# 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)

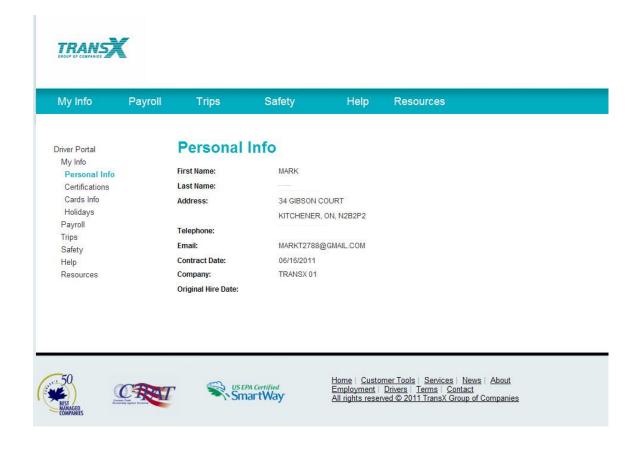


As soon as a Company Driver logs into the Driver portal they will see their name in the side bar with the status (i.e. Platinum Driver, Diamond Driver or Both).

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.

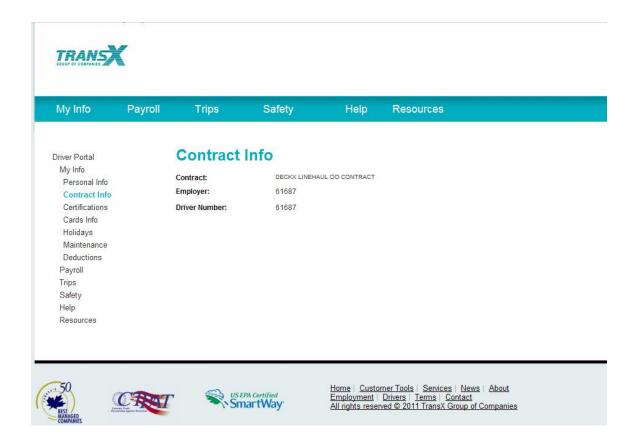
If there is a "Y" in the Bonus column it means that the driver is eligible for a Bonus.

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



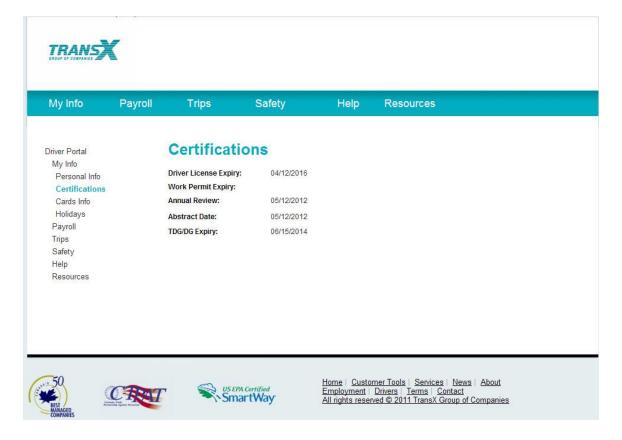
Personal Info comes under the title "My info". The personal info page contains the drivers information regarding their first and last name, address, telephone number, email address, contract date, company name and their original hire date.

# 3. Contract info: (For Owner Operators only)



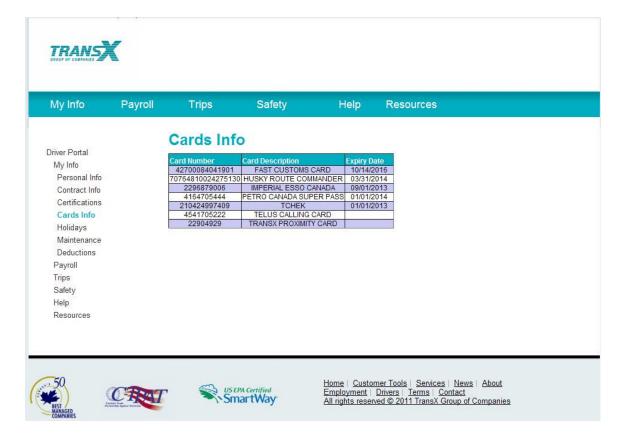
Contract Info comes under the title of "My Info." Owner Operators will find the generic copy of their contracts, their employer name and their driver number on this page.

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



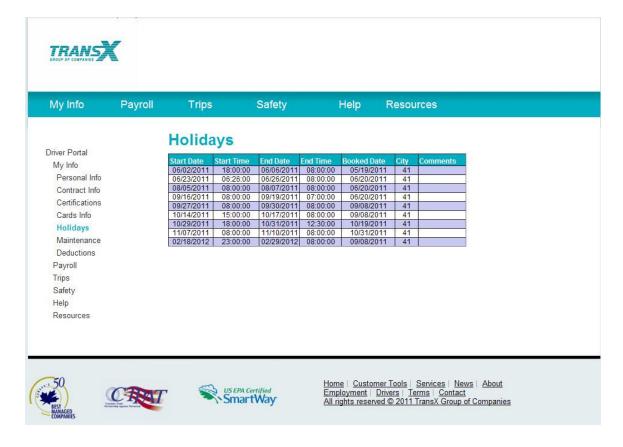
Certifications come under the title of "My Info." This page will show all the expiry dates related to: the Drivers License, Work Permits, and TDG/DG. Drivers will also be able to see their Annual Review date and the Abstract date.

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



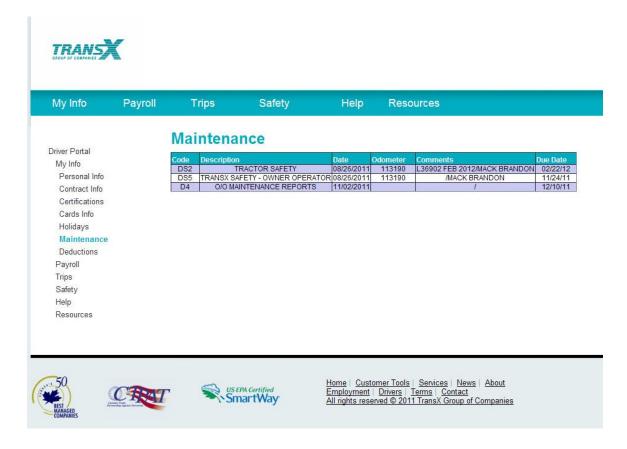
Cards Info comes under the title "My Info". This page will show the card numbers, their description and their expiry date to the drivers.

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



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)



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)**

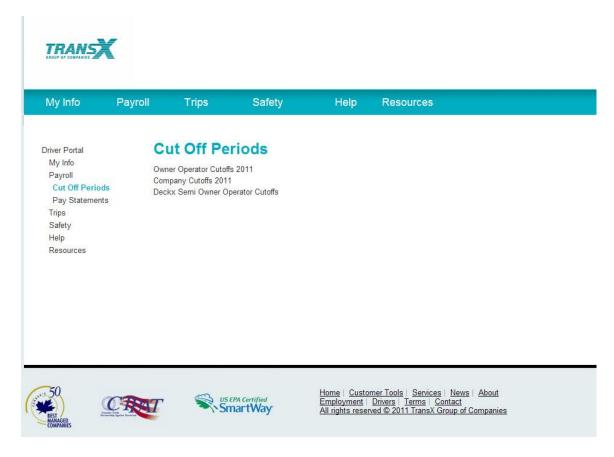


Deductions come under the title "My Info". Owner Operators can see the deductions here along with the deduction code, description, deduction date, amount of deduction, cumulative total (i.e. total till to date), reserve to amount and the remaining amount.

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

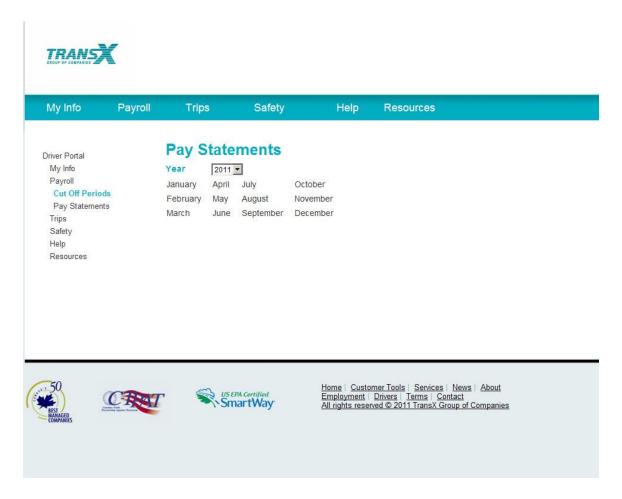
Clicking on the Payroll link will provide the Drivers with the "Cutoff Periods" and "Pay statements":

### 1. Cut Off Dates:



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:



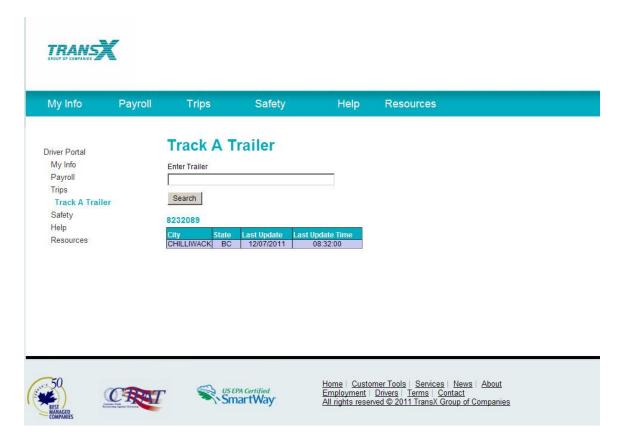
As the name suggests, this page will show all pay statements for the current year to the Drivers.

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



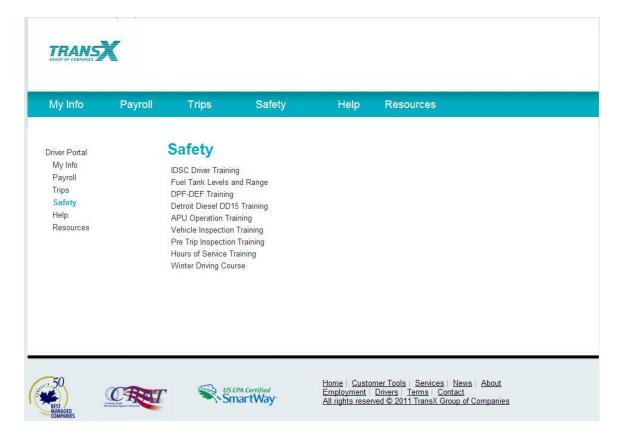
The Trips page will display all the arrived trips for the current year.

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



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 Safety page will provide the links related to drivers training and safety information to the drivers.

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

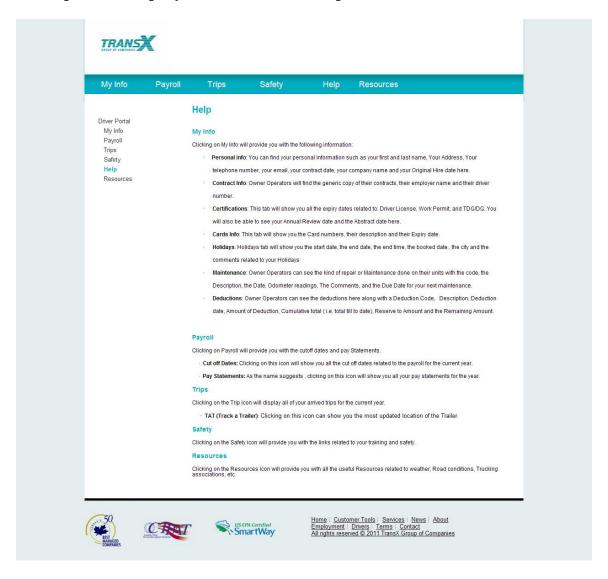


My Info	Payroll	Trips	Safety	Help	Resources	
		Resources				
Driver Portal My Info Payroll Trips Safety		Resources				
		1. Ontario				
		Ontario Trucking Association				
Help		Ontario Road Conditions				
Resources		Ontario Weather				
		Ontario Weight and Dimensions				
		CFR Creat March Life Group Benefits				
		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 SCOTI	A			
		Trucker association	of Nova Scotia			
		Nova Scotia Trucking	g Safety Association			
		Nova Scotia Road C	onditions			
		Nova Scotia Weight	s and Dimensions			
		CFR				
		Great West Life Gro	up Benefits			
		4. NEW BRUNS	WICK			
		Trucking Association	n of New Brunswick			
		New Brunswick Roa				
		New Brunswick Weather				
		New Brunswick weights and Dimensions				
		CFR Creat Most Life Crown Reports				
		Great West Life Gro	up Benefits			
		5. BRITISH COL	LIMBIA			
		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 EDW	VARD 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 Gro	up 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 Help Page describes and explains the pages and the contents of all the pages of the driver portal.