

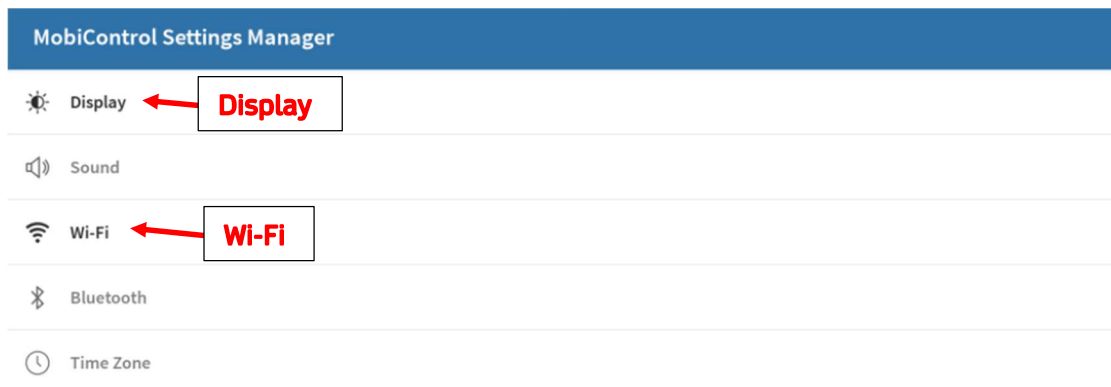
## 2. Tablet Home Screen Overview

The tablets all have the same software, and the home screen will look the same in your vehicle. We are going to proceed through each icon, starting at the bottom with the Settings icon.

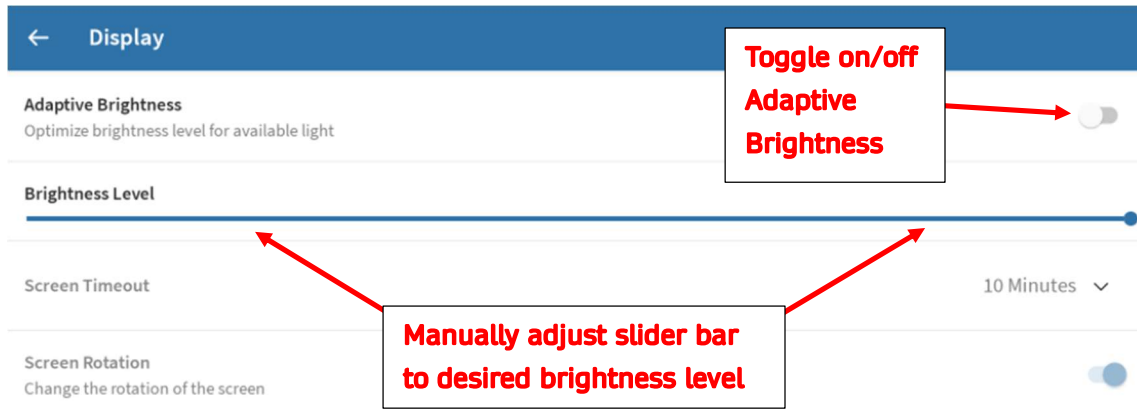


### 2.1- Settings Icon

Most of the items within this icon are grayed out, except for Display and Wi-Fi.



Display allows you to adjust device brightness and turn on/off adaptive brightness. Adaptive brightness attempts to detect ambient light and adjust the brightness automatically, this may give you issues in tunnels or very dark areas, or in direct sunlight or very bright areas. You can adjust brightness manually by turning off Adaptive Brightness and adjusting the slider to your liking.

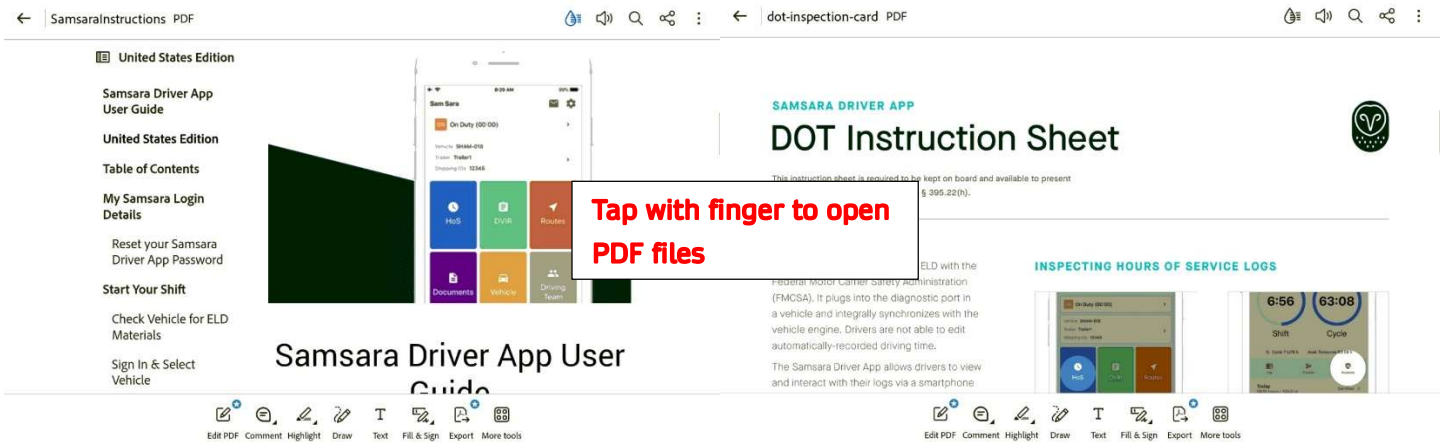


Wi-Fi should already be set to the Samsara\_S&H\_WiFi network, and there shouldn't be a need to go into this section.



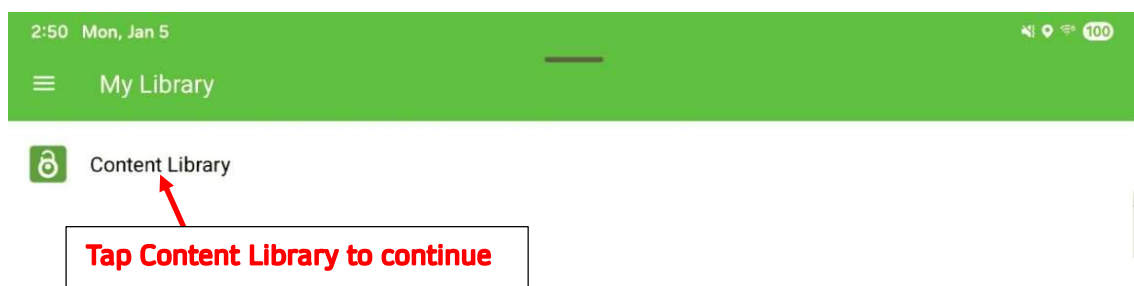
## 2.2- PDF Files

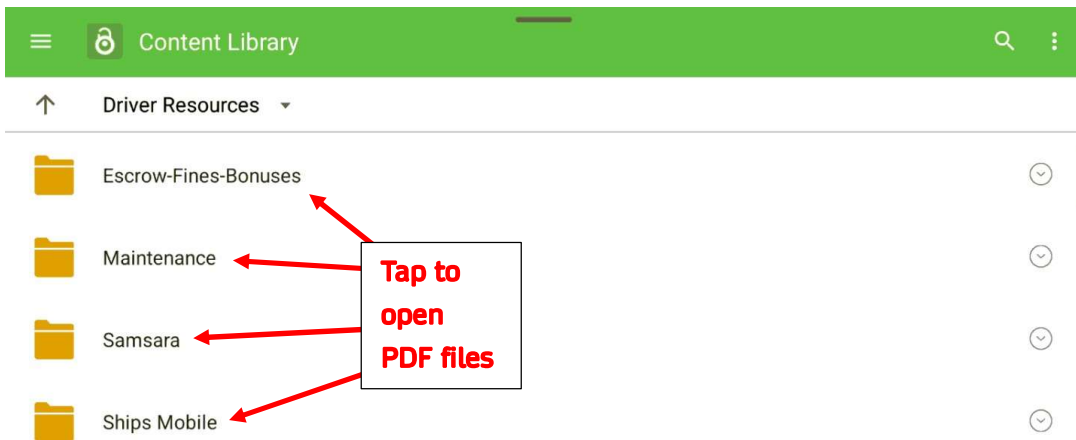
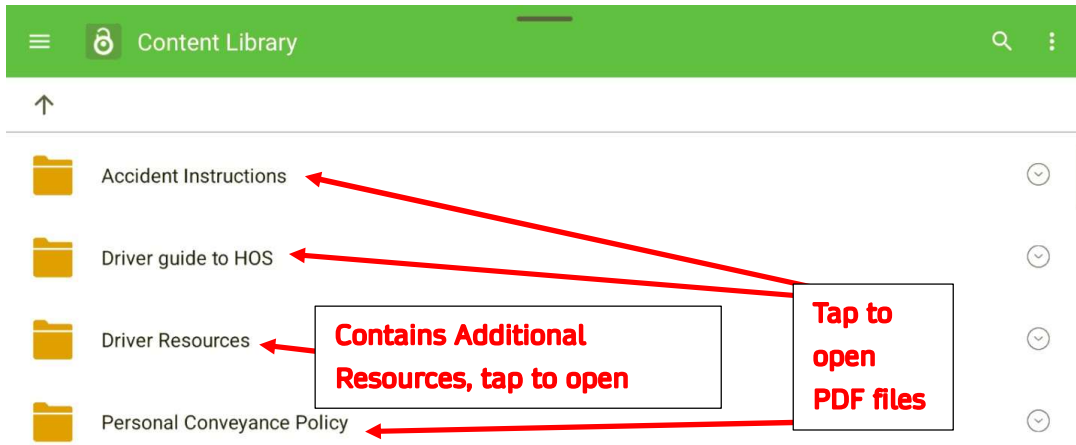
Two PDF files were placed directly on the home screen. These are the Samsara Manual, and the DOT Inspection instruction card. Click PDF files with your finger to open them. Use the back button on the tablet to back out of an open PDF file. The Home button will take you back to the home screen.



## Soti Hub Icon

The Soti Hub Icon contains some additional PDF file resources. Simply Tap the icon and tap Content Library. Select your desired document from the list, the Driver Resources selection contains additional selections. Click PDF files with your finger to open them. Use the back button on the tablet to back out of an open PDF file. The Home button will take you back to the home screen.





## Fleet Maintenance

**York Tractor Shop:** All Road Service (breakdowns) for **Company Equipment** is handled by the York Tractor Shop. Contact After Hours Dispatch when shop is closed. Washer Fluid, Coolant and motor oil is available. Call ahead to schedule hardware repairs for cameras and Peoplenet devices.

728 N. Broad St., York, PA

**Hours:** 6am Mon. – 11:30pm Fri  
Saturday – 7am – 3:30pm  
Sunday – Closed

**Contact:** Road Breakdown – Kelsey or Rose - Ext 2164 (7am – 4:30pm, Mon – Fri.)  
Shop Supervisor, Zack – Ext 2164

**York Trailer Shop:** Trailer repairs, fuel island, DEF & wash-bay. Call ahead to schedule a truck wash or let them know when you're coming in for repairs.

400 Mulberry St., York, PA

**Hours:** 6am – 11pm Mon - Fri

**Contact:** Shop Supervisor, Kirby – Ext 1122



## Reporting an Accident or Incident

**ANYTHING** that causes damage to equipment or property must be reported **IMMEDIATELY**

**AFTER HOURS** minor accidents/incidents that don't result in injury, other property damage, or render your truck inoperable may be reported to After Hours Dispatch.

All serious accidents/incidents that result in injury, property damage other than your truck, or requiring a tow, must be reported to the Safety Department **ASAP**.

Follow these steps:

### 1. Secure the Scene

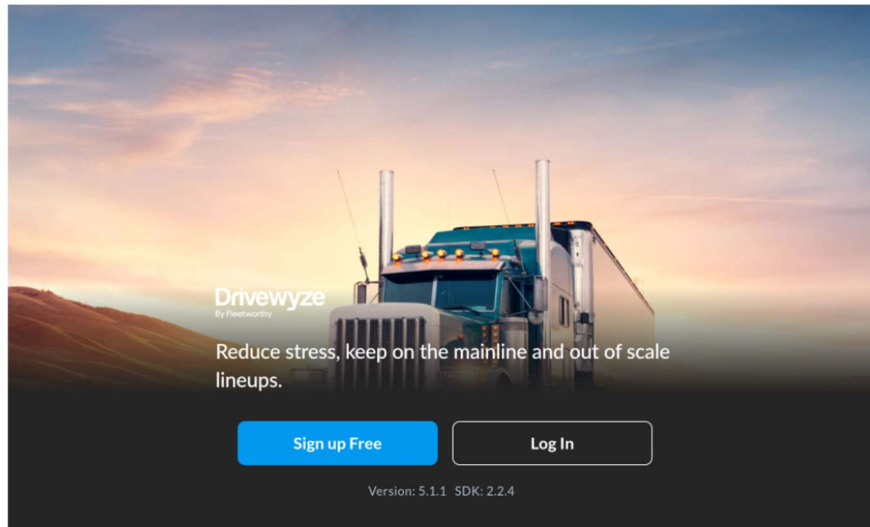
- Set brakes, turn on 4-way flashers, set out reflective triangles within 15 minutes.
- Check for injuries and extent of damages.
- Call 911 if applicable (ALWAYS attempt to get a Police Report)
- Call Safety Department or Dispatch. Be prepared to give details.

### 2. Take Pictures – Get some pictures BEFORE vehicles are moved. Pictures should tell a story.

- Point of impact – broken glass/debris
- All 4 sides of ALL vehicles involved

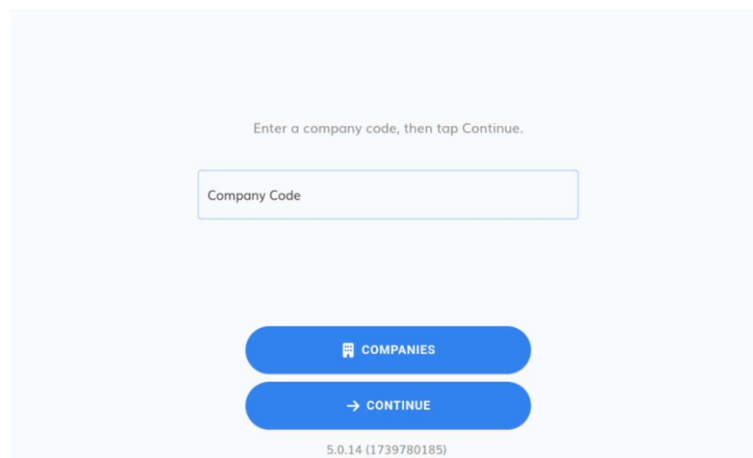
## 2.3- Drivewyze Icon

Drivewyze functions similarly to easy-pass for weigh stations. When logged in, it provides alerts whether you need to stop at a weigh station or not. This is a paid service, and we do not provide accounts for it. If you already have an account or decide to get one in the future the tablets do support it, you just log in using your own personal credentials.



## 2.4- Ships Mobile Icon

Ships Mobile is the document scanning application that we utilize for sending in your paperwork electronically. \*BOLS, PODS, Lumper Receipts, Detention, Etc...\* There is one icon located here, and another tile icon within the Samsara application itself. Ships mobile is covered in detail in it's own section of the guide. \*Section 8\*



## 2.5- Samsara Icon

Samsara is the fleet management software that we utilize. Generally, when turning on the tablet, the first icon you will open is the Samsara icon. This will allow you to log in, go on duty, and begin your day as covered in detail in the next section of the guide \*Section 3 – Logging in to Samsara\*