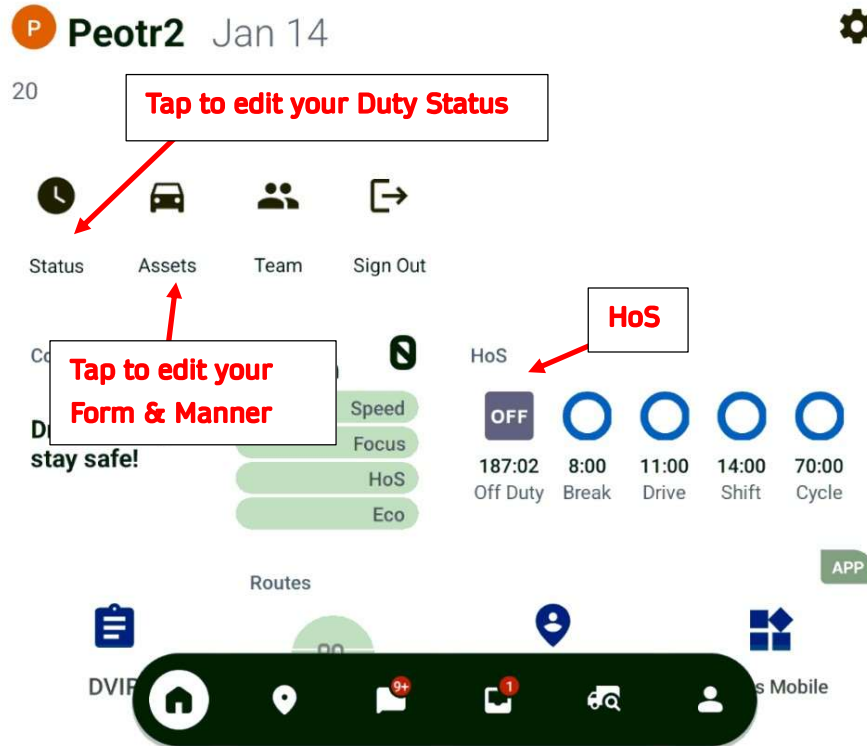


5. HoS – Duty Status / Form & Manner / Edit Logs / DOT Inspection

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*

The screenshot shows the 'Select Duty Status' screen with a back arrow at the top left. Six status options are displayed in a row: OFF (Off Duty), SB (Sleeper Berth), ON (On Duty), D (Driving), PC (Personal Conveyance), and YM (Yard Move). The 'ON' status is highlighted with a blue border. Below the status options are two input fields: 'Add remark' and 'Location', both with right-pointing chevrons. At the bottom is a large blue 'Save' button. A red callout box with arrows pointing to each status option contains the text: 'Select the desired duty status by tapping on it'.

The screenshot shows the 'Select Duty Status' screen with a back arrow at the top left. The 'PC' (Personal Conveyance) status is highlighted with a blue border. Below the status options are two input fields: 'Add remark' and 'Location', both with right-pointing chevrons. The 'Add remark' field has the text 'Required' in red below it. At the bottom is a large blue 'Save' button. Three red callout boxes provide instructions: one pointing to the 'PC' and 'YM' options stating 'PC Personal Conveyance & YM Yard Move statuses require a remark. Tap on the Add remark bar to add your remark'; one pointing to the 'Location' field stating 'Entering a Location should not be necessary. *'; and one pointing to the 'Save' button stating 'Tap to Save your changes'.

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.

Assignments

Vehicle

510

Trailers

+ Add a Trailer

Shipping IDs

+ Add a Shipping ID

Done

Back

Add a Trailer

Q Ups4

No trailer

Suggested Trailers

UPS4

Assignments

Vehicle

510

Trailers

UPS4

Shipping IDs

+ Add a Shipping ID

Done

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

The screenshot shows the 'Hours of Service' screen in the Samsara app. At the top, there is a back arrow, the title 'Hours of Service', and a 'Settings' link. Below the title, there is a list of dates and their corresponding hours of service. The status of each log is shown on the right side of the list. A red box highlights the 'Uncertified' status for 'Today' with a red arrow pointing to it. Another red box highlights the 'Certified' status for 'Fri, Jan 9' with a red arrow pointing to it.

Date	Hours	Status
Today	02:06 hours	Uncertified >
Thu, Jan 15	00:00 hours	Certified >
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 >

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

←

Daily Log

Edit

<

1 Day Backward

Wednesday, May 21st, 2025

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

SB

D

ON

20:24

00:00

00:00

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."

This will finalize your record and cannot be undone

Tap if you agree

Agree - Submit

Not Ready - Cancel

←

Daily Log

Edit

<

Tap back arrow to exit.

day, May 21st, 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

SB

D

ON

20:24

00:00

00:00

03:35

24:00

Forms

Button now says Certified and is grayed out.

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 the Hours of Service (HoS) app interface. The top screenshot displays the main HoS screen with four large circular gauges labeled "Until break", "Drive", "Total Shift", and "Cycle". Below these gauges, there is a section for "USA Property (8/70)" and "Available tomorrow". A red arrow points to a "Log" button in the bottom left corner, with a text box stating "Tap this button to edit logs." The bottom screenshot shows the "Daily Log" screen for "Thursday, May 22nd, 2025". It features a grid with columns for hours (M 1-11, N 1-11) and rows for duty status (OFF, SB, D, ON). A red arrow points to a "1 day backward" button, and another points to a "1 day forward" button. A text box states "This screen can be scrolled down." Below the grid, there is a "Forms" section and a large blue button labeled "Certify and Submit".

Hours of Service

Settings

8.00 11.00 11.34 31.23

Until break Drive Total Shift Cycle

USA Property (8/70)
Available tomorrow

51:26 h / 70 h

Log Roadside

Today
02:25 hours

Uncertified >

Daily Log

Edit

< 1 day backward Thursday, May 22nd, 2025 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 11:29

SB 00:00

D 00:00

ON 03:51 15:21

This screen can be scrolled down.

Forms

Certify and Submit

← Daily Log

Logs

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

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

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

Certify and Submit

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.

← Edit Log

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

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

<

Thursday, May 22nd, 2025

>

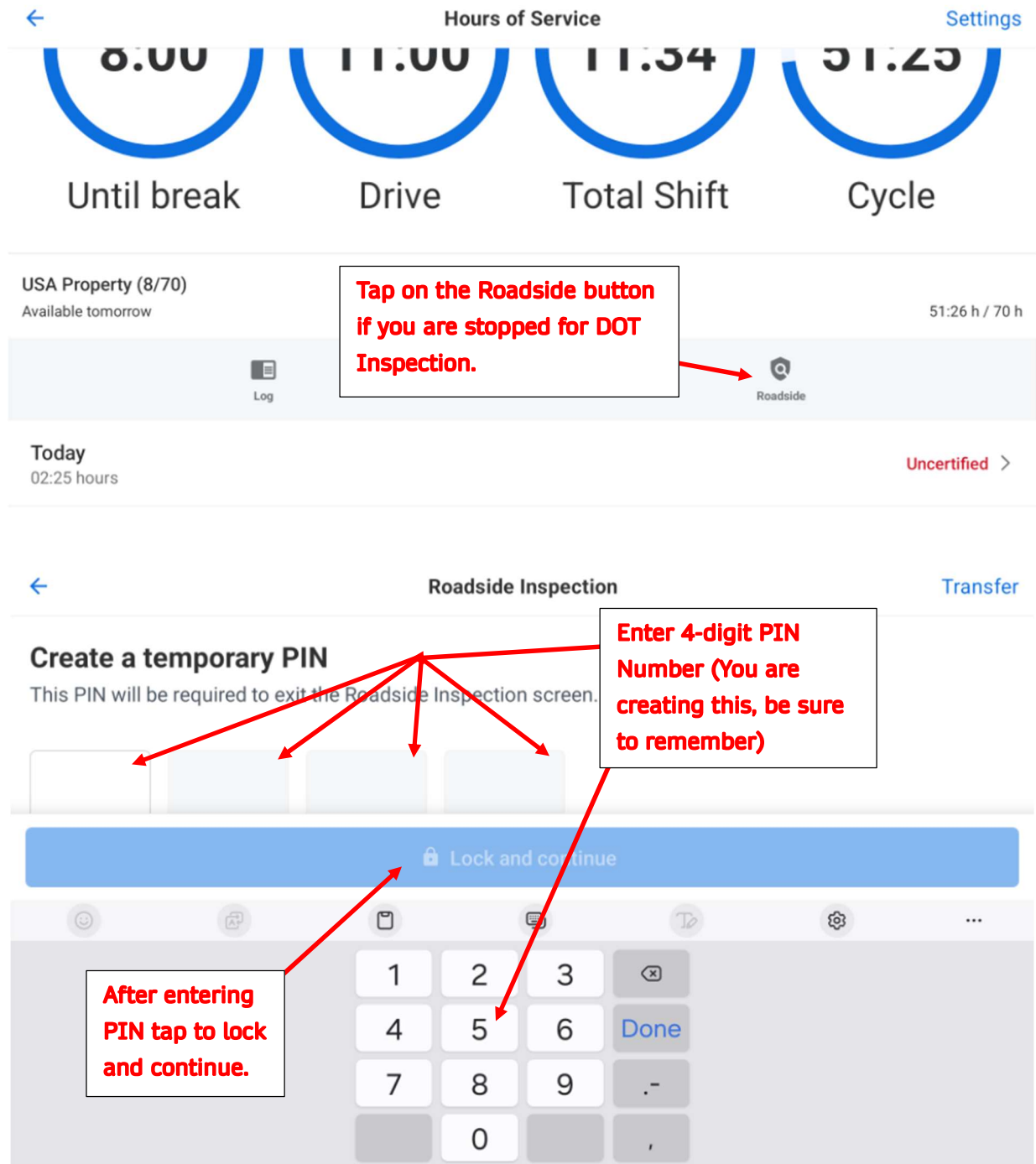
	M	1	2	3	4	5	6	7	8	9	10	11	N	1	2	3	4	5	6	7	8	9	10	11	
OFF																									15:26
SB																									00:00
D																									00:00
ON																									00:00
																									15:26

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.

←

Roadside Inspection

Transfer

Tap for Transfer Page Instruction sheet and Samsara manual

ELD In-Cab Materials

Tap to Transfer logs electronically

<

Friday, May 23rd, 2025


>

Backward 1 day

Forward 1 day

DRIVER'S DAILY LOG

USA 70 hour / 8 day

 samsara

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

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

←

Roadside Inspection

Transfer

ELD ID

SAMELD

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

Provider

Samsara

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 09:50

SB 00:00

D 00:00

ON 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	



Driver App Manual

English

French

Tap to open the
Samsara Manual

Transfer Page Instruction Sheet

DOT - English

Transport Canada - English

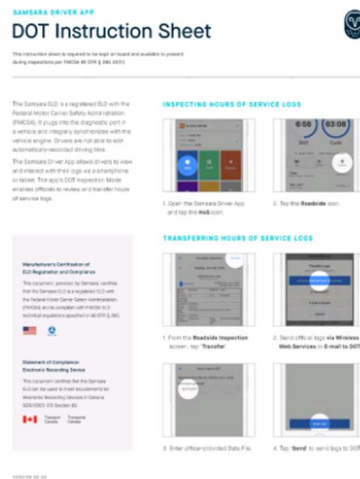
Transport Canada - French

Tap to open the
DOT Transfer Page
Instruction Sheet



Transfer Sheet DOT

DOT
Transfer
Page
Instruction
Sheet



Driver App Manual

Samsara Manual



