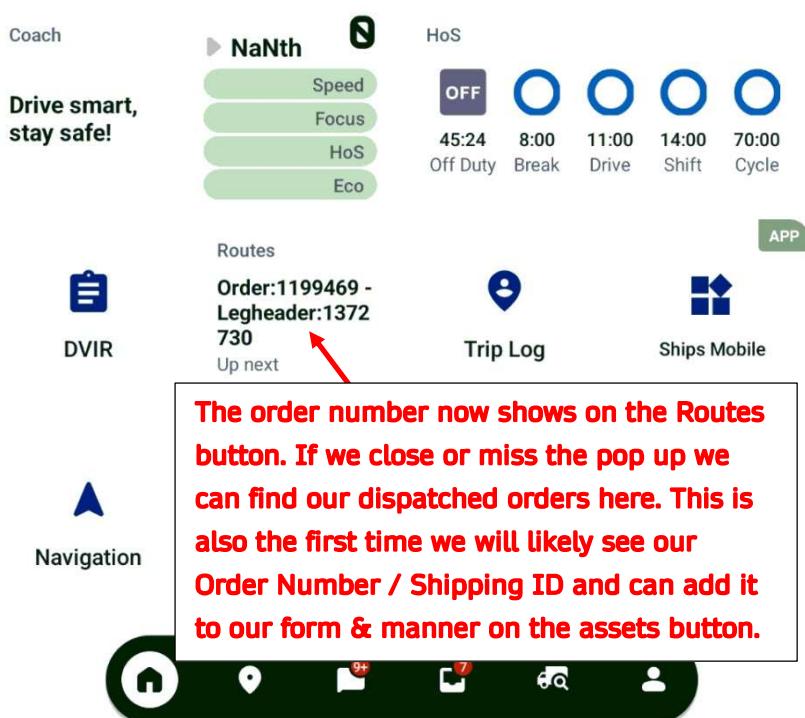
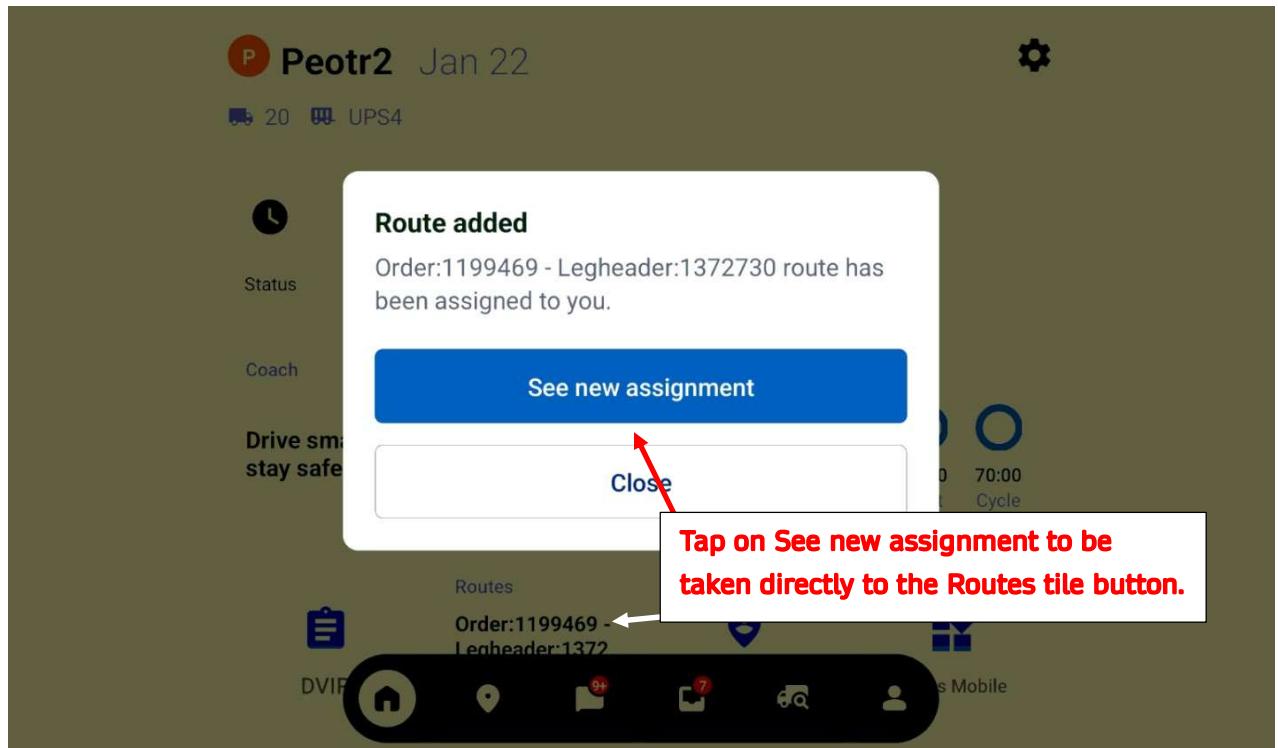


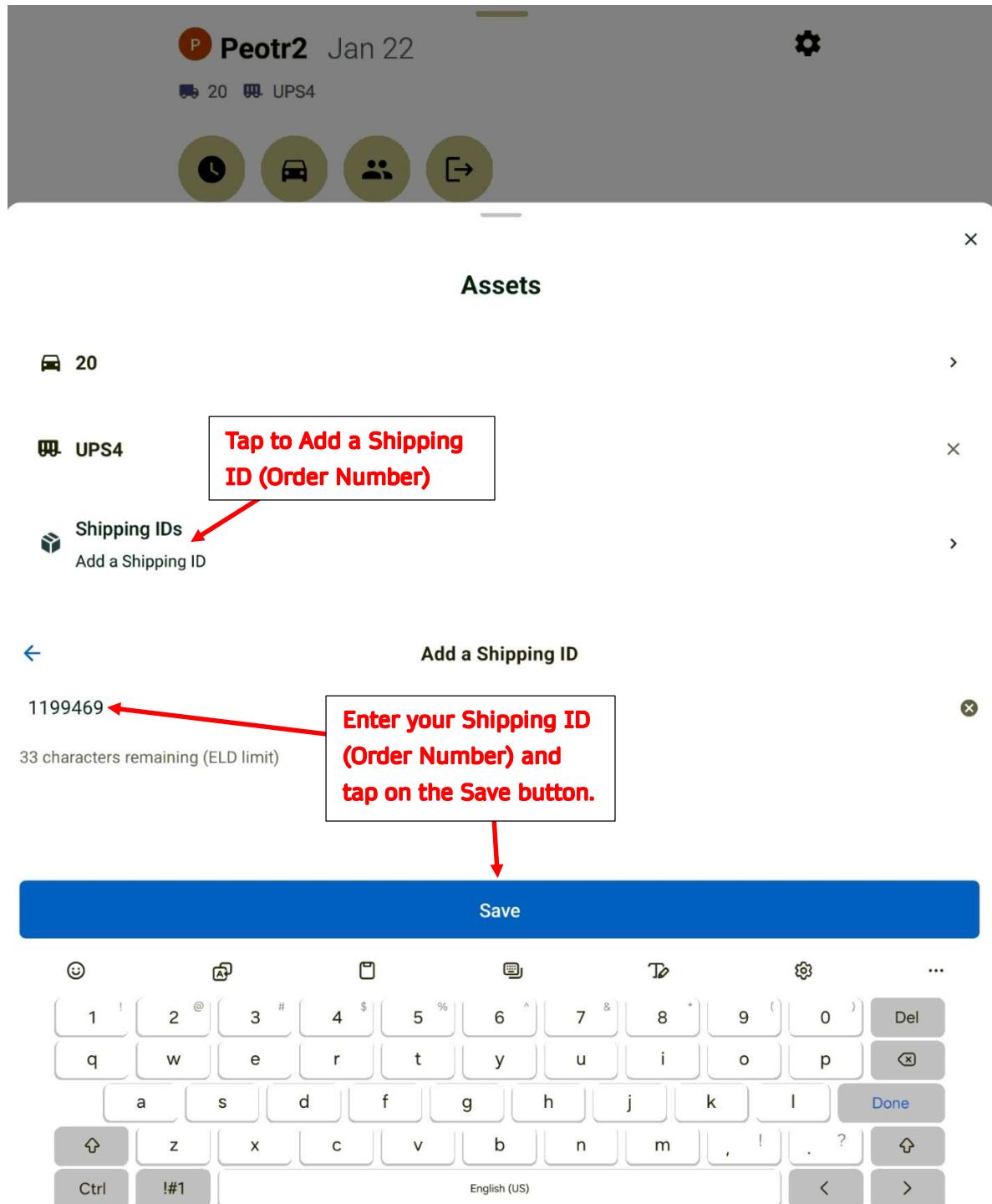
## 7. Routes

### 7.1- Working through a dispatched order

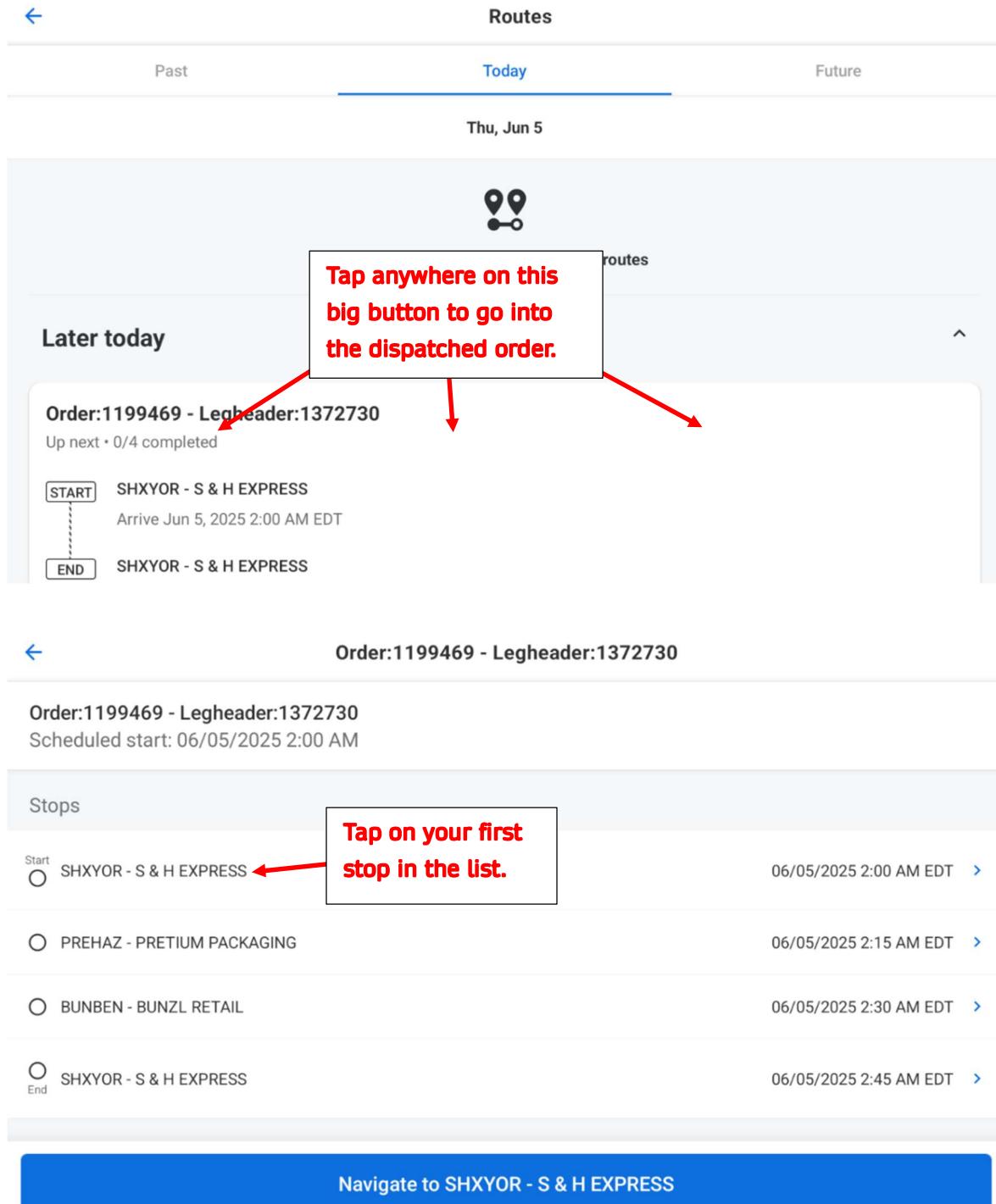
You will receive a pop-up when an order has been dispatched to you. You can certainly tap this pop-up now to go directly to the order. If you miss or close this pop-up, your dispatched order can be located by tapping on the Routes button.



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 \*



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.



The screenshot shows the Samsara Routes interface. At the top, there are tabs for 'Past', 'Today' (which is selected and highlighted in blue), and 'Future'. Below the tabs, the date 'Thu, Jun 5' is displayed. The main content area is titled 'Later today' and shows an order: 'Order:1199469 - Legheader:1372730'. Below the order, it says 'Up next • 0/4 completed'. The order details include a 'START' point 'SHXYOR - S & H EXPRESS' with an arrival time of 'Arrive Jun 5, 2025 2:00 AM EDT' and an 'END' point 'SHXYOR - S & H EXPRESS'. A large red box with the text 'Tap anywhere on this big button to go into the dispatched order.' is overlaid on the order details. Below this, the 'Order:1199469 - Legheader:1372730' screen is shown again, with the 'Stops' section. The first stop is 'SHXYOR - S & H EXPRESS' (Start), with a timestamp of '06/05/2025 2:00 AM EDT'. A red box with the text 'Tap on your first stop in the list.' is overlaid on the first stop. The other stops listed are 'PREHAZ - PRETMIUM PACKAGING', 'BUNBEN - BUNZL RETAIL', and 'SHXYOR - S & H EXPRESS' (End). At the bottom, a blue button with the text 'Navigate to SHXYOR - S & H EXPRESS' is visible.

Routes

Past Today Future

Thu, Jun 5

Later today

Order:1199469 - Legheader:1372730

Up next • 0/4 completed

START SHXYOR - S & H EXPRESS

Arrive Jun 5, 2025 2:00 AM EDT

END SHXYOR - S & H EXPRESS

Tap anywhere on this big button to go into the dispatched order.

Order:1199469 - Legheader:1372730

Order:1199469 - Legheader:1372730

Scheduled start: 06/05/2025 2:00 AM

Start SHXYOR - S & H EXPRESS

06/05/2025 2:00 AM EDT >

SHXYOR - S & H EXPRESS

06/05/2025 2:15 AM EDT >

PREHAZ - PRETMIUM PACKAGING

06/05/2025 2:30 AM EDT >

BUNBEN - BUNZL RETAIL

06/05/2025 2:45 AM EDT >

End SHXYOR - S & H EXPRESS

Navigate to SHXYOR - S & H EXPRESS

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

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

Arrive at  
2:00 AM EDT

Tasks

Depart Empty  
Required

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

Notes

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

Manually arrive

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

[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](#)

|      |      |              |       |        |     |   |   |   |      |     |  |
|------|------|--------------|-------|--------|-----|---|---|---|------|-----|--|
| Back | UPS4 | UPS4U        | UPSET | UPSIDE | ... |   |   |   |      |     |  |
| 1    | 2    | 3            | 4     | 5      | 6   | 7 | 8 | 9 | 0    | Del |  |
| q    | w    | e            | r     | t      | y   | u | i | o | p    | ⌫   |  |
| a    | s    | d            | f     | g      | h   | j | k | l | Done |     |  |
| z    | x    | c            | v     | b      | n   | m | , | ! | .    | ?   |  |
| Ctrl | !#1  | English (US) |       |        |     |   |   |   | <    | >   |  |



## 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

1:37 PM

Navigate

**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

**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.**

Submitted &gt;

Notes

Event:BMT-Begin Empty  
Code:SHXYOR

Manually depart

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 ✓

Departed at ✓  
1:44 PM EDT ✓

Tasks

Depart Empty  
Jun 5, 1:42 PM

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

Submitted &gt;

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

○ PREHAZ - PRETIUM PACKAGING

Stops

○ BUNBEN - BUNZL RETAIL

End SHXYOR - S & H EXPRESS

Completed >  
1:39 PM EDT >  
06/05/2025 1:41 PM EDT >  
06/05/2025 1:43 PM EDT >

**Our first stop now shows completed.**

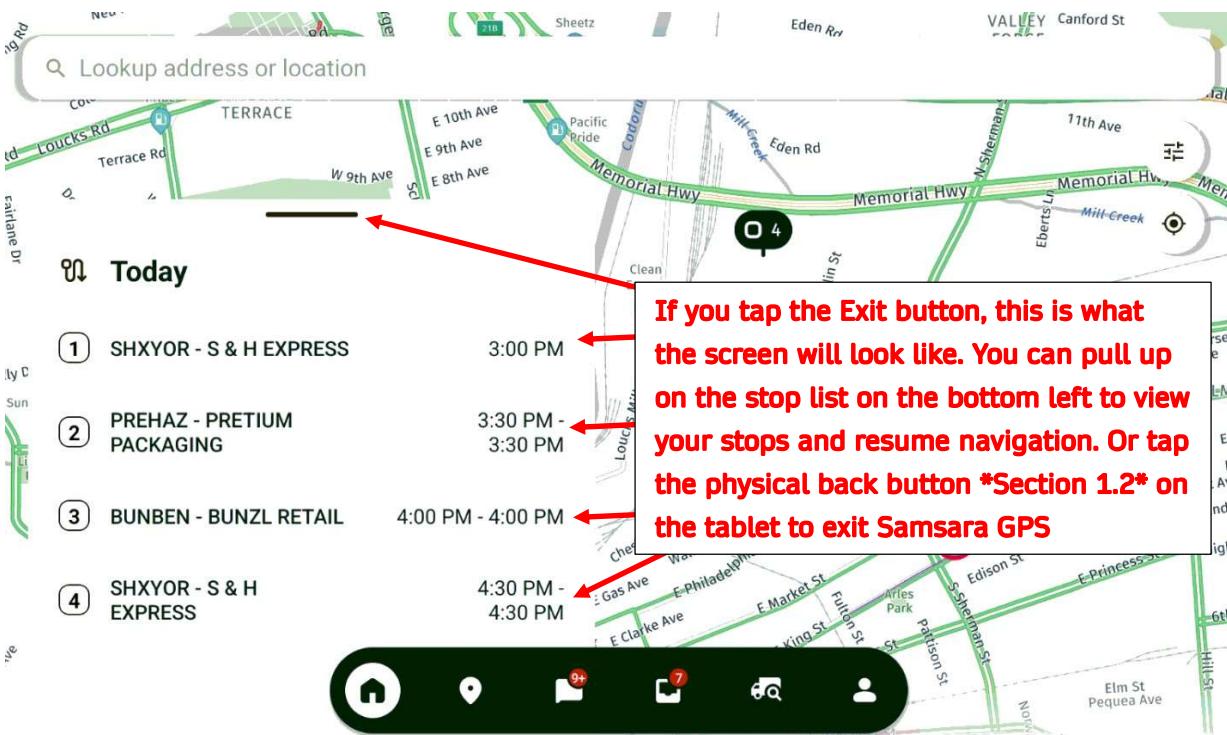
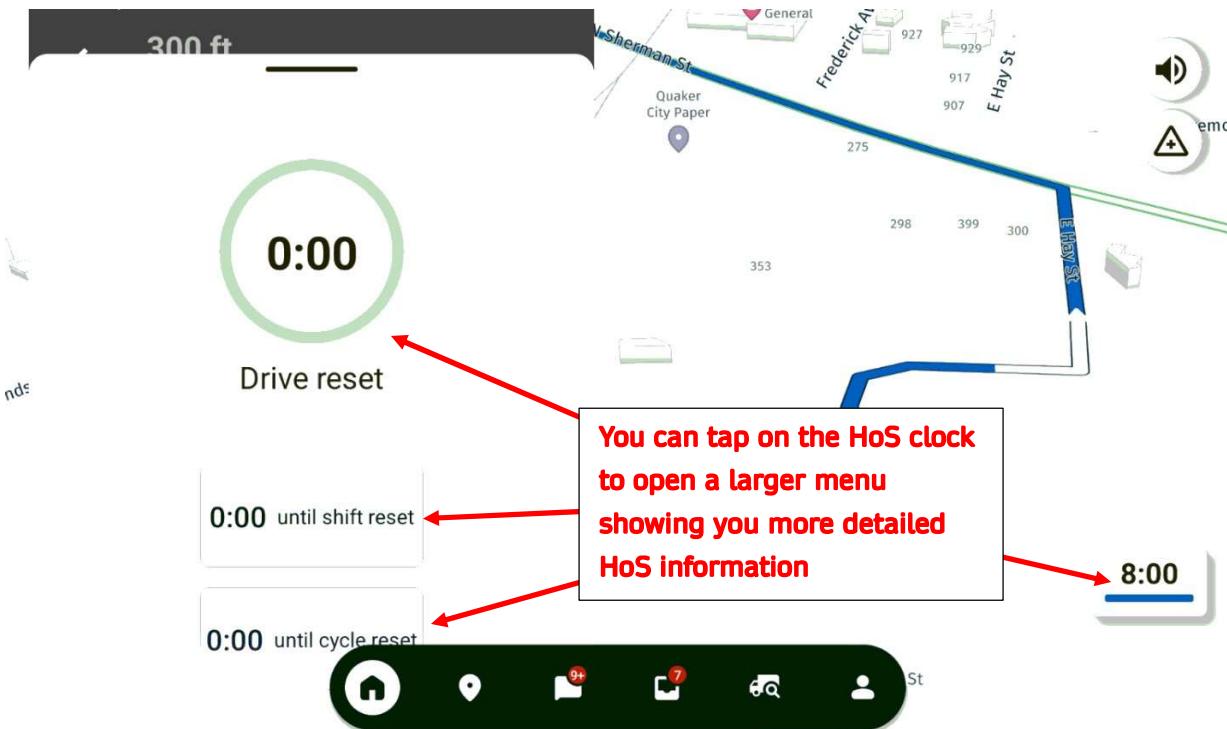
**Our next stop has 'bumped up' the list.**

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

**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 - PREMIUM PACKAGING  
605 OAK RIDGE RD, HAZLETON, PA, 18201

Tasks

What Trailer Did I Arrive With Required After we arrive at a property, we can enter the requested trailer type numbers located in the stop notes. Submit >

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 >

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 - PREMIUM PACKAGING  
605 OAK RIDGE RD, HAZLETON, PA, 18201

Notes

Event:LLD-Live Load  
Code:PREHAZ  
Seq:2  
Stop:5124754

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

Scanning 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.

PREHAZ - PREMIUM  
605 OAK RIDGE RD, H

Arrived at 1:50 PM EDT ✓

Tasks

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

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

Notes

Event:LLD-Live Load

Legheader:1372730  
7 PM

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.

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.

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\*

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

Submitted >

Submitted >

Order:1199469 - Legheader:1372730

Order:1199469 - Legheader:1372730  
Scheduled start: 06/05/2025 1:37 PM

Start  SHXYOR - S & H EXPRESS  
 PREHAZ - PREMIUM PACKAGING  
 BUNBEN - BUNZL RETAIL

Completed >

Completed >

06/05/2025 1:41 PM EDT >

Stops

Our stop now shows completed.

Our next stop has 'bumped up' the list.

End  SHXYOR - S & H EXPRESS  
6/05/2025 1:43 PM EDT >

The navigation bar has updated to our next stop.

Navigate to BUNBEN - BUNZL RETAIL



**BUNBEN - BUNZL RETAIL**  
2944 SAMUEL DR, BENSALEM, PA, 19020

Tasks

[Submit new document](#)

Notes

Event:DRL-Final Drop Loaded T  
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](#)



**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

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

**Event**

**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\*

BUNBEN  
2944 SAM**Tap arrow to go back  
when completed.**Arrived at  
1:52 PM EDT ✓Departed at  
1:53 PM EDT ✓

## Tasks

## Notes

Event:DRL-Final Drop L  
Code:BUNBEN  
Seq:3  
Stop:5124755Company Name:BUNZ  
Order:1199469  
Origin:PREHAZ-605 Oa

**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

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

Start  
● SHXYOR - S & H EXPRESS

Completed ➤

● PREHAZ - PREMIUM PACKAGING

Completed ➤

● BUNBEN - BUNZL RETAIL

Completed ➤

○ SHXYOR - S & H EXPRESS  
End**Stop shows completed.**

06/05/2025 1:43 PM EDT ➤

## Stops

**Navigation bar updates to next stop.**

Navigate to SHXYOR - S &amp; H EXPRESS



Order:1199469 - Legheader:1372730

1:37 PM

[Navigate](#)

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

1:37 PM

[Navigate](#)

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 ✓

Tasks

**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

PREHAZ - PREMIUM PACKAGING

BUNBEN - BUNZL RETAIL

SHXYOR - S & H EXPRESS

Completed >

Completed >

Completed >

Completed >

**Tap arrow to go back**

**All stops now show completed.**

Stops

No remaining stops

Notes

Routes

Today

Future

Tap arrow to go back

You have no active or upcoming routes

Completed today

Order:1199469 - Legheader:1372730

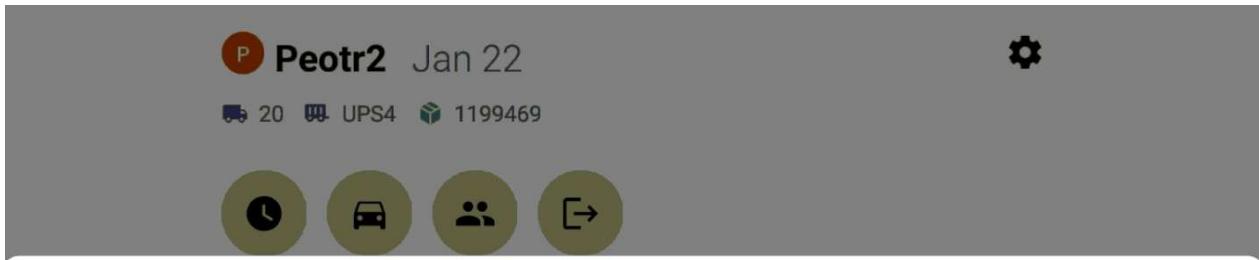
4/4 completed • 11m late

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

**Order shows completed.**

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.



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.

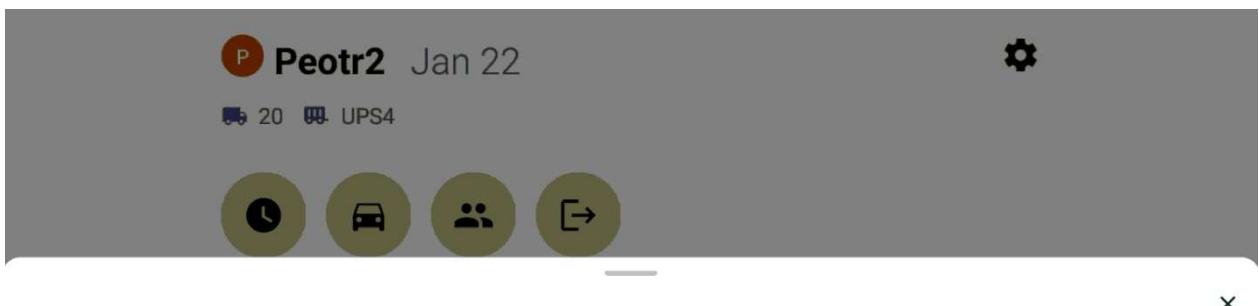
20

Trailers

Select Trailer

1199469

X



## Assets

20

Trailers

Select Trailer

Shipping IDs

Add a Shipping ID

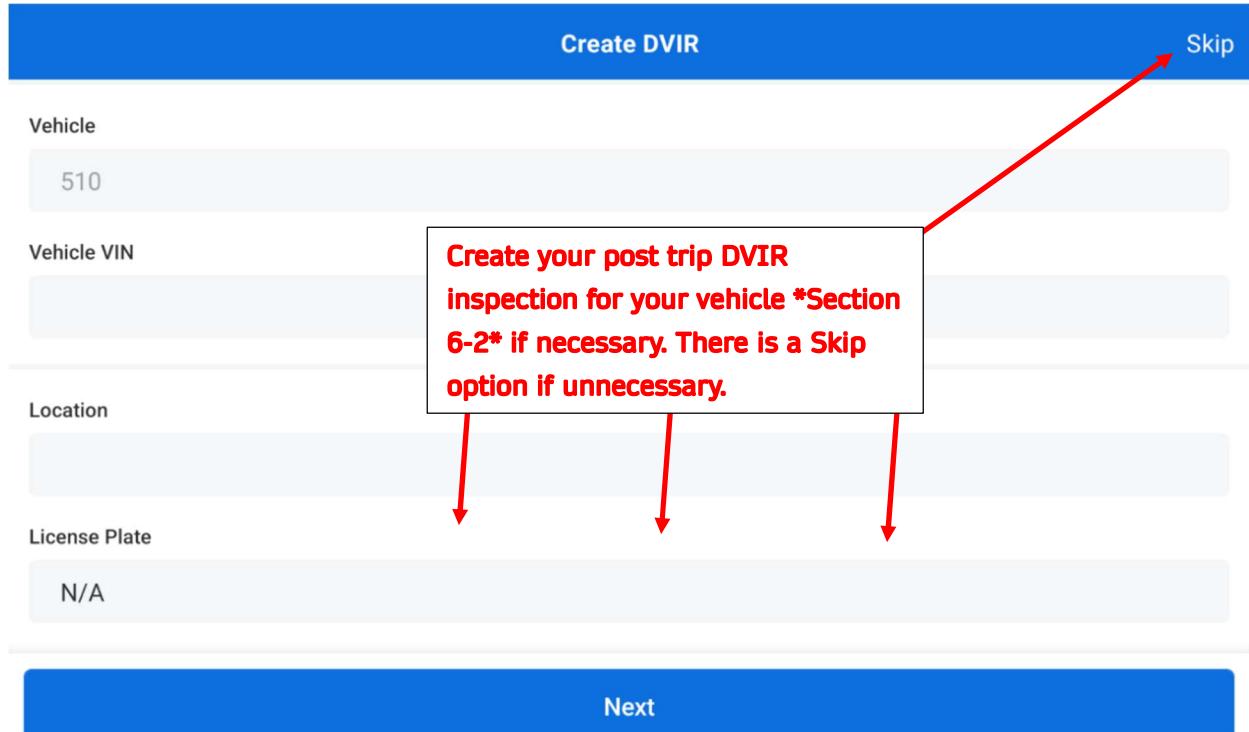
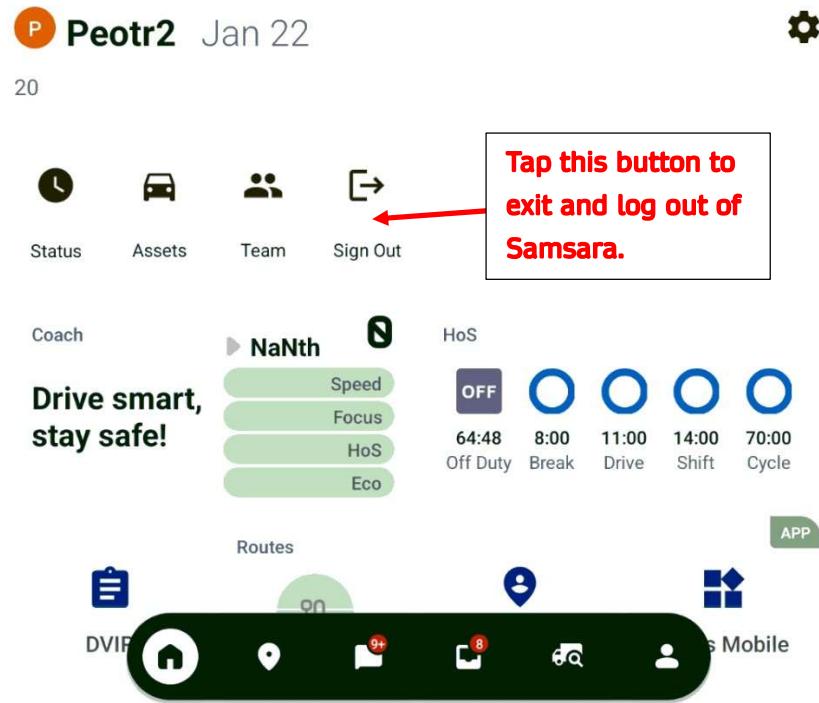
Is now empty

X

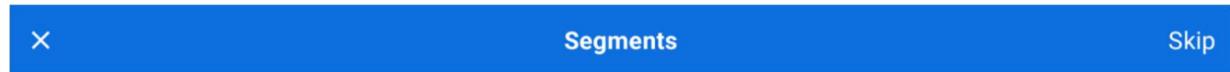


## 7.2- Exiting & logging out of Samsara

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.



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\*



Checking for unassigned driving...

**Tablet will check for unassigned drive time.**

Certify Logs

A blue header bar with a white 'Certify Logs' button in the center.

Checking for uncertified logs...

**Tablet will check for uncertified logs.**

Agree & Certify

A blue rectangular button with white text.

Edit Logs

A white rectangular button with blue text.

