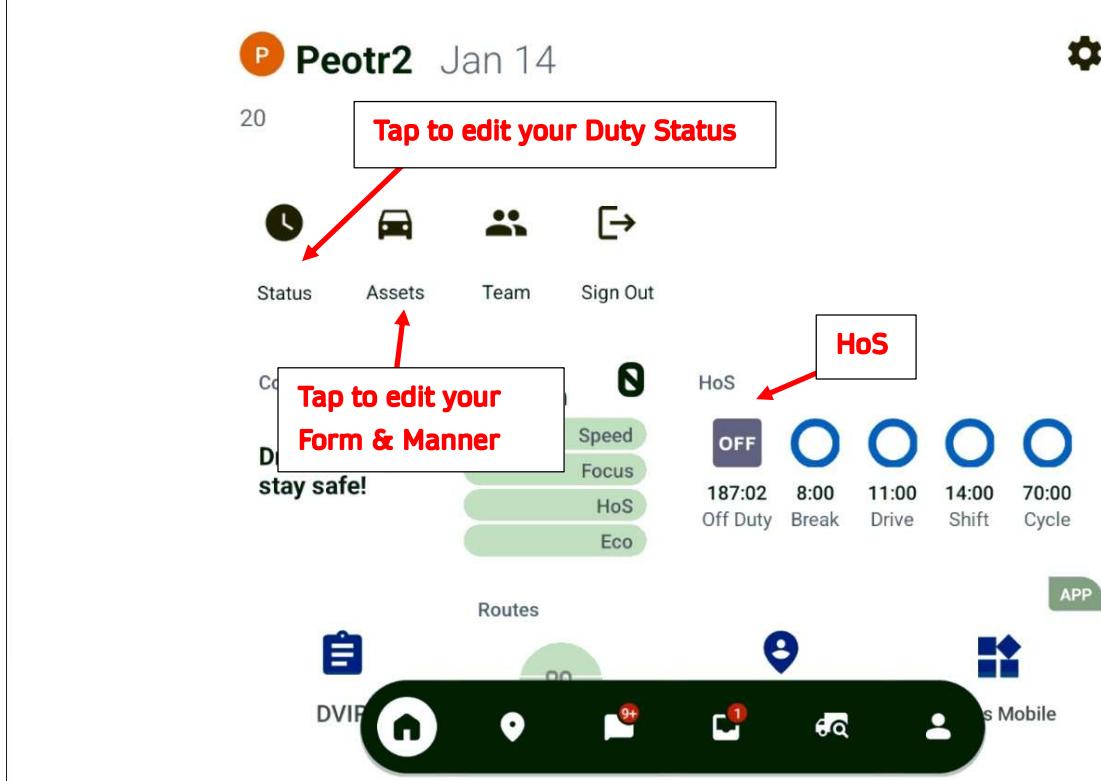


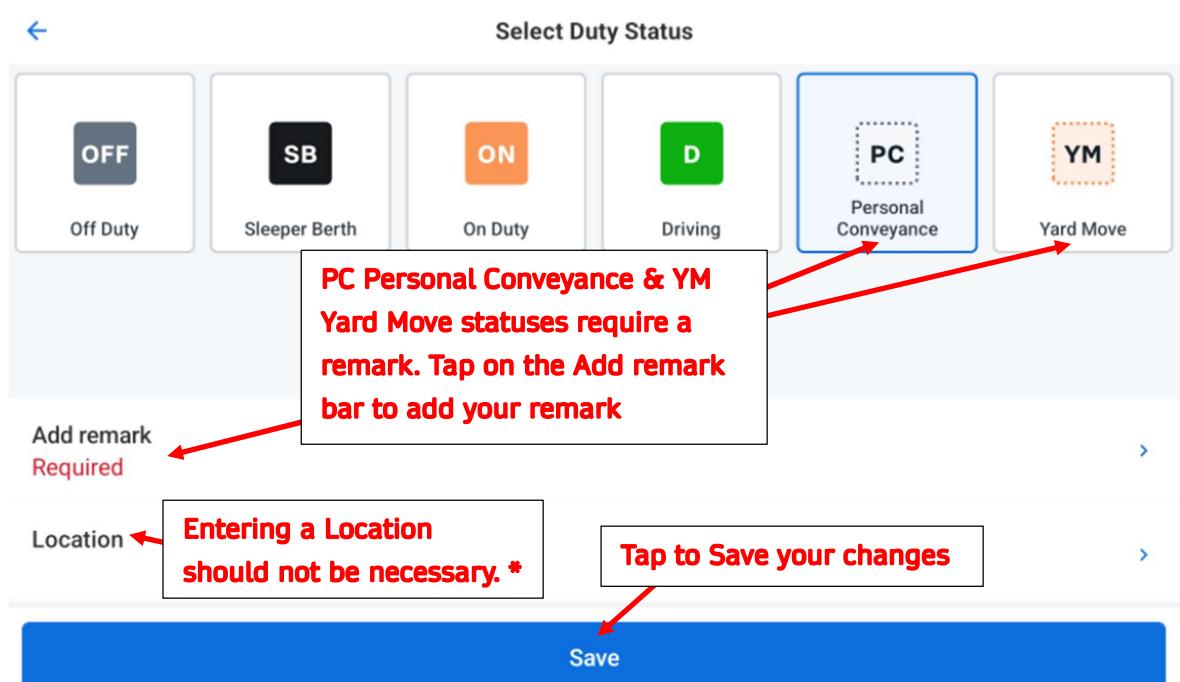
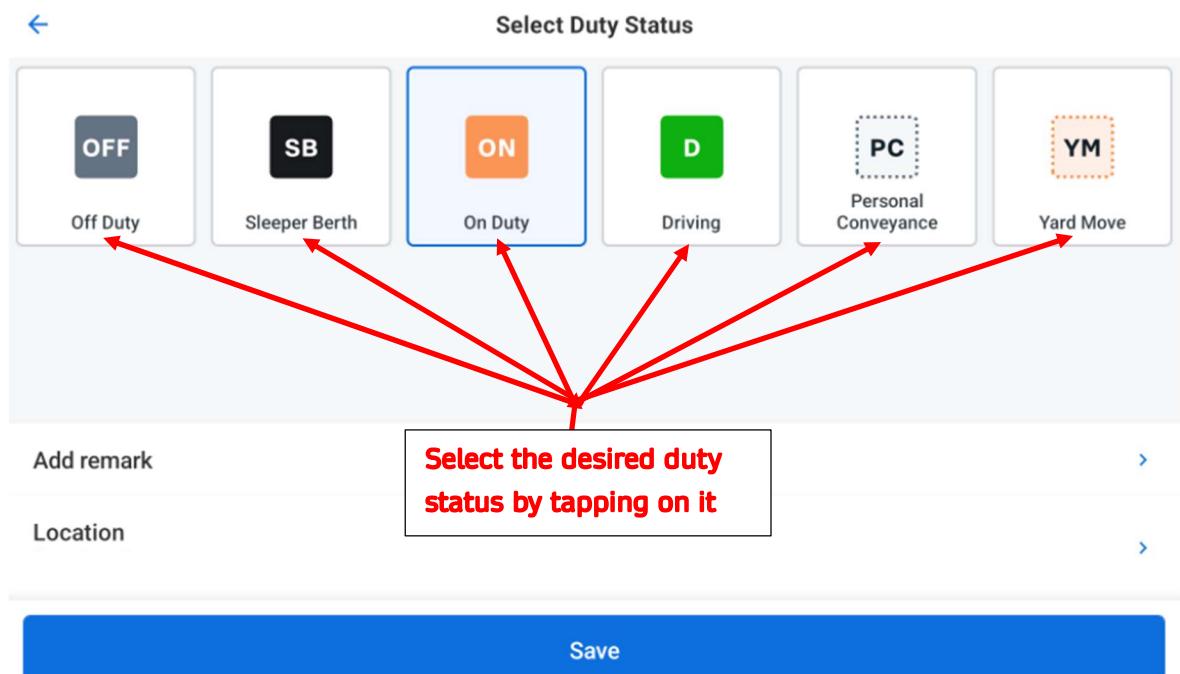
5. HoS – Duty Status / Form & Manner / Edit Logs / DOT Inspection

In this section we will primarily be looking at the blue tile HoS button on the Samsara home screen, additionally your Duty Status and Form & Manner can be changed by tapping directly on the bars also located on the Samara home screen.



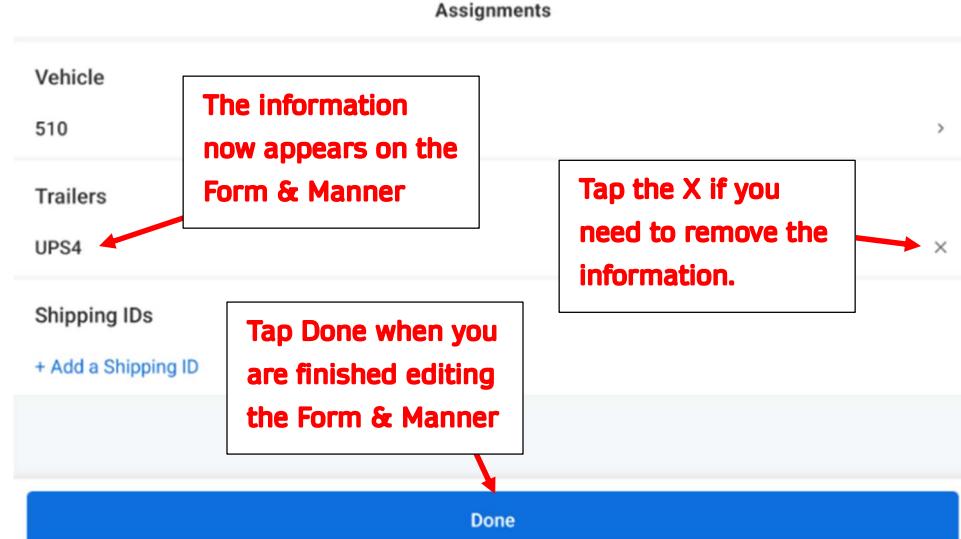
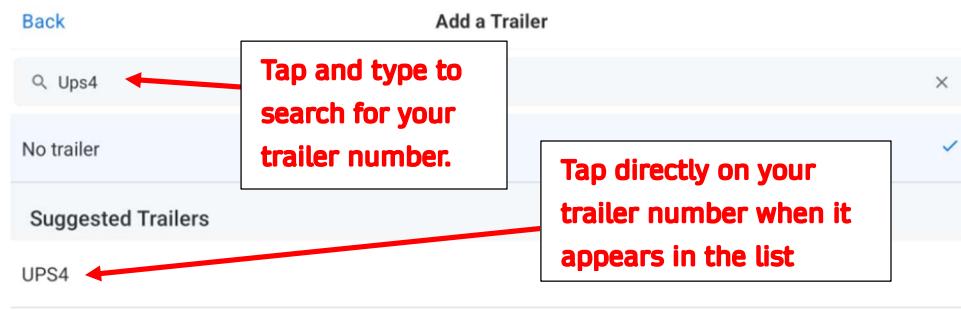
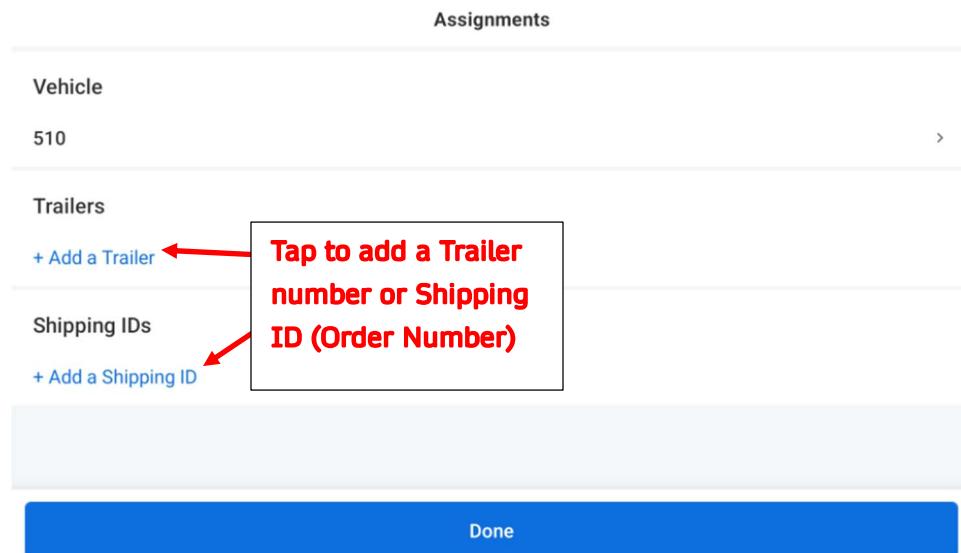
5.1- Changing Duty Status

Tapping on the Duty Status bar will open up to a new window with available status options. Simply tap the status you would like to be in and tap the blue save bar on the bottom. The duty status's Personal Conveyance & Yard Move do require a remark to be entered to save. Our Safety department has further detailed instructions on the how/why of using the Personal Conveyance & Yard Move status's, please verify with Safety/Your Dispatcher for more information. *Your location should be detected automatically, and you should not need to enter this information, if you do find it required the only designation necessary is City, State ex:(York, PA). Full address/zip code are not required*



5.2- Editing The Form & Manner

Tapping on the Vehicle/Trailer/Shipping ID bar will open a new window to edit your Form & Manner. Tap each of these fields individually to edit the relevant field. Similarly to adding your vehicle when logging on, when adding a trailer, you will want to search and wait for the trailer to appear on the list, tapping directly on the trailer to correctly add it. You do want to make sure this information is completely accurate with what you currently have going on, as this is what DOT will see on your logs if you are stopped for an inspection. To remove an item, tap on the X to the right of that item.



5.3- Certifying Your Logs

As long as you Exit & Log out of Samsara at the end of the day when it is time to end your day, and log in fresh to Samsara to start a new day, Samsara will automatically ask you to certify logs. Additionally, within the blue tile HoS button if you scroll down you will see the tablet holds 8 days of certified/uncertified logs, logs can be certified directly from this location if it is necessary to do so. Samsara's driver resources on their website allow you to go further back in time to certify logs than the tablet allows, in case of vacation or emergency – cloud.samsara.com/driver

Hours of Service

| Log Date | Hours | Status |
|-------------|-------------|----------------------------------|
| Today | 02:06 hours | |
| Thu, Jan 15 | 00:00 hours | Uncertified > |
| Wed, Jan 14 | 00:00 hours | Certified > |
| Tue, Jan 13 | 00:00 hours | Certified > |
| Mon, Jan 12 | 00:00 hours | Certified > |
| Sun, Jan 11 | 00:00 hours | Certified > |
| Sat, Jan 10 | 00:00 hours | Certified > |
| Fri, Jan 9 | 00:00 hours | Certified > |

Samsara will automatically ask to certify logs when you log into/out of Samsara. You can tap here to certify logs if you need to manually.

Cloud.samsara.com/driver – Certify logs back in time further than the 8 days the tablet holds.

To view more logs, sign in to the driver portal on a computer at cloud.samsara.com/driver.

Daily Log

Edit

Wednesday, May 21st, 2025

1 Day Backward
1 Day Forward

| | | | | | | | | | | | | | | | | | | | | | | | |
|-----|---|---|---|---|---|---|---|---|---|----|----|-------|---|---|---|---|---|---|---|---|---|----|----|
| M | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| OFF | | | | | | | | | | | | 20:24 | | | | | | | | | | | |
| SB | | | | | | | | | | | | 00:00 | | | | | | | | | | | |
| D | | | | | | | | | | | | 00:00 | | | | | | | | | | | |
| ON | | | | | | | | | | | | 03:35 | | | | | | | | | | | |
| | | | | | | | | | | | | 24:00 | | | | | | | | | | | |

Review Log Data

Forms

← Certify and Submit →

Tap if accurate to Certify

"I hereby certify that my data entries and my record of duty status for these periods are true and correct."

Daily Log

Edit

Wednesday, May 21st, 2025

1 Day Backward
1 Day Forward

| | | | | | | | | | | | | | | | | | | | | | | | |
|-----|---|---|---|---|---|---|---|---|---|----|----|-------|---|---|---|---|---|---|---|---|---|----|----|
| M | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| OFF | | | | | | | | | | | | 20:24 | | | | | | | | | | | |
| SB | | | | | | | | | | | | 00:00 | | | | | | | | | | | |
| D | | | | | | | | | | | | 00:00 | | | | | | | | | | | |
| ON | | | | | | | | | | | | 03:35 | | | | | | | | | | | |
| | | | | | | | | | | | | 24:00 | | | | | | | | | | | |

Review Log Data

Forms

← Certify and Submit →

Tap if you agree

Agree - Submit

Not Ready - Cancel

Daily Log

Edit

Wednesday, May 21st, 2025

1 Day Backward
1 Day Forward

| | | | | | | | | | | | | | | | | | | | | | | | |
|-----|---|---|---|---|---|---|---|---|---|----|----|-------|---|---|---|---|---|---|---|---|---|----|----|
| M | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| OFF | | | | | | | | | | | | 20:24 | | | | | | | | | | | |
| SB | | | | | | | | | | | | 00:00 | | | | | | | | | | | |
| D | | | | | | | | | | | | 00:00 | | | | | | | | | | | |
| ON | | | | | | | | | | | | 03:35 | | | | | | | | | | | |
| | | | | | | | | | | | | 24:00 | | | | | | | | | | | |

Review Log Data

Forms

← Certify and Submit →

Certified

5.4- Editing your Logs

Also, within the blue HoS tile button, scrolling about halfway down, you will find the Log button on the left-hand side. Tapping on this button opens a similar log menu. The easiest way to edit logs would generally be to scroll down the page until you find an event near what you need to edit, making necessary adjustments to Start time of edit, End time of edit, and Duty Status respectively. A remark is required for Log Edits. Additionally, if this does not suit your needs, in the top right-hand corner of this window there is an Edit option, this option opens a blank Edit Log, where you would manually fill in all the information. When you are finished tap the Certify and Submit and agree buttons as they appear.

The image shows two screenshots of a mobile application for managing Hours of Service (HoS) and logs.

Top Screenshot: Hours of Service (HoS) Log Menu

- Header: Hours of Service
- Metrics: Until break (0.00), Drive (11.00), Total Shift (11.54), Cycle (11.25)
- Text: USA Property (8/70) Available tomorrow
- Text: Tap this button to edit logs.
- Buttons: Log (with a red arrow pointing to it), Roadside
- Text: 51:26 h / 70 h

Bottom Screenshot: Daily Log

- Header: Daily Log
- Text: Today, 02:25 hours
- Text: Uncertified >
- Text: 1 day backward (with a red arrow pointing to the left arrow), Thursday, May 22nd, 2025, 1 day forward (with a red arrow pointing to the right arrow)
- Table: Daily Log grid showing duty status (OFF, SB, D, ON) and times (11:29, 00:00, 00:00, 03:51, 15:21)
- Text: This screen can be scrolled down.
- Text: Forms
- Text: Certify and Submit

Logs

12:00 AM OFF Off Duty 9h 11m ↗ No location

9:11 AM OFF Off Duty 2h 18m ↗ No location ↗ 510

11:29 AM ON On Duty 3h 52m ↗ York, pa ↗ 510

Daily Log

Tap this Edit to open a blank Edit window with no times or statuses already assigned.

Tap these Edits to edit an existing event in your log.

Certify and Submit

←

Edit Log

2:00 AM 1 1 2 3 4 5 6 7 8 9 9:11 AM N 1 2 3 4 5 6 7 8 9 10 11

OFF SB D ON

11:29
00:00
00:00
03:53
15:23

Start time of edit 12:00 AM

End time of edit 9:11 AM

Editing an existing log grabs that chunk of time (indicated by these blue bars)

This screen can be scrolled down.

Save

← Edit Log →

Start time of edit
12:00 AM

End time of edit
9:11 AM

Tap to edit start and end times.

Tap to select desired Duty Status.

OFF Off Duty **SB** Sleeper Berth **ON** On Duty **D** Driving **PC** Personal Conveyance **YM** Yard Move

Add remark
Required

Tap to add required remark.

Location

Tap to save if you are done editing

Save

← Edit Log →

Start time of edit
Required

End time of edit
Required

Tap to add start and end times.

Tap to select desired Duty Status

OFF Off Duty **SB** Sleeper Berth **ON** On Duty **D** Driving **PC** Personal Conveyance **YM** Yard Move

Add remark
Required

Tap to add required remark.

Location

Tap to save if you are done editing.

Save



Daily Log

[Edit](#)

Thursday, May 22nd, 2025



| M | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|-----|---|---|---|---|---|---|---|---|---|----|----|---|---|---|---|---|---|---|---|---|---|----|-------|
| OFF | | | | | | | | | | | | | | | | | | | | | | | 15:26 |
| SB | | | | | | | | | | | | | | | | | | | | | | | 00:00 |
| D | | | | | | | | | | | | | | | | | | | | | | | 00:00 |
| ON | | | | | | | | | | | | | | | | | | | | | | | 00:00 |

15:26
00:00
00:00
00:00
15:26

Forms

Tap to Certify and Submit your log edit

"I hereby certify that my data entries and my record of duty status for these periods are true and correct."

This will finalize your logs for these days and cannot be undone

Tap to Agree that the edits are accurate.

[Not Ready - Cancel](#)



Daily Log

[Edit](#)

Tap the back arrow to go back

, May 22nd, 2025



| M | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|-----|---|---|---|---|---|---|---|---|---|----|----|---|---|---|---|---|---|---|---|---|---|----|-------|
| OFF | | | | | | | | | | | | | | | | | | | | | | | 15:26 |
| SB | | | | | | | | | | | | | | | | | | | | | | | 00:00 |
| D | | | | | | | | | | | | | | | | | | | | | | | 00:00 |
| ON | | | | | | | | | | | | | | | | | | | | | | | 00:00 |

15:26
00:00
00:00
00:00
15:26

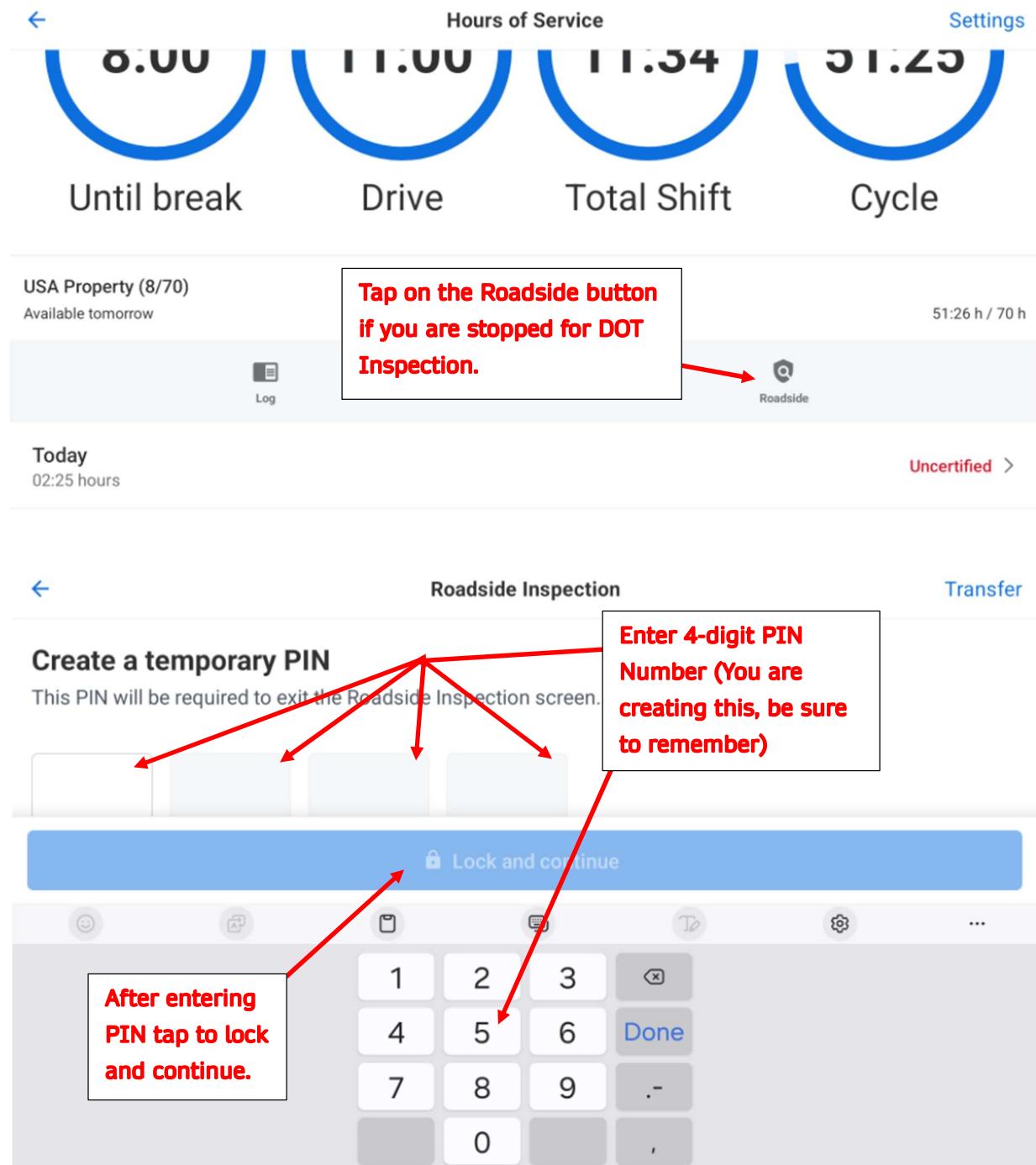
Forms

Button now says Certified and is grayed out

Certified

5.5- DOT Inspection

If you are stopped for a DOT inspection, you can find the Roadside icon within the blue HoS tile if you scroll about halfway down on the right hand side. Tap this icon to open up the Roadside screen, which will immediately prompt for a temporary 4 digit PIN code (you are creating this code in this moment so remember whatever it is that you decide to make it).



You will be prompted with the notification that the tablet is ready for inspection and that you may hand your tablet to the officer. The Roadside Inspection screen allows the officer to look through your logs, a

link to the in-cab materials (transfer page instruction sheet, Samsara manual), and a link to transfer your logs electronically.

Roadside Inspection

Tap for Transfer Page Instruction sheet and Samsara manual

ELD In-Cab Materials

Tap to Transfer logs electronically

Transfer

Backward 1 day

Forward 1 day

Friday, May 23rd, 2025

DRIVER'S DAILY LOG
USA 70 hour / 8 day

Displayed On: May 23, 2025
Log Date: May 23, 2025

samsara

| | | | |
|---------------------|----------------------------------|---------------------|--------|
| Driver Name | PEOTR | Driver ID | peotr |
| DL State | PA | DL # | 1234 |
| Co-Driver Name (ID) | | | |
| US DOT # | 318756 | | |
| Carrier | S&H Express Inc | | |
| Main Office | 728 N. Broad St., York, PA 17402 | | |
| Distance | 0.0 mi | | |
| Truck Tractor ID | 510 | Truck Tractor VIN | |
| Shipping IDs | | Trailer ID | |
| Exempt | N | | |
| Timezone | America/New_York | 24 Hours Start Time | 000000 |

ELD ID SAMELD

Roadside Inspection

Transfer

Provider Samsara

The information on your Form & Manner is what the DOT officer will see.

| | | | | | | | | | | | | | | | | | | | | | | | |
|-----|---|---|---|---|---|---|---|---|---|----|----|---|---|---|---|---|---|---|---|---|---|----|----|
| M | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| OFF | | | | | | | | | | | | | | | | | | | | | | | |
| SB | | | | | | | | | | | | | | | | | | | | | | | |
| D | | | | | | | | | | | | | | | | | | | | | | | |
| ON | | | | | | | | | | | | | | | | | | | | | | | |

09:50
00:00
00:00
00:00
09:50

Logs

| Start | Vehicle | Status | Duration | Location |
|----------|-----------|----------|----------|----------|
| 12:00 AM | 510 (N/A) | Off Duty | 9:50:17 | - |

Odometer

| Truck Tractor ID | Start | End |
|------------------|-------|-----|
| | | |

Recap

| 05/22 | 0:00 | Total Hours Last 7 Days | 28:40 |
|-------|-------|-------------------------|-------|
| 05/21 | 3:35 | | |
| 05/20 | 10:00 | | |

Driver App Manual

English

French

Tap to open the
Samsara Manual

Transfer Page Instruction Sheet

DOT - English

Transport Canada - English

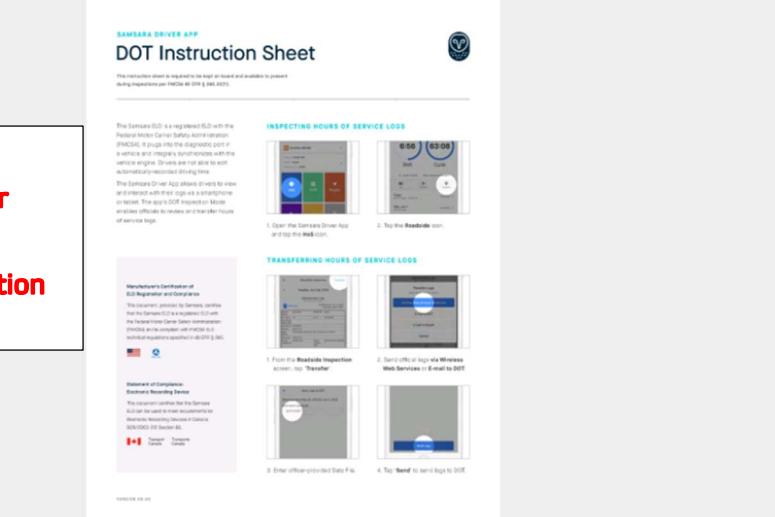
Transport Canada - French

Tap to open the
DOT Transfer Page
Instruction Sheet

←

Transfer Sheet

DOT



←

Driver App Manual

Samsara Manual



Samsara Driver App User Guide

United States Edition

VERSION 20.11

