Add / Link Driver

25/11/2024 2:42 pm AEDT

	Drivers - Business						• ≓ 4	a ness
Business Navigation	Linked Contractor Delinked	Pending Pending Contractors Linked Non-E	WD Delinked Non-EWD	All Sites				
Dashboard	10 V Q, Search					Available Seats: 29	EWD Driver A	ld / Link Driver
Drivers ~	FULL NAME	EMAIL ADDRESS	LICENCE	PHONE		DATE CREATED	TRAINING	ACTIONS
Drivers List Manual Events	Billy Citizen	billy.citizen@mailinator.com	45DEMO	-	1245	04/07/2023 09:42	•	:
Vehicles >	Business Demo	business.demo@mailinator.com	655Demo		Example	09/11/2022 10:25	•	:

To add/link an individual driver, click the Add/Link Driver Button

First Step is to check if the driver is already in the system, this is done by doing an email lookup.

If the driver exists, click the select button instead of the add driver button as shown below, this will do a link request instead of creating the driver.



If the driver doesn't exist, click add driver button.

On the Create / Select driver form you will need to fill out the drivers details.

- Email Address
 - No capitals
- Full Name
 - This is just required to be the First and Last name
- Date of Birth
 - ∘ dd/mm/yyyy
- Licence Number
- Licence Expiry
 - dd/mm/yyyy
- Licence State

Note: if you have linked the driver, this page will show prefilled to confirm the drivers details.

Add / Link Driver		×
Q		
DRIVER LOOKUP	CREATE / SELECT	BUSINESS PROFILE
Email Address		
jason.citizen@mailiantor.com	n	
Full Name	Date Of Birth	
Jason Citizen	10/10/2000	
Licence Number	Licence Expiry	
111111	10/10/2025	
Licence State		
VIC		~
	Novt	

Once you select Next you will see the business profile

- Add the Business Address for the Record Keeper Location
- Add the Business Address for the Base Location
 - This can be different to the Record Keeper Location
- Select the base time zone
 - This may change due to daylight savings and the driver will be notified to change this.
- Region for the driver
 - NHVR if they are using NHVR rulesets
 - WAHVA if they are using WA rulesets
- Accreditation number for BFM
 - If you have AFM, please contact Support

Add / Link Driver		×
Q		
DRIVER LOOKUP	CREATE / SELECT	BUSINESS PROFILE
Record Keeper Address:		
Business Address		
Base Location:		
Business Address		
Base Time Zone		
ACT +10:00		~
Region		
NHVR		~
Accreditation (Optional)		
+ Salect from accreditation list		
BFM Number		

Once you press the next button, the system will send required emails to the driver.