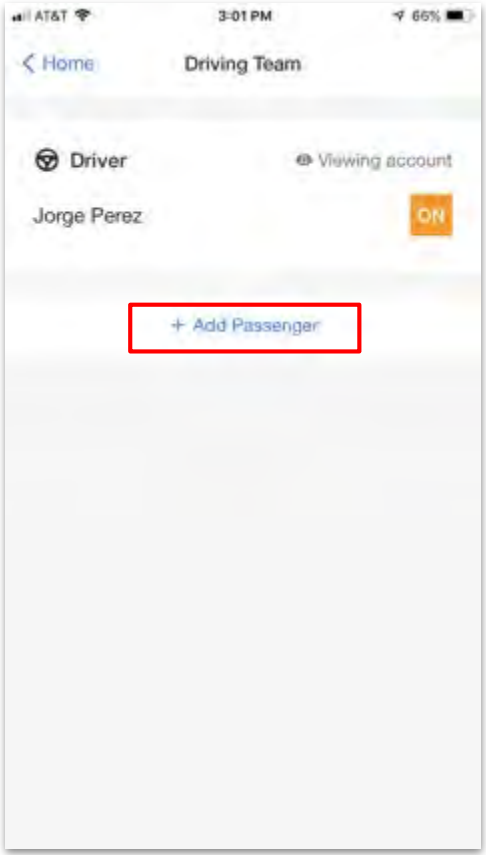


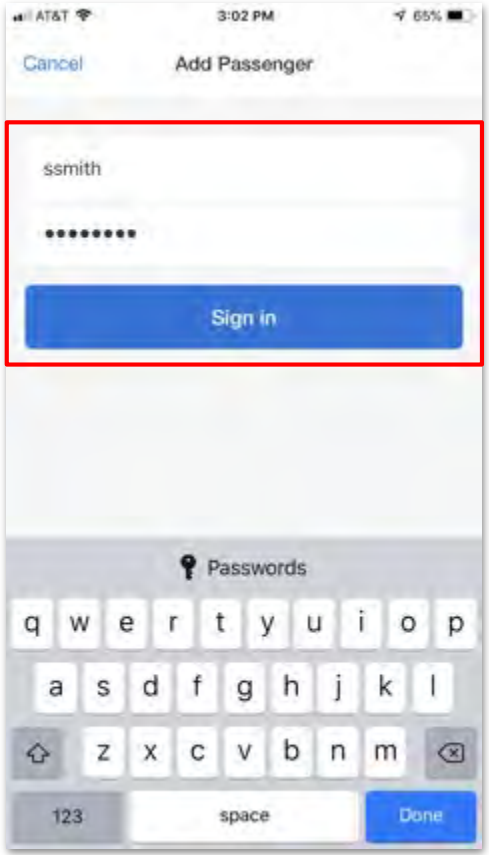
Second driver signs in

1. Driver 2 selects “Add Passenger”

   …and logs into the same mobile device

1. Additional drivers can log in after Driver 2.



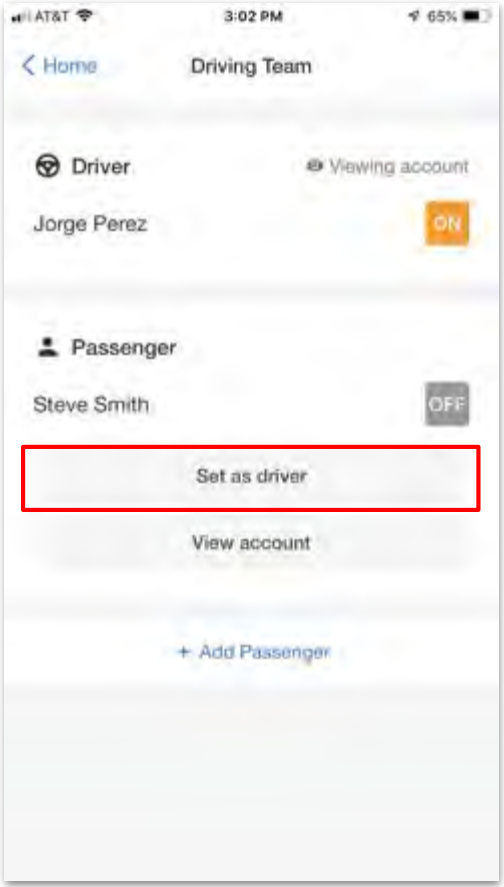


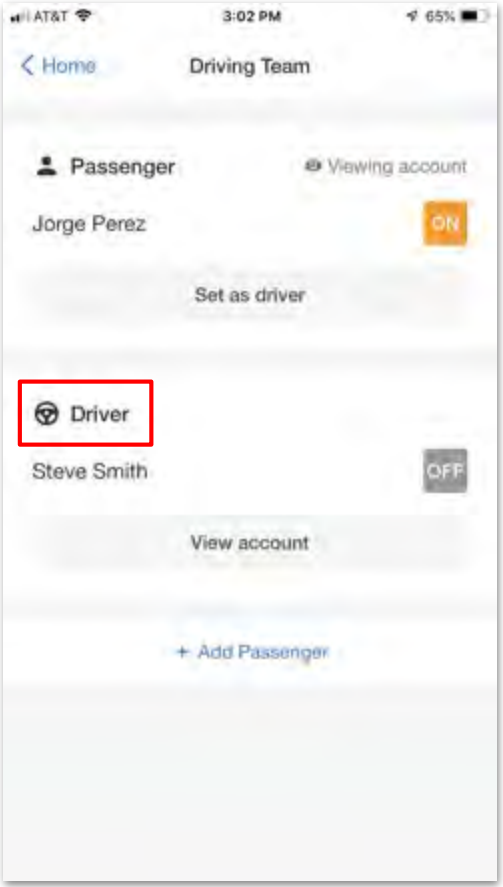
Changing driver assignment

Two drivers are now signed into the same vehicle

1. Driver 2 selects “Set as driver” and they become the primary driver for the vehicle
2. After this selection you can see that Driver 2 is listed as the current vehicle driver.

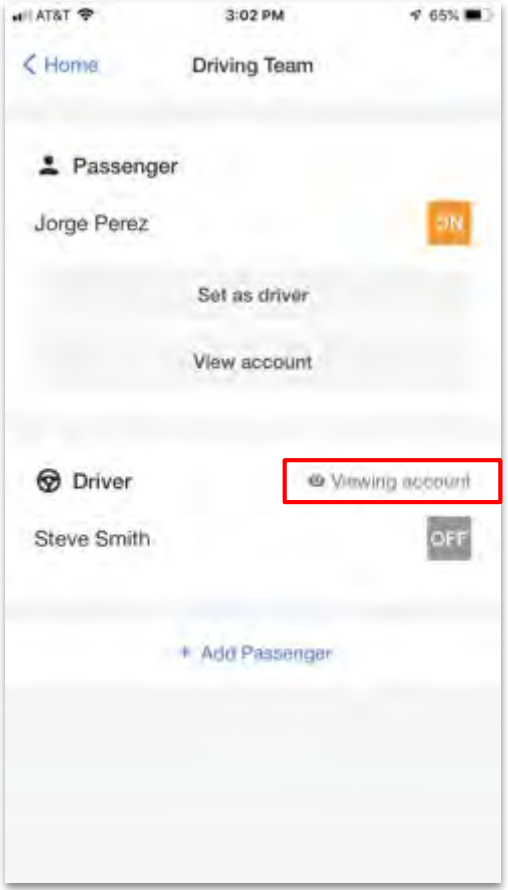
All engine runtime will be assigned to the driver’s logs.

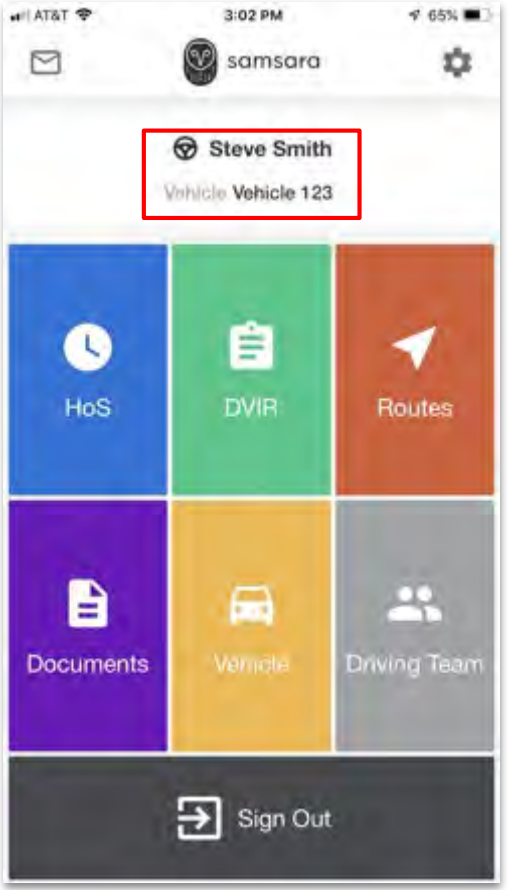




Viewing driver 2's account

1. Driver 2 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 Driver 2
3. Setting the current driver and changing which account is being viewed can be changed at any time throughout their trip





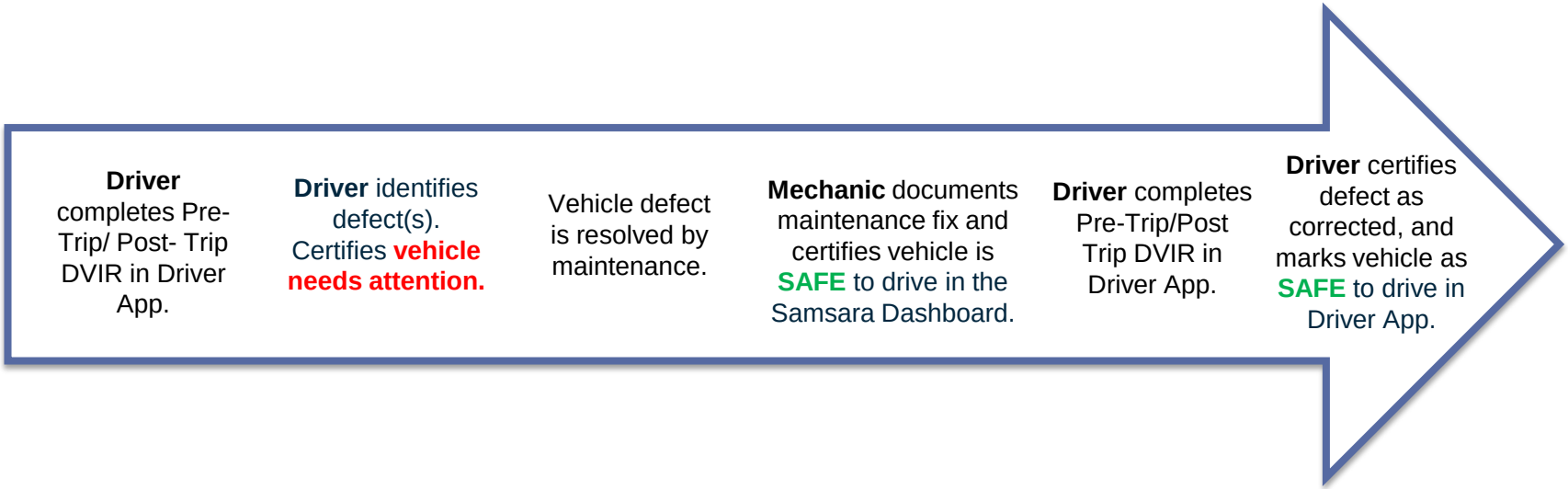
Signing out

- When 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)

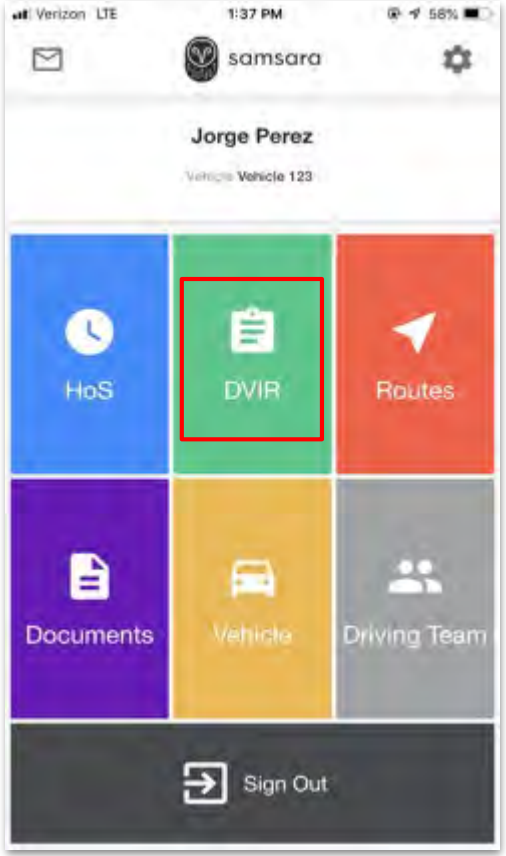
DVIR workflow: defect identified requires attention

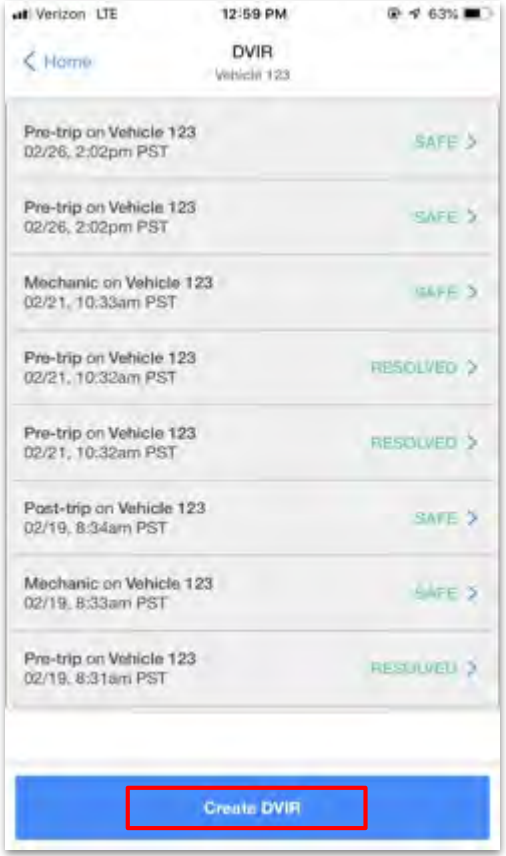
Samsara electronic DVIRs help drivers efficiently complete inspections and share reports directly with mechanics. The following workflow shows the process of a DVIR if a driver identifies a defect that requires attention.



Entering a new DVIR

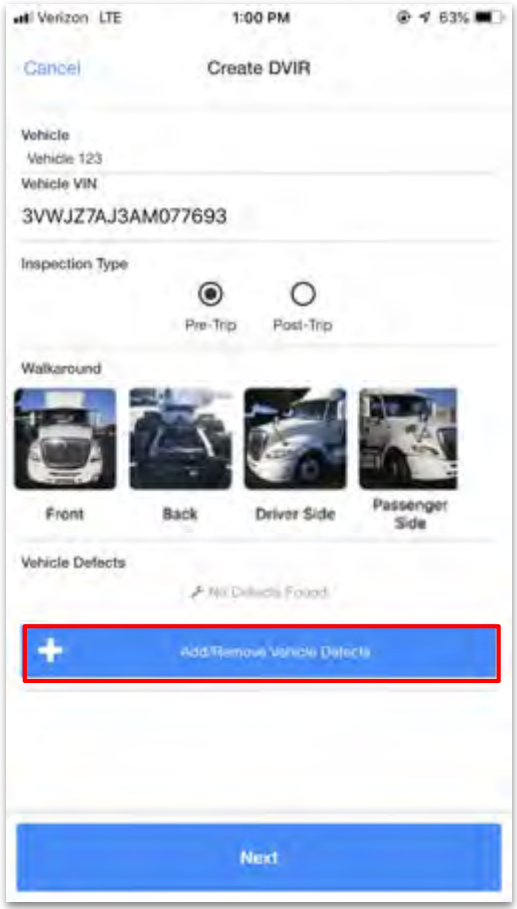
1. Driver selects the DVIR icon when entering a new vehicle for the first time that day.
2. Past reports are shown at the top of the DVIR page.
3. Complete a new DVIR by selecting **“Create DVIR”**

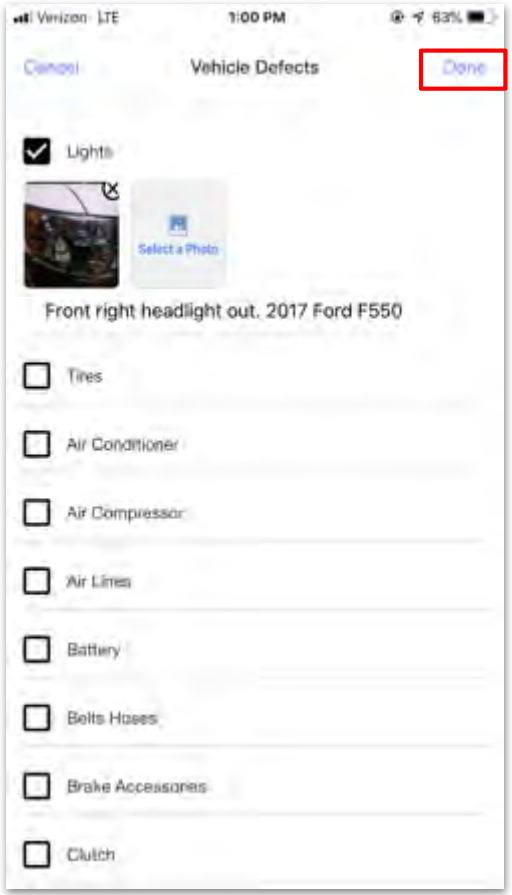




Pre-trip inspection with defect

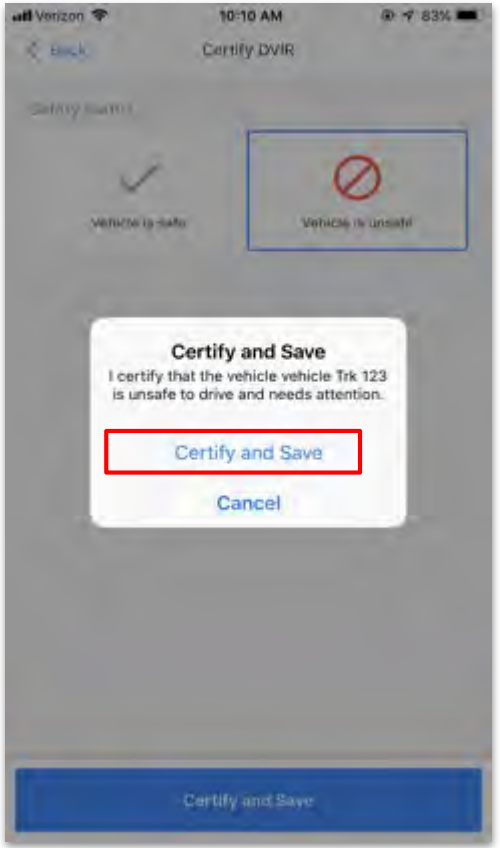
1. Driver selects Pre-Trip and performs walkaround.
2. **"+Add/Remove Vehicle Defects"** opens the Vehicle Defect page.
3. Check off any items where a defect is identified. Include comments for any defects that are found, add pictures as needed.
4. Select **"Done"** .
5. Once all defects have been identified,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





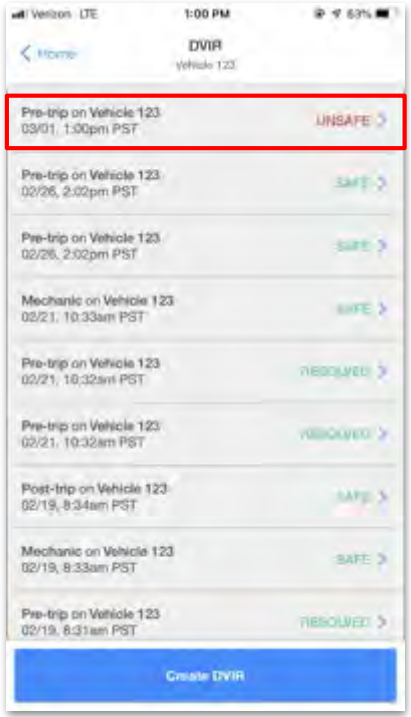
Certify vehicle needs attention

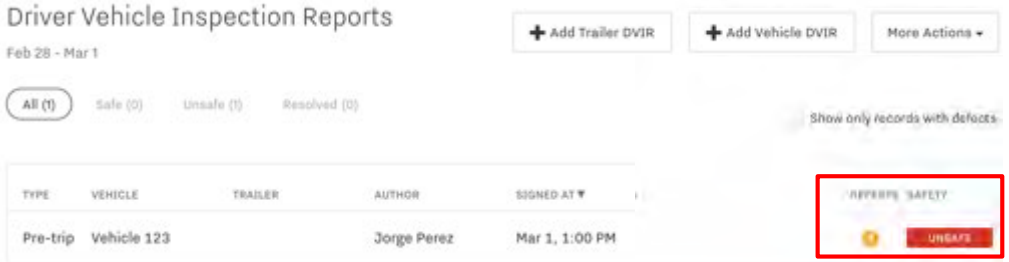
1. Driver specifies **“vehicle is unsafe”** for the headlight that was out.
2. Select **“Certify and Save”** .
3. Confirm your selection by selecting **“Certify and Save”** .
    a. Certifying a DVIR adds driver’s signature to the DVIR.



Samsara dashboard: maintenance

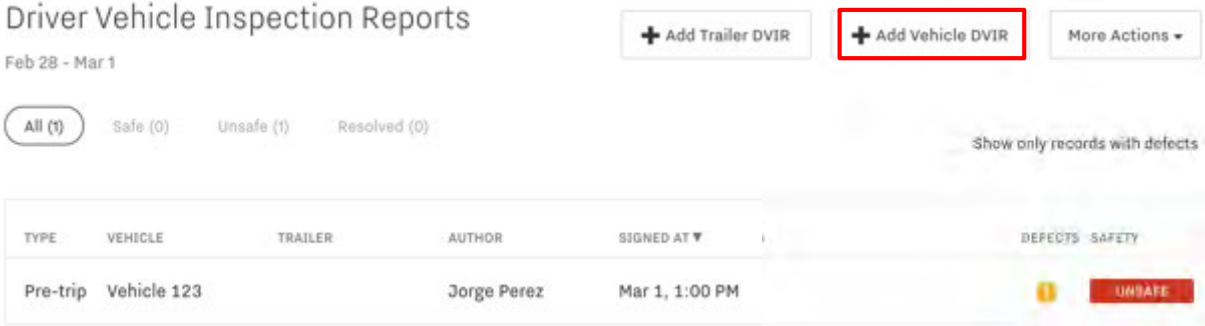
- The completed DVIR automatically syncs to Maintenance page of the Samsara Dashboard

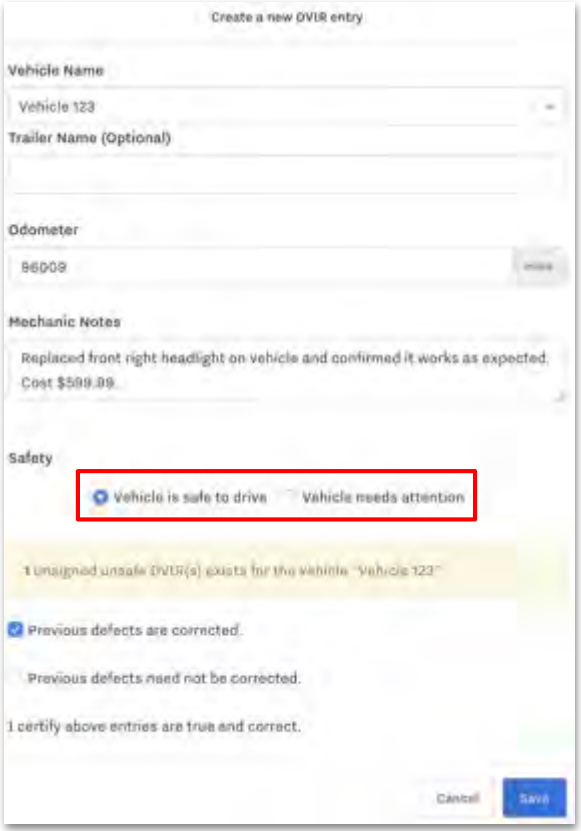




Maintenance: documenting a fix as resolved

- 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"** either on the top level DVIR page or from within the specific DVIR marked unsafe.
- 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.



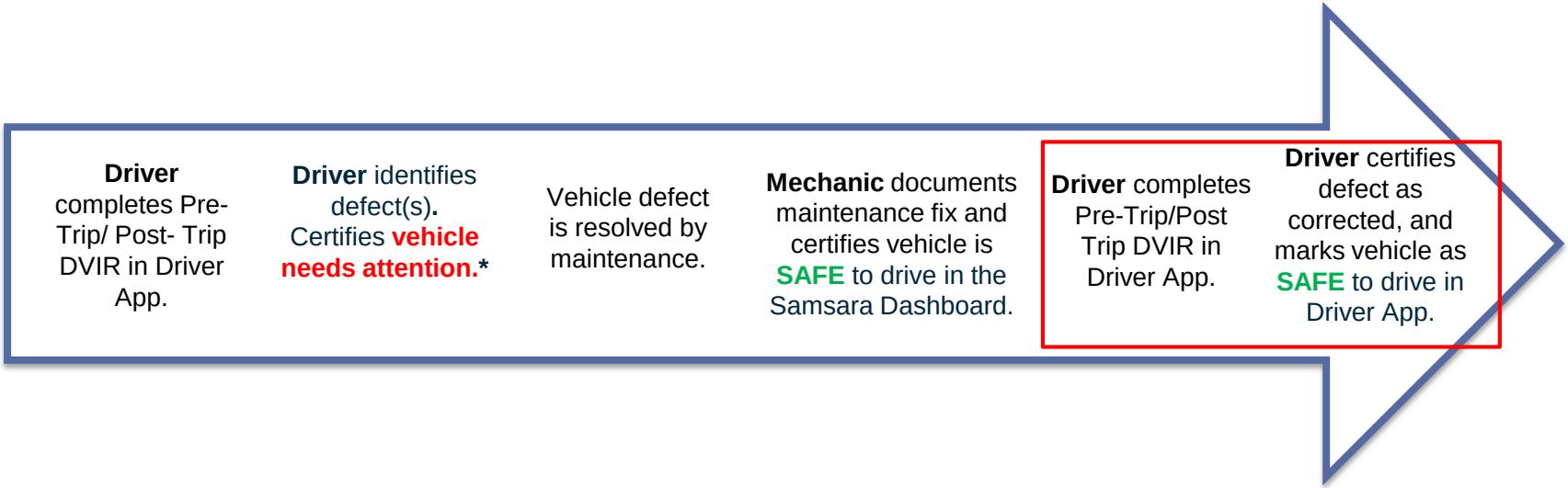


Samsara dashboard: maintenance

- After the Mechanic documents and certifies the 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.

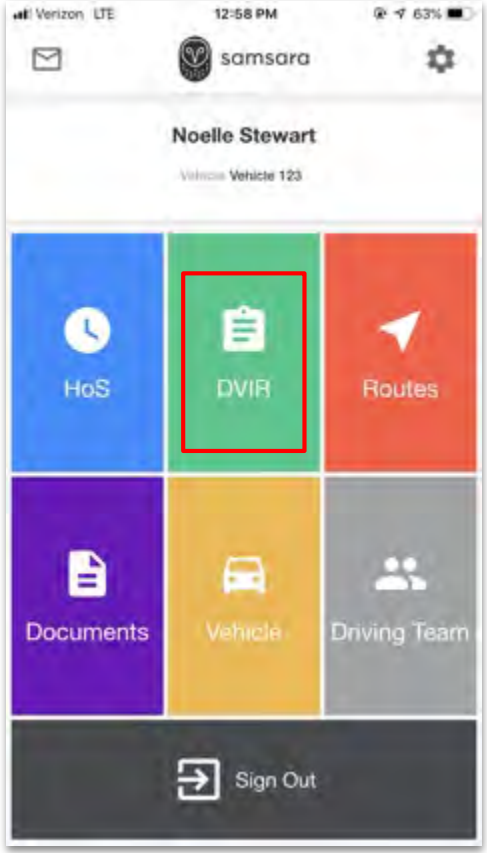
DVIR workflow: defect identified requires attention

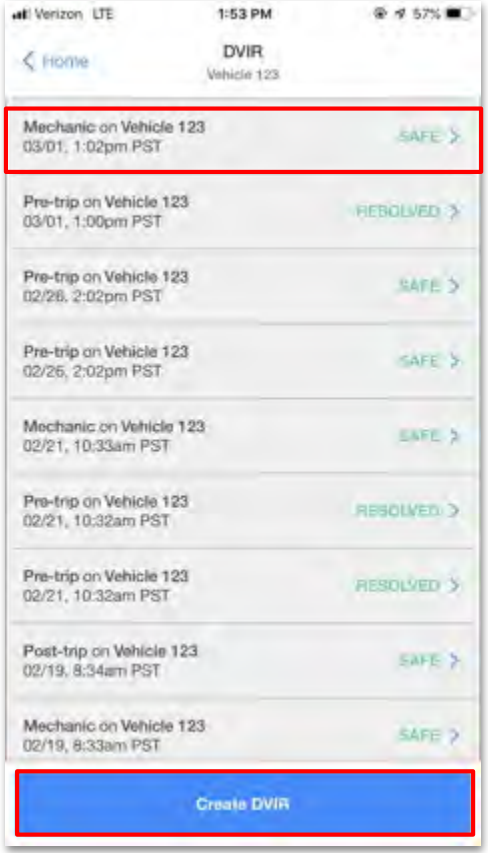
The following workflow shows the process of a DVIR if a driver identifies a defect that requires attention.



Driver approval of maintenance fix

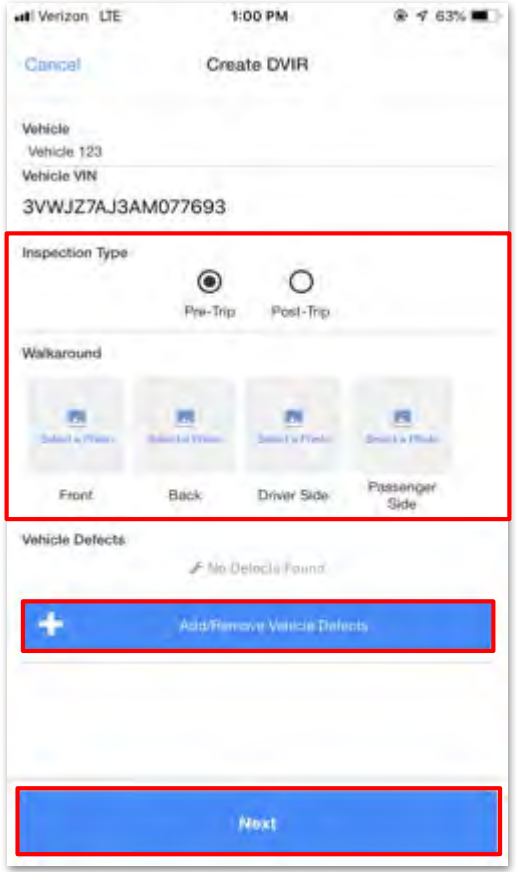
1. Driver completes a DVIR for the same vehicle.
2. Select the Mechanic entry to view notes on the Mechanic's DVIR entry.
3. The driver will select **"+Add Report"** to complete post-trip DVIR, and will need to certify the defect was corrected.

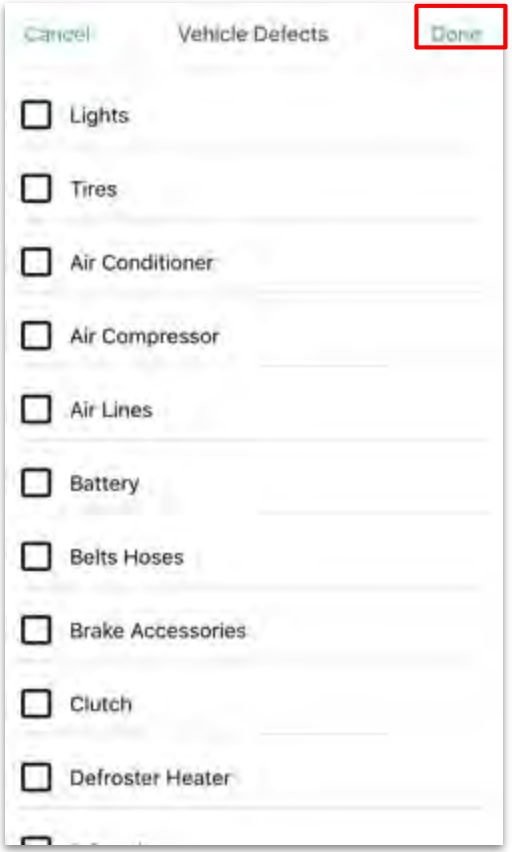




Post-trip inspection

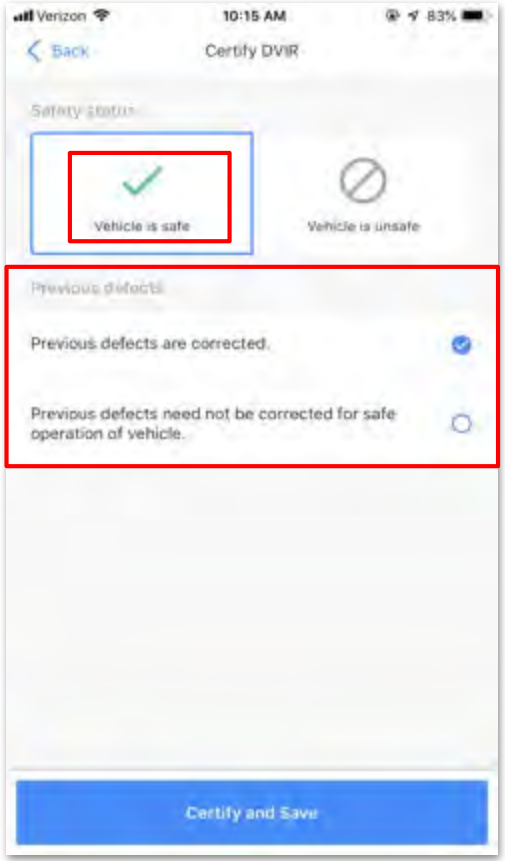
1. Select **“Post -Trip”** , take walk around photos, and check off any identified defects.
2. Select **“+Add/Remove Vehicle Defects”** .
3. Select **“Done”** after confirming no additional defects are found.
4. Select **“Next”** .

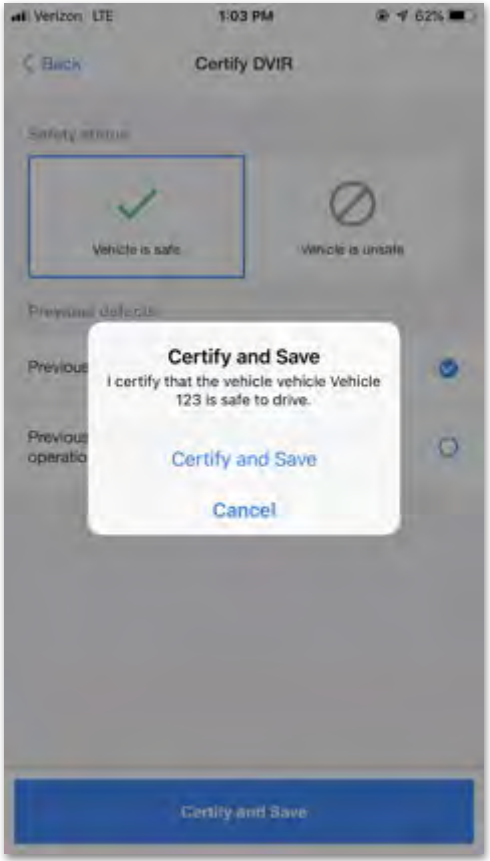




Driver certification

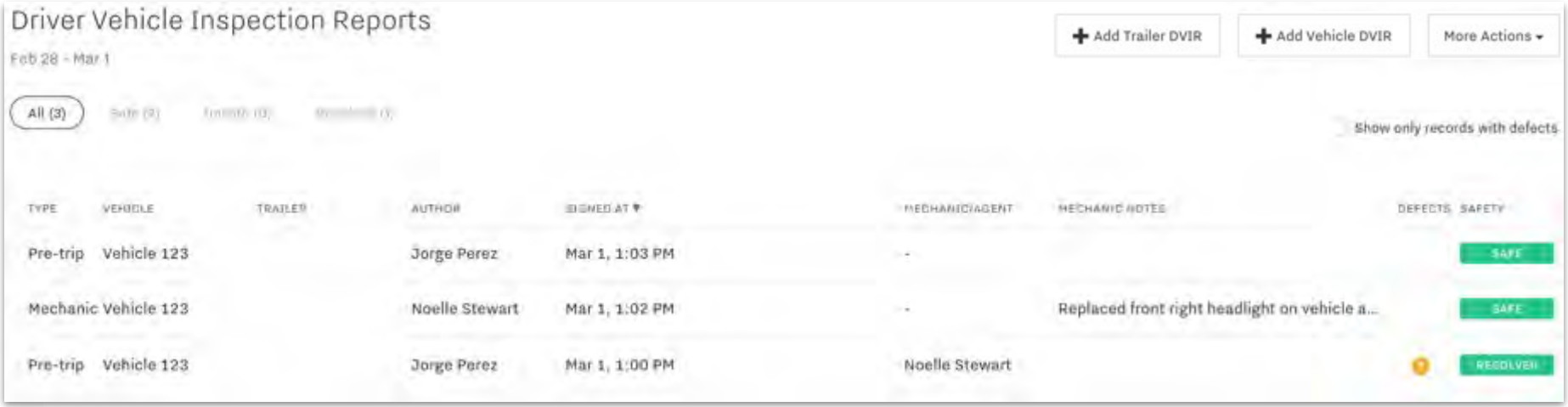
1. After completing the post-trip inspection, Driver selects **"Vehicle is SAFE to drive."**
2. Driver is reminded that there were previous defects found on the vehicle, and selects **"Previous defects are corrected"** .
3. Selects **"Certify and Save"** , and confirms the selection.





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

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