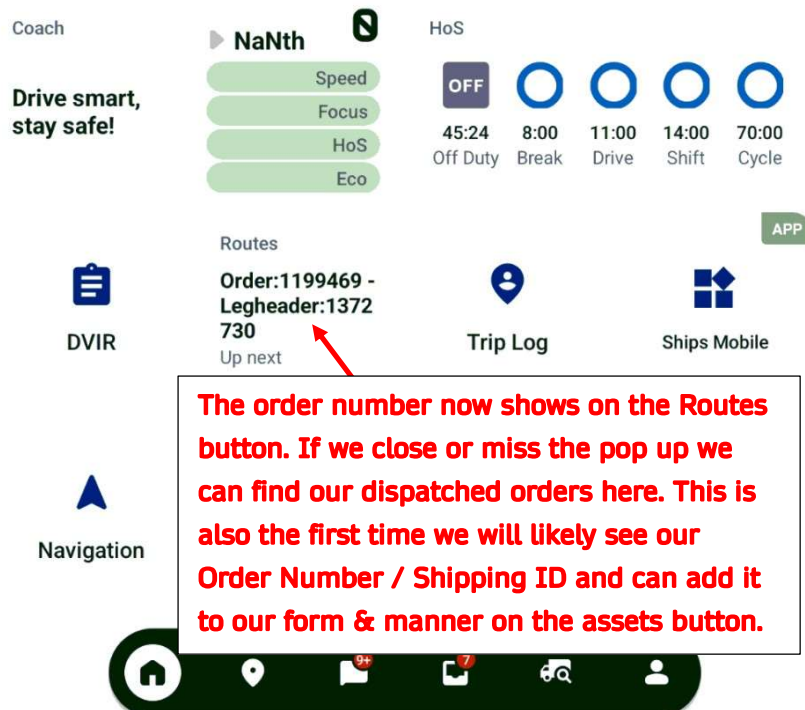
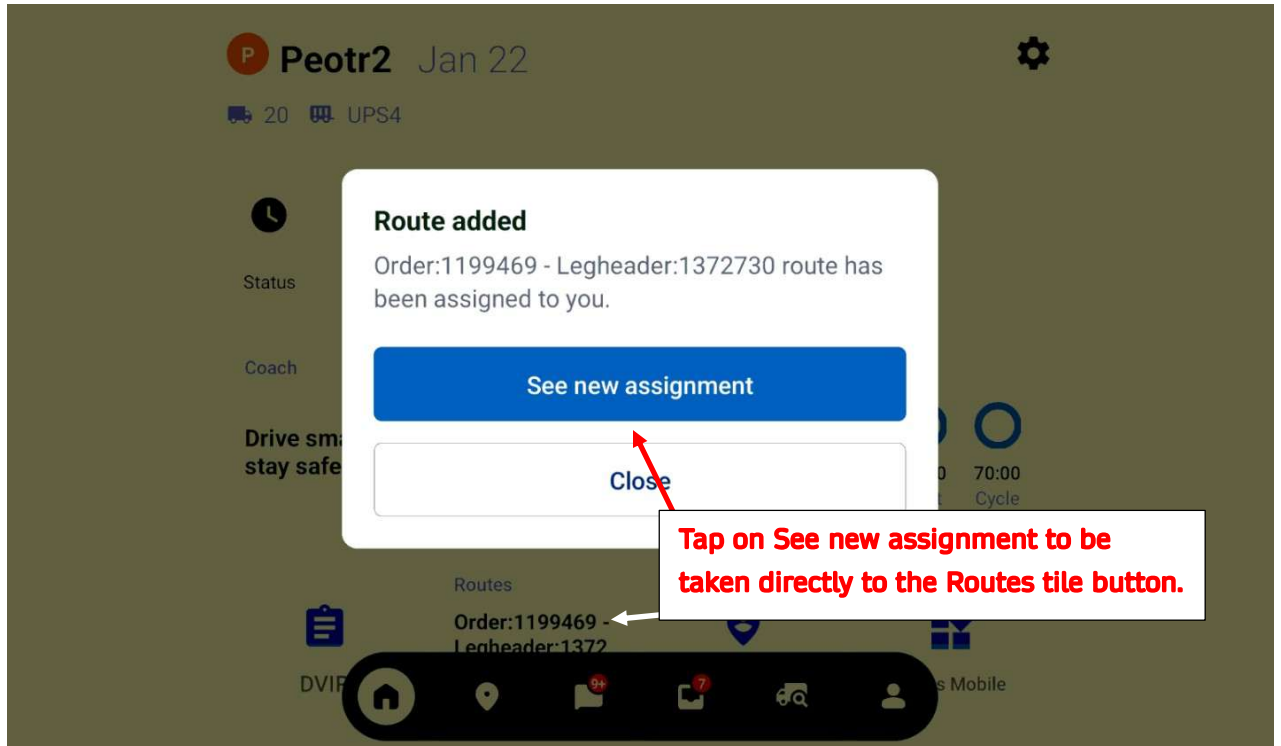


7. Routes

7.1- Working through a dispatched order

You will receive a pop-up when an order has been dispatched to you. You can certainly tap this pop-up now to go directly to the order. If you miss or close this pop-up, your dispatched order can be located by tapping on the Routes button.



Now that we have our order number, we should add it to our Form & Manner. It is important to always keep your Form & Manner as up to date as possible with what you currently have going on. On the Samsara home screen tap on the Assets button to edit information in the form & manner
*see 5.2 – Editing Your Form & Manner *

The image shows two screenshots from the Samsara mobile app. The top screenshot is the 'Assets' screen, which displays a list of assets: a truck icon labeled '20', a UPS icon labeled 'UPS4', and a box icon labeled 'Shipping IDs' with a sub-label 'Add a Shipping ID'. A red arrow points from a text box 'Tap to Add a Shipping ID (Order Number)' to the 'Shipping IDs' asset. The bottom screenshot is the 'Add a Shipping ID' screen, showing a text input field with the value '1199469' and a note '33 characters remaining (ELD limit)'. A red arrow points from a text box 'Enter your Shipping ID (Order Number) and tap on the Save button.' to the input field. Below the input field is a blue 'Save' button. At the bottom of the screen is a standard iOS keyboard.

Assets

20

UPS4

Shipping IDs
Add a Shipping ID

Tap to Add a Shipping ID (Order Number)

Add a Shipping ID

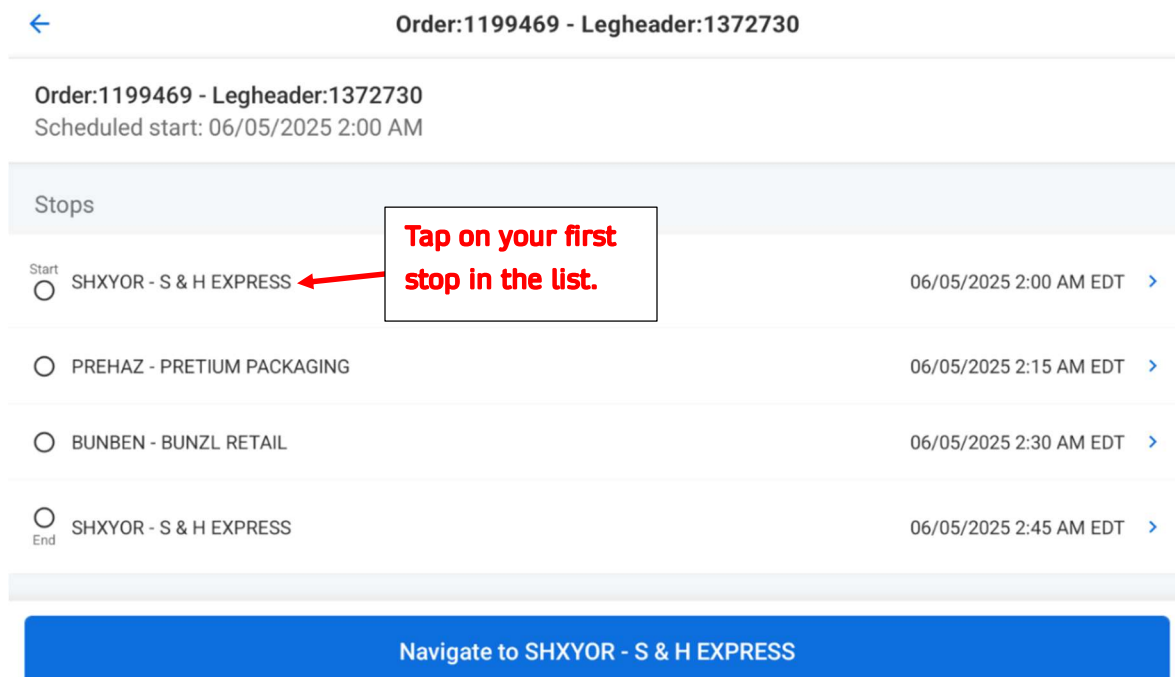
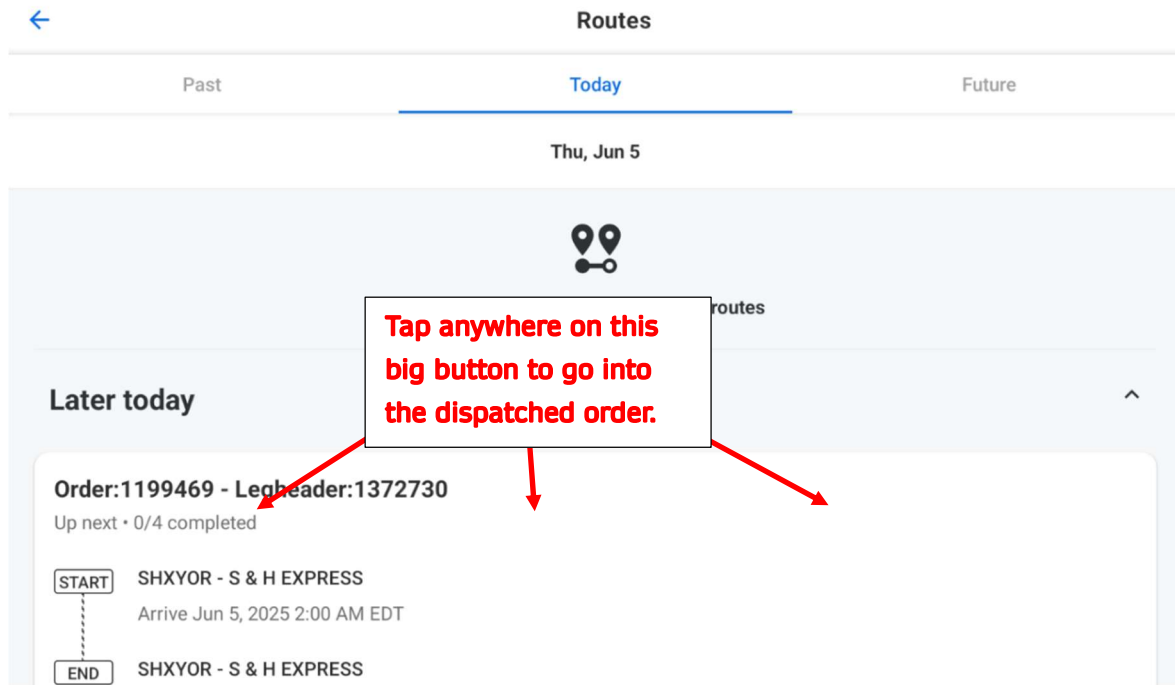
1199469

33 characters remaining (ELD limit)

Enter your Shipping ID (Order Number) and tap on the Save button.

Save

Go back to the Samsara home screen and tap on the Routes button. We see our order as a button listed for Today's Routes. Tap anywhere on this order button to continue. We will see the stops listed for our order. Tap on the first stop to continue.



These items must be completed in a realistic order. First we must arrive to a property. Once we are at the property we can deal with any trailers we need to deal with while we are at that property. Then we must depart that property to arrive at a new property. When you cross a Geo-Fence (Invisible GPS line that indicates your arrival/departure) you will be automatically arrived and departed. The first stop we must manually arrive ourselves as we are already located at the property.

[←](#)

Order:1199469 - Legheader:1372730
2:00 AM

[Navigate](#)

SHXYOR - S & H EXPRESS
728 North State Street, York PA 17401

Arrive at
2:00 AM EDT

Tasks

Depart Empty
Required

Submit >

Notes

Event:BMT-Begin Empty
Code:SHXYOR
Seq:1
Stop:7332731

We must arrive at the property first, the first stop we must manually arrive ourselves. Tap here to manually arrive.

Manually arrive

[←](#)

Manually arrive

Jun 5, 2025 1:37 PM >

You can tap on the time if you need to change the arrival time. Otherwise tap on the Submit button.

Submit

Now that we have arrived at the property, we can deal with any trailers that we need to deal with while we are at this property. If we scroll down the screen of the stop we can see some notes about the stop. The key items we are interested in are what kind of event is happening with the trailer at this stop (empty, bobtail, loading, unloading, etc...) and what is our trailer number. If we hook or unhook from a trailer we must remember to update our Form & Manner *Section 5-2* on the Samsara home screen.

←

Order:1199469 - Legheader:1372730
2:00 AM

Navigate

SHXYOR - S & H EXPRESS
728 North State Street, York PA 17401

Arrive at
2:00 AM EDT

Tasks

Depart Empty
Required

Submit >

Notes

Event:BMT-Begin Empty
Code:SHXYOR
Seq:1
Stop:7332731

Manually arrive

Tap here to add the requested trailer type once we determine what the trailer number is from the notes

Scroll down on this screen to see notes about the stop.

←

Order:1199469 - Legheader:1372730
1:37 PM

Navigate

SHXYOR - S & H EXPRESS
728 North State Street, York PA 17401

Arrived at
1:43 PM EDT ✓

Event:BMT-Begin Empty
Code:SHXYOR
Seq:1
Stop:7332731

Company Name:S & H EXPRESS
Order:{Order.Number}
Origin:{Order.OriginPoint}-{Order.OriginCompanyProfile.Address1}, {Order.OriginCompanyProfile.City}, {Order.OriginState} {Order.OriginZip}
Dest:{Order.DestinationPoint}-{Order.DestinationCompanyProfile.Address1}, {Order.DestinationCompanyProfile.City}, {Order.DestinationState} {Order.DestinationZip}
Driver:{Order.Driver}
Tractor:{Order.Tractor}
Trailer:UPS4

Notes about the stop. We are most interested in the Event type, and our trailer number.

[Cancel](#)

Depart Empty

Trailer

Tap here to add your trailer number.

Notes

Submit Document



Trailer

UPS4

Enter your trailer number and tap the Next button.

[Back](#)

1 of 2

[Next](#)





Notes

Enter Notes

This notes field is optional, add notes if you like. Otherwise tap the Done button.

Back

2 of 2

Done

Cancel

Depart Empty

Trailer

UPS4



Notes

Tap the Submit Document button if the information is accurate.

Submit Document



Order:1199469 - Legheader:1372730

Navigate

1:37 PM

SHXYOR - S & H EXPRESS

728 North State Street, York PA 17401

Arrived at

1:43 PM EDT ✓

Tasks

Depart Empty

Jun 5, 1:42 PM

Submitted >

Now that we have dealt with our trailer at this property we must depart the property. You will be automatically departed by the Geo-Fence when you depart the property, and you will not need to manually do it.

Notes

Event:BMT-Begin Empty

Code:SHXYOR

Manually depart



Order:1199469 - Legheader:1372730

Navigate

1:37 PM

SHXYOR - S & H EXPRESS

728 North State Street, York PA 17401

Arrived at

1:43 PM EDT ✓

Departed at

1:44 PM EDT ✓

Tasks

Depart Empty

Jun 5, 1:42 PM

Submitted >

Our stop is now 100% completed. Tap the back arrow to back out of this stop and go back to the list.

Submit new document

Notes


Event:BMT-Begin Empty

Code:SHXYOR

Seq:1

Stop:7332731

Our first stop on the list now shows completed. Our next stop has 'bumped up' the list. The navigation button along the bottom has updated to our next stop. Tap on this button to open the Samsara GPS navigation.



Order:1199469 - Legheader:1372730

Order:1199469 - Legheader:1372730

Scheduled start: 06/05/2025 1:37 PM

Start

☒ SHXYOR - S & H EXPRESS

Completed >

☐ PREHAZ - PRETIUM PACKAGING

Our first stop now shows completed.

1:39 PM EDT >

Stops

Our next stop has 'bumped up' the list.

☐ BUNBEN - BUNZL RETAIL

06/05/2025 1:41 PM EDT >

End

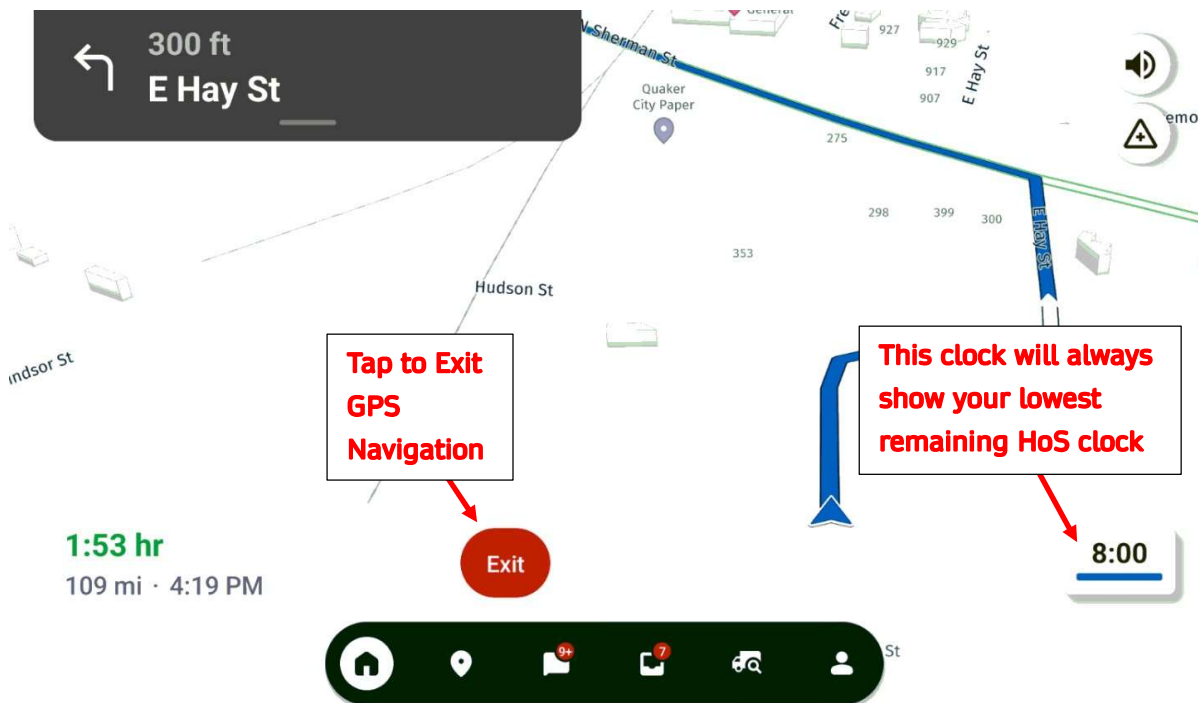
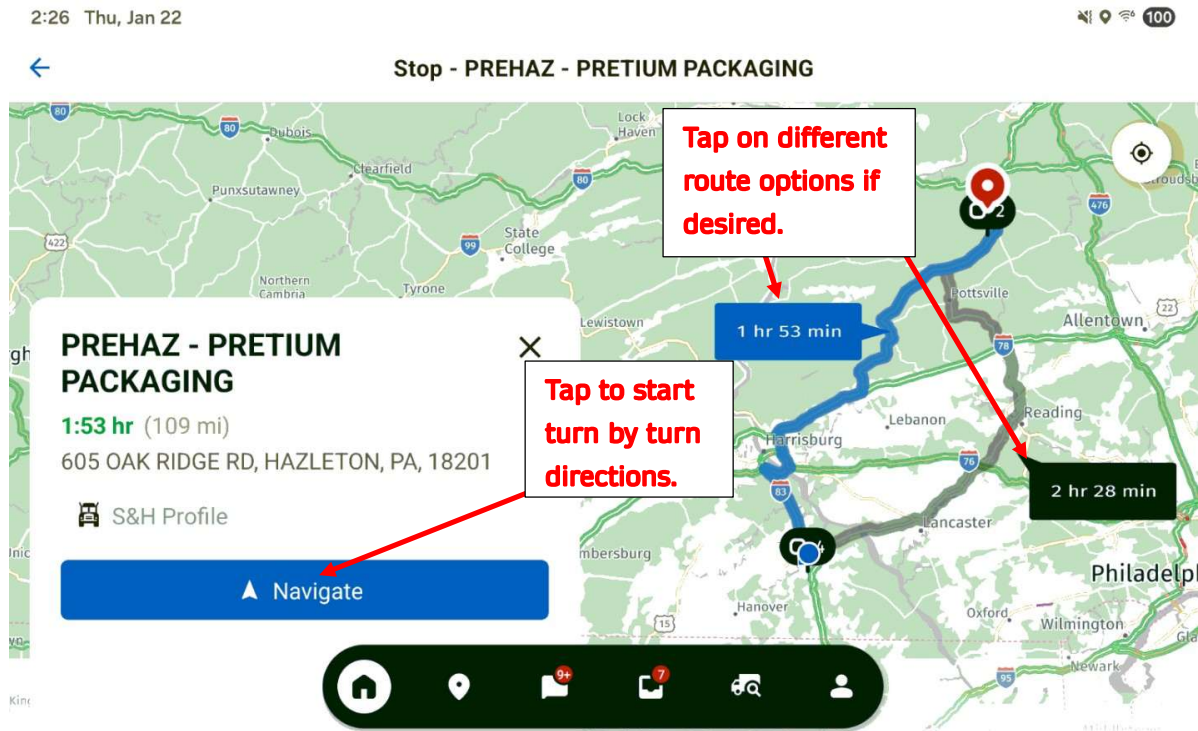
☐ SHXYOR - S & H EXPRESS

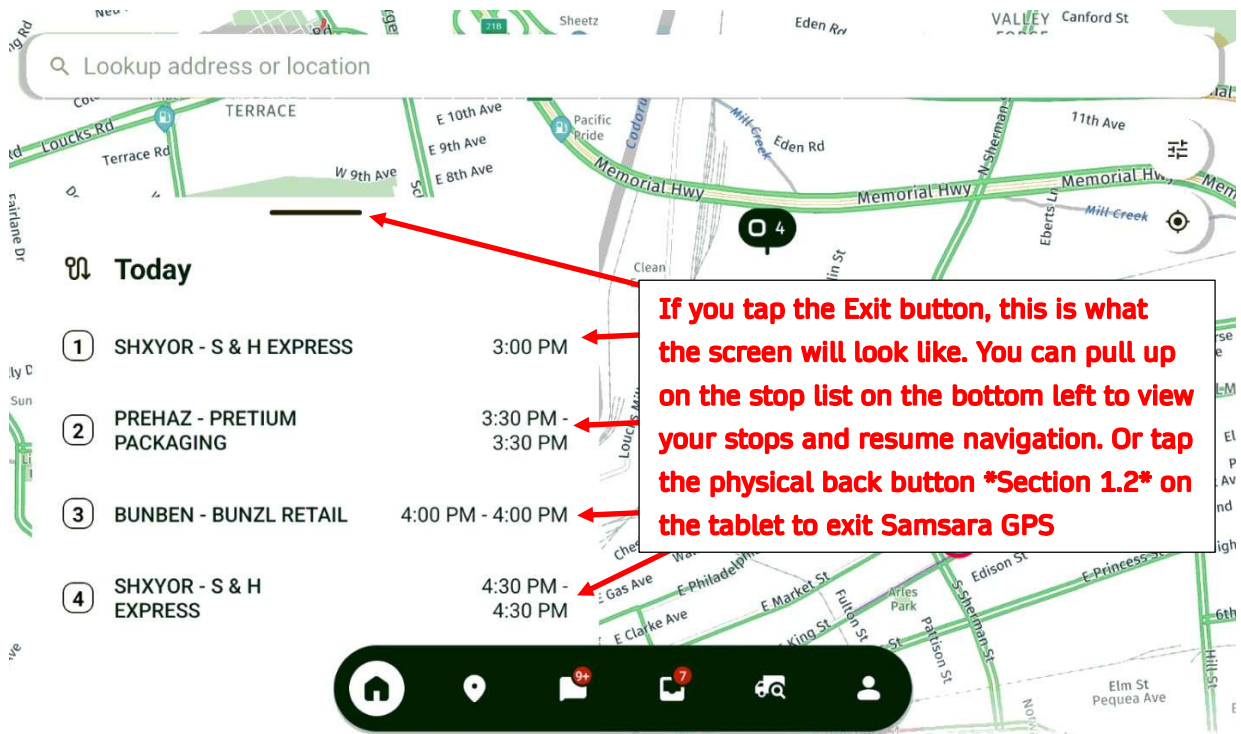
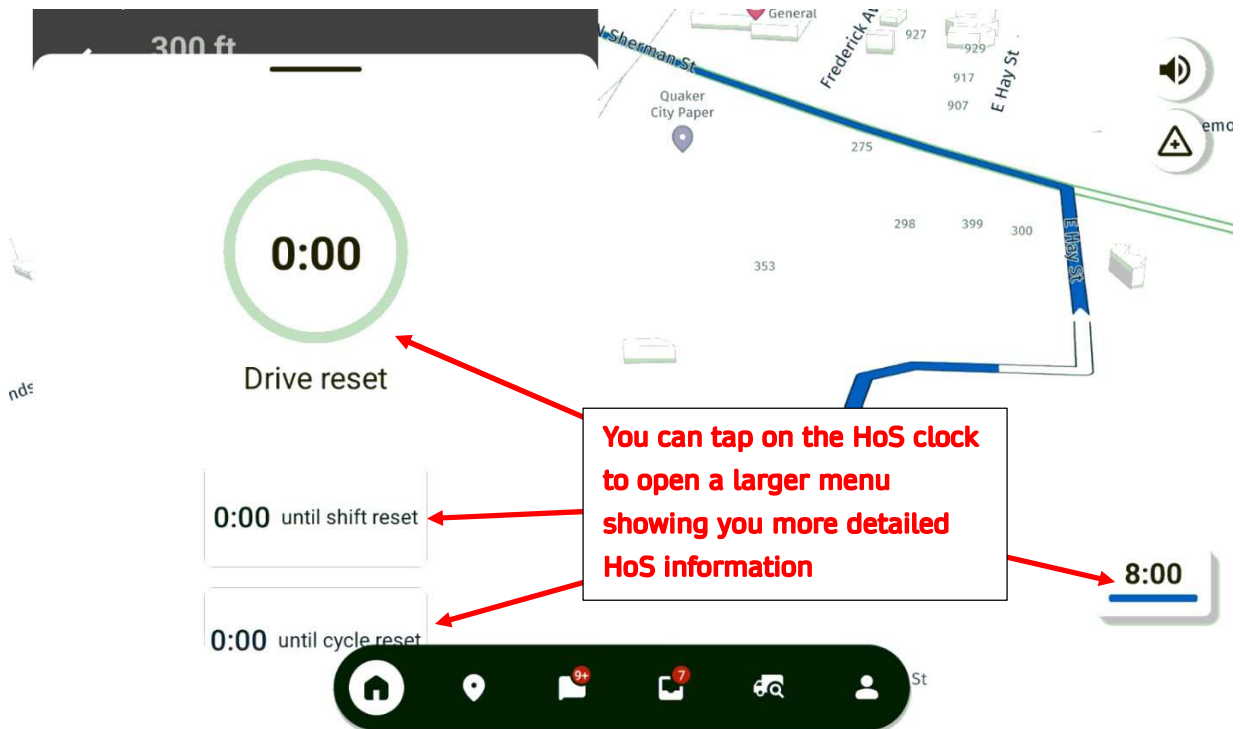
Tap here to open Samsara GPS navigation set directly to your next stop.

06/05/2025 1:43 PM EDT >

Navigate to PREHAZ - PRETIUM PACKAGING

You will see a loading screen as CoPilot starts up. Once it opens up you will see the map with some route options to your destination, tap to select a route option if desired, and tap the Start button to begin the turn by turn navigation. Tapping the black truck icon opens up the Vehicle Routing Profiles menu that allows you to switch the navigation between avoiding and using toll roads (The default is to avoid tolls, please verify with your dispatcher before determining whether to use any toll roads) Additionally this screen lists our truck specifications, if you have or decide to get a 2nd GPS unit in the future, you do want to ensure that it is set to our truck specifications to avoid any misrouting.





You should be automatically marked as arrived when crossing the Geo-Fence into your next stop. Once you have arrived at the stop, you can scroll down to review notes about the stop (Event type / Trailer number) We can then use this information to deal with any trailers we need to deal with while we are at this property. Tap and enter your trailer information (If you do hook or unhook a trailer, you must go back to the Samsara home screen and ensure that your Form & Manner is up to date *Section 5.2* Perform any necessary Pre/Post trip inspections Section 6-2*

←

Order:1199469 - Legheader:1372730
1:37 PM

Navigate

PREHAZ - PRETIUM PACKAGING
605 OAK RIDGE RD, HAZLETON, PA, 18201

Tasks

What Trailer Did I Arrive With
Required

What Trailer Am I Departing With
Required

After we arrive at a property, we can enter the requested trailer type numbers located in the stop notes.

Submit >

Submit >

Notes

Event:LLD-Live Load
Code:PREHAZ
Seq:2

You should be automatically arrived crossing the Geo-Fence. We shouldn't need to manually arrive at the property.

Manually arrive

←

Order:1199469 - Legheader:1372730
1:37 PM

Navigate

PREHAZ - PRETIUM PACKAGING
605 OAK RIDGE RD, HAZLETON, PA, 18201

Notes

Event:LLD-Live Load
Code:PREHAZ
Seq:2
Stop:5124754
Company Name:PRETIUM PACKAGING
Order:1199469
Origin:PREHAZ-605 Oak Ridge Rd, H
Dest:BUNBEN-2944 Samuel Dr., Bensalem, PA 19020
Driver:PEOTR
Tractor:510
Trailer:UPS4

Scrolling down we can find notes about the stop. We are most interested in the Event type, and our Trailer number.

Manually arrive

After all our information is entered and we verify our form and manner is correct. We can depart the property. You will be automatically departed crossing the Geo-Fence exiting the property.

Order: 1199469 - Legheader: 1372730

7 PM

PREHAZ - PRETIUM
605 OAK RIDGE RD, H

Arrived at
1:50 PM EDT ✓

1 - We arrive at the property first. We are automatically arrived when we cross a geo-fence entering into a property. When completed we see green check mark.

Departed at
1:51 PM EDT ✓

3 - We depart the property last. We are automatically departed when crossing the geo-fence exiting a property. When completed we see green check mark.

Tasks

What Trailer Did I Arrive With
Jun 5, 1:51 PM

2 - While we are at the property we enter our relevant trailer information as obtained from the stop notes. Don't forget to update your Form & Manner if needed *Section 5-2* *Perform any necessary Pre/Post trip inspections *Section 6-2*

Submitted >

What Trailer Am I Departing With
Jun 5, 1:51 PM

Submitted >

4 - When everything is completed, tap the back arrow to go back to the stop list.

Notes

Event: LLD-Live Load

Order: 1199469 - Legheader: 1372730

Scheduled start: 06/05/2025 1:37 PM

Start

SHXYOR - S & H EXPRESS Completed >

Our stop now shows completed.

PREHAZ - PRETIUM PACKAGING Completed >

BUNBEN - BUNZL RETAIL 06/05/2025 1:41 PM EDT >

Our next stop has 'bumped up' the list.

Stops

SHXYOR - S & H EXPRESS 06/05/2025 1:43 PM EDT >

The navigation bar has updated to our next stop.

Navigate to BUNBEN - BUNZL RETAIL



Order:1199469 - Legheader:1372730

1:37 PM

[Navigate](#)

BUNBEN - BUNZL RETAIL

2944 SAMUEL DR, BENSALEM, PA, 19020

Tasks

[Submit new document](#)

Notes

Event:DRL-Final Drop Loaded Tr
Code:BUNBEN
Seq:3
Stop:5124755

Company Name:BUNZL RETAIL
Order:1199469

Arrive first (You will automatically arrive at the geo-fence) and then scroll down the screen to check the stop notes to obtain the event and trailer number.



Manually arrive



Order:1199469 - Legheader:1372730

1:37 PM

[Navigate](#)

BUNBEN - BUNZL RETAIL

2944 SAMUEL DR, BENSALEM, PA, 19020

Arrived at

1:52 PM EDT ✓

Depart at

1:42 PM EDT

Event:DRL-Final Drop Loaded Tr
Code:BUNBEN
Seq:3
Stop:5124755

Event



Company Name:BUNZL RETAIL
Order:1199469
Origin:PREHAZ-605 Oak Ridge Rd, Hazleton, PA 18201
Dest:BUNBEN-2944 Samuel Dr., Bensalem, PA 19020
Driver:PEOTR
Tractor:510
Trailer:UPS4

Trailer number



Manually depart

At this stop we are doing the Final Drop of the Loaded Trailer. We will want to back out to the homescreen, perform a post trip inspection on the trailer in the DVIR button *Section 6-2* before then removing it from our Form & Manner in the Access button *Section 5-2*

←

Order:1199469 - Legheader:1372730

1:37 PM

Navigate

BUNBEN - 2944 SAM

Arrived at 1:52 PM EDT ✓

Departed at 1:53 PM EDT ✓

Tasks

Notes

Event:DRL-Final Drop L
Code:BUNBEN
Seq:3
Stop:5124755

Company Name:BUNZ
Order:1199469
Origin:PREHAZ-605 Oa
Dest:BUNBEN 2944 Sam

Submit new document

In this instance, we are not being asked to enter a trailer as Samsara remembers what was entered at the last stop, we can add one if needed by tapping the 'Submit new document' button, and scrolling to the bottom of that list. If you hook or unhook from a trailer.
*Perform any necessary Pre/Post trip inspections
Section 6-2 and update the Form & Manner *Section 5-2*

←

Order:1199469 - Legheader:1372730

Order:1199469 - Legheader:1372730

Scheduled start: 06/05/2025 1:37 PM

Start

● SHXYOR - S & H EXPRESS

Completed >

● PREHAZ - PRETIUM PACKAGING

Completed >

● BUNBEN - BUNZL RETAIL

Completed >

○ End SHXYOR - S & H EXPRESS

06/05/2025 1:43 PM EDT >

Stops

Navigation bar updates to next stop.

Navigate to SHXYOR - S & H EXPRESS

Tap arrow to go back when completed.

Stop shows completed.

Next stop is 'bumped up'



Order:1199469 - Legheader:1372730

Navigate

1:37 PM

SHXYOR - S & H EXPRESS

728 North State Street, York PA 17401

Tasks

[Submit new document](#)

Notes

Event:EBT-End Bobtail
Code:SHXYOR
Seq:4
Stop:7219768

Company Name:S & H EXPRE
Order:{Order.Number}

Automatically arrive via crossing geo-fence first. Scroll down for stop notes.

Manually arrive



Order:1199469 - Legheader:1372730

Navigate

1:37 PM

SHXYOR - S & H EXPRESS

728 North State Street, York PA 17401

Event:EBT-End Bobtail
Code:SHXYOR
Seq:4
Stop:7219768

Company Name:S & H EXPRE
Order:{Order.Number}

Origin:{Order.OriginPoint}-{Order.OriginCompanyProfile.Address1}, {Order.OriginCompanyProfile.City}, {Order.OriginState} {Order.OriginZip}

Dest:{Order.DestinationPoint}-{Order.DestinationCompanyProfile.Address1}, {Order.DestinationCompanyProfile.City}, {Order.DestinationState} {Order.DestinationZip}

Driver:{Order.Driver1}

Tractor:{Order.Tractor}

Trailer:UNKNOWN

In this instance we are ending bobtail, and there is no trailer number listed.

Manually arrive



Order:1199469 - Legheader:1372730

1:37 PM

Navigate

SHXYOR - S & H EXPRESS

728 North State Street, York PA 17401

Arrived at
1:55 PM EDT ✓

Depart at
1:44 PM EDT

Tasks

Notes

Event:EBT-End Bobtail
Code:SHXYOR
Seq:4
Stop:7219768

We ended bobtail, trailer information is not being requested. If entering a trailer is required to proceed, enter 'bt' for bobtail if necessary. Don't forget to update your Form & Manner *section 5-2* if you hook or unhook from a trailer *Perform any necessary Pre/Post trip inspections *Section 6-2*

Manually depart



Order:1199469 - Legheader:1372730

1:37 PM

Navigate

SHXYOR - S & H EXPRESS

728 North State Street, York PA 17401

Arrived at
1:55 PM EDT ✓

Departed at
1:55 PM EDT ✓

1 - Arrive

3 - If this is your last stop you will have to manually depart yourself to finish the order and have it show completed.

Submit new document

Notes

Event:EBT-End Bobtail
Code:SHXYOR
Seq:4
Stop:7219768

Company Name:S & H EXPRESS
Order:{Order.Number}
Origin:{Order.OriginPoint}-{Order.OriginCompanyProfile.Address1}, {Order.OriginCompanyProfile.City}, {Order.OriginState} {Order.OriginZip}

2 - Check notes for event and trailer number, enter requested trailer information. Update Form & Manner *Section 5-2* Perform any necessary Pre/Post trip inspections *Section 6-2*

←

Order:1199469 - Legheader:1372730

Order:1199469 - Legheader:1372730

Scheduled start: 06/05/2025 1:37 PM

Start

● SHXYOR - S & H EXPRESS

Completed >

● PREHAZ - PRETIUM PACKAGING

All stops now show completed.

Completed >

● BUNBEN - BUNZL RETAIL

Completed >

End

● SHXYOR - S & H EXPRESS

Completed >

Stops

No remaining stops

Notes

←

Routes

Back

Today

Future

📍📍

You have no active or upcoming routes

Completed today

Order shows completed.

Order:1199469 - Legheader:1372730

4/4 completed • 11m late

START

SHXYOR - S & H EXPRESS

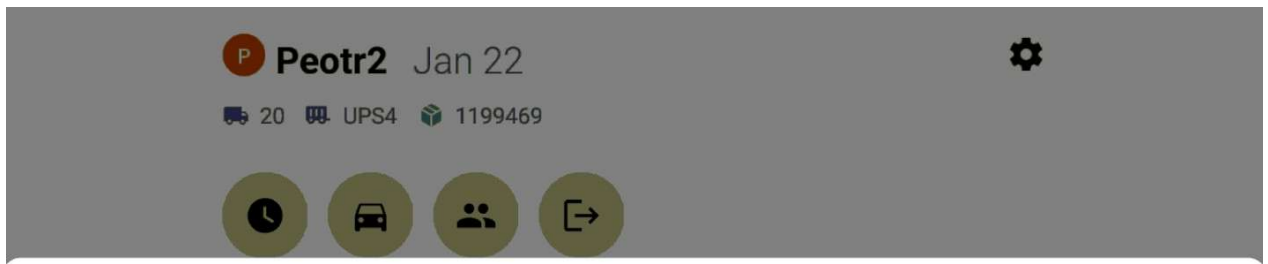
Arrived Jun 5, 2025 1:43 PM EDT

END

SHXYOR - S & H EXPRESS

Departed Jun 5, 2025 1:55 PM EDT

Now that our order is 100% complete and we are back at the yard, we can go into the form and manner, remove the order number and proceed to 7-2- Exiting & Logging out of Samsara, if we are done for the day.

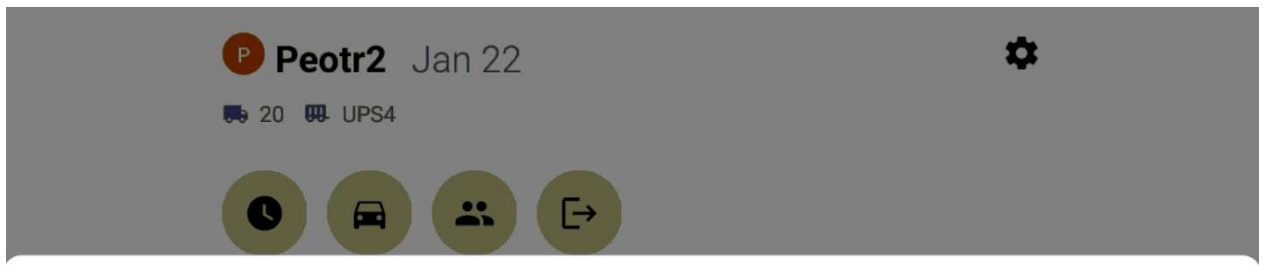


 20

 Trailers
Select Trailer

 1199469

Now that we are done with this order, we can click the X to remove the order number from our Form & Manner. We removed our trailer earlier when we dropped it at the stop.



Assets

 20

 Trailers
Select Trailer

 Shipping IDs
Add a Shipping ID

Is now empty



20

Is now empty

StatusAssetsTeamSign Out

Coach

Drive smart,
stay safe!

NaNth

Speed

Focus

HoS

Eco

HoS

OFF

64:48
Off Duty

8:00
Break

11:00
Drive

14:00
Shift

70:00
Cycle

Routes



DVIP

Home

Location

9+

8

Truck

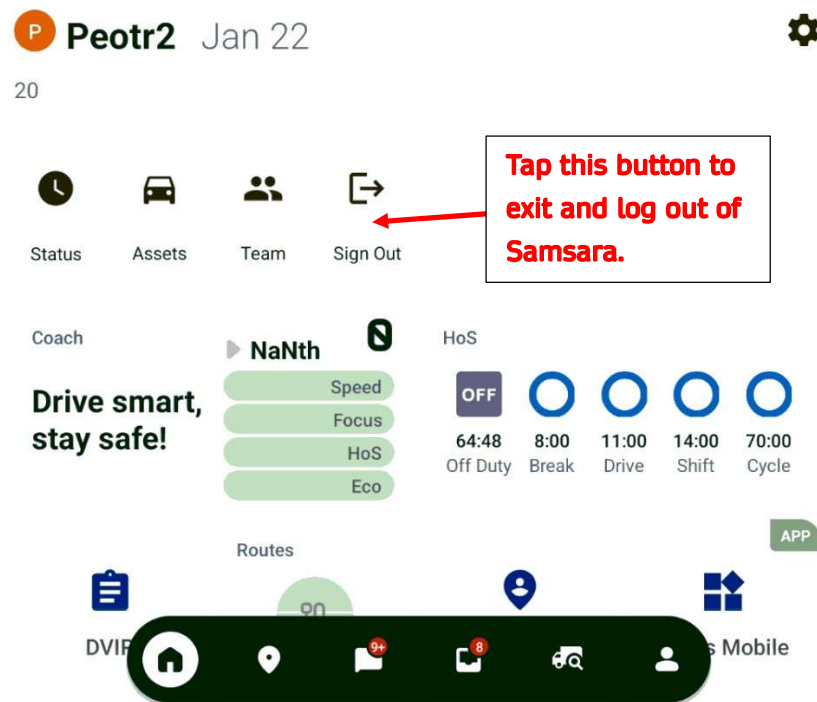
Person

Mobile

APP

7.2- Exiting & logging out of Samsara

When it is time to go off Duty, you do want to select the Icon on the top right corner of the Samsara home screen to exit/log off and go off duty. It is important to do this every day, as this allows Samsara to do updates, and to rectify your log/drive time data. You will then start a new day logging in fresh.



Create DVIR

Skip

Vehicle

510

Vehicle VIN

Location

License Plate

N/A

Next

Create your post trip DVIR inspection for your vehicle *Section 6-2* if necessary. There is a Skip option if unnecessary.

When logging out Samsara will check for unassigned driving time, this may occur if you didn't have a strong wireless signal when driving. Review if anything is found here. Samsara will then check for uncertified logs, it will only prompt to certify logs that are from yesterday or prior *Section 5-3*

×

Segments

Skip



Checking for unassigned driving...

Tablet will check for unassigned drive time.

Certify Logs



Checking for uncertified logs...

Tablet will check for uncertified logs.

Agree & Certify

Edit Logs

×

Go Off Duty

Skip

OFF

Go Off Duty

You will need to be Off Duty to proceed with your next

Shift remaining:

Shift resets in:

Cycle remaining:

Cycle resets in: 34:00

Go Off Duty

The majority of the time you will choose to Go Off Duty. There is a skip option if you need to log out of Samsara but stay in on duty or sleeper berth status

1:58 Thu, Jun 5

63%

samsara

Sign in

Fleet ID

2677

Username

peotr

Password

Password

Sign in

We are back at the log on screen and ready to start a new day tomorrow. See logging in to Samsara *Section 3*