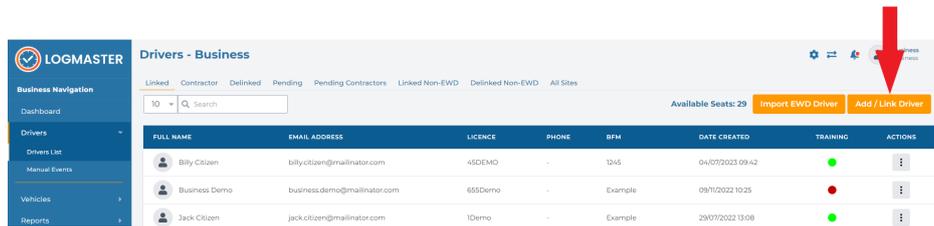


Add / Link Driver

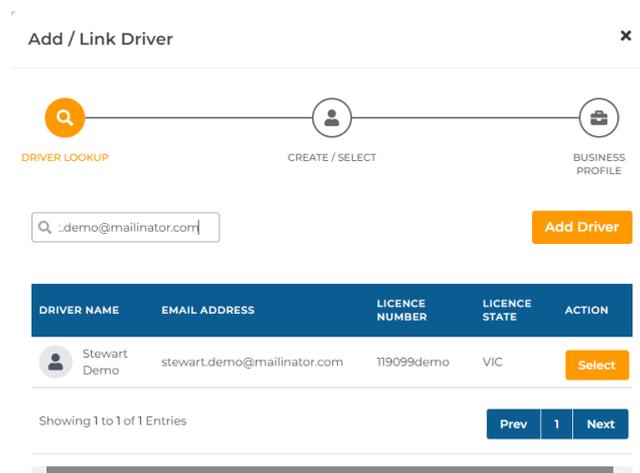
25/11/2024 2:42 pm AEDT



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 ✕

🔍
DRIVER LOOKUP

👤
CREATE / SELECT

🏢
BUSINESS PROFILE

Email Address

Full Name Date Of Birth

Licence Number Licence Expiry

Licence State

Next

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 ✕

🔍
DRIVER LOOKUP

👤
CREATE / SELECT

🏢
BUSINESS PROFILE

Record Keeper Address:

Business Address

Base Location:

Business Address

Base Time Zone

Region

Accreditation (Optional)

+ Select from accreditation list

BFM Number

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

