Get to Know
DriverMate

How to Get Started
Your step-by-step guide to using DriverMate effectively and efficiently.

How it Benefits You
Designed for the Driver - see how it can improve all of your day-to-day tasks.

Find Comfort in DriverMate
Master DriverMate to help simplify your job.

Why Use **DriverMate?**

DriverMate was designed to **streamline your workflow and simplify your job**.

DriverMate enables you to:

- Keep and record all your information in a single convenient location, reducing clutter in the vehicle.
- React instantly to manifest changes.
- Record events like pick-ups and no-shows at a tap of a button.
- Because radio chatter is reduced, you can easily reach dispatch when it matters.

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6 Simple **Starting Steps**

1. Logging On
2. Reviewing Your Manifest
3. Available Mapping and Navigation
4. Performing an Event
5. Messaging
6. Icon Reference Guide
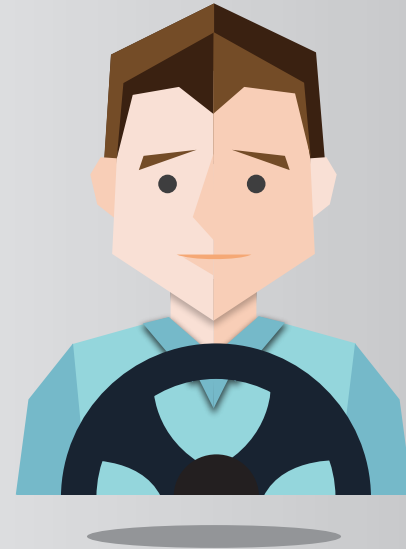
Let's Get **Started!**

First, let's get you **logged on**.

Tap the DriverMate icon ( ) to launch the app. Then, enter your login information and press '**Login**'.

It's that easy!

Quick Tip: Remember to keep this manual with you. It will help you get started, but it's also a great reference guide!

Get to Know
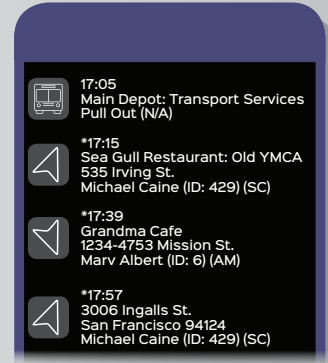**DriverMate**

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Reviewing Your **Manifest**

Paper manifests are out-of-date the moment they're printed. Before DriverMate, changes to your manifest were communicated via two-way radio and you would need to manually write down or remember the changes.

DriverMate's manifest function gives you access to up-the-minute trip changes. As soon as Dispatch makes a change, it is reflected in your manifest.

To access your manifest on DriverMate, select the **Itinerary Screen**. You can view your entire day broken down into individual events, including:

(1) Pick Up **(2)** Drop Off **(3)** Lunch **(4)** Pull Out **(5)** Pull In **(6)** Break

17:05
Main Depot: Transport Services
Pull Out (N/A)

*17:15
Sea Gull Restaurant: Old YMCA
535 Irving St.
Michael Caine (ID: 429) (SC)

*17:39
Grandma Cafe
1234-4753 Mission St.
Marv Albert (ID: 6) (AM)

*17:57
3006 Ingalls St.
San Francisco 94124
Michael Caine (ID: 429) (SC)

Quick Tip: Tap any event to see more details such as: contact information, mobility needs, or additional comments.

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Mapping & **Navigation**

Heading to an unfamiliar part of town? Use DriverMate's integrated mapping function to help you find the best route to take.

Like the manifest function, DriverMate's mapping function is connected to Dispatch, so your pick-up and drop off locations will already be loaded when you log into the app. When changes are made to your manifest, they will be reflected in the mapping tool within seconds.

To view an event location on a map, bring up the menu by holding your finger on an event and select **Find Location**. You can also see the recommended route by selecting **Get Directions** from the menu.

Pick Up — Michael Caine
Sea Gull Restaurant
535 Irving St.
Show Me | Find Location | Legend
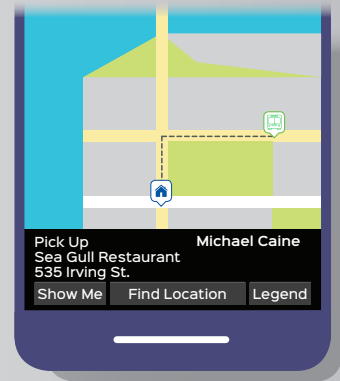
Quick Tip: The (🚌) icon will enable you to see traffic congestion in your area and help you stay on time. No more stress about being late for your pick-ups and drop-offs.

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Performing an **Event**

You've made it to your pick-up location! What's next? Before DriverMate, you would have had to pull out your paper manifests and hand write notes to record your arrival. Now with DriverMate, all it takes is two taps on the screen and you're ready to go onto your next event.

Simply hold your finger on the event until a menu appears. From the menu, tap on **Arrive** (⌂). You will then be able to **Perform** or **Cancel at Door** to indicate what action you've taken. The **No Show** option will be made available after the **No Show Timer** runs out.

535 Irving St. (Michael Cane)

Arrive

Show Destination

Start Navigation

Manifest
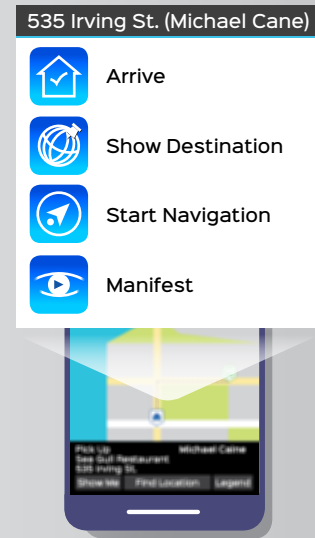
Quick Tip: DriverMate has your back if a passenger incorrectly claims you missed picking them up at the designated time. DriverMate keeps track of where you were and how long you waited before recording the No Show.

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Messaging **System**

In the past, it was difficult to get ahold of Dispatch because there were a lot of people talking on the same channel. DriverMate's easy to use messaging system helps reduce radio chatter and improve communication with Dispatch.

New messages will pop up as they are received. To access your message inbox, tap on the menu icon (⋮) and select **Messages**. Tap on a message to open it. To respond to a message, simply press the menu button (⋮) and select either **Canned Messages** or **Text Message**.

Messages
Log Out
Status
Settings
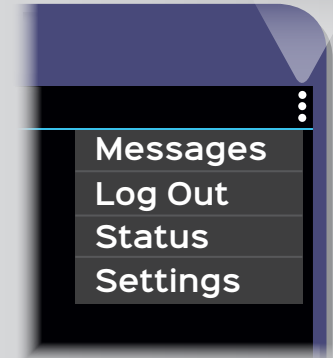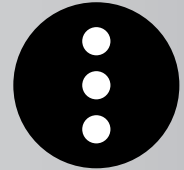
Quick Tip: Remember: Safety first! Texting while driving is a distracting behavior that can lead to accidents. With DriverMate, you'll only be able to send and read texts when your vehicle is safely stopped.

What Does It **Mean?**

Here are some of the most common icons you will see.

- Menu
- Arrive
- Perform
- Perform Group
- Collect Fare
- Cancel At Door

- No Show
- Navigation Arrow
- Pull Out
- Break
- Find Location
- Get Directions

- Current Traffic Conditions
- Google Streetsview
- Google Navigation
- Pick-Up Location
- Home
- Pick-Up Path

- Manifest
- Messages
- Canned Message Selection
- Add Passenger
- Emergency

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TripSpark

www.tripspark.com