

# Co-Driver Guide

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## Scenarios

- **Two Co-Drivers Riding to a Location** (Example):
  - Joe and Linda are riding to a location.
  - Linda is driving and Joe is a passenger on the way to the location.
  - Joe will log in first and perform the co-driver setup.
    - Joe will set his status to “On Duty” and log out.
  - Linda will log in and confirm the co-driver request.
    - Linda will begin operating the vehicle, which will switch her status accordingly.
- **Two Co-Drivers Going on Break** (Example):
  - Joe and Linda arrived at their location and decide to take lunch.
  - Linda, who was driving, switches her status to “Off Duty” and logs out.
  - Joe logs into the tablet and switches his status to “Off Duty” and logs out.
- **Two Co-Drivers Swap Driving** (Example):
  - Joe and Linda decide to pull over mid-drive and swap.
  - Linda, who is driving, pulls over to a safe location, sets her status to “On Duty”, and logs out.
  - Joe then logs into the tablet, and proceeds to operate the vehicle, which will switch his status accordingly.

## Notes

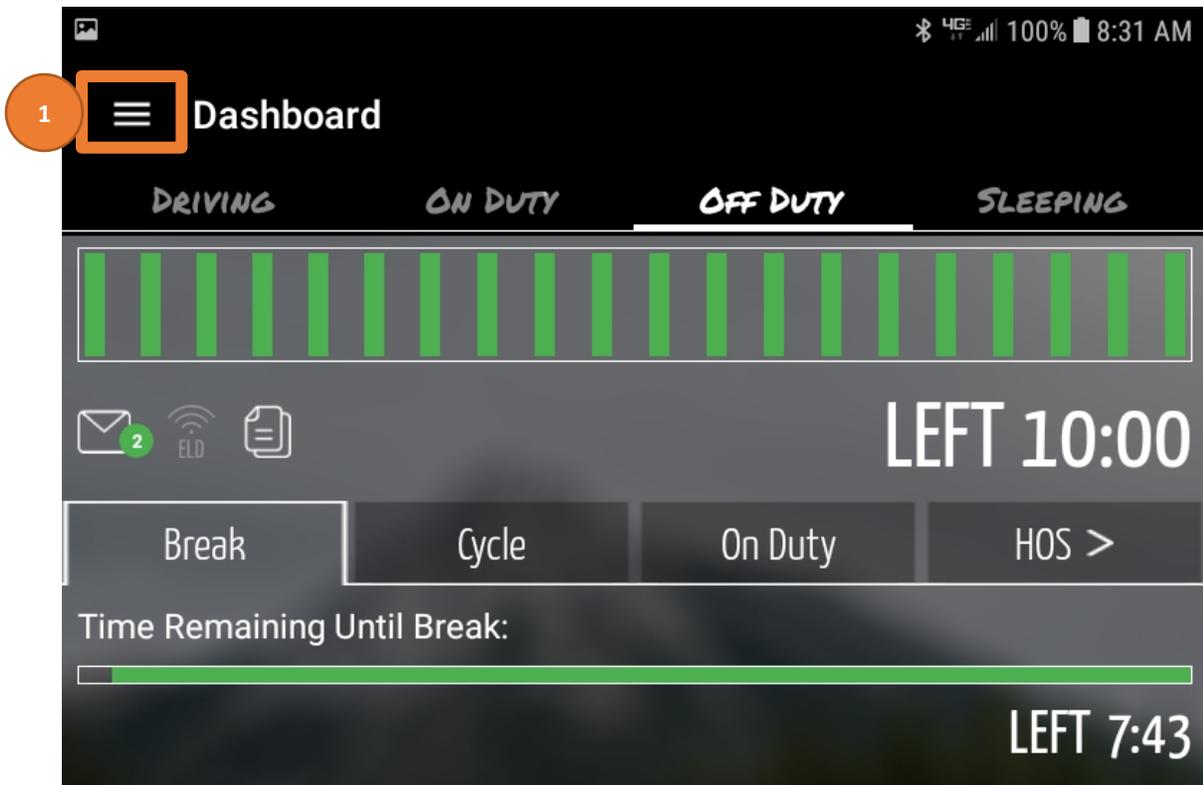
- If you and your Co-Driver change vehicles in the middle of the day:
  - You both need to go into the Change Vehicle menu and assign the new Truck ID as well as scan for the new ELD device prior to continuing your trip.

## Contents

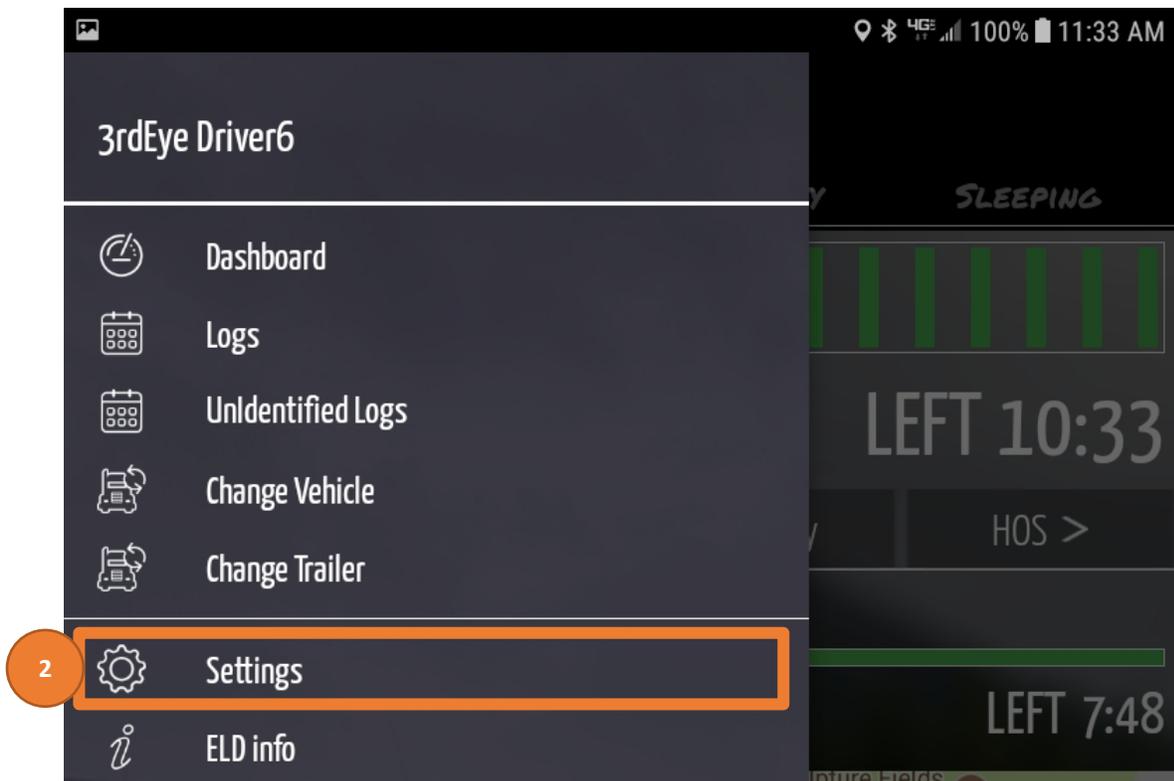
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# Sending a Co-Driver Request

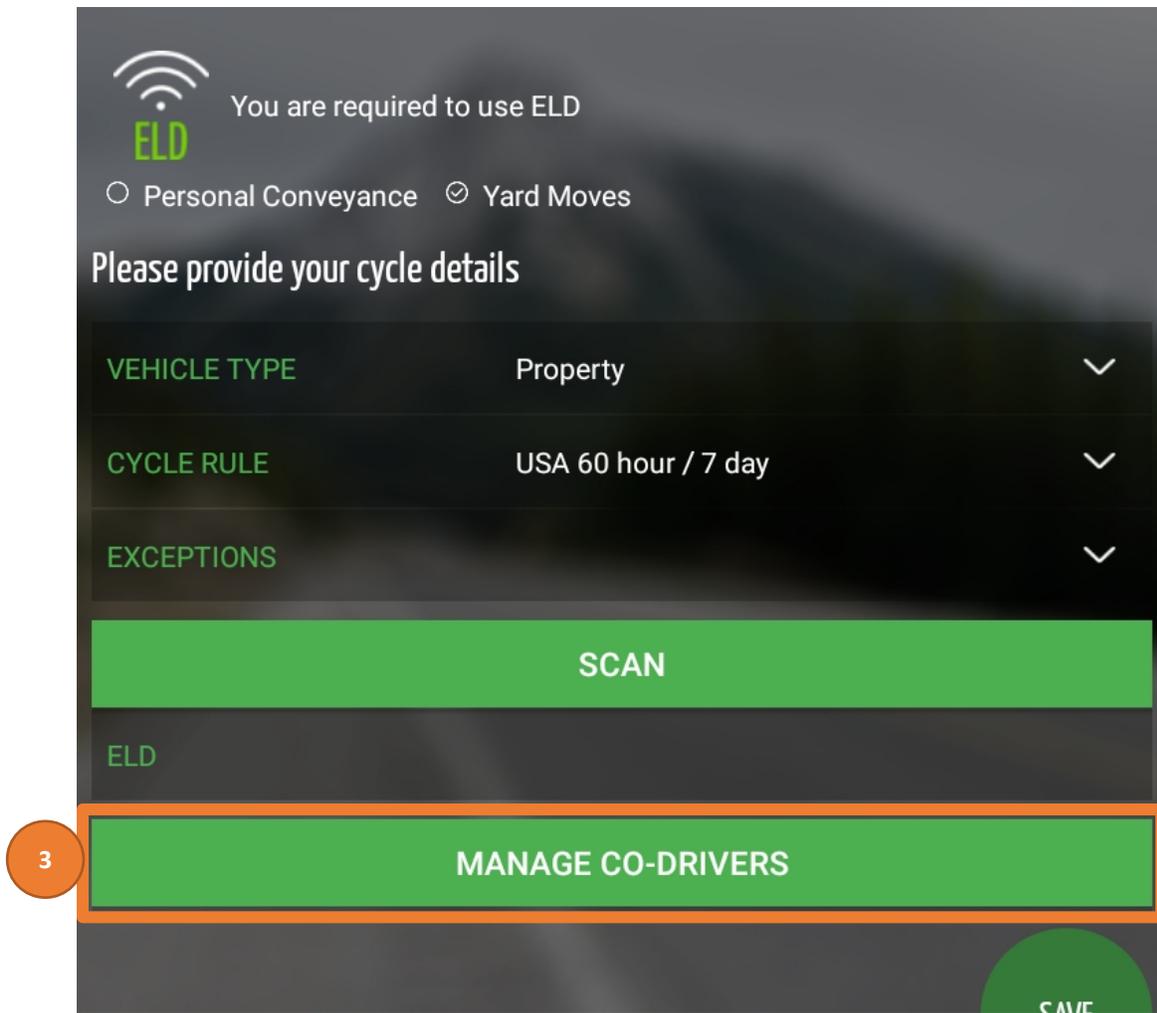
1) Within the application open the application menu:



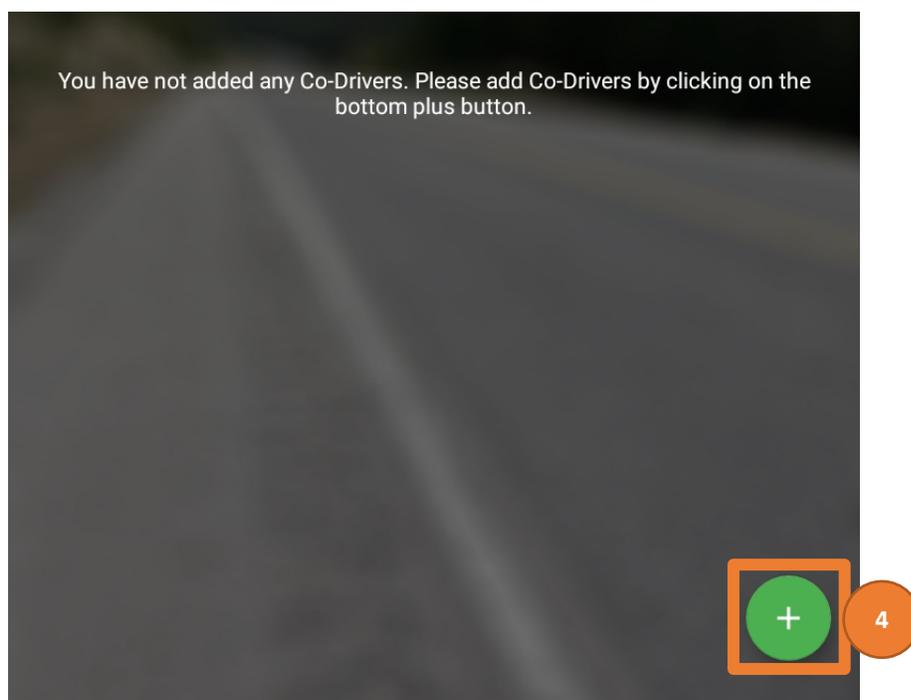
2) Go to the "Settings" option:



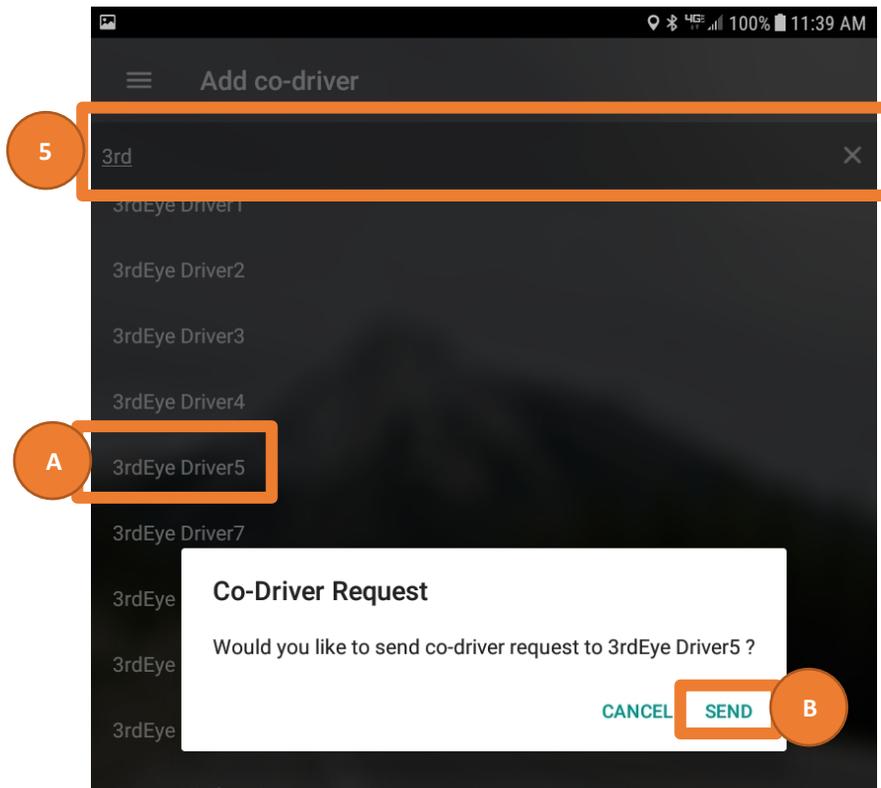
3) Click Manage Co-Drivers:



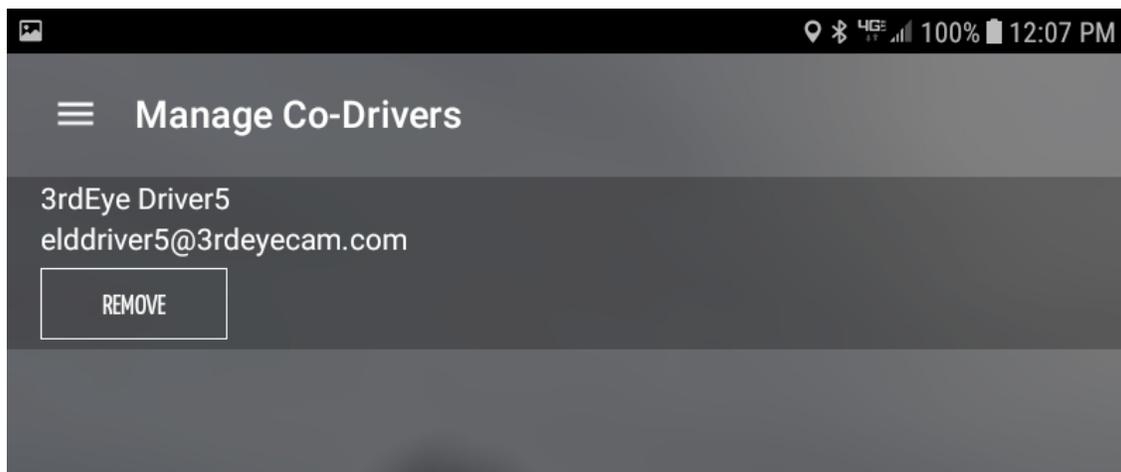
4) Click the Plus (+) sign on the screen to add a Co-Driver



- 5) Find the driver by typing their name in the search bar
- a. Select the driver from the list generated from the search.
  - b. Confirm the chose driver and click Send.



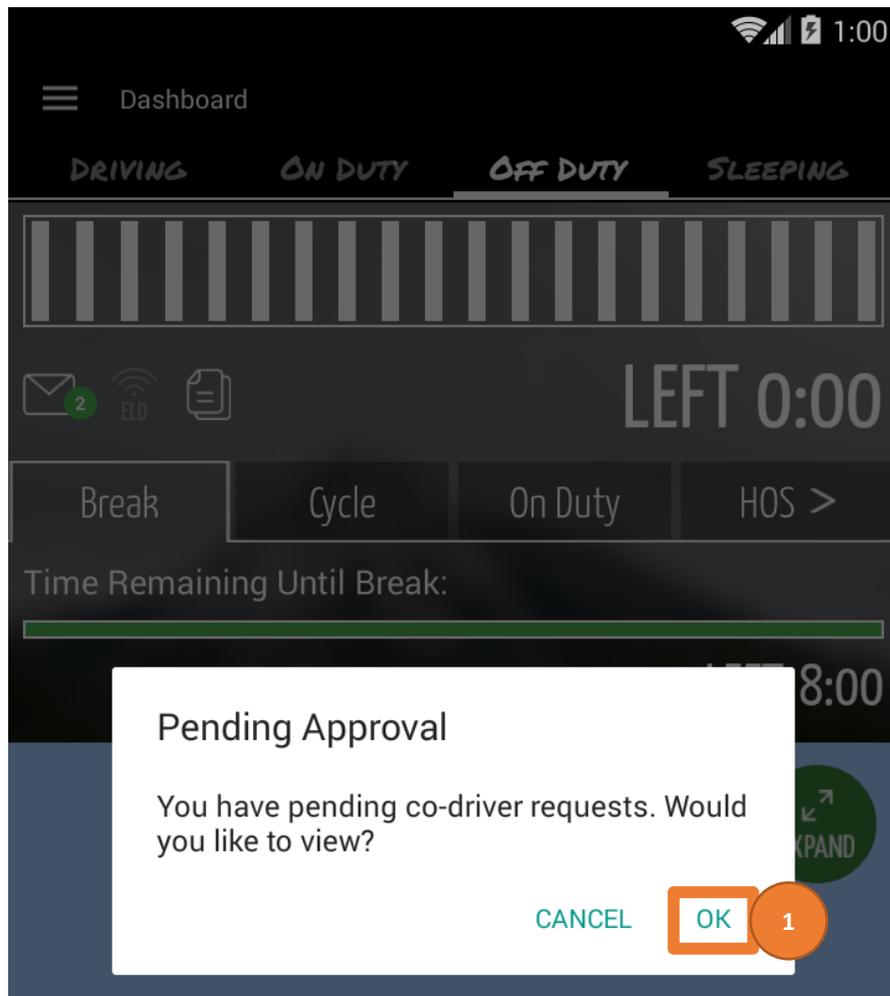
- 6) If you've done everything correct you should see the driver on your "Co-Drivers" page.
- a. Proceed with the following steps before handing off the tablet:
    - i. Go to the Dashboard
    - ii. Change status to "On Duty"
    - iii. Log out of the tablet.



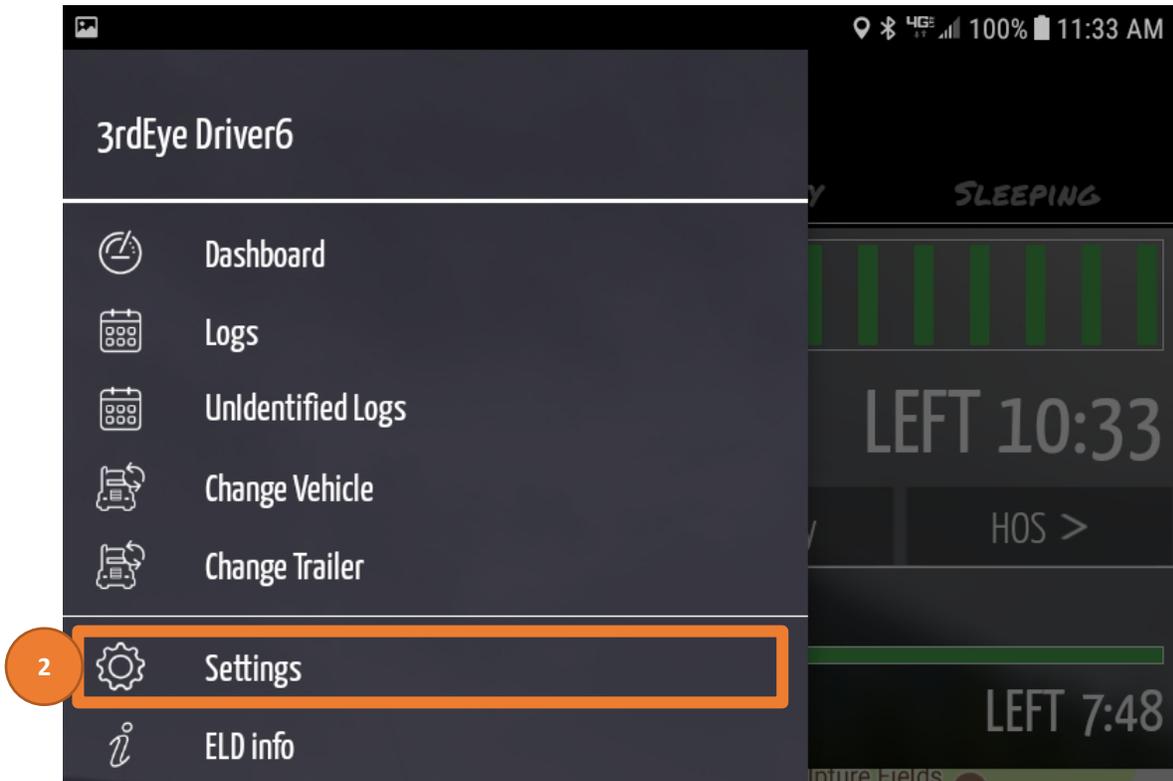
# Accepting a Co-Driver Request

## 1) View the Co-Driver request:

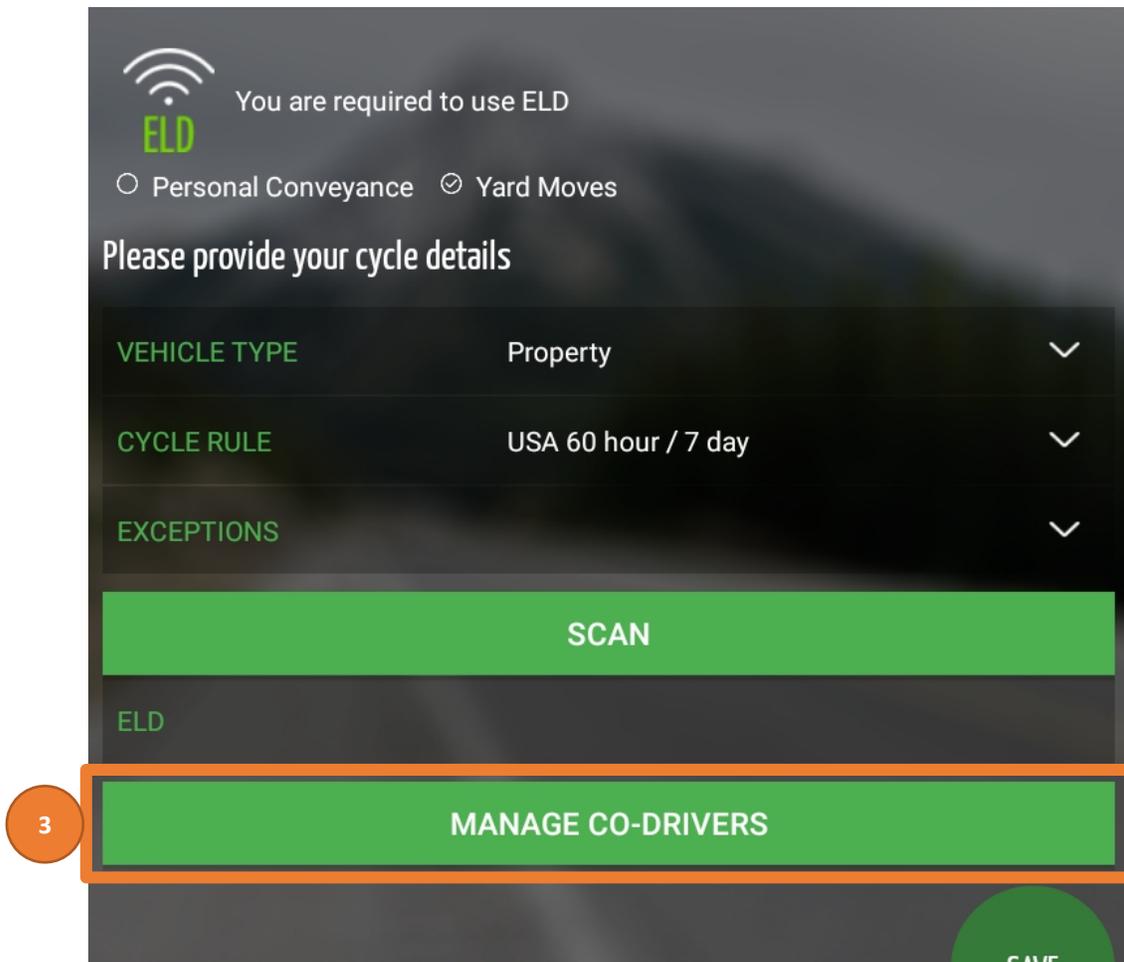
- a. If you accidentally click "Cancel" you can find the Co-Driver request by following the steps above "[Sending a Co-Driver Request](#)"



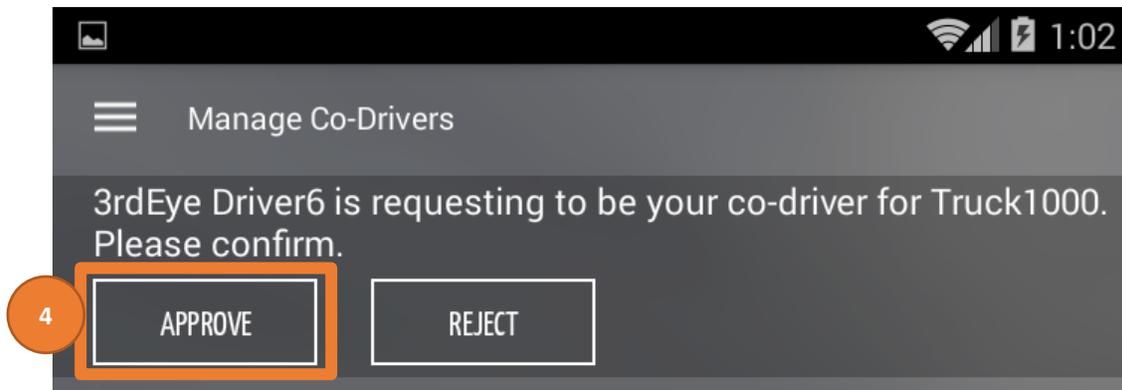
2) IF YOU ACCIDENTLY CLICKED CANCEL you can Go to the "Settings" option:



3) Click Manage Co-Drivers:



4) Click "Approve" to accept the Co-Driver request:



5) If you've done everything correct you should see the driver on your "Co-Drivers" page.

- a. Proceed with the following steps to now begin operating the vehicle:
  - i. Go to the Dashboard
  - ii. Begin Vehicle Operation

