HireADriver Electronic Work Diary (EWD)

iOS User Guide for Drivers

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Introduction

Welcome to the **HireADriver Electronic Work Diary (EWD)**. This guide is designed to help you, as a driver, navigate the app effectively to log your work hours and rest breaks in compliance with the National Heavy Vehicle Regulator (NHVR) standards.

Accurate time logging is crucial for:

- **Legal compliance**: Meeting NHVR regulations.
- **Safety**: Ensuring you have adequate rest.
- **Efficiency**: Streamlining record-keeping processes.

Getting Started

Downloading the App

1. **Open the App Store** on your Apple device.

2. **Search for "HireADriver"**.

3. **Tap on the app** from the search results.

4. **Tap "Get"** to download and install the app.

Creating an Account

1. **Open the HireADriver app**.

2. **Tap on "Register"**.

3. **Enter your details**:

   o User name (it is recommended to use your first and surname as this name will display on your driving logs)

   o Driver type (bus, truck or both), licence details and any additional driver authorities

   o Address (your base address)

   o Phone number

   o Email address (used for login and to receive email logs and reports)

   o Password

4. **Tap "Join Now"**.

Logging In

1. **Open the HireADriver app**.

2. **Enter your email and password**.

3. **Tap "Log In"**.

Understanding the App Interface

Upon logging in, you'll see the **Home** page, which includes:

- **Job Requests**: Pending and accepted job offers.

- **Log**: Start a new log, manage your current log and view your log history.

- **History**: View your accepted and declined job history.

- **Profile**: View and manage your driver profile and password and generate reports.

Accepting a Job Request

Receiving Job Notifications

Important! *To ensure you receive notifications, in your iPhone settings, navigate to:*

⇒ *Settings > Notifications > HireADriver > Allow Notifications (toggle on)*

⇒ *Lock Screen, Notification Centre and Banners (Tick to allow)*

When a job becomes available, you will receive a notification:

1. **Push notification**: A message will appear on your device.
2. **Email notification**: An email job request.

Steps to Accept a Job

1. **Open the HireADriver app**.
2. **Navigate to "Job Requests"** from the Home dashboard.
3. **Click to open the job and review the details**:
   - **Start and end location**
   - **Scheduled time**
   - **Approximate distance**
   - **Vehicle details**
   - **Special instructions**
   - From here, you can begin a message conversation with the hirer or add notes that are only visible to you.
4. **Accept or Decline the Job**:
   - To accept, tap **"Accept Job"**.
   - To decline, tap **"Decline Job"** and optionally provide a reason.
5. **Confirmation**:
   - Upon acceptance, the job will appear green or, if declined, will appear red.
   - You may receive additional information or instructions from the hirer in the message conversation.

Logging Your Work Time

Starting a Log from an Accepted Job

1. **Select the job you wish to start** from the Home dashboard in the app.
2. **Review job details** to ensure the correct job has been selected.
3. **Tap "Start Log"** at the bottom of the job screen:
   - This will initiate the work session associated with the specific job.
4. **Confirm vehicle details**:
   - Vehicle type (select from dropdown menu)
   - Vehicle registration
   - Odometer reading
5. **Tap "Start":**
   - Your EWD will now begin recording your work time for this job.

Starting a Log Without an In-App Job

1. **Tap "Log"** on the main navigation menu.

2. **Confirm vehicle details**:

   o Vehicle type (select from dropdown menu)

   o Vehicle registration

   o Odometer reading

3. **Tap "Start":**

   o Your EWD will now begin recording your work time for this job.

Recording Activities

Throughout your trip, the following information will be recorded:

- **Driving time**

- **Driving distance**

- **Location**

- **Rest breaks**

Logging Rest Breaks

Scheduling Rest Breaks

The app will notify you when a rest break is due based on NHVR regulations. You receive a **screen and voice notification:**

- **30 minutes** before your rest break is due
- **15 minutes** before your rest break is due
- **5 minutes** before your rest break is due
- **A warning alarm will sound if a rest break is overdue**

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Recording Rest Periods

1. **To begin a rest break**:

   o Tap **"Log"** from the main navigation menu.

   o **Enter the odometer reading** in the "KM" field.

   o Tap **"Rest".**

2. **The app will display a timer** indicating the duration of your rest.

3. **When you resume work:**

   o **Enter the odometer reading** in the "KM" field.

   o Tap **"Work"** to continue logging your work time.

Ending a Trip

To finalise a trip log:

1. Tap **"Log"** from the main navigation menu.

2. **Enter the odometer reading** in the "KM" field.

3. Tap **"End".**

4. **Review the logged trip data**

5. Tap **"Upload Signature"** then **"Save"** to sign your trip log.

6. Tap **"Complete"** to finalise your log or **"Cancel"** if changes are required.

Viewing Logs

Viewing Past Logs

1. **Navigate to "Logs"** from the menu.

2. Tap the **log history icon on the top right of your screen.**

3. **Select the date range** you wish to view (leave blank to view all).

4. Tap **"View Log History"** to see a summary list of logs for the selected period.

   o Tap to open a log and **review the logged activities** for that period, including driving time, duties, and rest breaks.

   o Tap the **driver log icon on the top right of your screen** to open the corresponding **national driver work daily sheet**.

   o From here, you can download, email, airdrop or print a copy of your log.

5. Tap **"View Log Report"** to open a **national driver work daily sheet** showing all trip logs for the selected period in a single report.

   o From here, you can download, email, airdrop or print a copy of your report.

Compliance with NHVR Standards

The HireADriver app is designed to:

- **Accurately record work and rest hours**.

- **Provide real-time notifications** to prevent breaches.

- **Securely store data** in compliance with privacy laws.

- **Allow access to records** for authorised parties.

- **Facilitate easy submission of logs** to employers and regulatory bodies.

Support and Troubleshooting

Common Issues

- **Forgot Password**:

   o On the login screen, tap **"Forgot Password"** and follow the instructions to reset.

- **App Crashes or Freezes**:

- o   Ensure the app is updated to the latest version.

- o   Restart your device and reopen the app.

- **Cannot Accept Job**:

  - o   Check your internet connection.

Contact Support

- **Email**: hireadriver@buses4hire.com

Frequently Asked Questions (FAQs)

1. **Can I use the app offline?**

   - o   Yes, the app stores data offline and syncs when connected to the internet.

2. **How secure is my data?**

   - o   Your data is encrypted and stored securely in compliance with NHVR and privacy regulations.

3. **How do I know if a job has been successfully accepted?**

   - o   Accepted jobs will appear **green** on your **Home** page, and you will receive a confirmation notification. Declined jobs will appear red, and job requests that have not yet been actioned will appear grey.

4. **Can I accept multiple jobs at the same time?**

   - o   Yes, you can have multiple accepted jobs open in the app; however, you cannot operate more than one log at a time.

Thank you for using the HireADriver EWD. Safe driving!