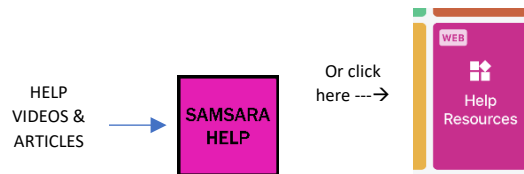




ELECTRONIC LOGS - SAMSARA

CPO uses SAMSARA to record logs. Upon hire we will set your account up. Your log in information will be YOUR NAME formatted as follows:

Fleet ID: **CPO**
Username: **Santa**
Password: **SClause**



Feel free to change your password, but let me know what it is. This will help me to help you with log edits.

Start of day on SAMSARA:

- Log in
- Go “on duty”
- Select a truck, or “no truck”
- Complete a DVIR (pre-trip)
- Keep an eye on your drive time. You MUST stop for a minimum of 10 minutes before accumulating a total of 4 hours driving, or stop for 30 minutes before accumulating a total of 6 hours total driving time.

End of day on SAMSARA:

- Complete a DVIR (post-trip)
- Accept carrier edits
- Certify log
- Go off duty AND log out

Day sheets:

- Day sheets are to be filled out each day. Start and stop times must match your electronic logs. All fields on the day sheet needs to be filled out in full! If there are errors on your paperwork, it will be returned to you for corrections.

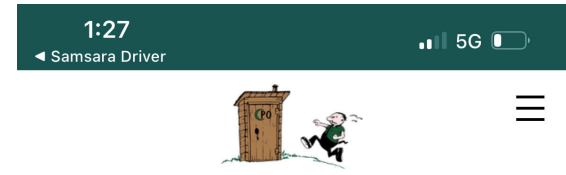
SAMSARA

DAILY PROCESS

**SAMSARA
HELP**

SUPPORT

From your tablets home screen, this will take you to our website where there are articles and videos to help with the Samsara driver app.



HELP ARTICLES

HELP VIDEOS

CALL US

Grande Prairie:

Phone: **780-532-1548**

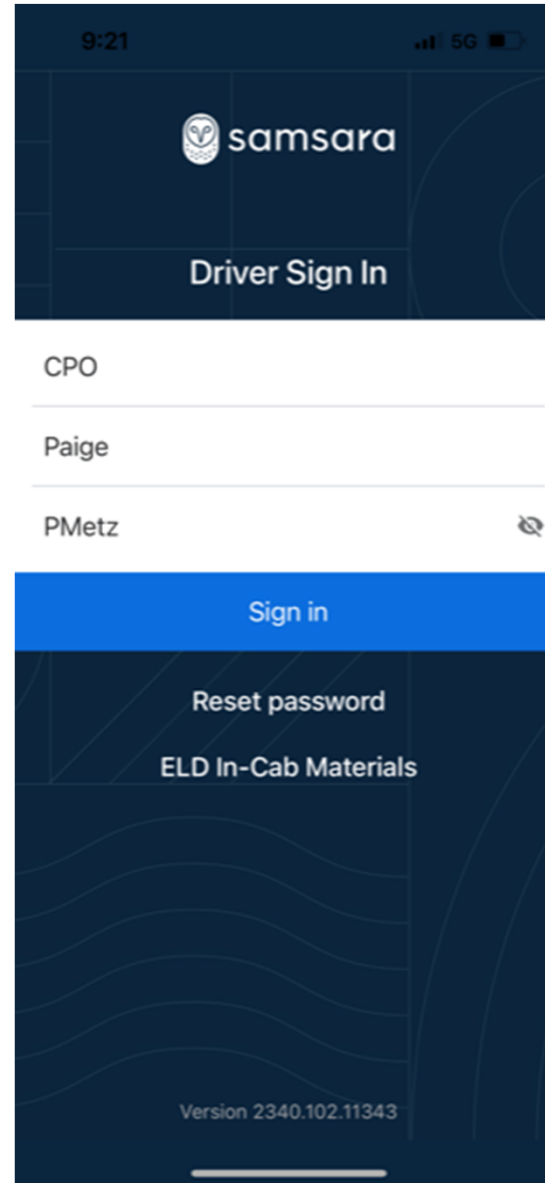
Toll Free: **1-866-532-1548**

AA countrypumpout.com

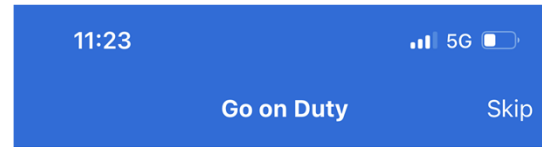


SIGN IN

FLEET ID & USERNAME WILL ALWAYS SHOW UP, ONLY HAVE TO ENTER PASSWORD.



GO ON DUTY



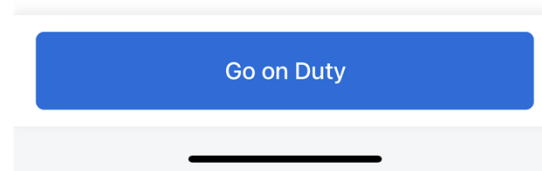
SKIP – IF YOU ARE NOT WORKING



Go on Duty

You will need to be On Duty to proceed with your next task

Shift remaining:	12:58
Shift resets in:	7:37
Cycle remaining:	-
Cycle resets in:	0:00



UNCERTIFIED LOGS

APP CHECKS FOR UNCERTIFIED LOGS



AGREE AND CERTIFY

9:21 5G

Certify Logs Help

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

Date	D	D+ON
Sun, Jan 7	0:00	0:00
Sat, Jan 6	0:00	0:00
Fri, Jan 5	0:00	0:00
Thu, Jan 4	0:00	0:00
Wed, Jan 3	0:00	0:00
Tue, Jan 2	0:00	0:00
Mon, Jan 1	0:00	0:00
Sun, Dec 31	0:00	0:00
Sat, Dec 30	0:00	0:00

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

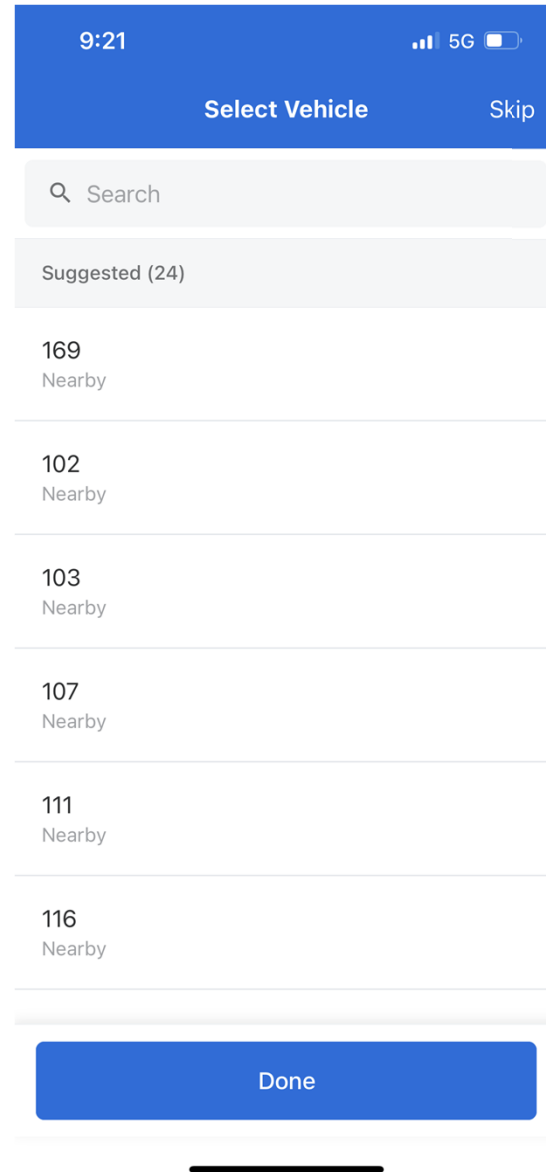
Agree & Certify

Edit Logs



THIS NEEDS TO BE DONE DAILY!

SELECT A VEHICLE



CONFIRM

Confirm Vehicle Selection
169

Make/Model
2023 GMC Sierra

Incorrect vehicle selection will cause inaccurate driver logs

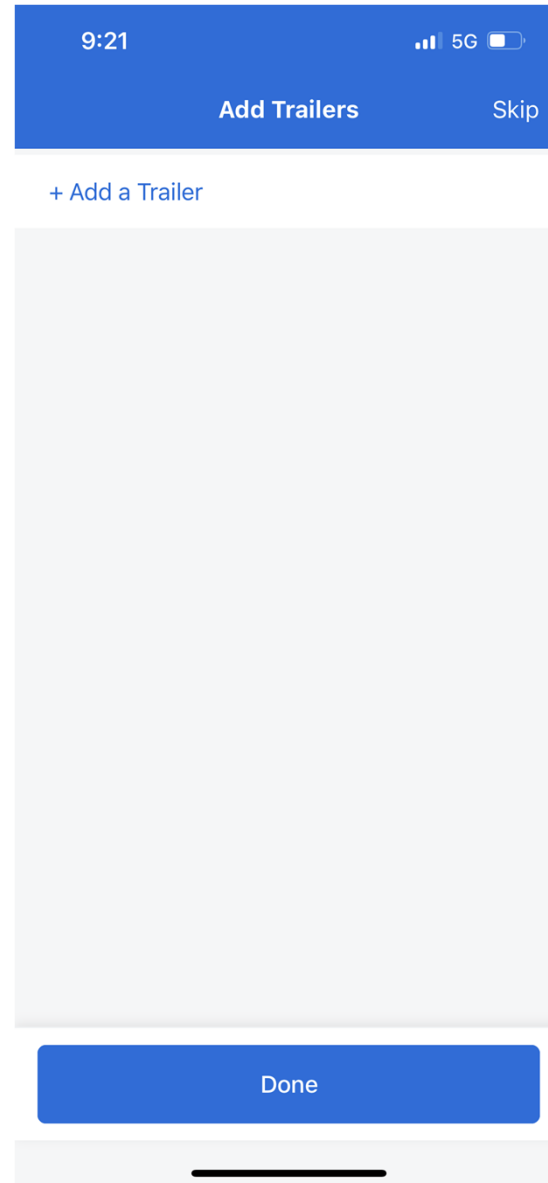


Confirm

Cancel

ADD A TRAILER

OR SKIP



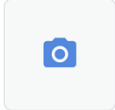
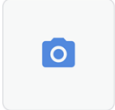
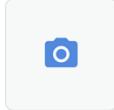
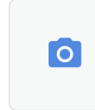
TRIP INSPECTION

9:22 5G

× Create DVIR Skip

Pre-Trip Post-Trip

Take walkaround photos

Driver Side Front Passenger Side Back

Add new vehicle defects

Any vehicle attributes not displayed are certified safe by the driver

Add defects

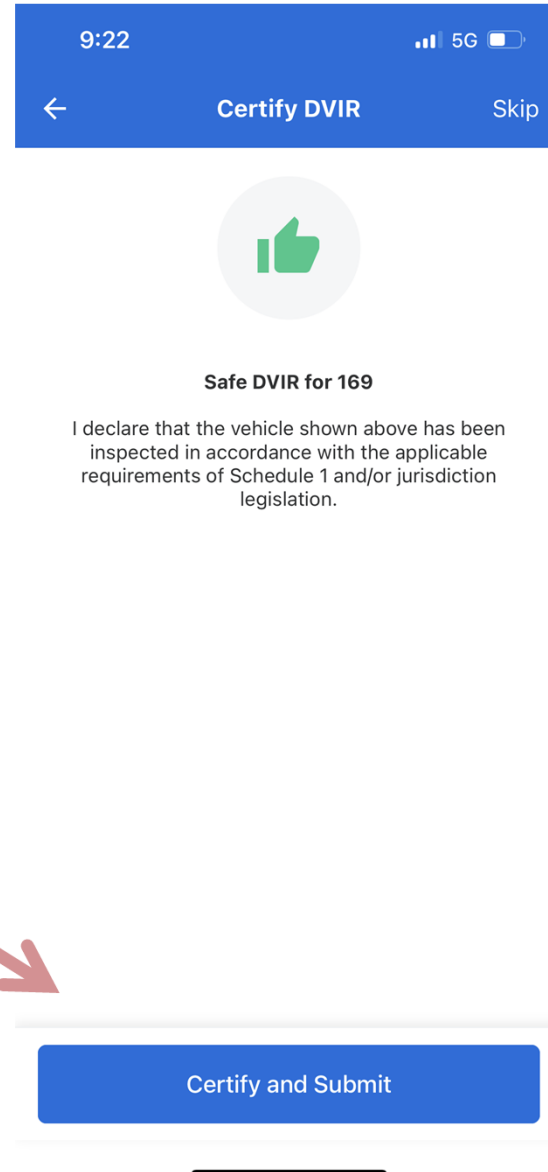
Choose safety status

Required

Safe to drive Unsafe

Next

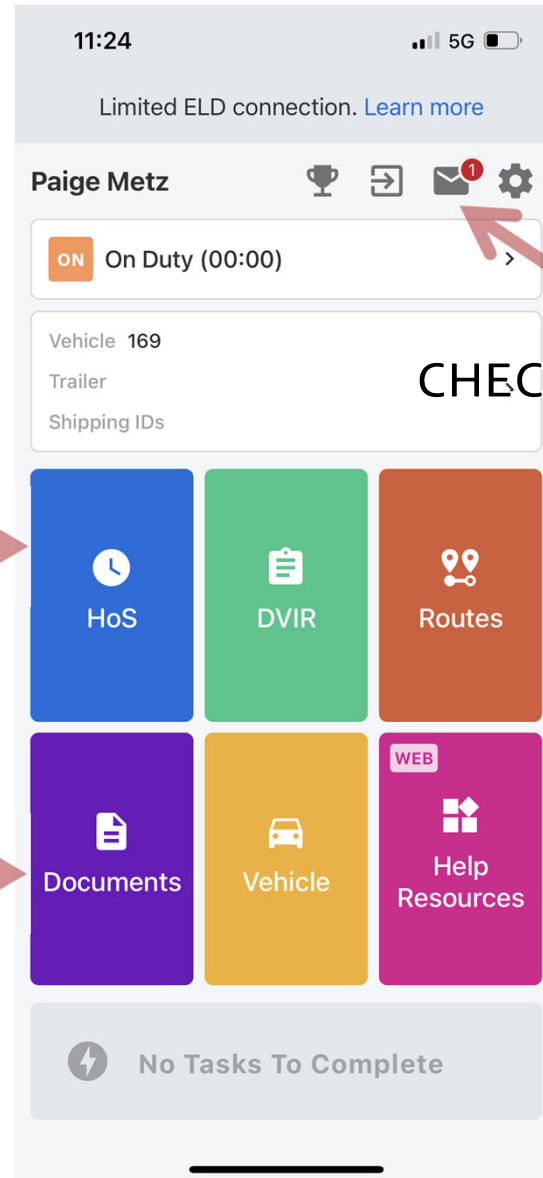
CERTIFY & SUBMIT



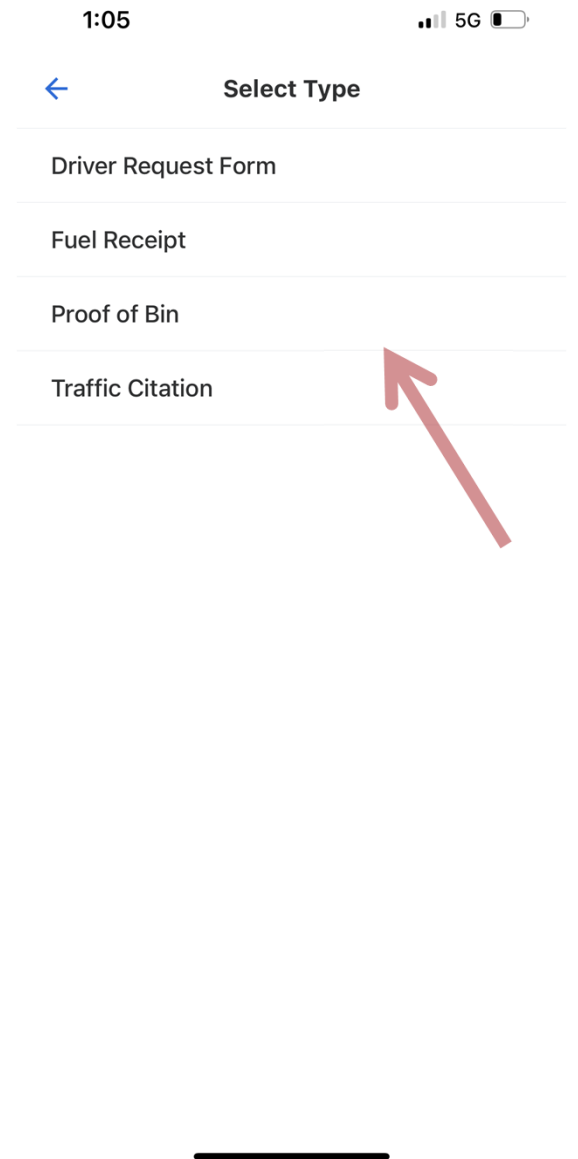
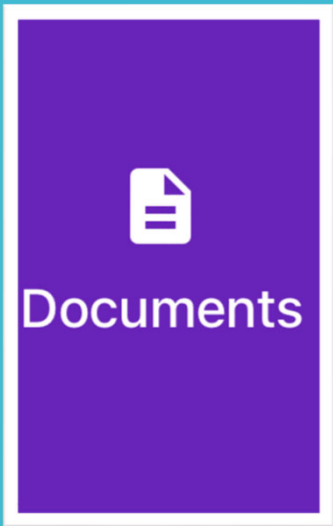
MAIN SCREEN

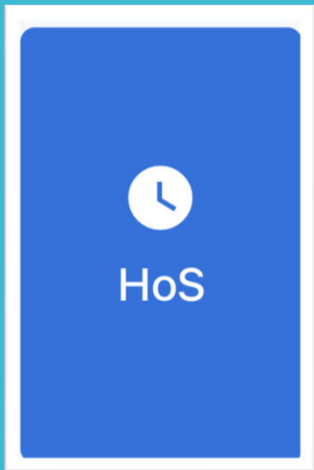
VIEW OR EDIT
PREVIOUS LOGS

- ENTER FUEL
- CRY SHEETS
- OTHER FORMS



CHECK FOR MESSAGES





HOURS OF SERVICE

- CURRENT DUTY STATUS
- SHIFT SUMMARY
- "CYCLE" (ALBERTA HOS)
- PREVIOUS (14) DAYS

Hours of Service Settings

ON On Duty (01:00) >

6:00
Until break

13:00
Driving

11:17
Total Shift

8:00
Shift Reset

Alberta HOS

Hours of Service Settings

11:17
Total Shift

8:00
Shift Reset

Alberta HOS

Log Roadside

Today
02:17 hours **Uncertified** >

Sun, Jan 7
00:00 hours Certified >

Sat, Jan 6
00:00 hours Certified >

Fri, Jan 5
00:00 hours Certified >

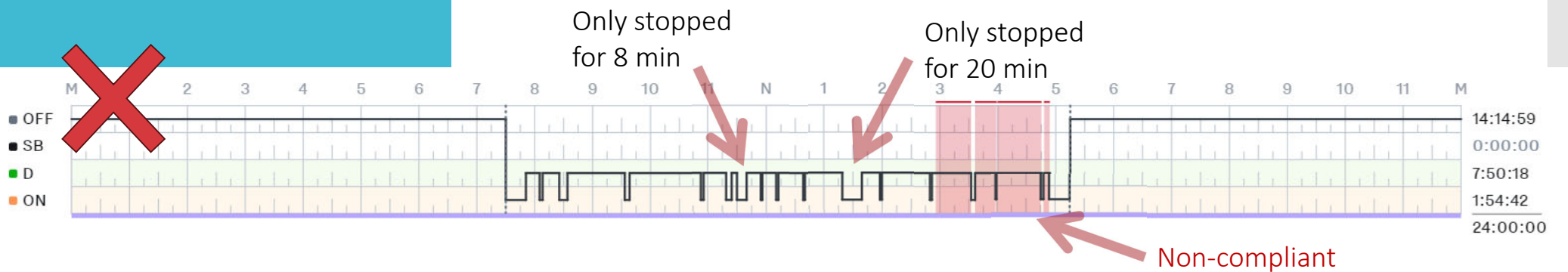
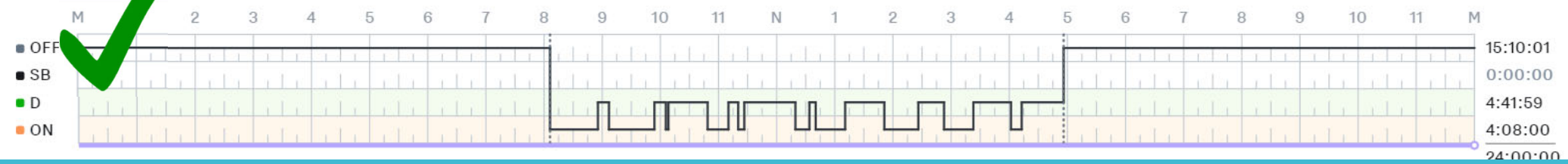
Thu, Jan 4
00:00 hours Certified >



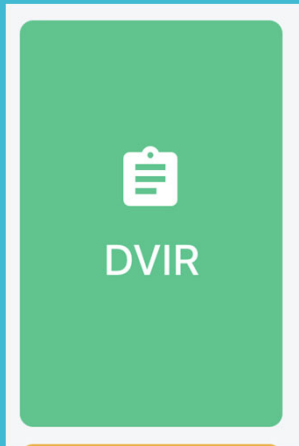
Until break

HOS "break" rule:

- You need to stop driving for a minimum of 10 minutes before accumulating a total of 4 hours driving
- or stop for 30 minutes before accumulating a total of 6 hours total driving time



END OF DAY PROCESS



POST-TRIP INSPECTION

9:22 5G

× Create DVIR Skip

Pre-Trip Post-Trip

Take walkaround photos

Driver Side Front Passenger Side Back

Add new vehicle defects

Any vehicle attributes not displayed are certified safe by the driver

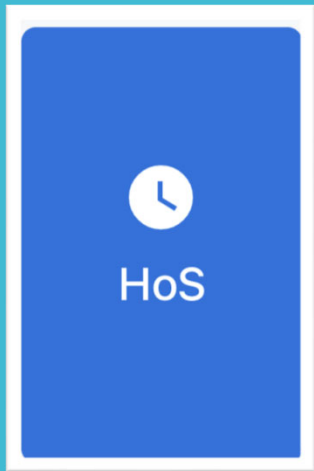
Add defects

Choose safety status
Required

Safe to drive Unsafe

Next

A red arrow points from the right side of the screen towards the "Post-Trip" button.



GO OFF DUTY

11:24 5G

Select Duty Status

OFF Off Duty	SB Sleeper Berth
ON On Duty	D Driving
YM Yard Move	

Add remark >

Location
5 km SW Sexsmith, AB

Save

OFF DUTY & SIGN OUT

NEED TO SELECT THIS OPTION

