

# Samsara Documents - Overview

## **Contractor Monthly Vehicle Certification**

This form should be submitted only once per month between the 1<sup>st</sup> and 8<sup>th</sup> day of the month by Independent Contractors. It is certifying that you have submitted all maintenance paperwork for the prior month (using the form Contractor Vehicle Maintenance Record form explained below). Not submitting by the 8<sup>th</sup> will cause your truck to be “locked out” of dispatch. You can submit the form any time after the 8<sup>th</sup> (in the case of a vacation or extended absence) and the system will make your truck available for dispatch within 15 minutes of submission.

## **Contractor Vehicle Maintenance Record**

This form is intended to be used by Independent Contractors to submit truck maintenance-related information and paperwork (as required by USDOT). It can be used as many times as needed throughout the month.

## **Delivery Site Survey – Finished Products**

Not currently used.

## **Delivery Stop**

This form is used as part of routes. It should not be “manually” completed in Documents. Unfortunately we can’t hide it.

## **Demurrage Report**

This form replaces the prior paper version. It should be the primary form of relaying demurrage-related information for a load to dispatch. If extreme demurrage is expected, dispatch should be notified directly via email or phone call.

## **Load Document Submission**

All paperwork (Ergon Trucking BOL, Shipper BOL, etc.) should be submitted to dispatch using this form. Detailed instructions for completing this form can be found here:

[https://docs.ergontrucking.com/storage/driver\\_instructions/Load%20Document%20Submission%20Instructions.pdf](https://docs.ergontrucking.com/storage/driver_instructions/Load%20Document%20Submission%20Instructions.pdf)

## **Non-Revenue Pay Request**

This form replaces the prior paper version. It can be used to submit non-revenue pay requests. Whereas multiple pay reasons could be included on the paper form, this form requires each reason to be a separate submission.

## **Pickup Stop**

This form is used as part of routes. It should not be “manually” completed in Documents. Unfortunately we can’t hide it.

## **Site Survey – Northern Crude**

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Used by northern crude drivers to report issues found at well sites. When this form is completed, alerts should go to the safety manager for the terminal the driver is assigned to, as well as the terminal manager and coordinators.

## **Tank Wash Trailer Inspection**

This form replaces the prior paper version. It should be used any time a tank trailer is picked up from a 3<sup>rd</sup>- party tank wash.

## **Time In**

This form is used by some terminals to give drivers an easy way to report the date and time the driver is expected to return to the final stop (usually the home terminal).