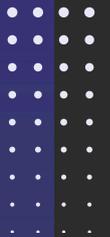




# DRIVER HANDBOOK



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## INTRODUCTION

# THE HANDBOOK - AN OVERVIEW



Welcome to the Driver Handbook, your comprehensive guide to maximizing our portal's features. Whether it's submitting expenses, timesheets, or searching for job opportunities, our portal aims to streamline these tasks, making them more manageable and efficient for you to complete.

In the following sections, you will find step-by-step instructions on how to navigate through our portal effortlessly. We have designed the interface with user-friendliness in mind, ensuring that you can easily access all the tools and resources you need.

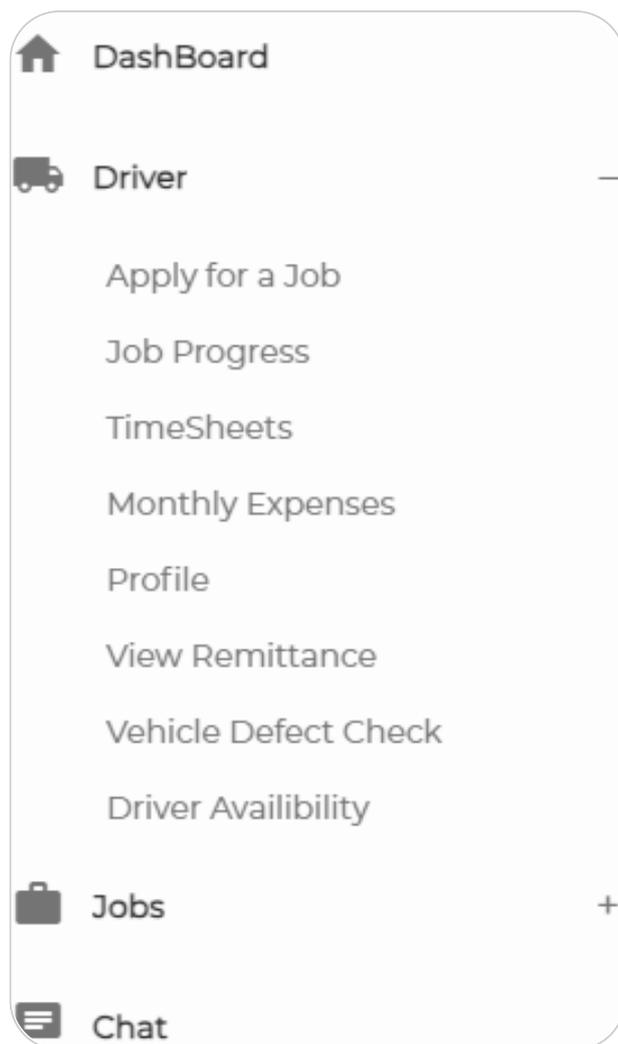
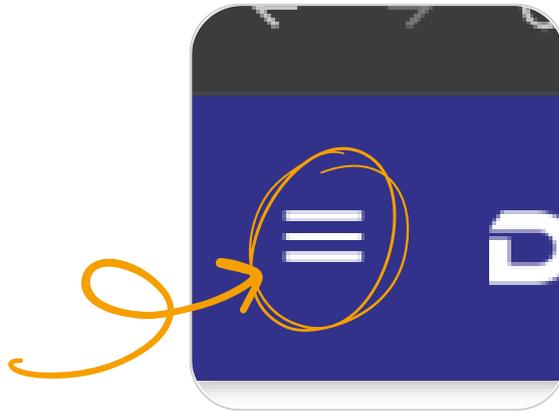
You'll also discover useful tips and tricks to enhance your experience and make the most of the features available. From setting up notifications to customizing your dashboard, we are here to help you make the most of your time on our platform.

Remember, our goal is to support you every step of the way and provide you with the tools you need to succeed. So, dive in, explore all that our portal has to offer, and let us know if you have any questions or need assistance. Happy navigating!

# MANOEUVRE THE MENU

## A breakdown

The menu button is located in the top left-hand corner of the screen. Upon selection, it will display a list of accessible subheadings. These subheadings will be elaborated upon further in the handbook.



Selecting the menu button will bring up a sub menu to the left hand side of your screen, which expands into more sub headings.

This sub menu is designed to provide you with easy access to various features and options within the application. You can navigate through different sections by simply clicking on the desired subheading. Each category is organized in a logical manner to help you find what you need quickly and efficiently. Explore the sub menu to discover all the functionalities and tools available to enhance your user experience.

# THE DASHBOARD



The dashboard plays a crucial role in driving, whether in your vehicle or on the portal. It provides a concise visual overview of key aspects in your profile, including your highlighted IR35 score. Our goal is to achieve a score in the green zone.

When your IR35 score is in the green zone, it signifies that your profile is aligned with the regulations and guidelines, ensuring smooth sailing in your professional endeavors. The dashboard serves as your compass, guiding you towards optimal performance and compliance. By keeping a close eye on your IR35 score and other essential metrics, you can steer your career journey with confidence and clarity. Remember, the dashboard is not just a tool; it's your trusted co-pilot on the road to success.

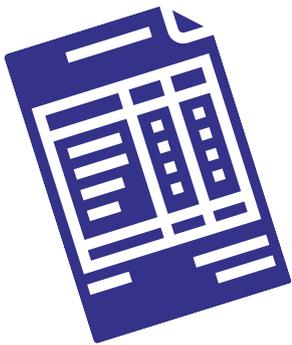
# MANOEUVRE THE DASHBOARD

Increase your IR35 score

Uploading a valid payslip to your portal can boost your score by demonstrating that you pay yourself at least the national minimum wage and take into account taxes and National Insurance.



Sending in your expenses monthly can boost your score as it demonstrates financial responsibility and compliance with tax regulations. Moreover, it indicates transparency to stakeholders.



Logging in on a regular basis increases your IR35 score.



Creating a substitute increases your IR35 score due to the unfettered right of substitution



# THE DASHBOARD

Increase your IR35 score

Uploading a valid public liability insurance policy will boost your IR35 score as it showcases you are trading as a genuine LTD company.



Uploading a valid CPC Card, DIGI Card, and Driving Licence shows competent training and establishment as a genuine LTD company.



Providing a valid corporation tax reference and PAYE Scheme reference shows you are registered with HMRC



Submitting your business bank details demonstrates that you have set up a business account and indicates that you are established as an LTD Company, which can enhance your credibility and score.



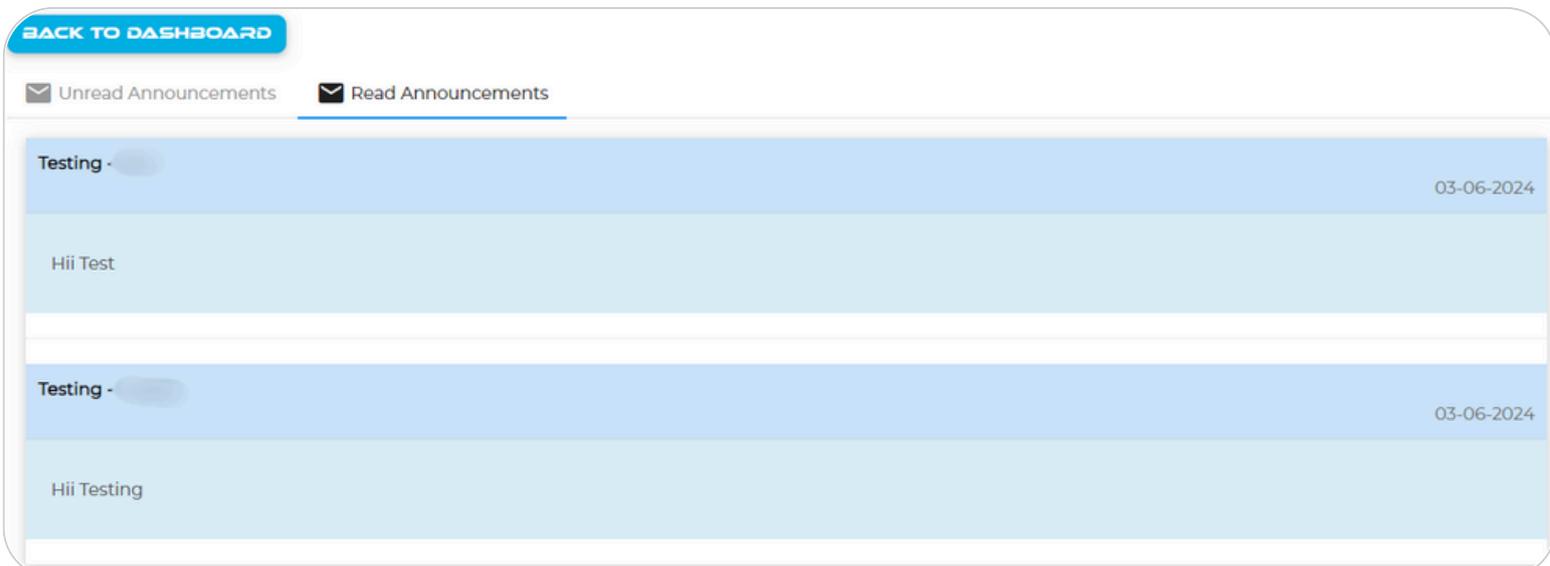
# MANOEUVRE THE DASHBOARD

## Announcements



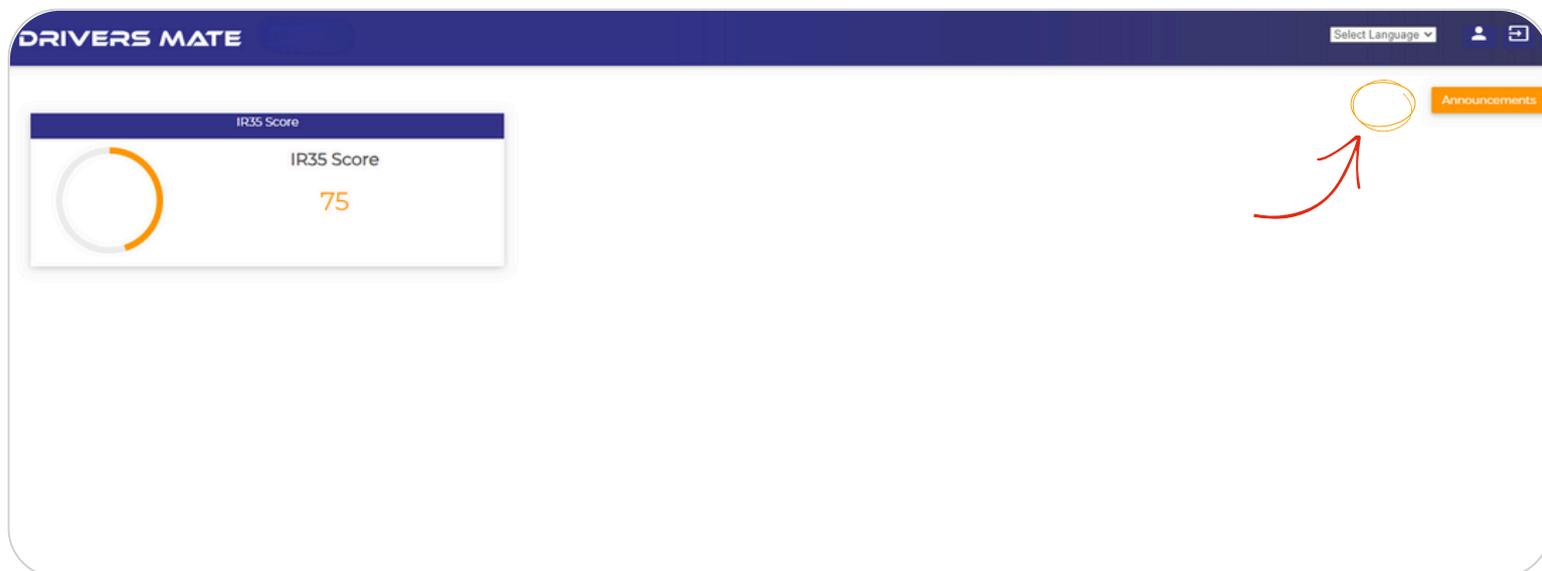
In the top right hand corner of the dashboard there is an Announcements button. If you click this button you will see a newsfeed of our latest announcements.

These announcements include important updates, upcoming events, and new features that we are excited to share with you. We encourage you to check this section regularly to stay informed and ensure you don't miss out on any crucial information.

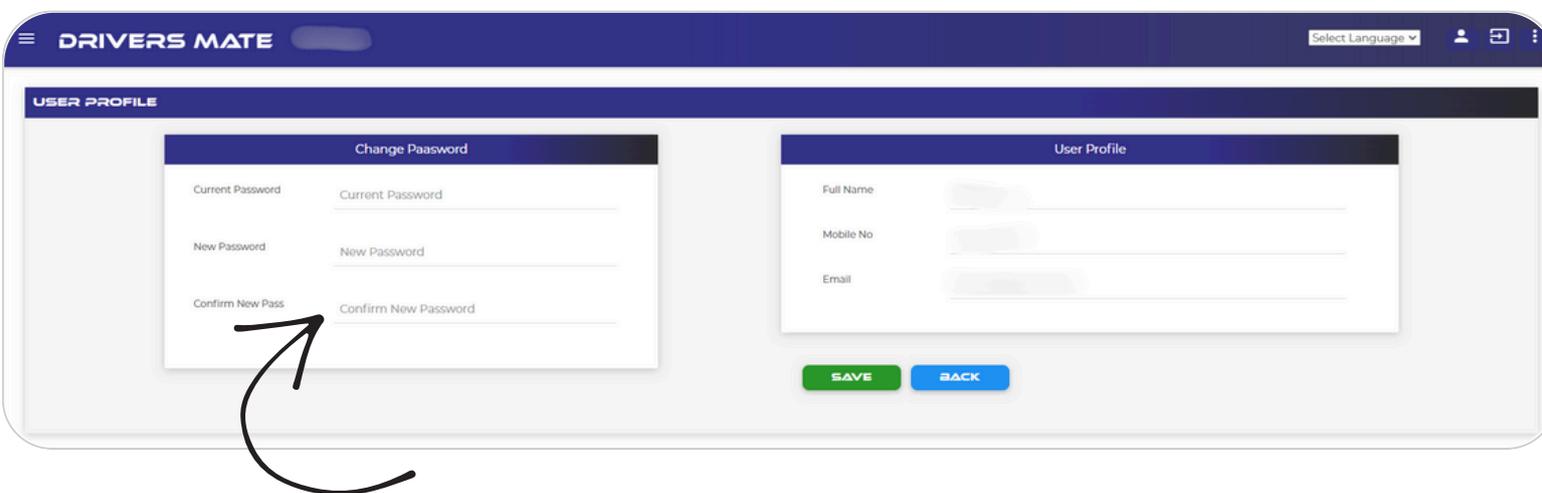


# THE DASHBOARD

Change your password



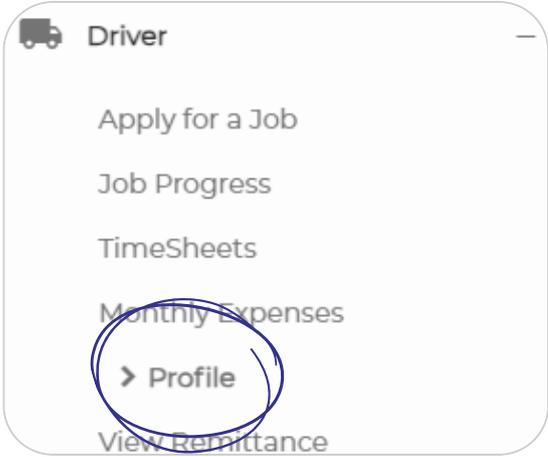
In the top right hand corner of the dashboard there is an icon of a person. If you select this, you will be met with this screen.



If you enter the current password, new password, and confirm the new password, and then click on save, your password will be updated.

It's a good practice to choose a password that is unique and not easily guessable. If you encounter any issues while updating your password, double-check that all fields are filled out correctly and that the new password matches the confirmation field. If problems persist, consider reaching out to customer support for assistance. Keeping your password secure is crucial for protecting your personal information and maintaining privacy.

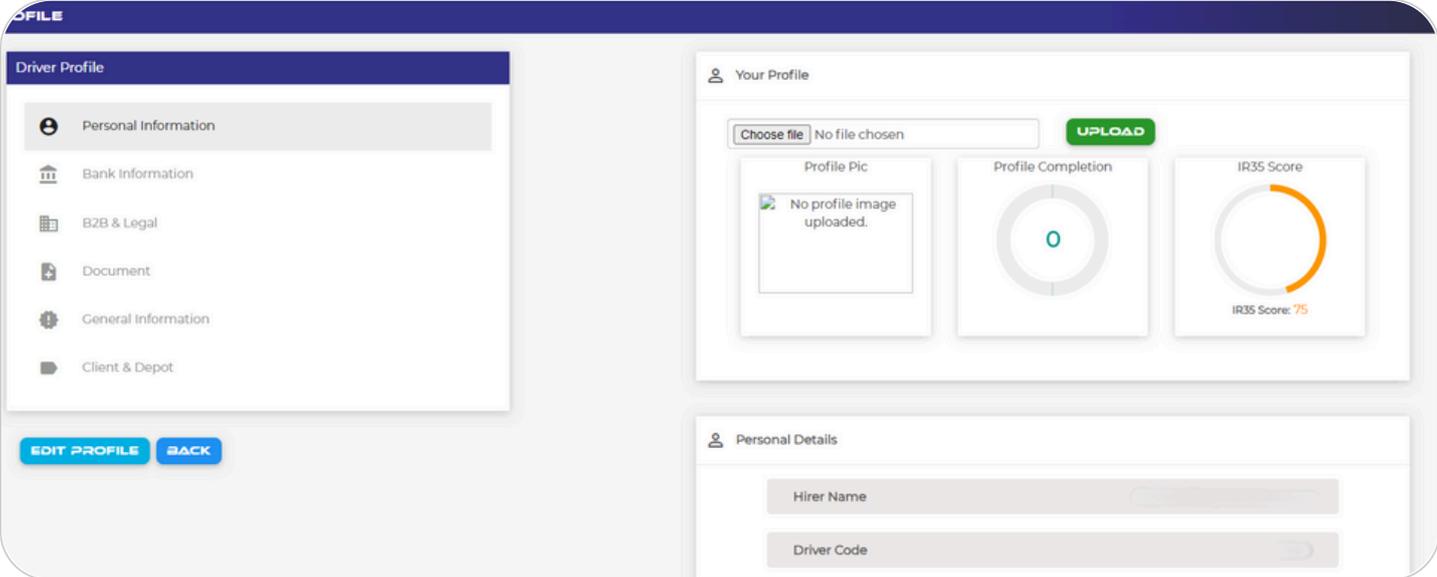
# MANOEUVRE PROFILE



Your profile contains details about you and your LTD Company, including factors that impact your IR35 Score. To view your profile, go to the menu, click on the 'Driver' section, and then choose 'Profile'. Select the pencil next to your profile



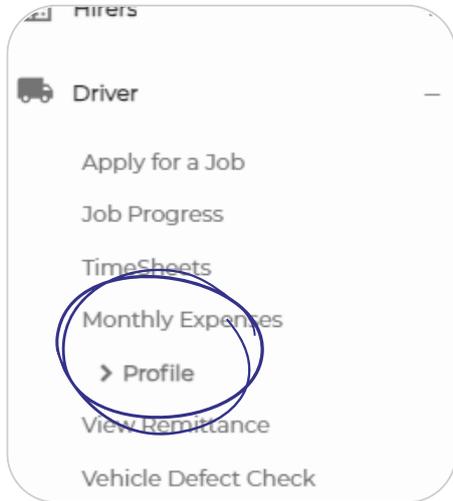
By reviewing your profile, you can see where improvements may be needed to increase your score and profile completion. It's important to regularly check and update your profile to reflect any changes in your circumstances. Use the profile menu to navigate through the different sections of your profile. To make changes, click on the 'Edit Profile' button found within this menu. This will direct you to a page where you can update various aspects of your profile, including your personal information such as your name and contact details.



## DRIVER SECTION

# UPLOADING DOCUMENTS

Managing compliance can be a pain, so we have streamlined the process for you. To begin uploading your compliance documents, select the 'menu' button in the top left hand corner.



Select the 'Driver' subheading and then click 'Driver Profile'.

This will bring you to a new page shown below. Select the pencil icon to bring up your driver profile in a more in depth view.

DRIVERS PROFILE									
Total Record Found : 1									
Sr.	Driver No	Driver Name	Reg No	Post Code	Hirer Name	Company Name	Company Status	Status	Edit
1	2				T	E	active	Active	

### DRIVER PROFILE

- Personal Information
- Bank Information
- B2B & Legal
- Document**
- General Information
- Client & Depot

[EDIT PROFILE](#) [BACK](#)

### Your Documents

[UPLOAD DOCUMENT](#)

-  CEST - Front  
Pending [Delete](#) [View](#)
-  Driver Qualification Card - CPC - Front  
Pending [Delete](#) [View](#)

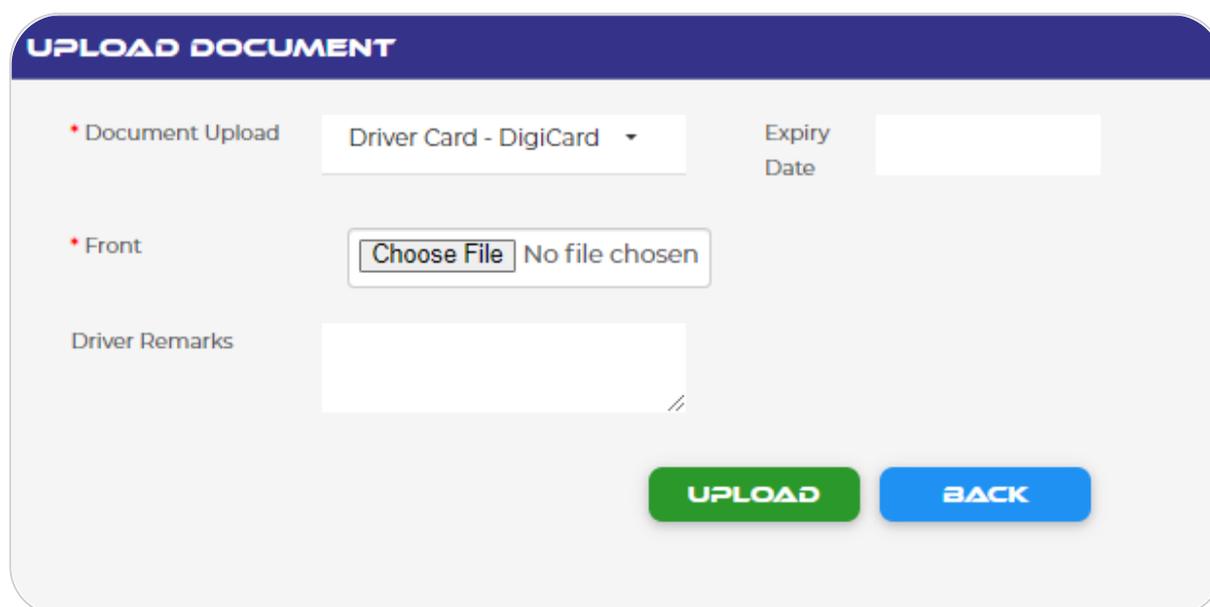
## DRIVER SECTION

# (CONTINUED)

Select the Documents subheading to access all your uploaded documents. Documents highlighted in green have been approved by the DriversMate team, while grey documents are awaiting approval. To view a document, click on the eye icon labeled 'View'.

To add a new document, follow these steps:

- Click on the green 'Upload Document' button.
- On the new screen, select the document type.
- Click 'Choose File' to select the document you wish to upload.
- Enter the expiry date and any necessary remarks.
- Click 'Upload'.
- For detailed instructions, refer to the following page.



The screenshot shows a form titled "UPLOAD DOCUMENT" with a dark blue header. The form contains the following fields and controls:

- Document Upload:** A dropdown menu currently showing "Driver Card - DigiCard".
- Expiry Date:** An empty text input field.
- Front:** A file selection area with a "Choose File" button and the text "No file chosen".
- Driver Remarks:** A large, empty text area for entering notes.
- Buttons:** A green "UPLOAD" button and a blue "BACK" button are positioned at the bottom right of the form.

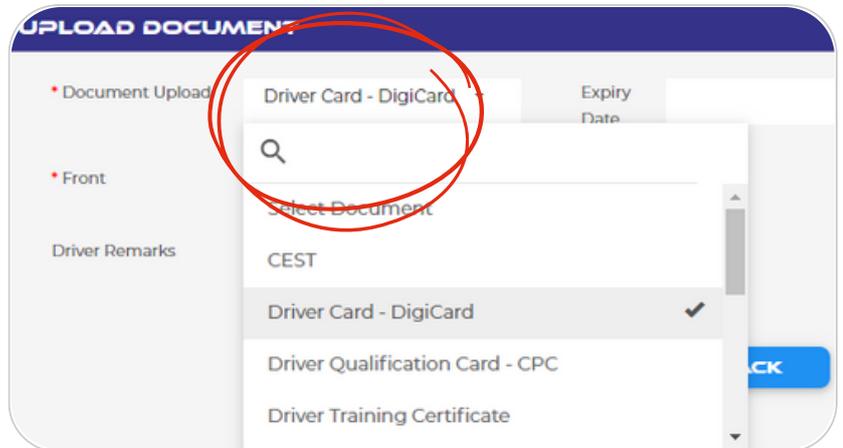
## DRIVER SECTION

# UPLOADING A DOCUMENT

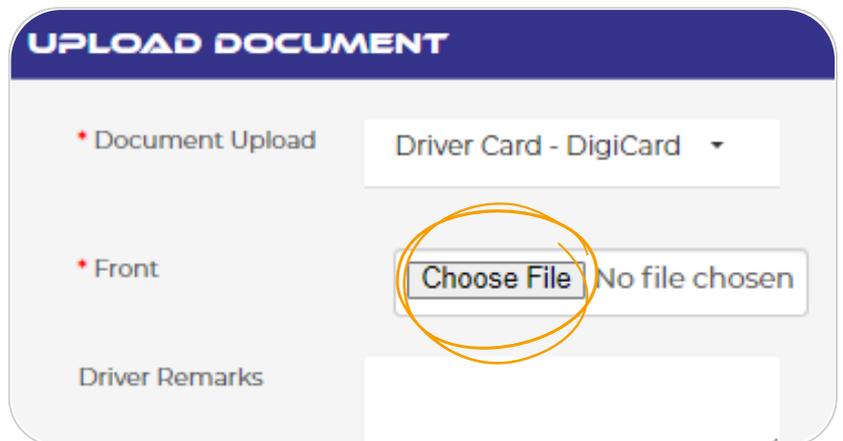
To upload a document:

- In the 'Document Upload' box, choose the type of document you wish to upload.
- Drag and drop the document into the 'Choose File' box, or click on the box and upload the document from your computer.
- After selecting the file, enter the expiry date in the format DD/MM/YYYY or use the calendar dropdown.
- If any comments are necessary, enter them in the 'Driver Remarks' box.
- Click on upload!

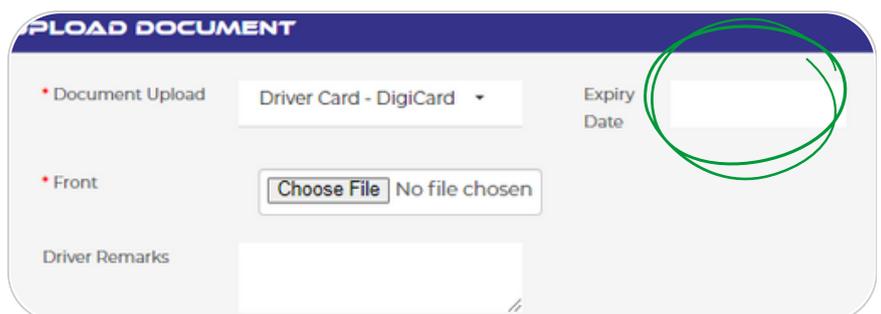
Once the document is uploaded, the DriversMate team will review it, and you will receive a notification once it has been approved.



The screenshot shows the 'UPLOAD DOCUMENT' form with a dropdown menu open for selecting a document type. The dropdown list includes 'Driver Card - DigiCard' (selected), 'Driver Qualification Card - CPC', and 'Driver Training Certificate'. A red circle highlights the dropdown menu.

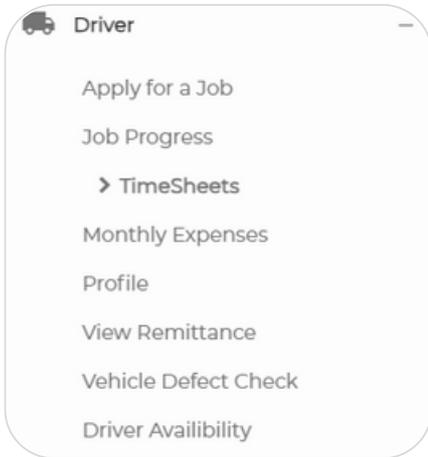


The screenshot shows the 'UPLOAD DOCUMENT' form with the 'Choose File' button highlighted by a yellow circle. The document type is set to 'Driver Card - DigiCard' and the expiry date field is empty.



The screenshot shows the 'UPLOAD DOCUMENT' form with the 'Expiry Date' field highlighted by a green circle. The document type is set to 'Driver Card - DigiCard' and the 'Choose File' button is visible.

# SUBMIT A TIMESHEET

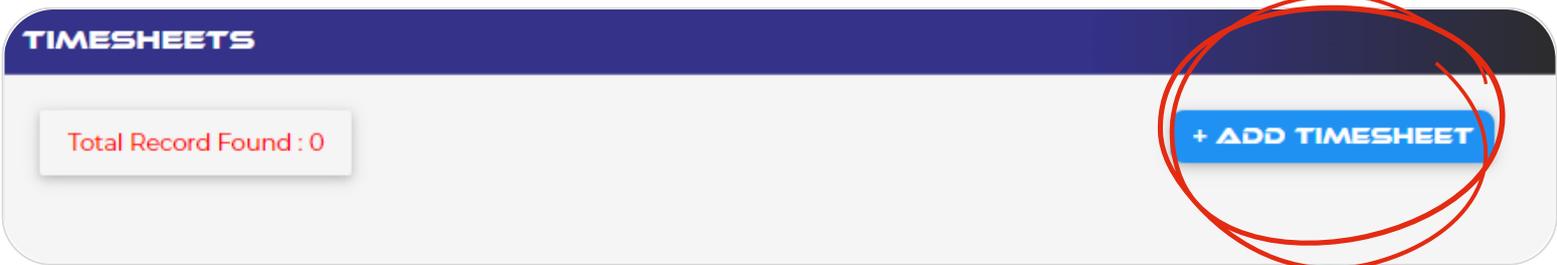


**1** You can easily submit your timesheet directly to your agency using our portal to streamline the process. Here's how:

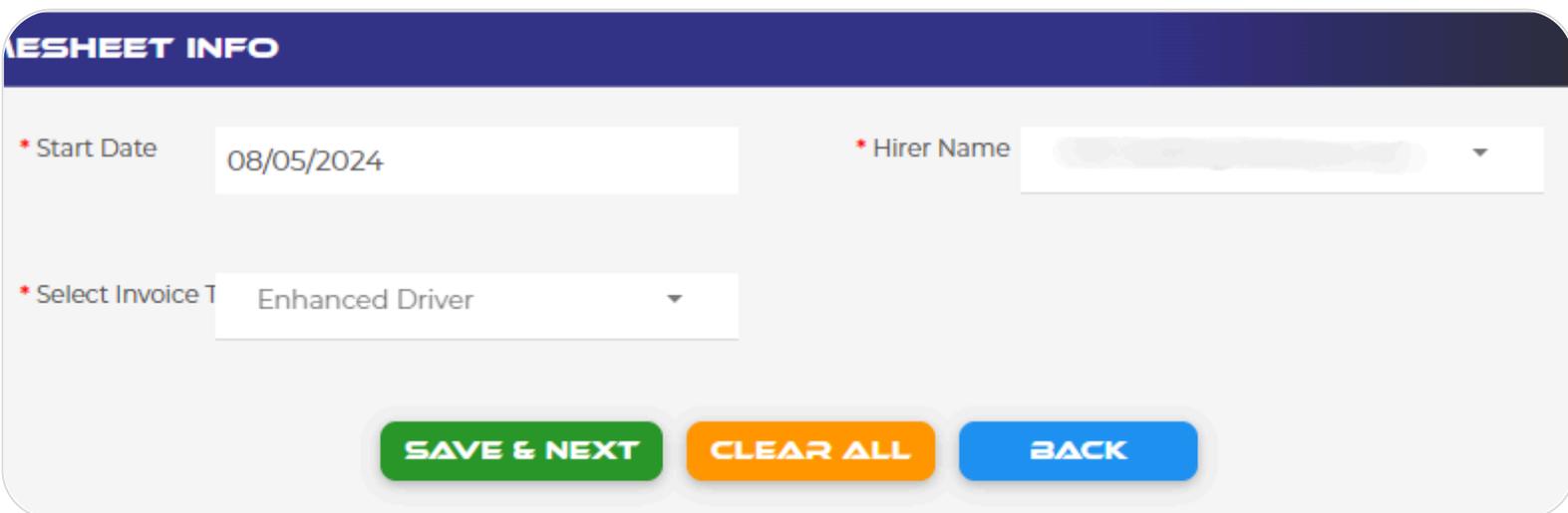
Navigate to the menu and choose the 'driver' section, then click on 'time sheets'.

Below, you will see all your previously submitted timesheets, along with a brief overview and approval status.

Click on '+ADD TIMESHEET'.



**2**



Input your start date and press 'Save & Next', the HIRER Name and Invoice type box's can not be changed. If there is incorrect information in them, please contact the DriversMate team.

## SUBMIT A TIMESHEET

**TIMESHEET**

**Timesheet Info**

Hirer Name

Invoice Type

Driver Name

Start Date

**Wednesday**

Vehicle Reg No  **+ ADD**

Odometer Reading

**Days**

Wednesday

Thursday

Friday

Saturday

Sunday

Monday

Tuesday

Client

Depot

\* Select Type

\* Payable Hrs/Units

\* Rate Per Hrs/Units

\* Total

Final Submit

**SAVE & NEXT** **BACK**

To fill in the vehicle details and basic job information for each day of the week, follow these steps:

- Use the side panel to switch between different days of the week.
- If you need to calculate hours with a different rate (e.g., overtime or night shifts), click the '+Add' button located at the top next to the vehicle registration number box.
- Once you've entered all necessary information, click 'Save' to save your work as a draft.
- To submit the time sheet as final, tick the box in the bottom left corner labeled 'Final submit'.
- After submitting, you will be brought back to the original screen showing all of your time sheets.

You will receive a notification when your time sheet has been approved or rejected, along with a reason if it's rejected.

- To edit a time sheet, click on the pencil icon next to the respective time sheet.
- To delete a time sheet, press the bin icon.

You will be brought back to the original screen which shows all of your time sheets. You will receive a notification when your time sheet has been approved or rejected with a reason why.

To edit a time sheet, click on the pencil icon next to the respective time sheet. To delete a time sheet, press the bin icon.

## EXPENSES

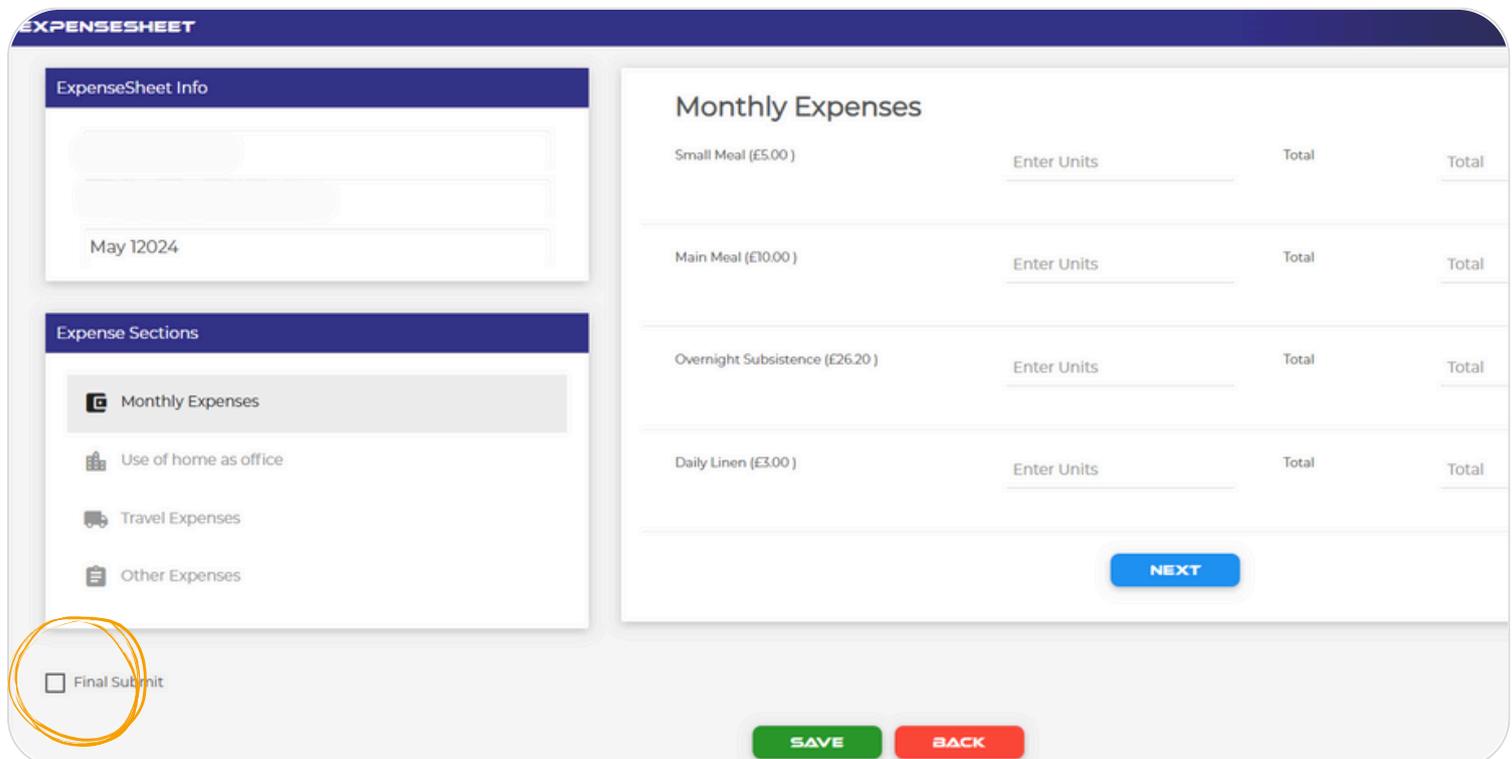
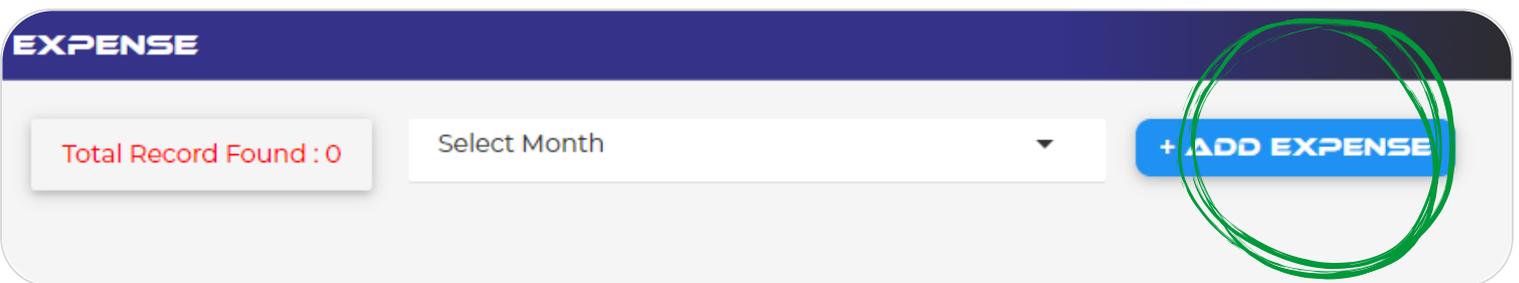
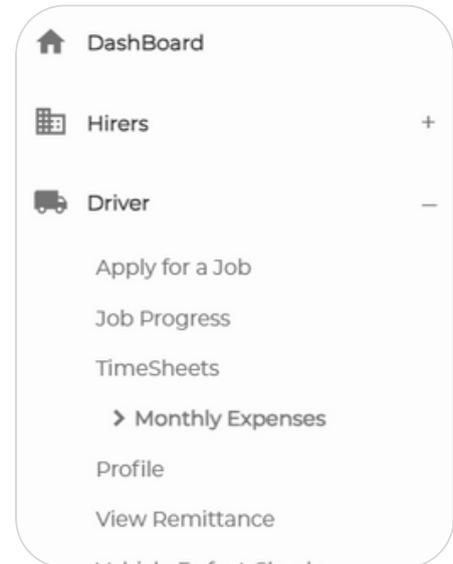
# SUBMIT YOUR EXPENSES

To submit expenses, head to the menu screen, select 'Drivers' and select 'Monthly Expenses'

Select the month first and then press '+ Add Expense'

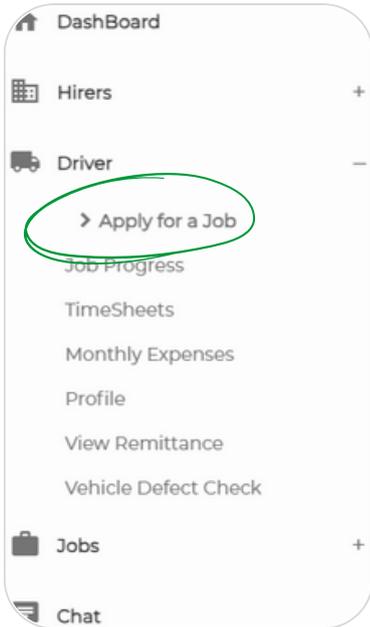
After reviewing each section and inputting your expenses, save the report to view it on the expenses summary screen. You need to tick the 'Final Submit' button to submit, otherwise it will save as a draft until you do so.

From there, you can make any necessary edits or deletions to the expenses. You can also download the report to send directly to your accountant



# FIND AND POST A JOB

## APPLY FOR A JOB



To apply for a job, click the menu, click the driver heading and choose the apply for a job sub heading. You will be able to see advertised jobs and apply for them. If you aren't with a specific agency, you will receive an invite from the agency which is advertising the job you have applied for.

Press 'Select' to open the job details, Review them, and if you like what you see, press 'Apply'

**JOB APPLY**

Total Record Found : 1

Sr.	Hirer Name	Contact Person	Title	Job Trip	Job Type	Driver(s)	Payment Type	Rate(£)	Status	View
1	[Redacted]	[Redacted]	TEST	Return	Substitution	1	Hourly	22.00	Pending	Select

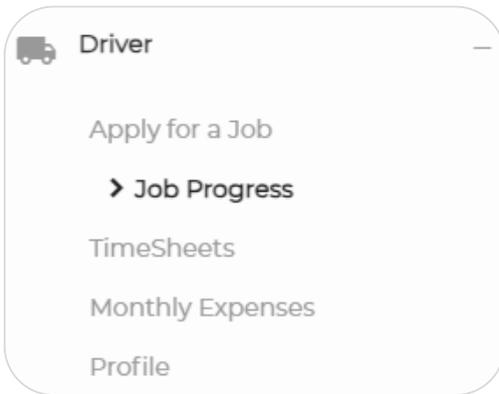
**JOB APPLY**

Job Title	TEST	Job Type	Substitution		
Hirer Name	[Redacted]	Contact Person	[Redacted]		
Phone No	[Redacted]	Job Trip	Return		
Driver Count	1	Payment Type	Hourly		
Quantity £ (Hourly)	10	Rate £ (Hourly)	22.00	Hire Cost £	220.00
Pick-Up Location	Market St., Farnworth, Bolton BL4 7NY, UK	Drop-Off Location	[Redacted]		
Pick-Up Date	11:52 AM on Wednesday 08 May 2024	Job Pool	Local Pool		
Long Description		Additional Notes			

**APPLY** **BACK** **VIEW AGREEMENT**

# FIND AND POST A JOB

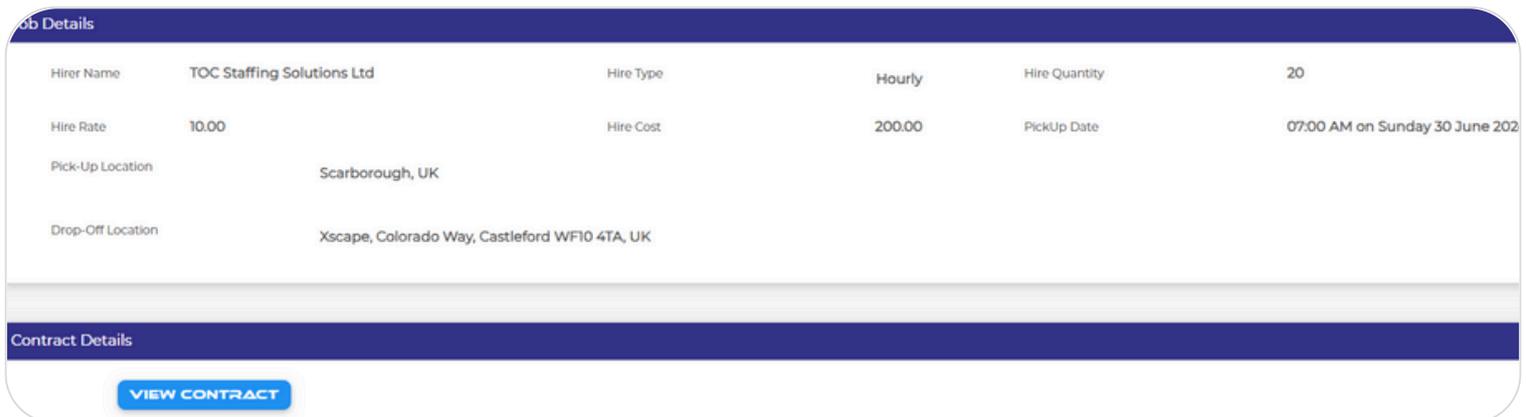
## JOB PROGRESS



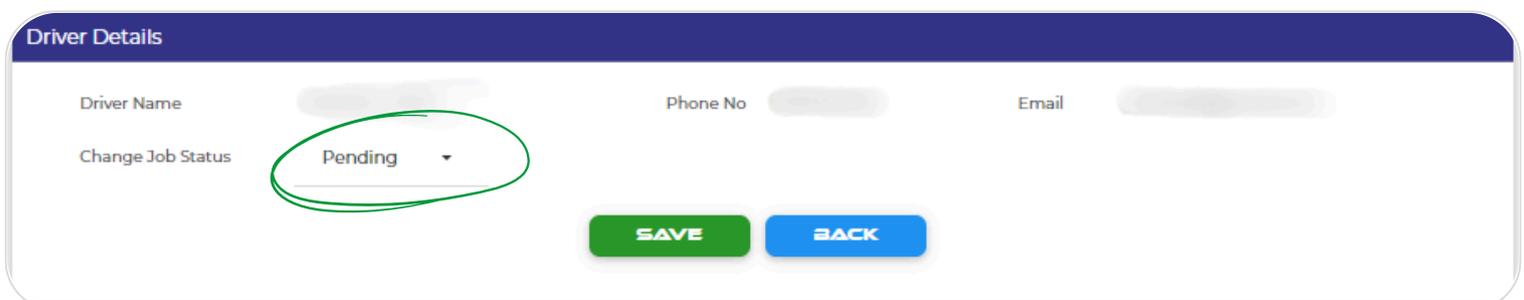
When you have been approved for a job, you will be able to log your progress. Go to the menu, hit the driver subheading, and select 'Job Progress'. You will see the screen below. It summarizes all the jobs you have applied for and if you have been approved or rejected.

Sr.	DRIVER_ID	Title	Driver Name	Job Pool	Job Trip	Status	Job Progress	View
1		cads		Local Pool	One Way	Approved	Pending	Select
2		ccac		Local Pool	Return	Applied	Pending	Select
3		tester		Local Pool	One Way	Applied	Pending	Select
4		gsyig		Local Pool	Return	Approved	Pending	Select
5		DUMMY		Local Pool	One Way	Approved	Pending	Select
6		dadfc		Local Pool	Return	Rejected	Pending	Select

Press 'Select' next to the relevant job. You will have to review and sign the jobs contract.



When this is done, a new box will appear allowing you to log job progress by changing the job status as and when you progress through the job

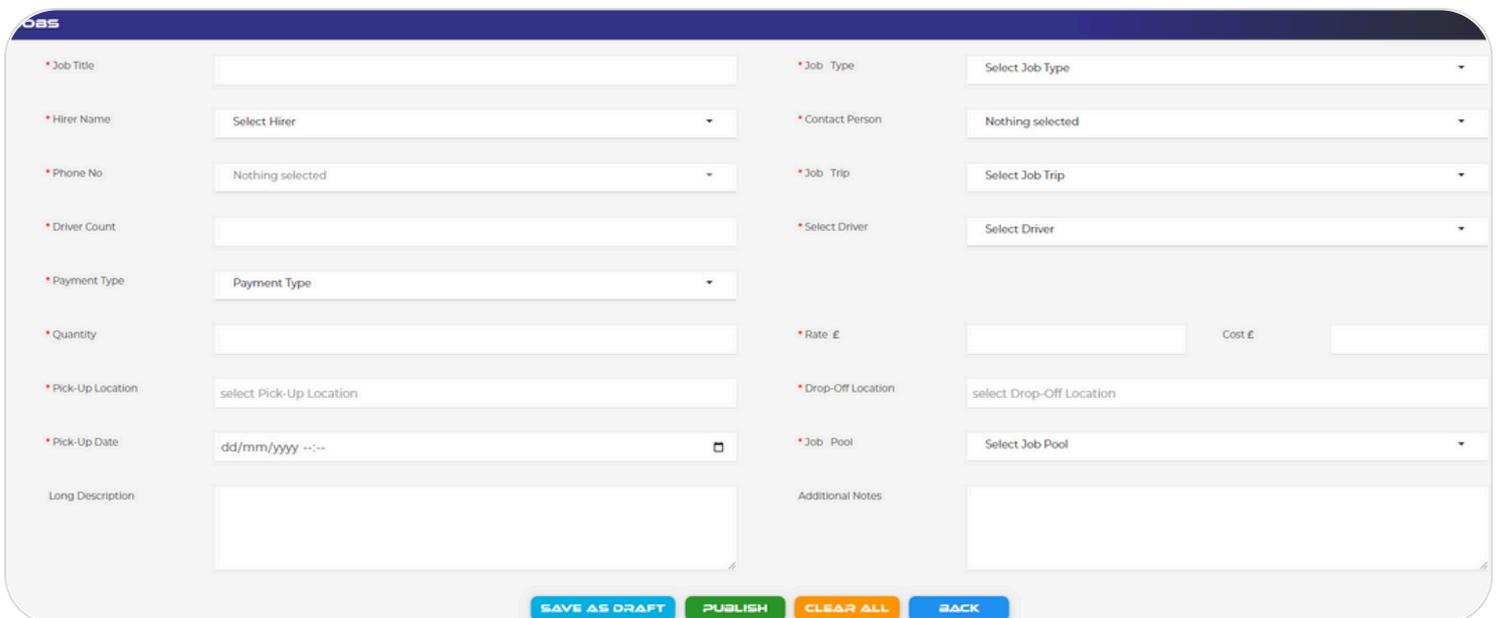
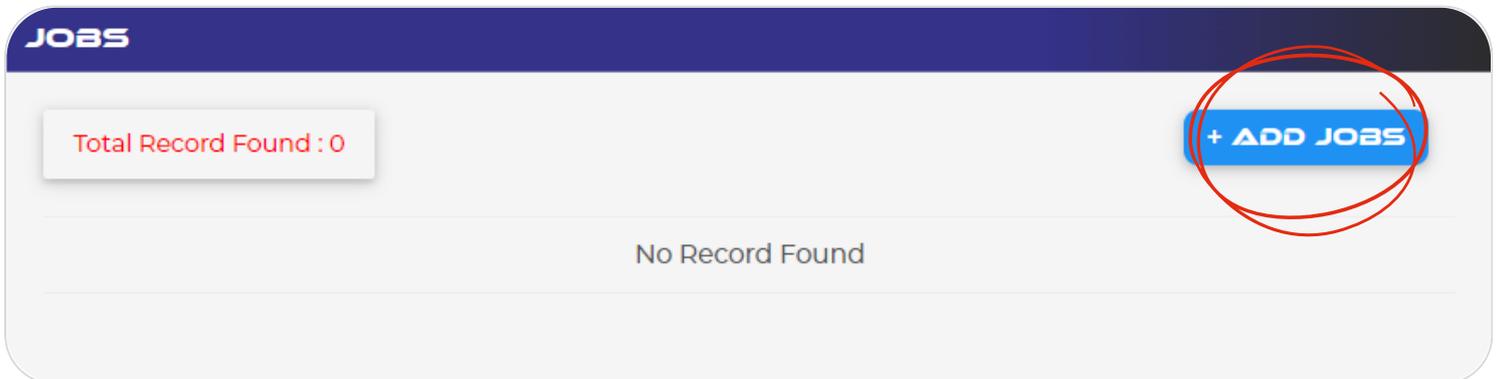
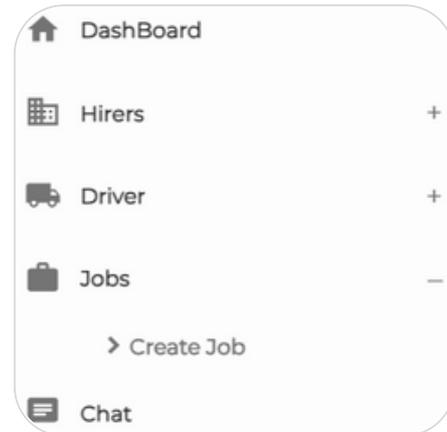


## JOBS

# FIND A SUBSTITUTE

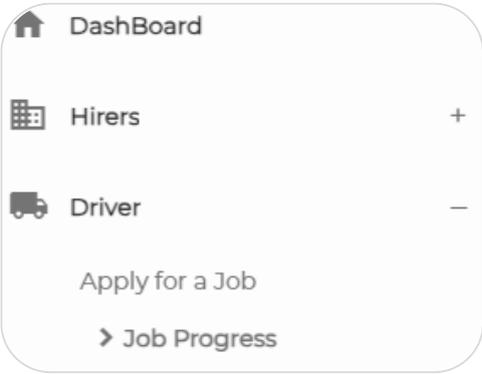
The job board is ideal for discovering job opportunities from your agency as well as posting your own job listing if you require a substitute. You can explore various job postings from different agencies if you aren't registered with a specific agency.

To post a job to **find a substitute**, click the menu, the jobs heading, then the create job subheading.



Once you have filled in all of the job details, press save and the job will appear on the job board for another driver to apply for. The agency will have to approve the application from the substitute. You can edit and delete the job from here. To view the job progress, go back to the menu, click the Driver heading and click the Job progress subheading.

# FIND A SUBSTITUTE (CONTINUED)



Drivers can log loading, drop-off, and pick-up details in the task completion. Use the 'Select' button to view a task summary and original details.

The substitute module helps maintain a driver's reputation by handling jobs that can not be completed. Please refer to the diagram for module understanding.

**JOB PROGRESS**

Hirer Name

\*Driver Name

Driver No

Total Record Found : 1

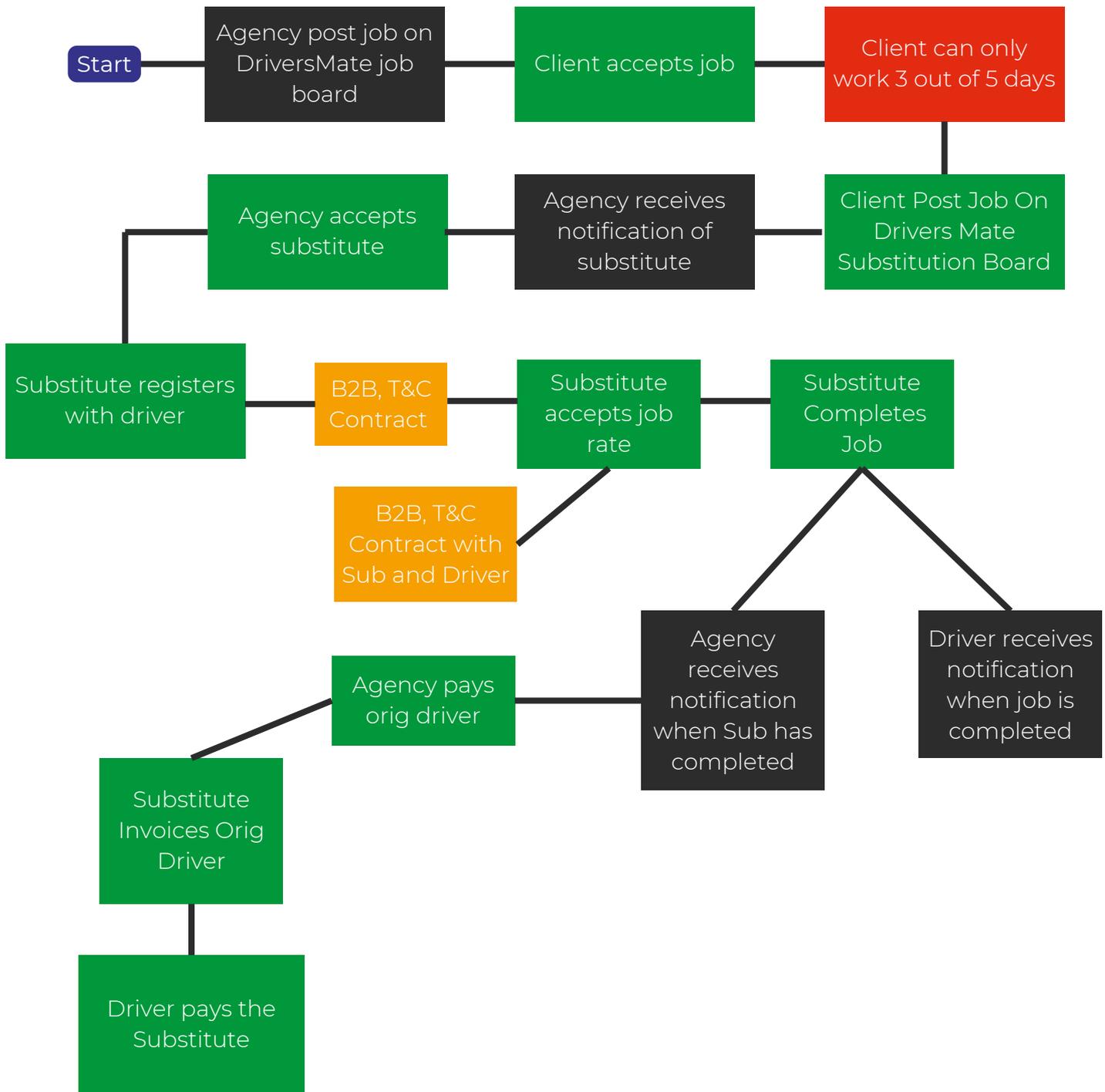
Sr.	DRIVER_ID	Title	Driver Name	Job Pool	Job Trip	Status	Job Progress	VIEW
1		TEST		Local Pool	Return	Approved	Pending	Select

Sr.	Start Time	Job Status	Time Taken
1	05/08/2024 11:04 AM	Loaded	23 Hr 5 Min 56 Sec
2	05/08/2024 11:05 AM	Started	0 Hr 0 Min 8 Sec
3	05/08/2024 11:05 AM	Reached	0 Hr 0 Min 6 Sec
4	05/08/2024 11:05 AM	Unloaded	0 Hr 0 Min 7 Sec
5	05/08/2024 11:05 AM	Completed	0 Hr 0 Min 6 Sec

# SUBSTITUTION

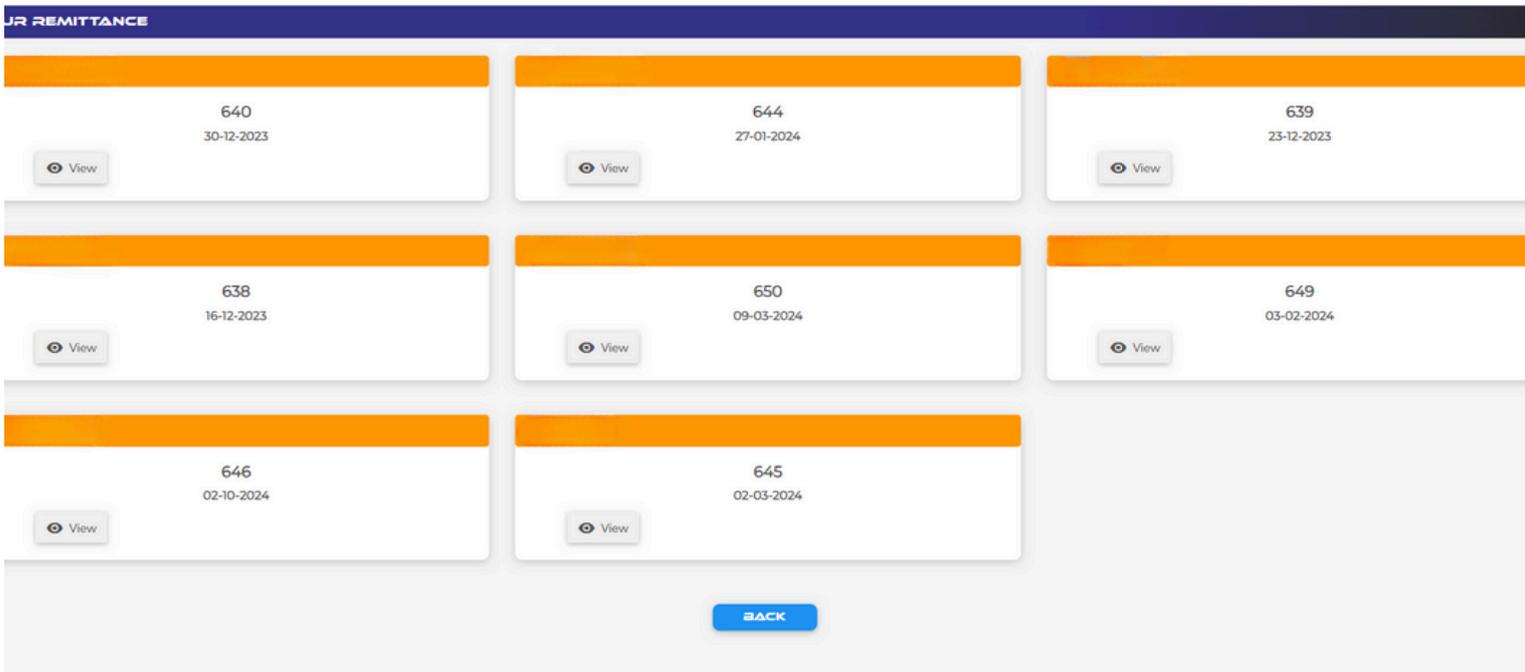
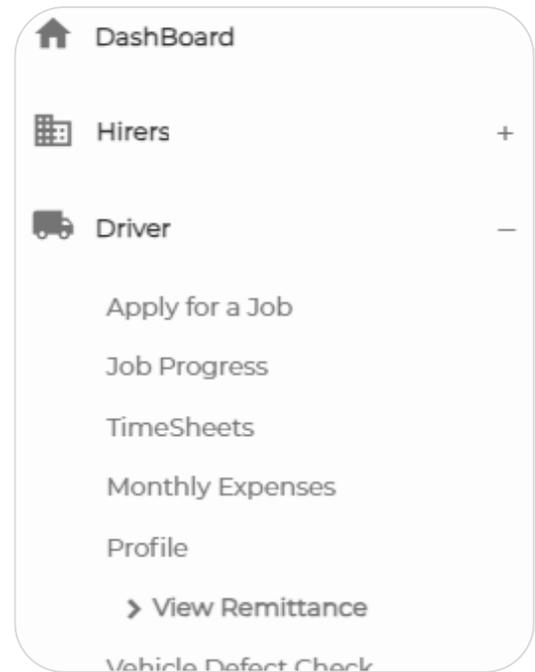
## A DIAGRAM



## REMITTANCES

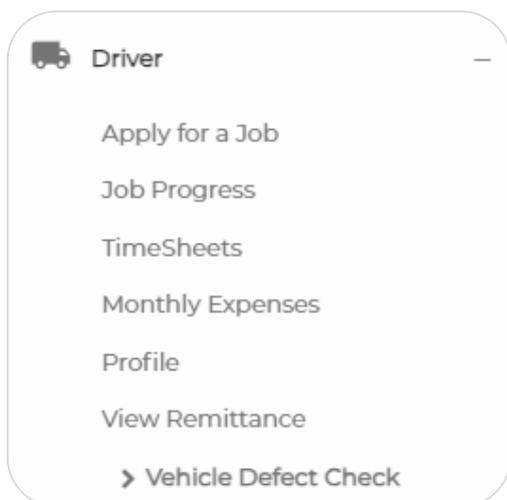
# FIND AND VIEW YOUR REMITTANCES

We have simplified income tracking by compiling remittances into an easy-to-use format. Access remittances under 'Driver' -> 'View Remittance' in the menu. Each remittance is marked with week number and invoice date. Click 'View' for details and save or print as needed.

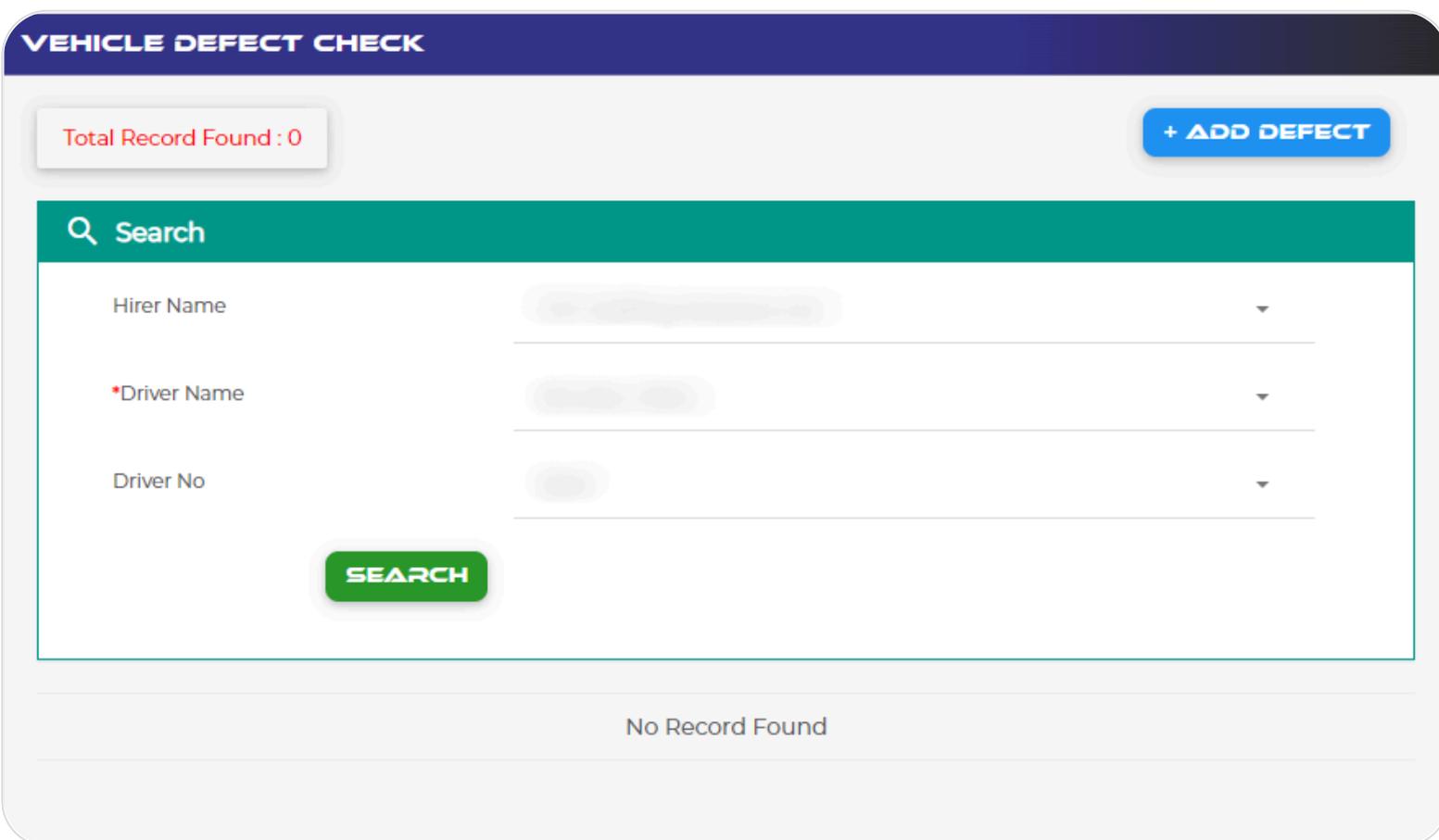


If you have any questions or require assistance regarding your remittances, our dedicated support team is always ready to help. Simply reach out to us via the contact information provided on our platform, or use the chat feature in the portal, and we will be more than happy to assist you.

## VEHICLE DEFECT CHECK



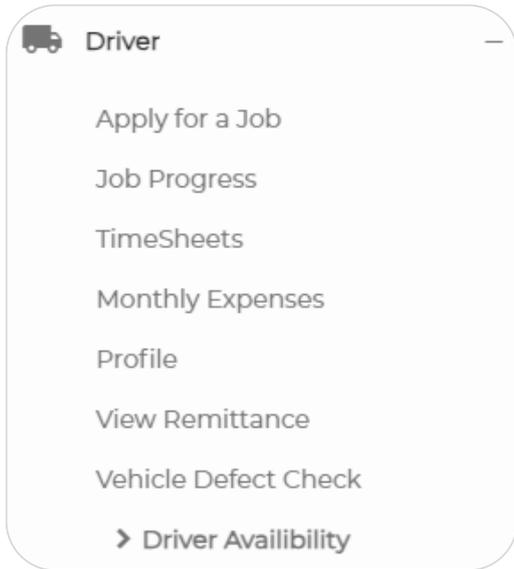
We have integrated a vehicle defect check into our portal for easy access and review. Your agency will also have visibility of your vehicle defect checks. To initiate one, navigate to the menu, select 'Driver,' and then 'Vehicle Defect Check.' A screen resembling the provided screenshot will appear. Simply click on '+Add Defect.'



If you don't have any defects, choose "No." If you do, select "Yes" and refer to the list of defects. Only select the relevant ones.

After finishing the defect check, either save as a draft or publish.

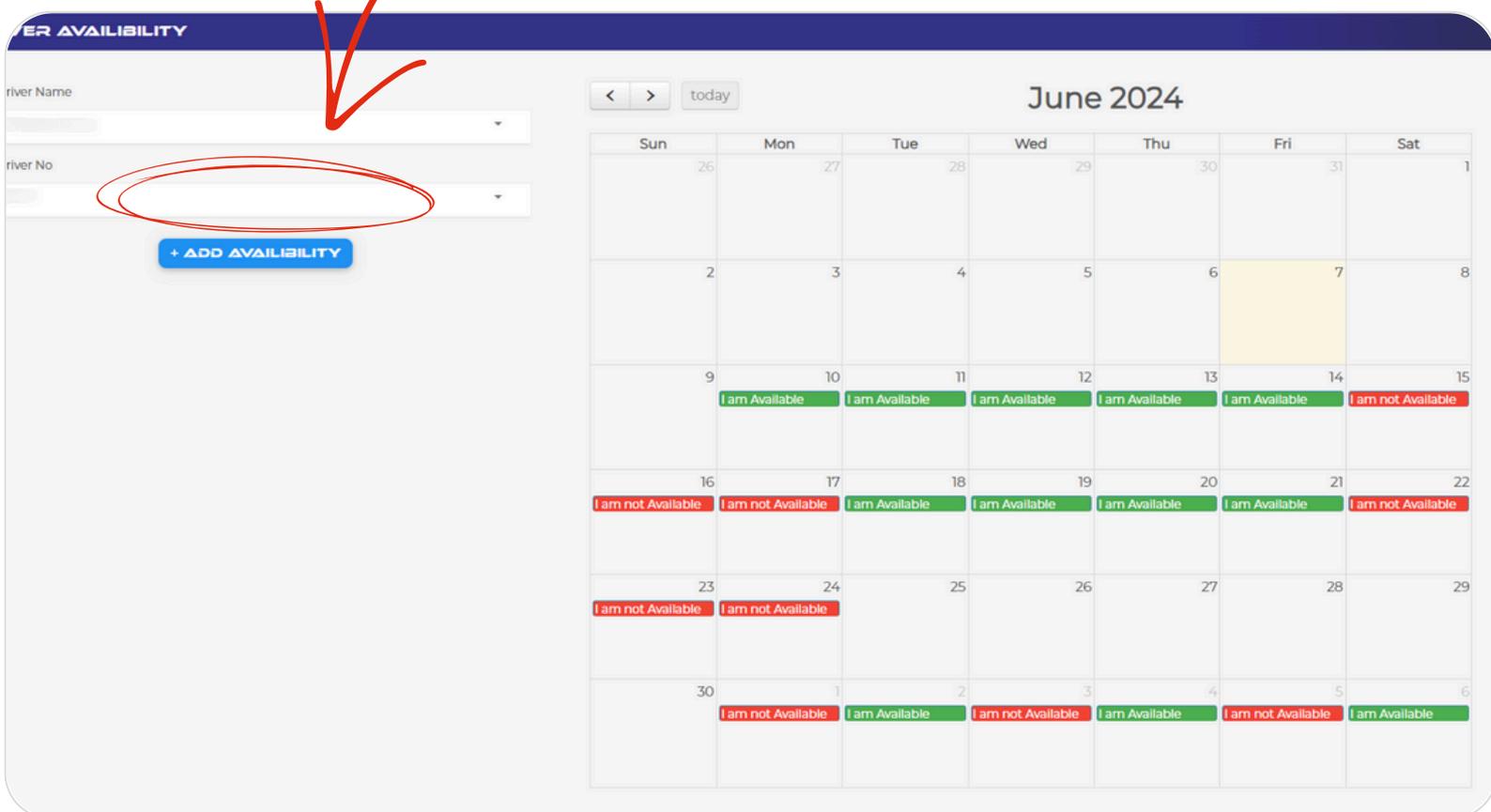
# SET YOUR AVAILABILITY



Open the menu and hit the 'Driver' subheading, then select 'Driver Availability'

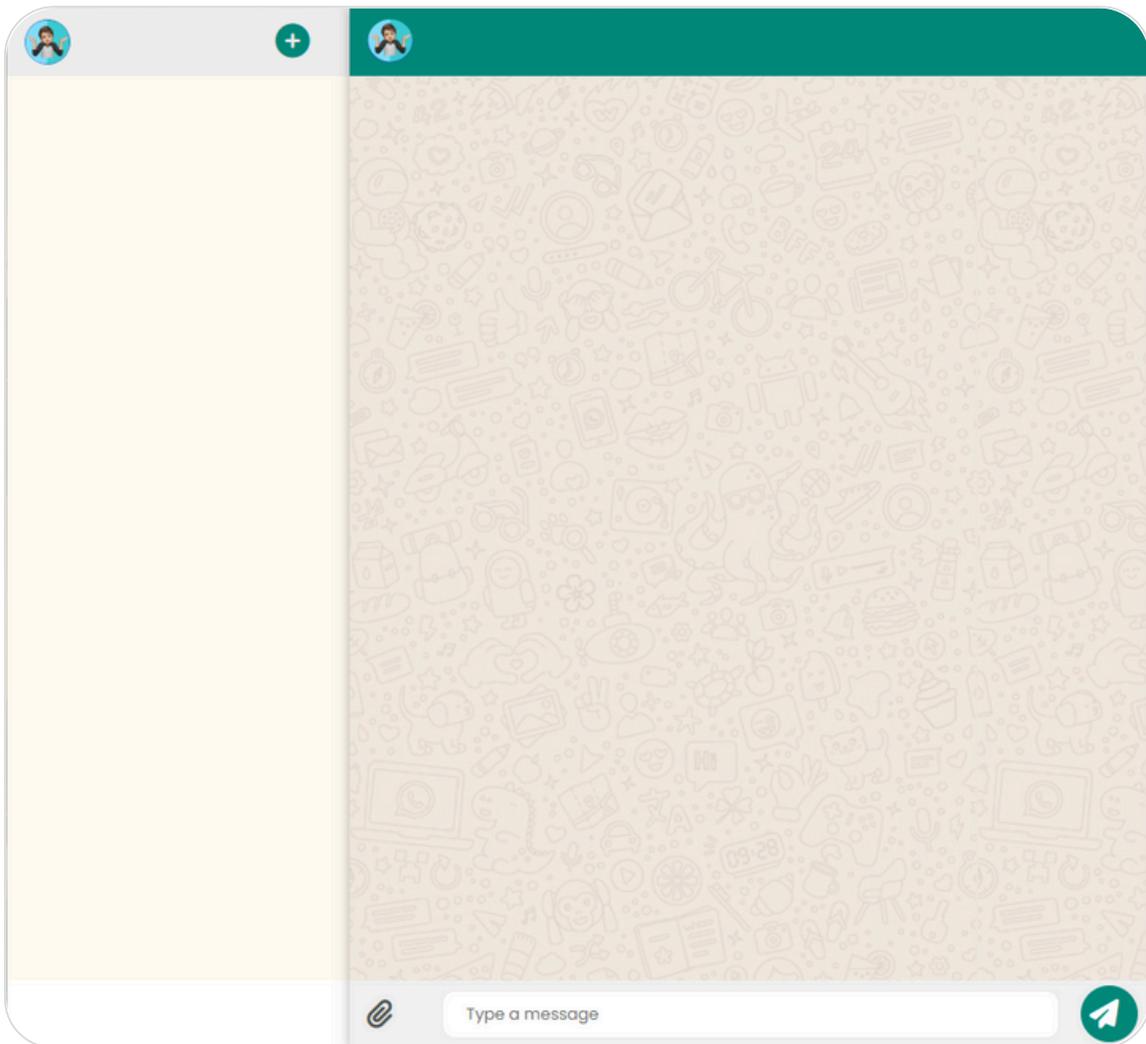
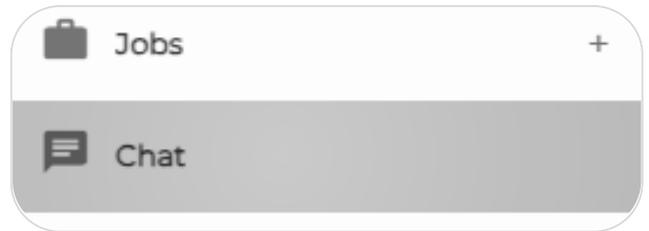
You will be met with the screen below. If you select 'Add Availability' you will be able to input your available days for work. Your agency will be able to view this and set work accordingly.

If at any point you need to update your availability, simply return to this screen and make the necessary adjustments. This ensures that your agency always has the most current information, making it easier to align work opportunities with your schedule.

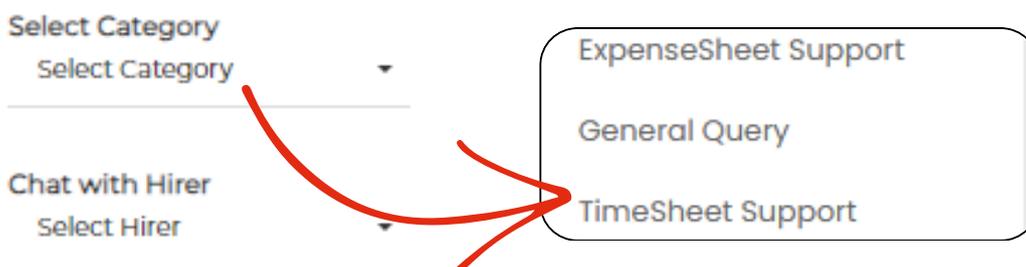


# GENERAL CHAT

When you select the chat option in the menu, the screen below should appear.



Select the + icon to start a new chat. Choose a category for technical assistance or chat with your hirer by selecting "Chat with Hirer." Then type your message and send!



DRIVERS MATE LTD



**THANK  
YOU**

---

REALLYGREATSITE.COM

76 MARKET STREET, BOLTON,  
BL4 7NY