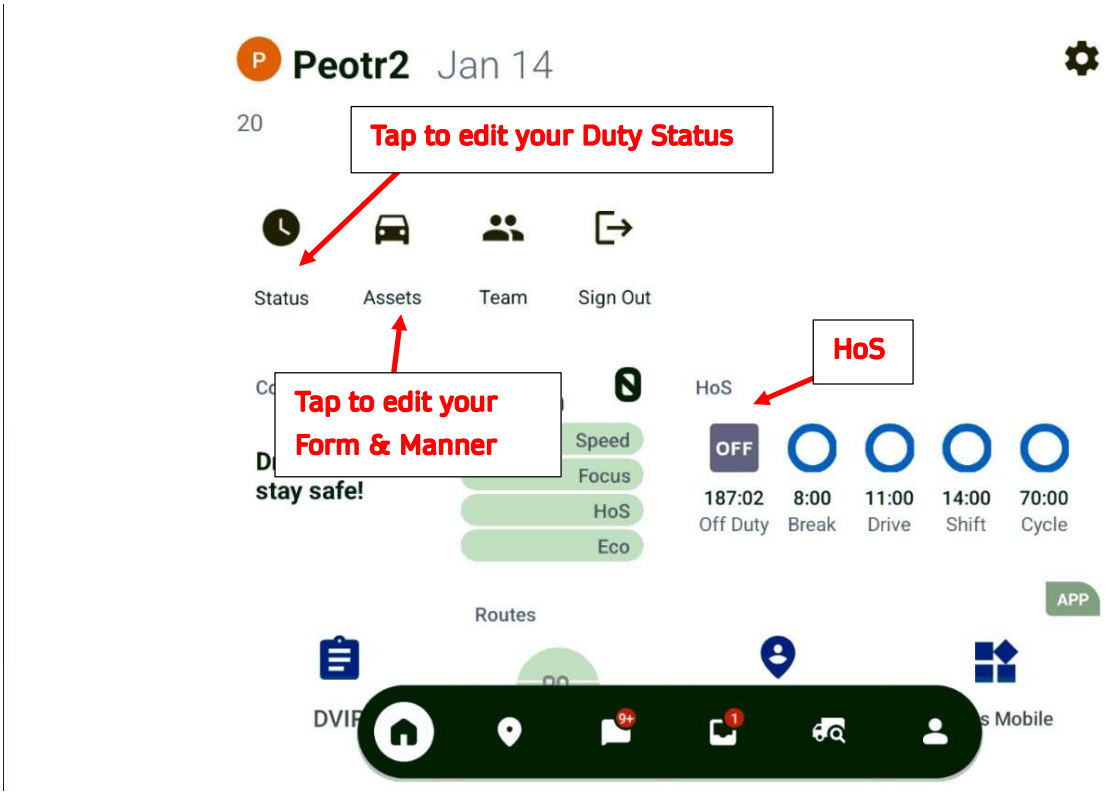
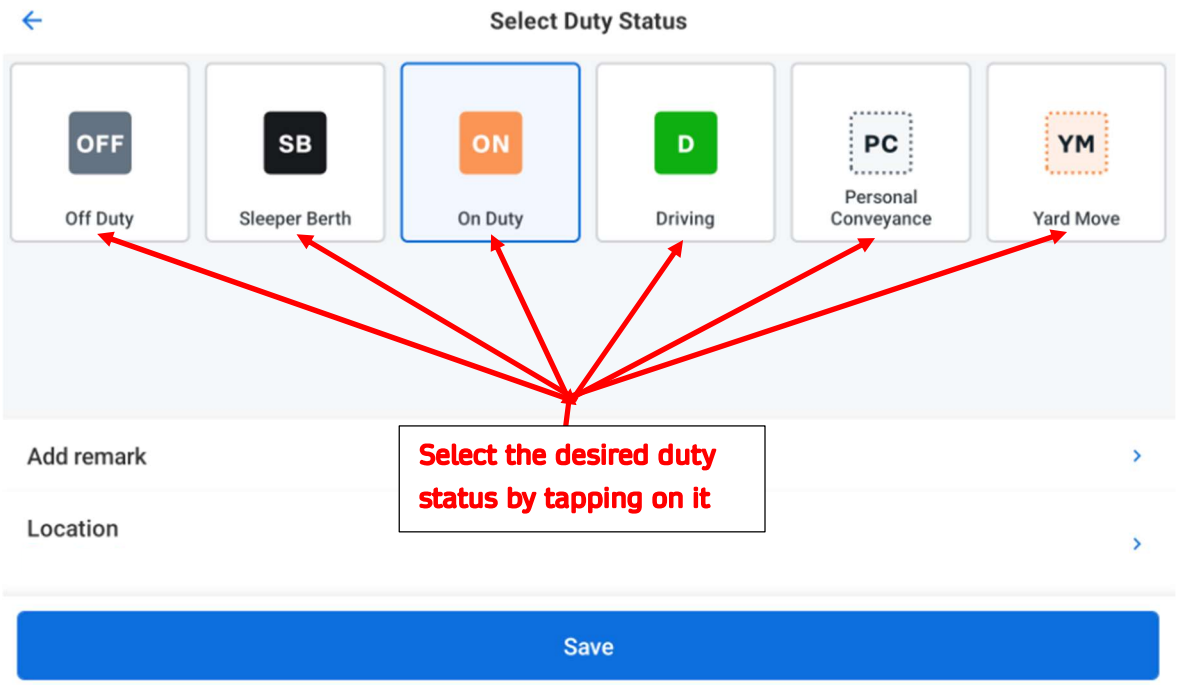
5. HoS – Duty Status / Form & Manner / Edit Logs / DOT Inspection

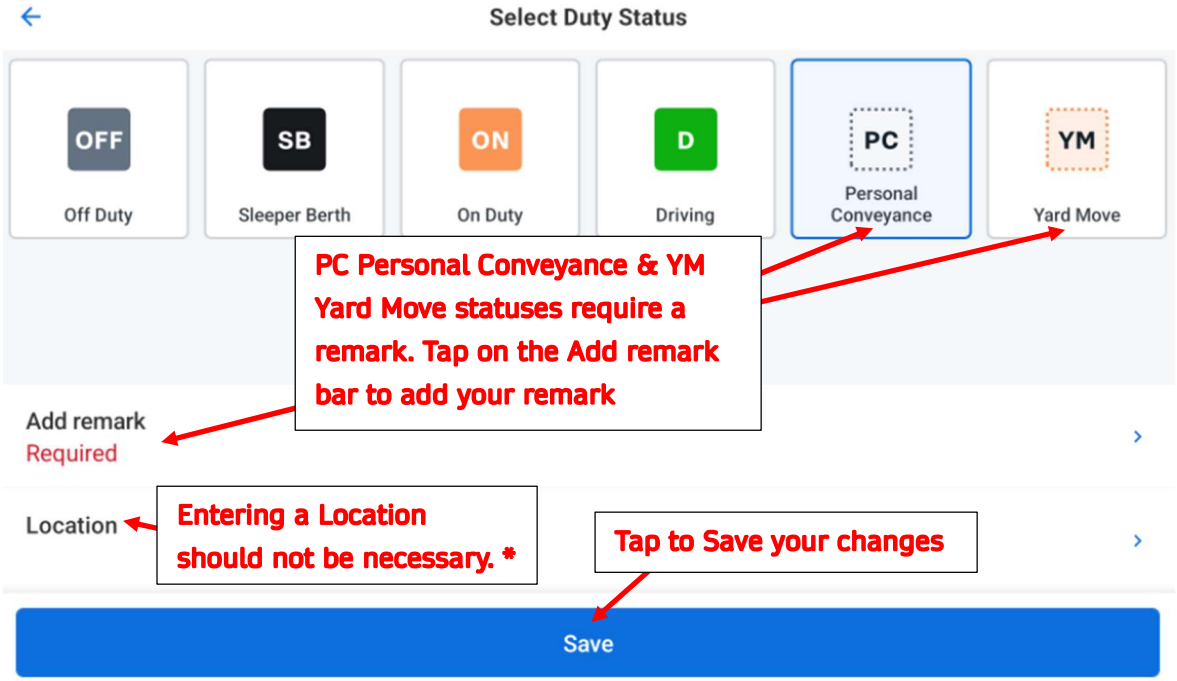
In this section we will primarily be looking at the blue tile HoS button on the Samsara home screen, additionally your Duty Status and Form & Manner can be changed by tapping directly on the bars also located on the Samara home screen.



5.1- Changing Duty Status

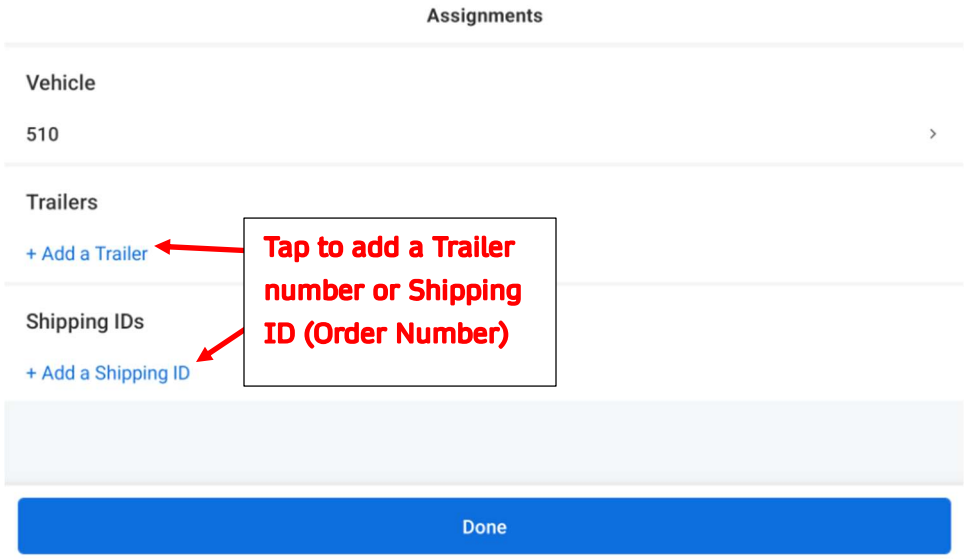
Tapping on the Duty Status bar will open up to a new window with available status options. Simply tap the status you would like to be in and tap the blue save bar on the bottom. The duty status's Personal Conveyance & Yard Move do require a remark to be entered to save. Our Safety department has further 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*

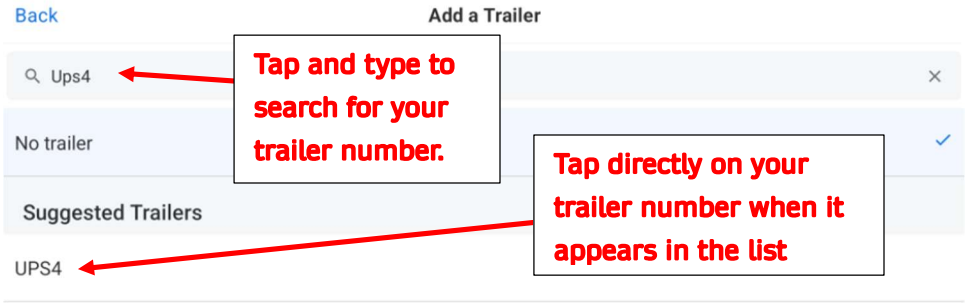


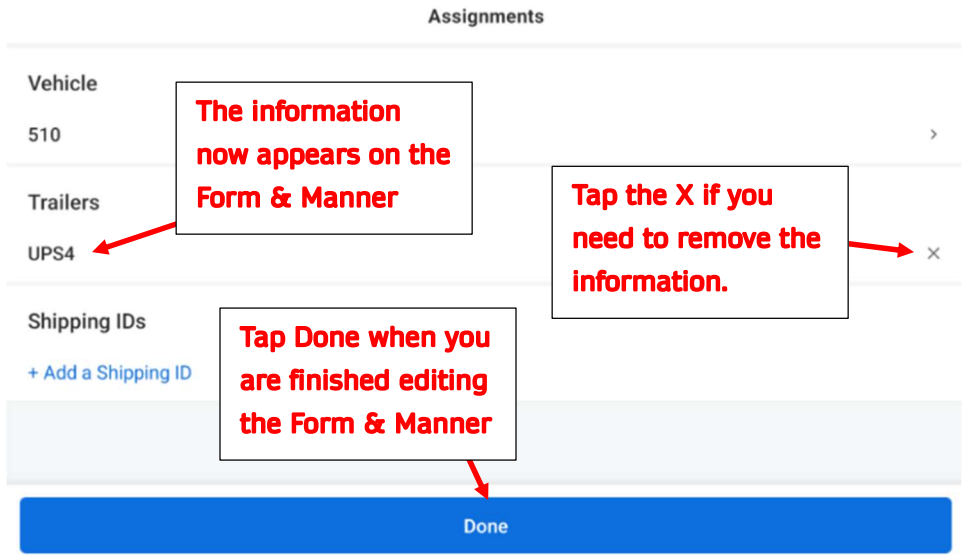


5.2- Editing The Form & Manner

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.

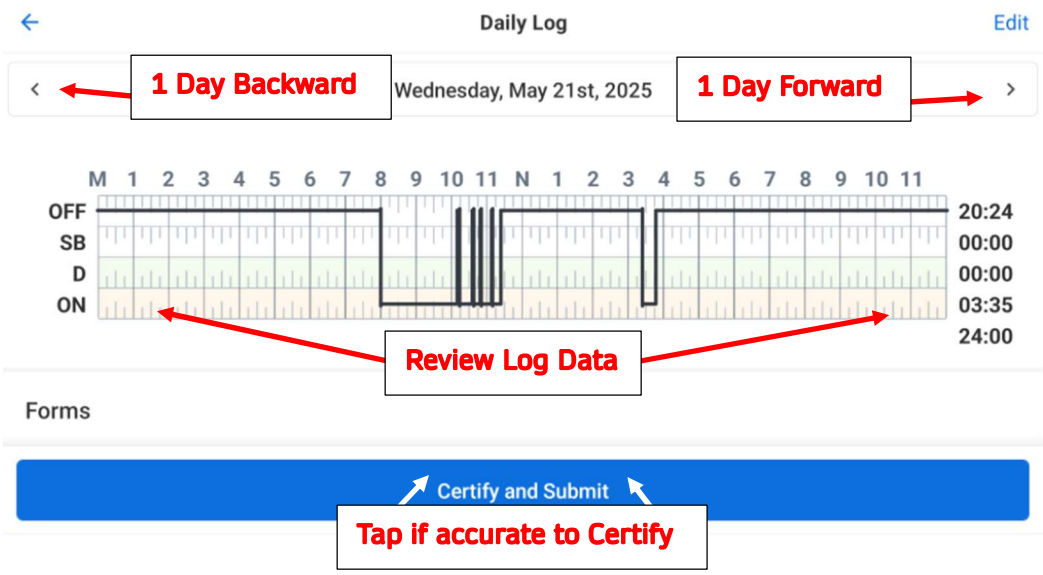




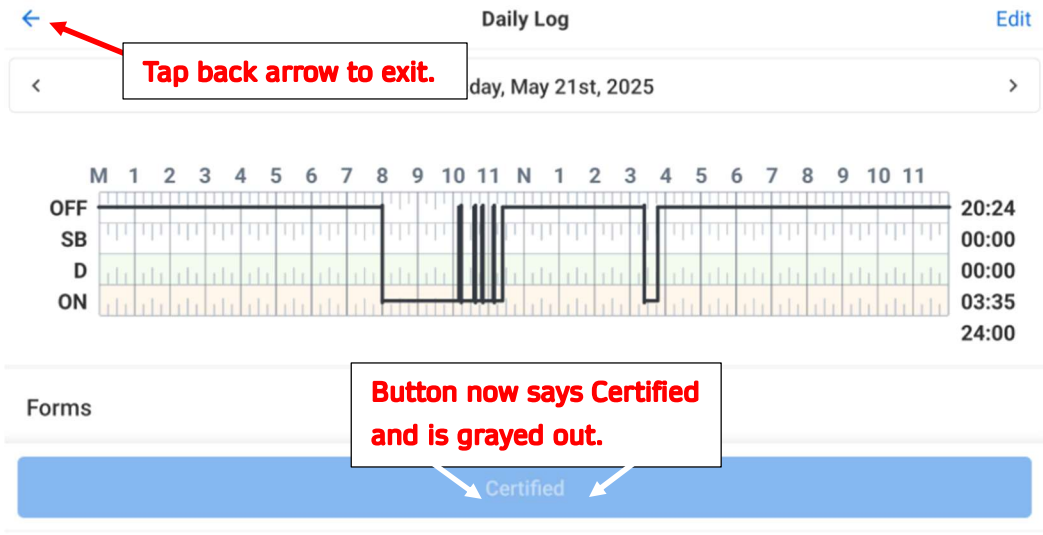


5.3- Certifying Your Logs

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. Additionallly, 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

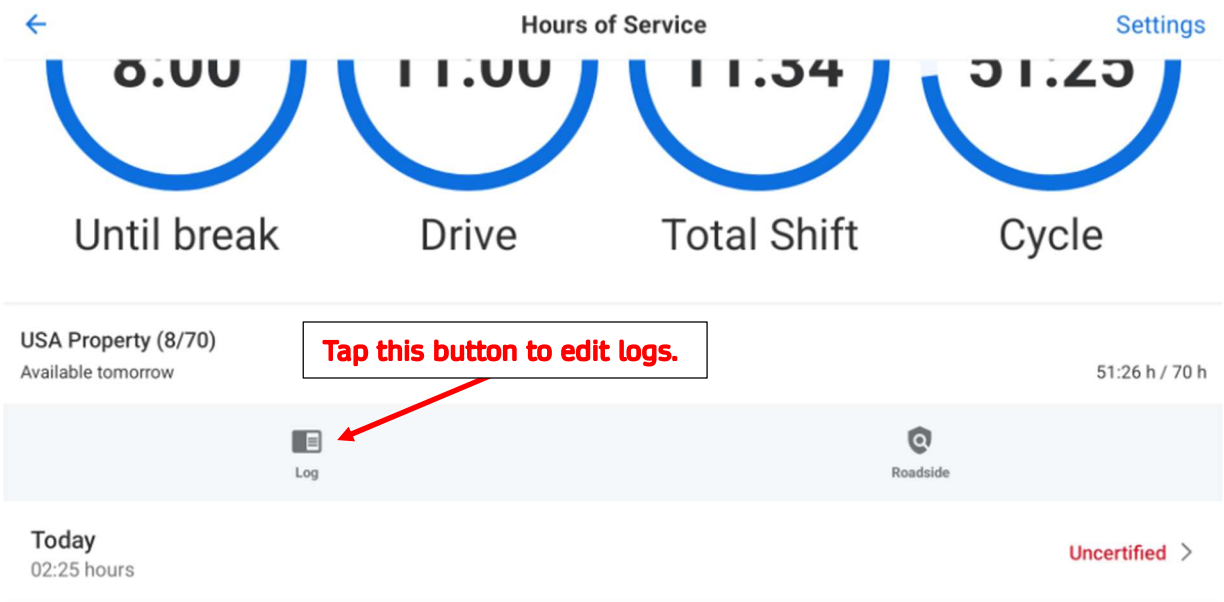


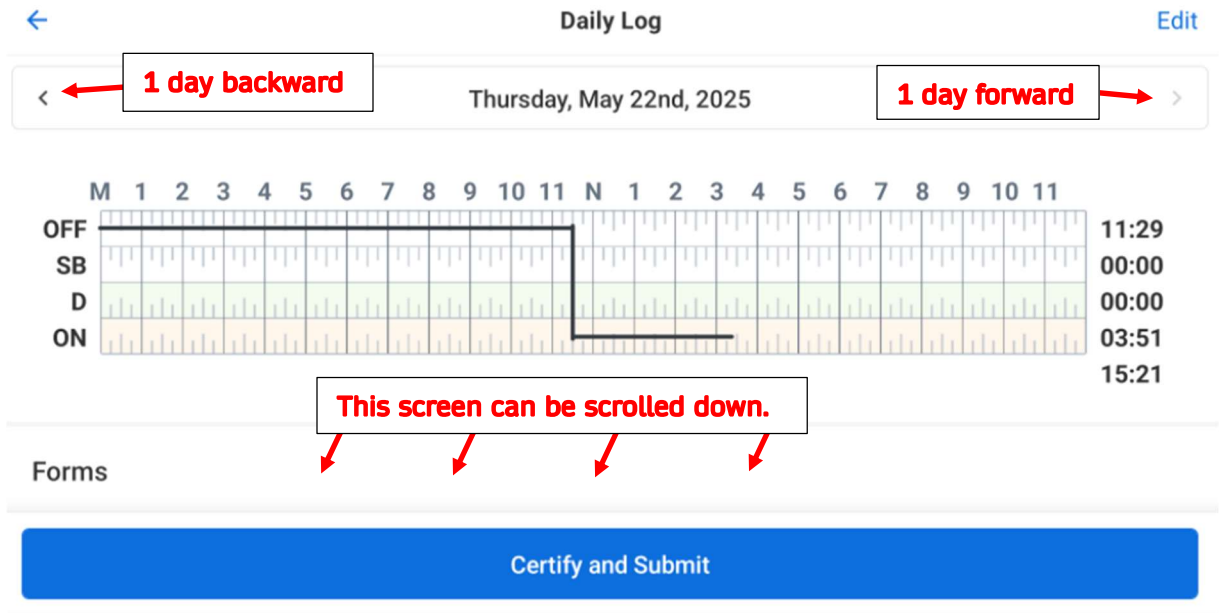
"I hereby certify that my data entries and my record of duty status for these periods are true and correct."

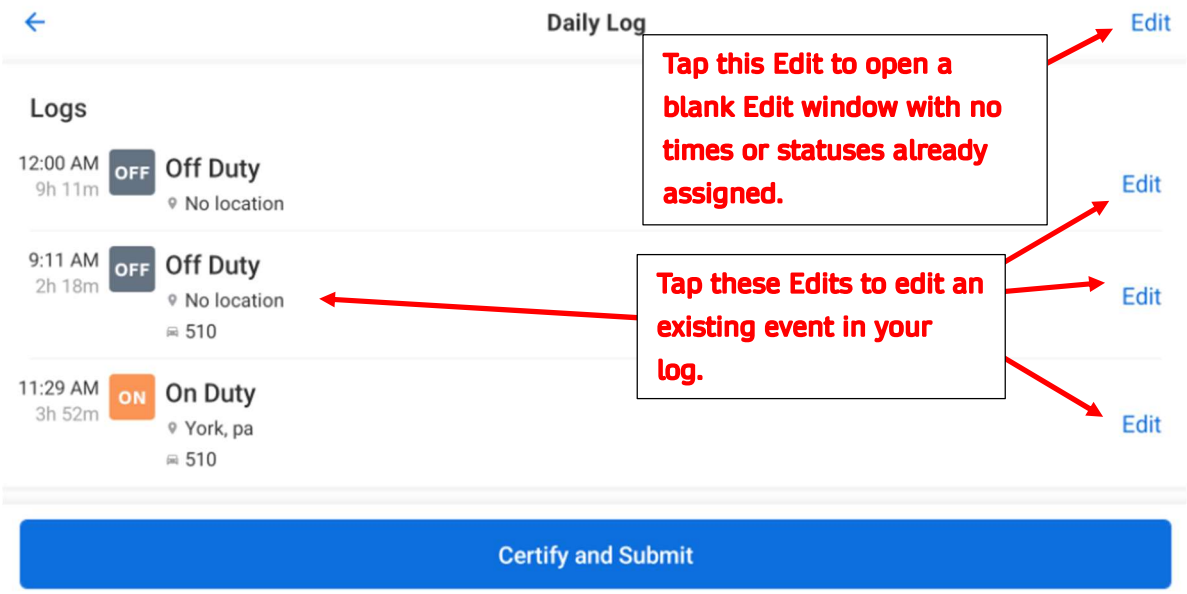


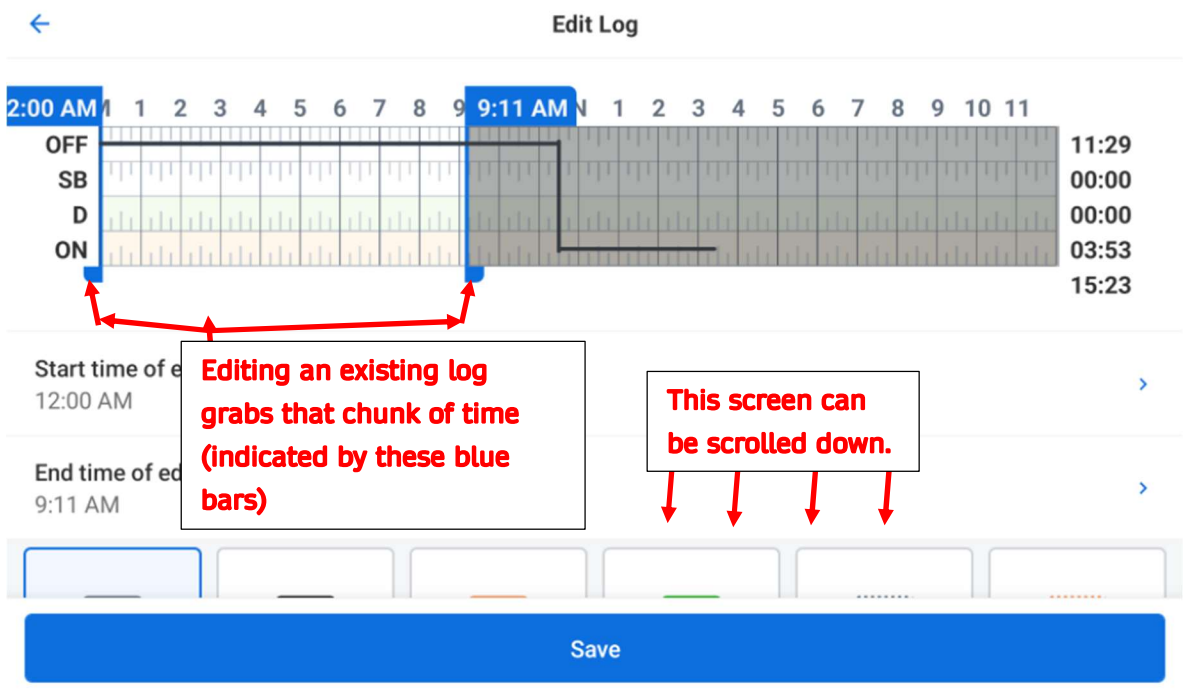
5.4- Editing your Logs

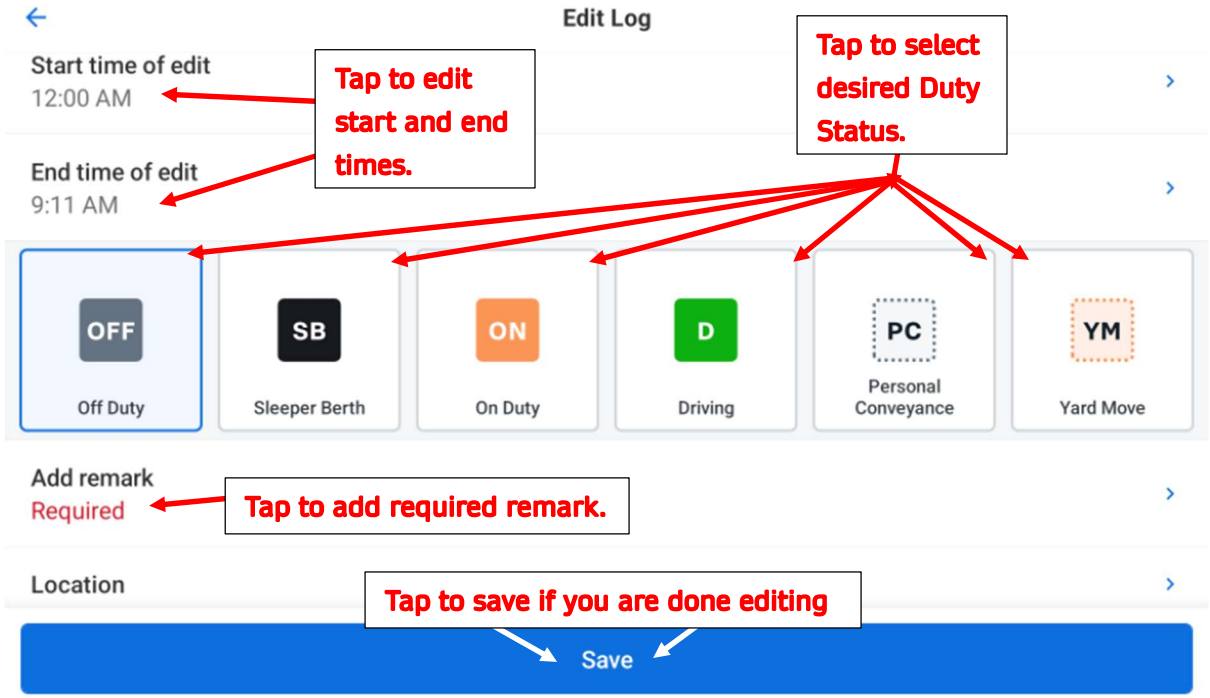
Also, within the blue HoS tile button, scrolling about halfway down, you will find the Log button on the left-hand side. Tapping on this button opens a similar log menu. The easiest way to edit logs would generally be to scroll down the page until you find an event near what you need to edit, making 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.

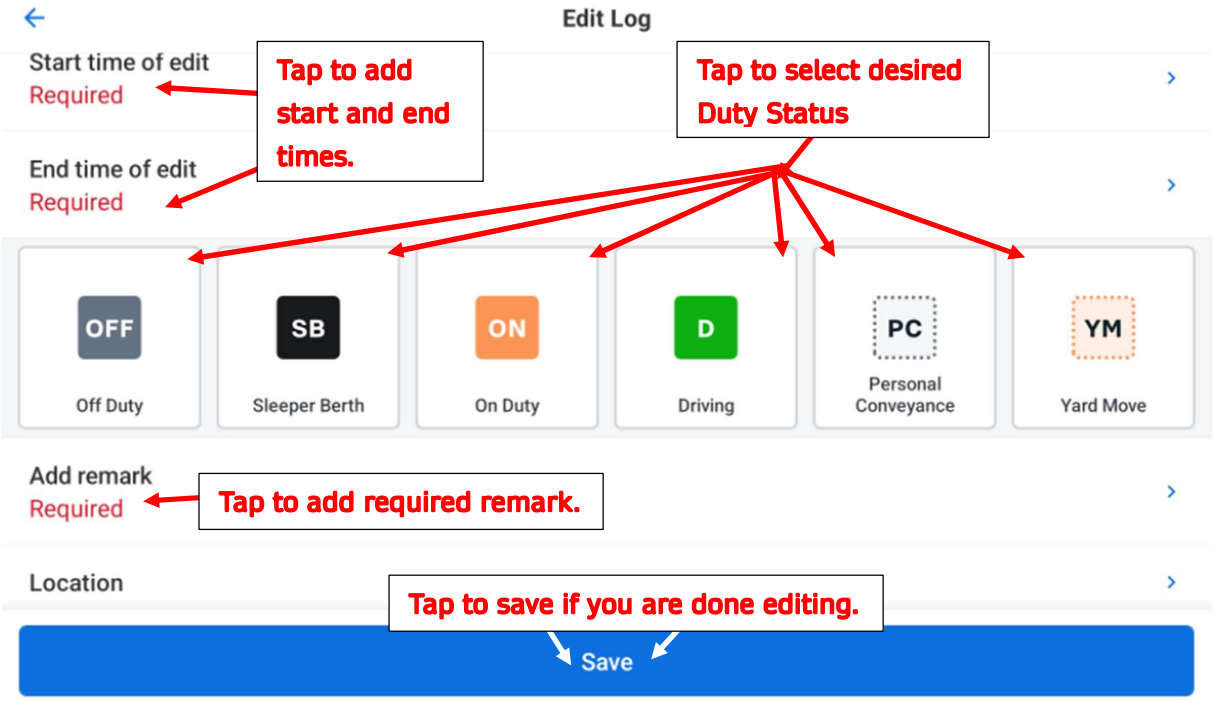


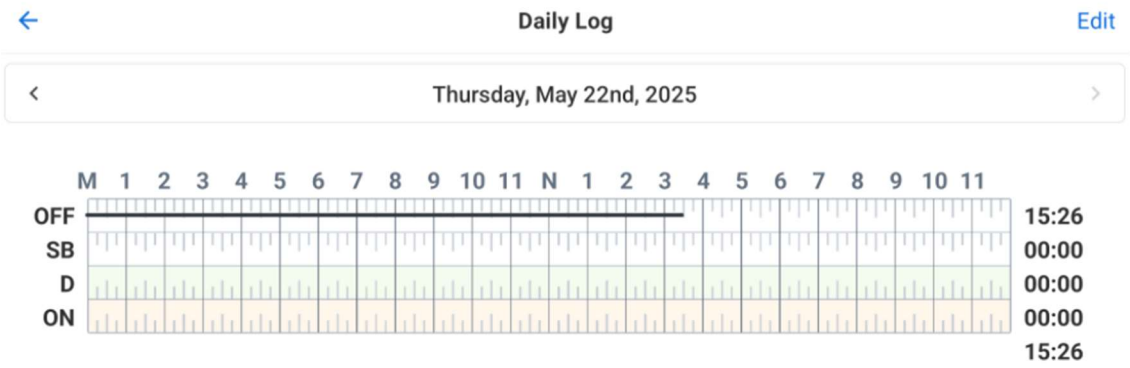



Daily Log
Edit
Logs
12:00 AM
9h 11m
OFF
Off Duty
No location
9:11 AM
2h 18m
OFF
Off Duty
No location
510
11:29 AM
3h 52m
ON
On Duty
York, pa
510
Edit
Edit
Edit
Tap this Edit to open a blank Edit window with no times or statuses already assigned.
Tap these Edits to edit an existing event in your log.
Certify and Submit


Edit Log
2:00 AM
9:11 AM
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 e
12:00 AM
End time of ed
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



Forms

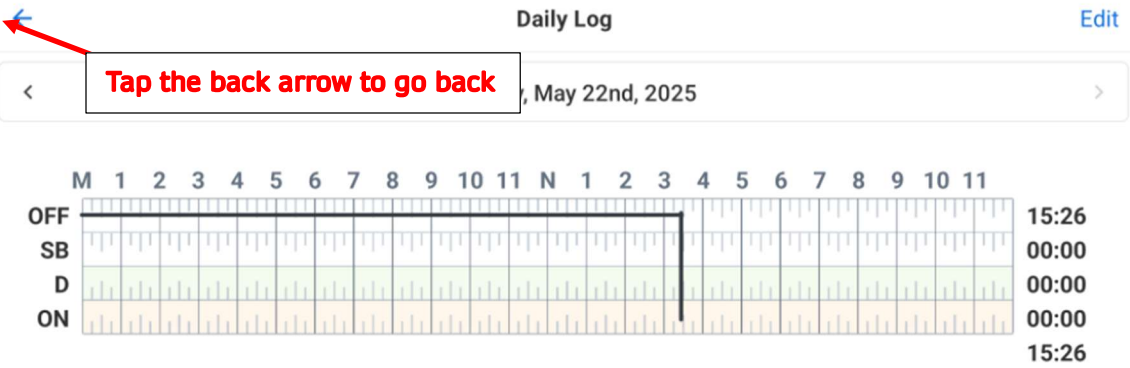
Tap to Certify and Submit your log edit

"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

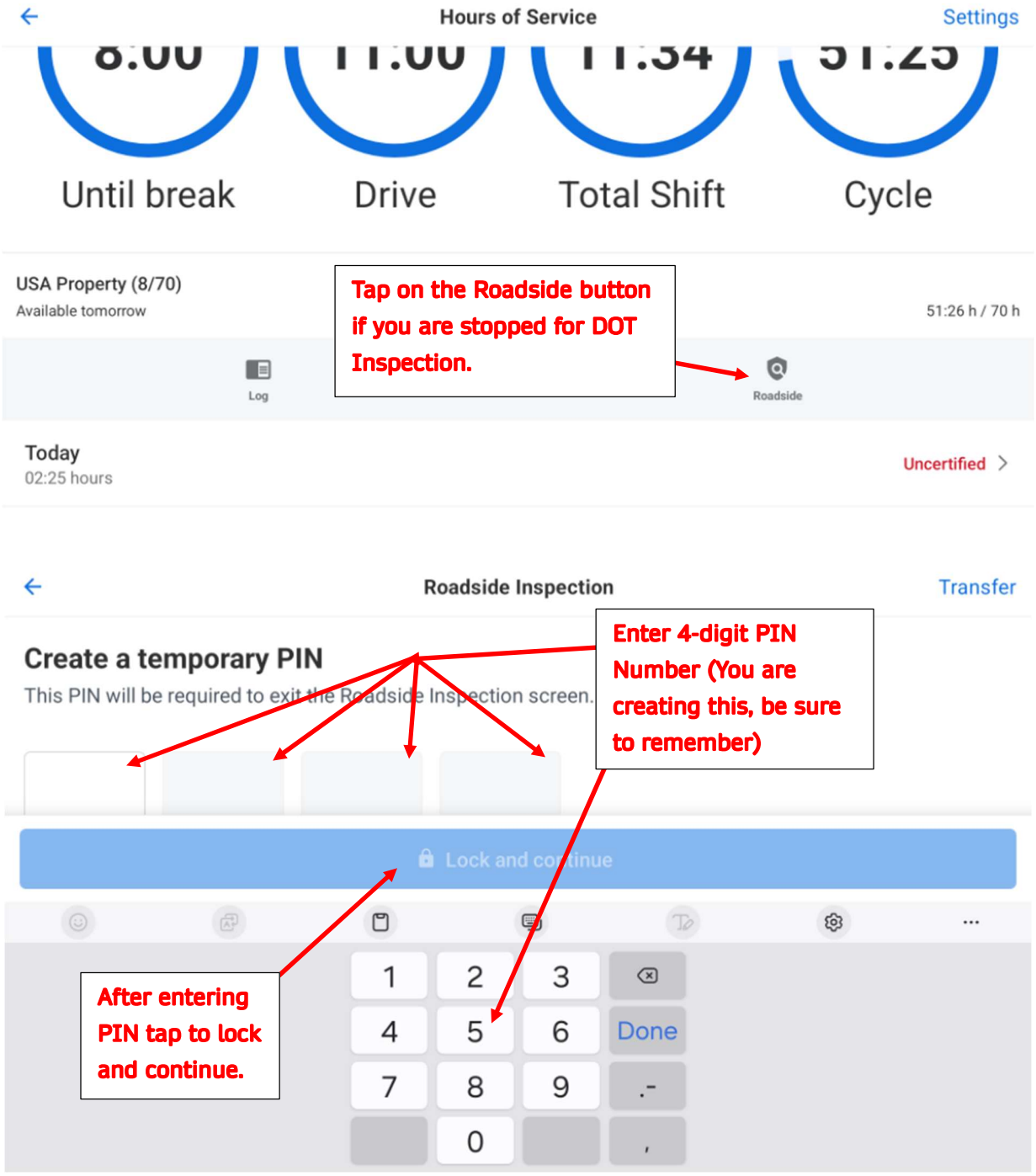


Forms

Button now says Certified and is grayed out

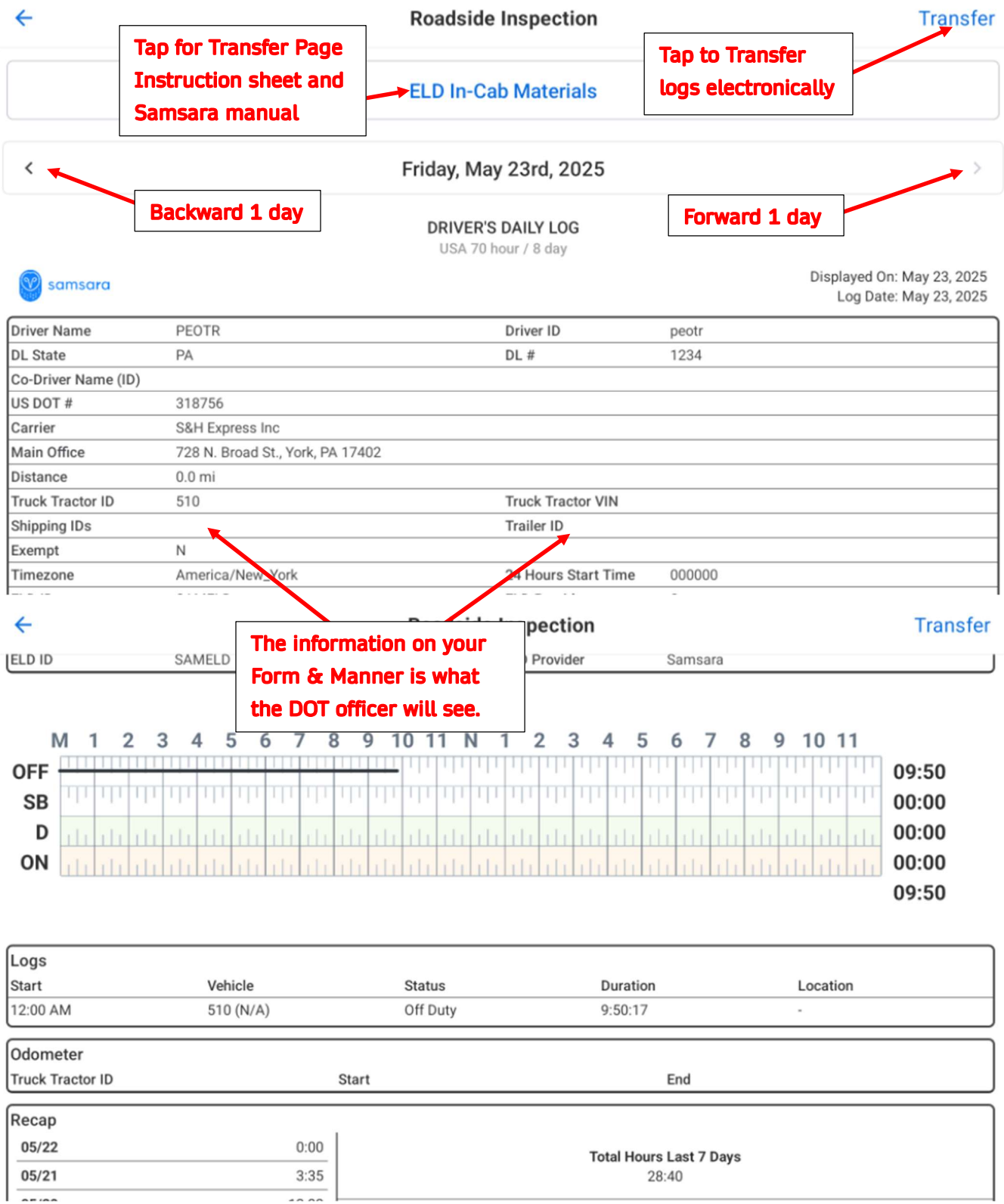
5.5- DOT Inspection

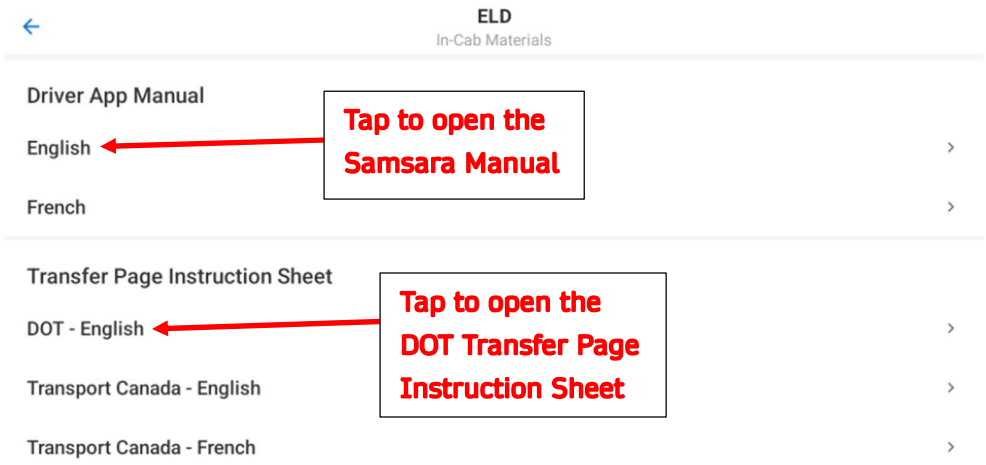
If you are stopped for a DOT inspection, you can find the Roadside icon within the blue HoS tile if you scroll about halfway down on the right hand side. Tap this icon to open up the Roadside screen, which will immediately prompt for a temporary 4 digit PIN code (you are creating this code in this moment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

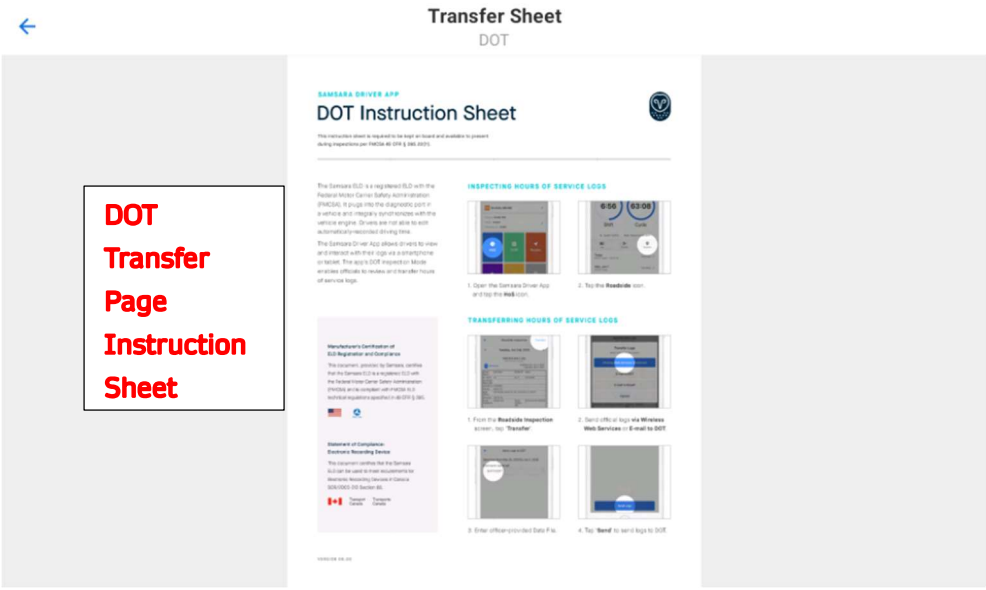


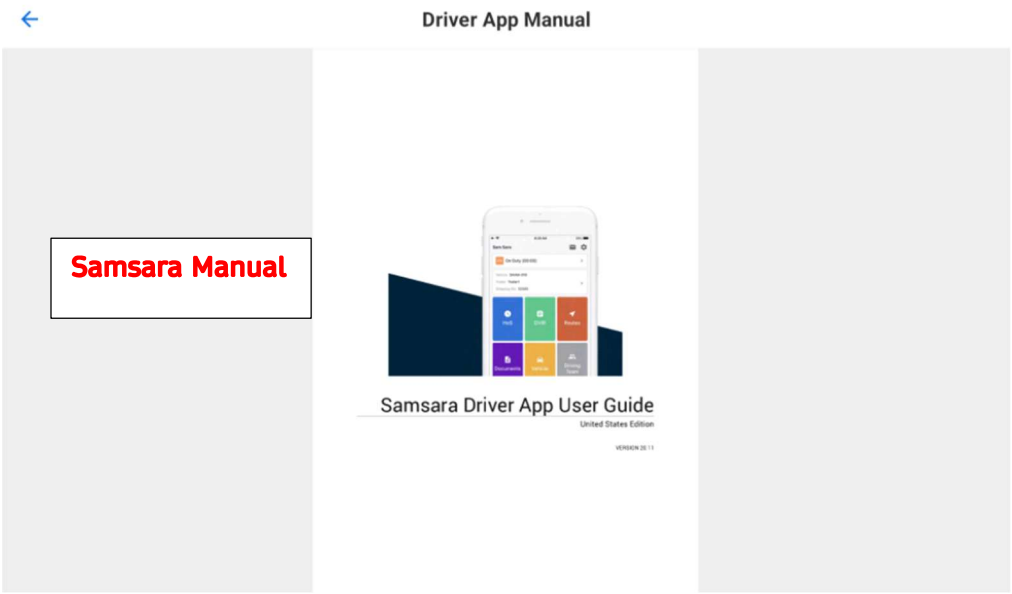
You will be prompted with the notification that the tablet is ready for inspection and that you may hand your tablet to the officer. The Roadside Inspection screen allows the officer to look through your logs, a

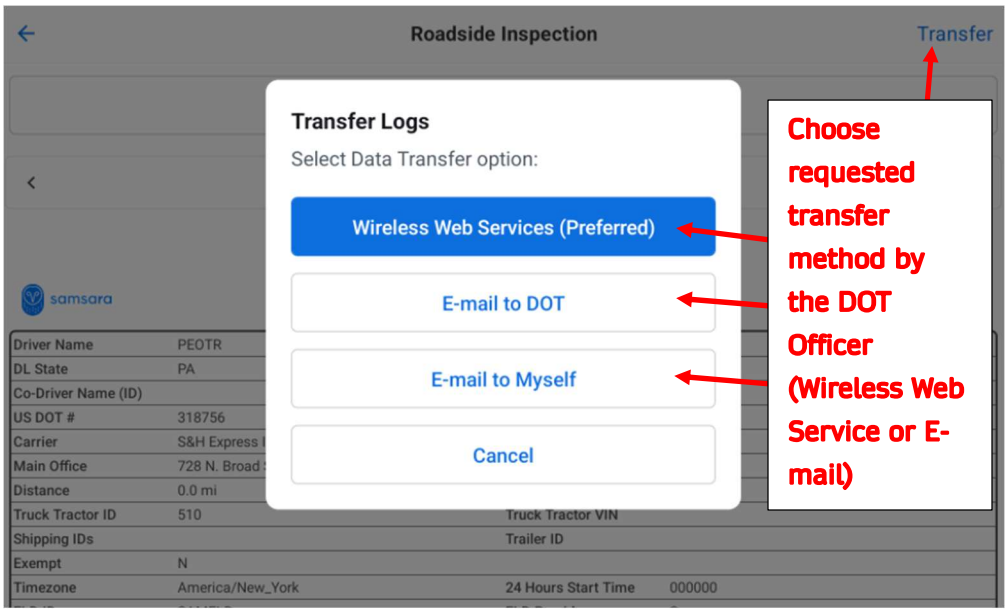
link to the in-cab materials (transfer page instruction sheet, Samsara manual), and a link to transfer your logs electronically.

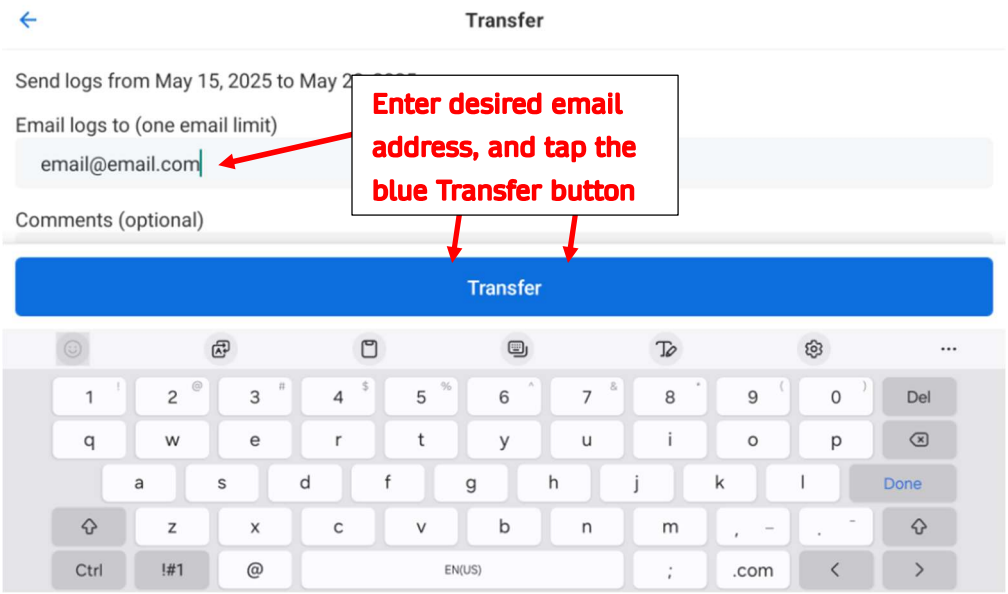


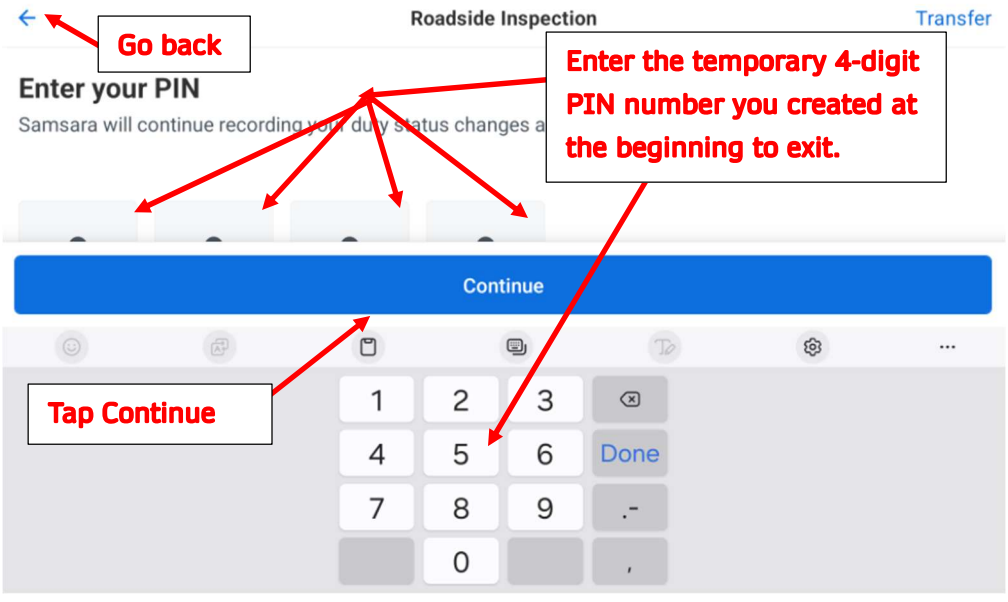

ELD
In-Cab Materials
Driver App Manual
English
French
Tap to open the Samsara Manual
Transfer Page Instruction Sheet
DOT - English
Transport Canada - English
Transport Canada - French
Tap to open the DOT Transfer Page Instruction Sheet


Transfer Sheet
DOT
DOT Instruction Sheet
DOT Transfer Page Instruction Sheet


Driver App Manual
Samsara Manual
Samsara Driver App User Guide
United States Edition


Roadside Inspection
Transfer
Transfer Logs
Select Data Transfer option:
Wireless Web Services (Preferred)
E-mail to DOT
E-mail to Myself
Cancel
Choose requested transfer method by the DOT Officer (Wireless Web Service or E-mail)
samsara
Driver Name PEOTR
DL State PA
Co-Driver Name (ID)
US DOT # 318756
Carrier S&H Express
Main Office 728 N. Broad
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


Transfer
Send logs from May 15, 2025 to May
Email logs to (one email limit)
email@email.com
Enter desired email address, and tap the blue Transfer button
Comments (optional)
Transfer


Roadside Inspection
Transfer
Go back
Enter your PIN
Samsara will continue recording
Enter the temporary 4-digit PIN number you created at the beginning to exit.
Continue
Tap Continue
Done