

DRIVER PORTAL TRAINING MANUAL

Welcome to the Driver Portal. By accessing this site with a userid and password, you will be able to view information like your pay statements, miles travelled, booked holiday time, industry sites, certification information, maintenance, deductions, and contract information. The information on the portal gets updated every 30 minutes with the exception of the maintenance and deduction related info which is updated nightly. The pay statements will be available when the payroll process is run by settlements staff.

Drivers will not be given the authority to change any data in the Driver Portal. They will be given the LOGIN and PASSWORDS by the settlements department. Once they receive their LOGIN and PASSWORD they are highly advised to not share these with anyone. In case they lose or forget their PASSWORDS or LOGINS, they should contact Safety or the Settlement department.

Please take some time to review this document and get yourself familiarize with the site content of the Driver Portal

1. Scorecard: (For Company Drivers and Owner operators)

The screenshot shows the TransX Group of Companies Driver Portal. At the top is the TransX logo. Below it is a navigation bar with links: My Info, Payroll, Trips, Safety, Help, and Resources. The main content area has a greeting: "Hello MARK, Welcome back. You Are A Platinum Driver". To the right, under the heading "Driven by the Passion of our Drivers", is a message about TransX's commitment to training and development. Below this is a "Scorecard" section with a table showing performance metrics for December 2011. The table has columns for Month, Bonus, Accidents, Violations, IDL, ORS, REF, IDS, CLM, LET, EQA, and COS. All metrics for December 2011 show positive results (Y for Bonus, green checkmarks for others). At the bottom of the page are logos for TransX 50th Anniversary, CRRAT, and US EPA Certified SmartWay, along with a footer containing navigation links and copyright information.

TRANSX
GROUP OF COMPANIES

My Info Payroll Trips Safety Help Resources

Hello MARK,
Welcome back.
You Are A Platinum Driver

Driven by the Passion of our Drivers

At TransX our greatest strength is our people and to that end we are very committed to each of you, encouraging the pursuit of continued training and development.

Scorecard

Month	Bonus	Accidents	Violations	IDL	ORS	REF	IDS	CLM	LET	EQA	COS
DECEMBER, 2011	Y	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Home | Customer Tools | Services | News | About
Employment | Drivers | Terms | Contact
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As soon as a Company Driver logs into the Driver portal they will see their name in the side bar with the status (i.e. Platinum Driver, Diamond Driver or Both).

The main body of the scorecard page consists of the scorecard that shows a Driver any bonus they have received on the basis of being compliant with the Platinum program criteria.

If there is a “Y” in the Bonus column it means that the driver is eligible for a Bonus.

2. Personal Info: (For Company Drivers and Owner Operators)

The screenshot shows the TransX Group of Companies logo at the top left. Below it is a teal navigation bar with links: My Info, Payroll, Trips, Safety, Help, and Resources. On the left side, there is a sidebar menu with links: Driver Portal, My Info, Personal Info (highlighted in blue), Certifications, Cards Info, Holidays, Payroll, Trips, Safety, Help, and Resources. The main content area is titled "Personal Info" in blue. It contains a form with the following fields and values:

First Name:	MARK
Last Name:	---
Address:	34 GIBSON COURT KITCHENER, ON, N2B2P2
Telephone:	
Email:	MARKT2788@GMAIL.COM
Contract Date:	06/16/2011
Company:	TRANSX 01
Original Hire Date:	

At the bottom of the page, there is a footer with logos for 50th Anniversary, C-TRAT, and US EPA Certified SmartWay. To the right of the logos is a list of links: Home, Customer Tools, Services, News, About, Employment, Drivers, Terms, and Contact. Below the links is the copyright notice: All rights reserved © 2011 TransX Group of Companies.

Personal Info comes under the title “My info”. The personal info page contains the drivers information regarding their first and last name, address, telephone number, email address, contract date, company name and their original hire date.

3. Contract info: (For Owner Operators only)

The screenshot displays the TransX Group of Companies Driver Portal. At the top, the TransX logo is visible. Below it is a teal navigation bar with links: My Info, Payroll, Trips, Safety, Help, and Resources. The main content area is titled "Contract Info" in teal. On the left, a "Driver Portal" sidebar lists various options, with "Contract Info" highlighted in teal. The main content area displays the following information:

Contract:	DECKX LINEHAUL OO CONTRACT
Employer:	61687
Driver Number:	61687

At the bottom of the page, there is a footer section containing several logos (50th Anniversary, C-REAT, US EPA Certified SmartWay) and a list of links: Home, Customer Tools, Services, News, About, Employment, Drivers, Terms, and Contact. A copyright notice states: "All rights reserved © 2011 TransX Group of Companies".

Contract Info comes under the title of “My Info.” Owner Operators will find the generic copy of their contracts, their employer name and their driver number on this page.

4. Certifications: (For Company Drivers and Owner operators)


The screenshot shows the TransX Group of Companies Driver Portal. At the top is the TransX logo. Below it is a navigation bar with links: My Info, Payroll, Trips, Safety, Help, and Resources. On the left is a sidebar menu with links: Driver Portal, My Info, Personal Info, Certifications (highlighted), Cards Info, Holidays, Payroll, Trips, Safety, Help, and Resources. The main content area is titled "Certifications" and displays the following information:

Driver License Expiry:	04/12/2016
Work Permit Expiry:	
Annual Review:	05/12/2012
Abstract Date:	05/12/2012
TDG/DG Expiry:	06/15/2014

At the bottom of the page, there are logos for "50 BEST MANAGED COMPANIES", "CEAT", and "US EPA Certified SmartWay". To the right of these logos is a footer with links: Home | Customer Tools | Services | News | About | Employment | Drivers | Terms | Contact, and a copyright notice: All rights reserved © 2011 TransX Group of Companies.

Certifications come under the title of “My Info.” This page will show all the expiry dates related to: the Drivers License, Work Permits, and TDG/DG. Drivers will also be able to see their Annual Review date and the Abstract date.

5. Cards Info: (For Company Drivers and Owner Operators)






[My Info](#) [Payroll](#) [Trips](#) [Safety](#) [Help](#) [Resources](#)

[Driver Portal](#)
[My Info](#)
[Personal Info](#)
[Contract Info](#)
[Certifications](#)
[Cards Info](#)
[Holidays](#)
[Maintenance](#)
[Deductions](#)
[Payroll](#)
[Trips](#)
[Safety](#)
[Help](#)
[Resources](#)

Cards Info


Card Number	Card Description	Expiry Date
42700084041901	FAST CUSTOMS CARD	10/14/2016
70764810024275130	HUSKY ROUTE COMMANDER	03/31/2014
2296879006	IMPERIAL ESSO CANADA	09/01/2013
4164705444	PETRO CANADA SUPER PASS	01/01/2014
210424997409	TCHEK	01/01/2013
4541705222	TELUS CALLING CARD	
22904929	TRANSX PROXIMITY CARD	



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[Employment](#) | [Drivers](#) | [Terms](#) | [Contact](#)
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Cards Info comes under the title “My Info”. This page will show the card numbers, their description and their expiry date to the drivers.

6. Holidays: (For Company Drivers and Owner operators)






[My Info](#) [Payroll](#) [Trips](#) [Safety](#) [Help](#) [Resources](#)

Driver Portal

[My Info](#)
[Personal Info](#)
[Contract Info](#)
[Certifications](#)
[Cards Info](#)
[Holidays](#)
[Maintenance](#)
[Deductions](#)
[Payroll](#)
[Trips](#)
[Safety](#)
[Help](#)
[Resources](#)

Holidays


Start Date	Start Time	End Date	End Time	Booked Date	City	Comments
06/02/2011	18:00:00	06/06/2011	08:00:00	05/19/2011	41	
06/23/2011	06:26:00	06/26/2011	08:00:00	06/20/2011	41	
08/05/2011	08:00:00	08/07/2011	08:00:00	06/20/2011	41	
09/16/2011	08:00:00	09/19/2011	07:00:00	06/20/2011	41	
09/27/2011	08:00:00	09/30/2011	08:00:00	09/08/2011	41	
10/14/2011	15:00:00	10/17/2011	08:00:00	09/08/2011	41	
10/29/2011	18:00:00	10/31/2011	12:30:00	10/19/2011	41	
11/07/2011	08:00:00	11/10/2011	08:00:00	10/31/2011	41	
02/18/2012	23:00:00	02/29/2012	08:00:00	09/08/2011	41	



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[Employment](#) | [Drivers](#) | [Terms](#) | [Contact](#)
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Holidays come under the title “My Info”. Holidays page will show the start date, the end date, the end time, the booked date, the city and the comments related to the drivers holidays.

7. Maintenance: (For Owner Operators only)






[My Info](#) [Payroll](#) [Trips](#) [Safety](#) [Help](#) [Resources](#)

Driver Portal

[My Info](#)
[Personal Info](#)
[Contract Info](#)
[Certifications](#)
[Cards Info](#)
[Holidays](#)
[Maintenance](#)
[Deductions](#)
[Payroll](#)
[Trips](#)
[Safety](#)
[Help](#)
[Resources](#)

Maintenance

Code	Description	Date	Odometer	Comments	Due Date
DS2	TRACTOR SAFETY	08/26/2011	113190	L36902 FEB 2012/MACK BRANDON	02/22/12
DS5	TRANSX SAFETY - OWNER OPERATOR	08/26/2011	113190	/MACK BRANDON	11/24/11
D4	O/O MAINTENANCE REPORTS	11/02/2011		/	12/10/11



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[Employment](#) | [Drivers](#) | [Terms](#) | [Contact](#)
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Maintenance comes under the title “My Info”. Owner Operators can see the kind of repair or Maintenance done on their units with the code, the description, the date, odometer readings, comments, and the due date for their next maintenance

8. Deductions: (For Owner Operators only)



[My Info](#) [Payroll](#) [Trips](#) [Safety](#) [Help](#) [Resources](#)

Driver Portal

My Info

Personal Info

Contract Info

Certifications

Cards Info

Holidays

Maintenance

Deductions

Payroll

Trips

Safety

Help

Resources

Deductions

Code	Description	Deduction Date	Amount	Cumulative Total	Reserve To Amount	Remaining Amount
SH	\$ CONTRACTOR SEC HOLDBACK \$	BI-WEEKLY	1000		2000	
PKG3D	GROUP TRAVEL FAMILY	BI-WEEKLY	156		101	
PKG3E	GROUP FAMILY LTD/TRAVEL	BI-WEEKLY	517		224	
PKG3	GROUP FAMILY D/H/LTD/L/DL	BI-WEEKLY	1267			



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[Employment](#) | [Drivers](#) | [Terms](#) | [Contact](#)
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Deductions come under the title “My Info”. Owner Operators can see the deductions here along with the deduction code, description, deduction date, amount of deduction, cumulative total (i.e. total till to date), reserve to amount and the remaining amount.

9. Payroll: (For Company Drivers and Owner Operators)

Clicking on the Payroll link will provide the Drivers with the “Cutoff Periods” and “Pay statements”:

1. Cut Off Dates:

The screenshot displays the TransX Group of Companies Driver Portal. At the top is the TransX logo. Below it is a teal navigation bar with links: My Info, Payroll, Trips, Safety, Help, and Resources. The main content area is divided into two columns. The left column, titled 'Driver Portal', contains a list of links: My Info, Payroll, Cut Off Periods (highlighted in blue), Pay Statements, Trips, Safety, Help, and Resources. The right column, titled 'Cut Off Periods', lists three items: Owner Operator Cutoffs 2011, Company Cutoffs 2011, and Deckx Semi Owner Operator Cutoffs. At the bottom of the page is a footer section containing three logos on the left: a 50th Anniversary logo, a CRAT logo, and a US EPA Certified SmartWay logo. On the right side of the footer, there is a list of links: Home, Customer Tools, Services, News, About, Employment, Drivers, Terms, and Contact, followed by the text 'All rights reserved © 2011 TransX Group of Companies'.

Clicking on the cut off Period page will show the Drivers all the cut off dates related to the payroll for the current year.

2. Pay Statements:

The screenshot shows the TransX Group of Companies Driver Portal. At the top is the TransX logo. Below it is a teal navigation bar with links: My Info, Payroll, Trips, Safety, Help, and Resources. The main content area is titled "Pay Statements" in teal. To the left of this title is a "Driver Portal" sidebar with links: My Info, Payroll, Cut Off Periods (highlighted in teal), Pay Statements, Trips, Safety, Help, and Resources. To the right of the "Pay Statements" title is a "Year" dropdown menu set to "2011". Below the year dropdown is a grid of month links: January, April, July, October, February, May, August, November, March, June, September, and December. The footer of the page contains three logos on the left: "50 BEST MANAGED COMPANIES", "CEAT", and "US EPA Certified SmartWay". On the right side of the footer is a list of links: Home, Customer Tools, Services, News, About, Employment, Drivers, Terms, and Contact, followed by the text "All rights reserved © 2011 TransX Group of Companies".

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My Info Payroll Trips Safety Help Resources

Driver Portal

My Info
Payroll
Cut Off Periods
Pay Statements
Trips
Safety
Help
Resources

Pay Statements

Year 2011

January April July October
February May August November
March June September December

50
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COMPANIES


CEAT
Commercial Equipment
Transportation Association

US EPA Certified
SmartWay

Home | Customer Tools | Services | News | About
Employment | Drivers | Terms | Contact
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As the name suggests, this page will show all pay statements for the current year to the Drivers.

10. Trips: (For Company Drivers and Owner Operators)






[My Info](#) [Payroll](#) [Trips](#) [Safety](#) [Help](#) [Resources](#)

[Driver Portal](#)
[My Info](#)
[Payroll](#)
[Trips](#)
[Track A Trailer](#)
[Safety](#)
[Help](#)
[Resources](#)

Trips

Trip	Driver	Origin City	Destination City	Dispatch Date	Arrived Date	Miles	Tractor	Settled Date
F149215	61687	WINNIPEG	MIAMI	05/13/2011	05/17/2011	2284	61687	05/26/2011
F149372	61687	MIAMI	EDMONTON	05/18/2011	05/26/2011	2464	61687	05/26/2011
F149706	61687	EDMONTON	ONANOLE	05/26/2011	05/27/2011	694	61687	06/08/2011
F149805	61687	ONANOLE	POLO	05/27/2011	05/31/2011	836	61687	06/08/2011
F149840	61687	POLO	OAK BLUFF	05/31/2011	06/02/2011	868	61687	06/08/2011
F150063	61687	OAK BLUFF	NEW WESTMINSTER	06/02/2011	06/09/2011	1637	61687	06/22/2011
F150404	61687	NEW WESTMINSTER	OAK BLUFF	06/10/2011	06/13/2011	1216	61687	06/22/2011
F150476	61687	OAK BLUFF	STOUGHTON	06/13/2011	06/14/2011	738	61687	06/23/2011
F150578	61687	STOUGHTON	EDMONTON	06/15/2011	06/20/2011	1709	61687	06/23/2011
F150793	61687	EDMONTON	WINNIPEG	06/20/2011	06/22/2011	817	61687	07/07/2011


[Previous Page](#) [Next Page](#)



[Home](#) | [Customer Tools](#) | [Services](#) | [News](#) | [About](#)
[Employment](#) | [Drivers](#) | [Terms](#) | [Contact](#)
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The Trips page will display all the arrived trips for the current year.

11. TAT (Track a Trailer): (For Company Drivers and Owner Operators)



[My Info](#) [Payroll](#) [Trips](#) [Safety](#) [Help](#) [Resources](#)

[Driver Portal](#)
[My Info](#)
[Payroll](#)
[Trips](#)
[Track A Trailer](#)
[Safety](#)
[Help](#)
[Resources](#)

Track A Trailer

Enter Trailer

8232089

City	State	Last Update	Last Update Time
CHILLIWACK	BC	12/07/2011	08:32:00



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[Employment](#) | [Drivers](#) | [Terms](#) | [Contact](#)
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Track a Trailer Page will show the most updated location of the trailer to the drivers.

12. Safety: (For Company Drivers and Owner Operators)

The screenshot displays the TransX Group of Companies website. At the top left is the TransX logo. A teal navigation bar contains links for My Info, Payroll, Trips, Safety, Help, and Resources. The main content area is titled 'Safety' and lists various training programs: IDSC Driver Training, Fuel Tank Levels and Range, DPF-DEF Training, Detroit Diesel DD15 Training, APU Operation Training, Vehicle Inspection Training, Pre Trip Inspection Training, Hours of Service Training, and Winter Driving Course. A sidebar on the left lists navigation options: Driver Portal, My Info, Payroll, Trips, Safety (highlighted), Help, and Resources. The footer includes logos for 50th Anniversary, CTRAT, and US EPA Certified SmartWay, along with a list of links: Home, Customer Tools, Services, News, About, Employment, Drivers, Terms, and Contact. A copyright notice for 2011 TransX Group of Companies is also present.

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My Info Payroll Trips **Safety** Help Resources

Driver Portal
My Info
Payroll
Trips
Safety
Help
Resources

Safety

- IDSC Driver Training
- Fuel Tank Levels and Range
- DPF-DEF Training
- Detroit Diesel DD15 Training
- APU Operation Training
- Vehicle Inspection Training
- Pre Trip Inspection Training
- Hours of Service Training
- Winter Driving Course

50
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COMPANIES

CTRAT
Customer Tools
Partnership against Terrorism

US EPA Certified
SmartWay

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[Employment](#) | [Drivers](#) | [Terms](#) | [Contact](#)
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The Safety page will provide the links related to drivers training and safety information to the drivers.

13. Resources: (For Company Drivers and Owner Operators)

[Driver Portal](#)[My Info](#)[Payroll](#)[Trips](#)[Safety](#)[Help](#)[Resources](#)

Resources

1. Ontario

[Ontario Trucking Association](#)[Ontario Road Conditions](#)[Ontario Weather](#)[Ontario Weight and Dimensions](#)[CFR](#)[Great West Life Group Benefits](#)[Google map](#)

2. QUEBEC

[Quebec Trucking Association](#)[Quebec Road Conditions](#)[Quebec Weather](#)[Quebec Weight and Dimensions](#)[CFR](#)[Great West Life Group Benefits](#)[Google map](#)

3. NOVA SCOTIA

[Trucker association of Nova Scotia](#)[Nova Scotia Trucking Safety Association](#)[Nova Scotia Road Conditions](#)[Nova Scotia Weights and Dimensions](#)[CFR](#)[Great West Life Group Benefits](#)

4. NEW BRUNSWICK

[Trucking Association of New Brunswick](#)[New Brunswick Road conditions](#)[New Brunswick Weather](#)[New Brunswick weights and Dimensions](#)[CFR](#)[Great West Life Group Benefits](#)

5. BRITISH COLUMBIA

[British Columbia Trucking Association](#)[British Columbia Road Conditions](#)[British Columbia weather](#)[British Columbia Weights and Dimensions](#)[CFR](#)[Great West Life Group Benefits](#)[Google map](#)

6. PRINCE EDWARD ISLAND

[Prince Edward Island Truckers Association](#)[Prince Edward Island Road Conditions](#)[Prince Edward Island Weather](#)[Prince Edward Island Weights and Dimensions](#)[CFR](#)[Great West Life Group Benefits](#)

7. SASKATCHEWAN

The Resources page will provide useful information related to weather, road conditions, trucking association links, etc to the Drivers.

12. Help: (For Company Drivers and Owner Operators)

The screenshot displays the 'Help' page of the TransX Group of Companies Driver Portal. The page features a teal header with the TransX logo and a navigation bar with links to 'My Info', 'Payroll', 'Trips', 'Safety', 'Help', and 'Resources'. On the left, a sidebar lists the portal sections: 'Driver Portal', 'My Info', 'Payroll', 'Trips', 'Safety', 'Help' (highlighted), and 'Resources'. The main content area is titled 'Help' and includes a 'My Info' section with a list of information available: Personal info, Contract info, Certifications, Cards info, Holidays, Maintenance, and Deductions. Below this are sections for 'Payroll' (Cut off Dates, Pay Statements), 'Trips' (TAT Track a Trailer), 'Safety', and 'Resources'. The footer contains logos for 50th Anniversary, C-TRAN, and US EPA Certified SmartWay, along with a navigation menu and copyright notice.

TRANSX
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My Info Payroll Trips Safety Help Resources

Help

My Info

Clicking on My Info will provide you with the following information:

- **Personal info:** You can find your personal information such as your first and last name, Your Address, Your telephone number, your email, your contract date, your company name and your Original Hire date here.
- **Contract info:** Owner Operators will find the generic copy of their contracts, their employer name and their driver number.
- **Certifications:** This tab will show you all the expiry dates related to: Driver License, Work Permit, and TDG/DG. You will also be able to see your Annual Review date and the Abstract date here.
- **Cards info:** This tab will show you the Card numbers, their description and their Expiry date.
- **Holidays:** Holidays tab will show you the start date, the end date, the end time, the booked date, the city and the comments related to your Holidays
- **Maintenance:** Owner Operators can see the kind of repair or Maintenance done on their units with the code, the Description, the Date, Odometer readings, The Comments, and the Due Date for your next maintenance.
- **Deductions:** Owner Operators can see the deductions here along with a Deduction Code, Description, Deduction date, Amount of Deduction, Cumulative total (i.e. total till to date), Reserve to Amount and the Remaining Amount.

Payroll

Clicking on Payroll will provide you with the cutoff dates and pay Statements.

- **Cut off Dates:** Clicking on this icon will show you all the cut off dates related to the payroll for the current year.
- **Pay Statements:** As the name suggests, clicking on this icon will show you all your pay statements for the year.

Trips

Clicking on the Trip icon will display all of your arrived trips for the current year.

- **TAT (Track a Trailer):** Clicking on this icon can show you the most updated location of the Trailer.

Safety

Clicking on the Safety icon will provide you with the links related to your training and safety.

Resources

Clicking on the Resources icon will provide you with all the useful Resources related to weather, Road conditions, Trucking associations, etc.

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C-TRAN
Continuously Improving Service

US EPA Certified
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The Help Page describes and explains the pages and the contents of all the pages of the driver portal.