

## PROCESSING FUNCTIONS IN THE DRIVER PORTAL

A driver signs in on a computer, tablet or phone with their email address and password.

[schedulesplus.com/karebears/driver](https://schedulesplus.com/karebears/driver)

*Note: When a driver is first authorized to the Module, they will get an email asking them to create a password.*

**If using a smart phone**  
The display presentations are best viewed in horizontal orientation, starting with your Sign In. Otherwise the display maybe different.

***Note: In this Portal application, you will only see Rides which are "Unassigned" (no Driver assigned yet) or where you are already the Driver.***

The first screen displayed will show any ride(s) for today's date, in GRID view.

LOGOUT		Edit Profile		Driving Schedule For: Dave Pelletier							PRINT			
Date: 10/06/2024		TODAY		<< DAY DAY >>		CALENDAR		Sort by Status/Time		Avail Cal		Rides By Driver		
All Rides		REFRESH										Map Help		
Ride#	When	Rider	PickUp	DropOff	~Miles 1-way	Duration (hrs)	Miles (L/UN)	Odom	Units	Fee	Driver Hrs			
1 2763374 <a href="#">EDIT</a>	7:30am Appt: 8:00am	<b>President Jackson</b> <small>*Updated 3:29pm*</small>	15383 W Cheery Lynn Rd Goodyear AZ 85395-8513 <a href="#">MAP</a> <a href="#">NAVIGATE</a>	Sonora Quest Laboratories 13657 W McDowell Rd #100 Goodyear AZ 85395	4	1.00	L:4		1					
(623) 555-1717														

This may be useful if you are completing a ride today, which would be shown. (See "Complete a Ride", below) If there are no rides today, the grid will be empty.

However your most common use of the portal will be to look for “unassigned” rides, for your possible selection.

Use the CALENDAR button to see the current month with all unassigned rides shown (in gray or orange), as well as rides where you are already the driver (in Green)

LOG OUT
PebbleCreek Kare Bears
PRINT  
DAILY DETAIL

All Riders ▾ All Types ▾ No Wknds ▾ All Rides ▾  
 You are Driver / Needs DRIVER / NEW

< > TODAY Month Week Oct 6 – 12

	Mon, October 7	Tue, October 8	Wed, October 9	Thu, October 10	Fri, October 11
7am					
8am					
	8:30a President Madison			8:15a President Washington	
9am					
10am					
11am				10:45a President Jefferson	
			11:30a President Monroe		

Or use the AVAIL CAL button to show the same information, but with your available dates/times colorized. (See “Update Profile” below to make those settings)

	Mon, October 7	Tue, October 8	Wed, October 9	Thu, October 10	Fri, October 11
7am	7a	7a	7a		
8am	8a	8a	8a	8:15a President Washington	
9am	9a	9a	9a		
10am	10a	10a	10a		
11am	11a	11a	11a	10:45a President Jefferson	11a
12pm	12p	12p	12p		12p

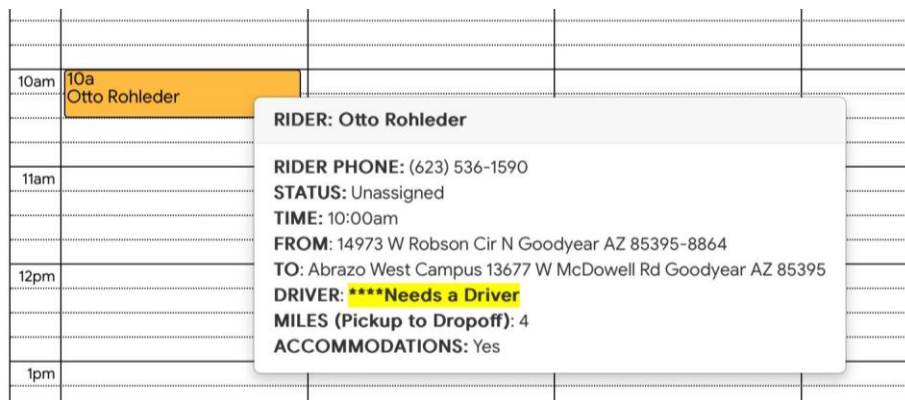
Rides which are already assigned to YOU will display in GREEN

Rides which are UNASSIGNED will display in GRAY

Fri, May 31	
9a	Otto Rohleder

Wed, May 15	
11a	Jeff Pelletier

But UNASSIGNED Rides may also display in ORANGE if they have been recently created. Yes, somewhat confusing but GRAY or ORANGE rides are available for you to select.



Hover (touch but not click) over any calendar entry (any color) and the basic information will show in a "bubble".

Click on that calendar entry to display that Ride in the full GRID view.

#### WHAT IS SHOWN ON THE GRID ENTRY

RIDE#: System assigned Ride ID#

WHEN: Pickup time; Appointment Time; "Unassigned" if appropriate

RIDER: Name; phone number

ACCOM: Codes indicating special conditions (see list below)

LOWER BOX may also have doctor name, phone listed (any Notes we add)

SIGNUP: button (for accepting unassigned rides)

PICKUP: Pickup location (rider's home address); MAP button; NAVIGATE button

DROPOFF: Destination address

MILES: one-way mileage, pickup to destination, by Google

### SIGN UP (ACCEPT) A RIDE

For unassigned Rides, a driver has the option to SIGNUP (accept this ride) by clicking the SIGNUP button.

The screenshot shows the driver portal for Dave Pelletier. At the top, there are buttons for LOGOUT, Edit Profile, and PRINT. The main heading is "Driving Schedule For: Dave Pelletier". Below this, there are navigation controls including a date selector (10/07/2024), TODAY, << DAY, DAY >>, CALENDAR, and a dropdown for "Sort by Status/Time". There are also buttons for "Avail Cal", "Rides By Driver", "All Rides", REFRESH, and Map Help.

Ride#	When	Rider	PickUp	DropOff	~Miles 1-way	Duration (hrs)	Miles (L/UN)	Odom	Units	Fee	Driver Hrs
1 2763364	8:30am Appt: 9:00am Unassigned	<b>President Madison</b> *Added Today 2:52pm* <b>SIGNUP</b>	15383 W Cheery Lynn Rd Goodyear AZ 85395-8513 MAP NAVIGATE	Abrazo West Campus 13677 W McDowell Rd Goodyear AZ 85395	4	1.00	L:4		1		
(623) 555-1515											

The display refreshes to show:

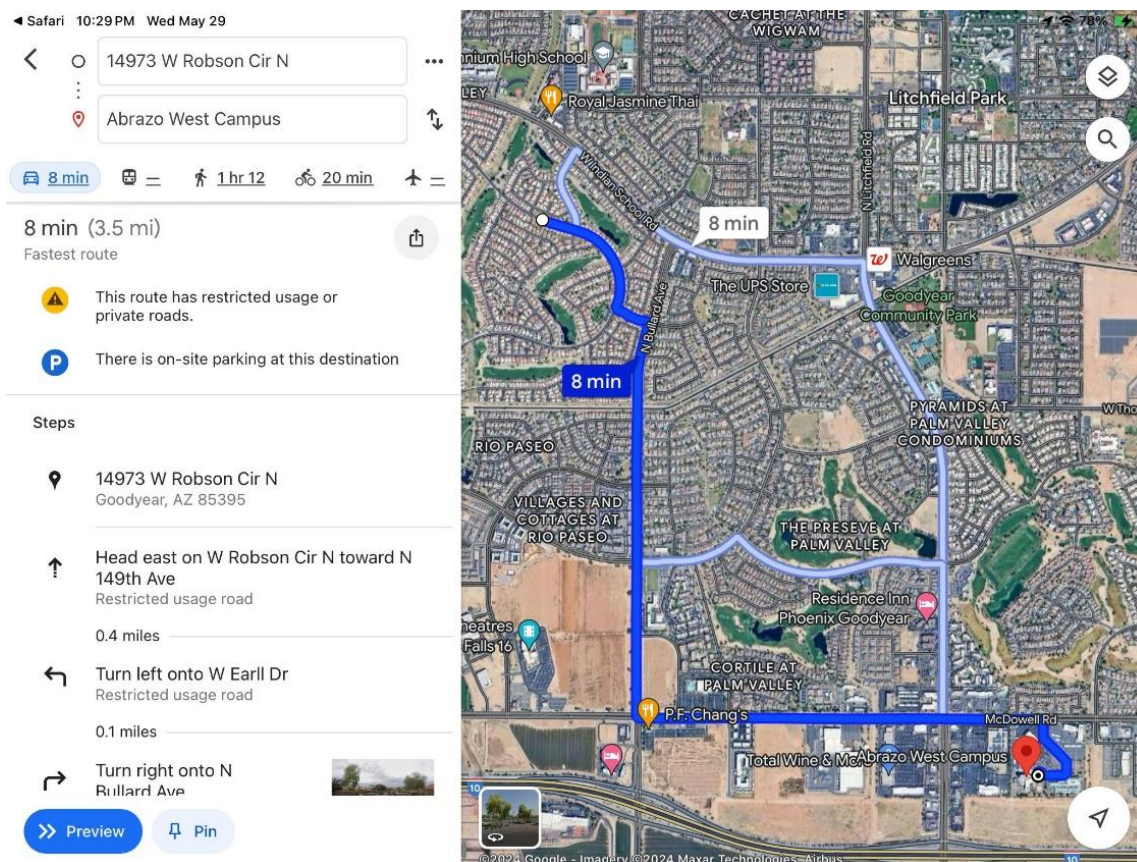
The screenshot shows the driver portal after a refresh. The interface is identical to the previous one, but the "SIGNUP" button has been replaced by an "EDIT" button, and the rider's status is now "Updated 3:01pm\*".

Ride#	When	Rider	PickUp	DropOff	~Miles 1-way	Duration (hrs)	Miles (L/UN)	Odom	Units	Fee	Driver Hrs
1 2763364	8:30am Appt: 9:00am	<b>President Madison</b> *Updated 3:01pm*	15383 W Cheery Lynn Rd Goodyear AZ 85395- 8513 MAP NAVIGATE	Abrazo West Campus 13677 W McDowell Rd Goodyear AZ 85395	4	1.00	L:4		1		
(623) 555-1515											

The Office Volunteers see a similar display in the full software product, which now reflects the new driver assignment.

**Contact the Office if you need to cancel a ride you have accepted! They can remove or change driver.**

Click the MAP button to request a map of the route, with detailed driving instructions.



Your total end-to-end mileage will likely be approximately about twice the computed one-way mileage, plus your transit time to/from your home

## COMPLETE THE RIDE

Click on EDIT underneath the Ride # when the Ride is complete

Ride#	When	Rider	PickUp	DropOff
1 2540294 <a href="#">EDIT</a>	10:00am Appt: 11:00am	<b>Otto Rohleder</b> *Updated 12:22pm* <a href="#">Remove Me</a>	14973 W Robson Cir N Goodyear AZ 85395-8864 <a href="#">MAP</a> <a href="#">NAVIGATE</a>	Abrazo West Campus 13677 W McDowell Rd Goodyear AZ 85395
(623) 536-1590 <b>Accom: C,HOH</b>				

**RIDER: Otto Rohleder (#2540294)**  
**6/03/2024 10:00 am**

Status

End Time

Fee  Payment

Units

Miles  
Loaded  Unloaded

Odometer  
Start  End

Driver Hours

Notes

[Save Changes](#) [Close](#)

- Change the Status from "Assigned" to "Completed"
- *Optional - Enter the time the assignment ended (this also marks COMPLETE)*
- Ignore "Fee" and "Payment"
- Enter your actual end-to-end total mileage as "Loaded"
- Ignore "Miles Unloaded" (no rider)
- Ignore odometer start and end values
- *Optional - Enter driver total hours for the trip (if we decide to ask for this)*
- *Optional - ADD any NOTES as appropriate (TBD Will we have a "policy")*
- Click SAVE "CHANGES" to complete the ride

THE OFFICE RECORD FOR THE RIDE SHOWS THOSE COMPLETION ENTRIES, AND YOU DO NOT NEED TO CALL THE OFFICE WITH YOUR MILEAGE

## UPDATE PROFILE BUTTON

**Change Password** Update Password

Email: u6l89@cox.net  
Name: Dave Pelletier

Current Password:

Enter New Password:

Confirm New Password:

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Password Rules:

- 6-16 characters long
- contains at least 1 number
- contains at least 1 uppercase character
- contains at least 1 symbol

Examples: ! " # \$ % & \ ' ( ) \* + - . / : ; < = > ? ~

CANCEL CLOSE WINDOW

**Update Profile** Save Updates

Availability Preferences							
Time	M	T	W	R	F	Sa	Su
All Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 - 8am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8 - 9am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9 - 10am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10 - 11am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 - Noon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12 - 1pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1 - 2pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 - 3pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 - 4pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 - 5pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 - 6pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Drivers License Information:**

Expires	State	Number/ID
<input type="text" value="01/01/2026"/>	<input type="text"/>	<input type="text"/>

**Insurance Information:**

Expires	Company	Policy Number
<input type="text" value="01/01/2026"/>	<input type="text"/>	<input type="text" value="100/200/100"/>

## CHANGE YOUR PASSWORD

Enter your current password, then your new password – then confirm your new password again. Click UPDATE PASSWORD.

## UPDATE YOUR AVAILABLE-TO-DRIVE DAYS/TIMES

Toggle the day/time entries in the grid, setting the box checked in BLUE to indicate when you ARE available. Click SAVE UPDATES.

It is important that you make and maintain these availability settings. There will certainly still be situations where the Office needs call to find a driver.

The system recognizes when a planned ride’s day/time is outside your parameters, and will not offer you as a driver to contact for that ride.



## **UPDATE DRIVER'S LICENSE, AND/OR INSURANCE INFORMATION**

Change your driver's license expiration date, and/or

Change your insurance expiration date, and/or

Change your insurance coverage (stored under "Policy Number")

*(example "100/200/100" indicates \$100,000, \$300,000, \$100,000 coverages)*

*We need to review whether to use this method, or to bring documents to the Office as is currently done*

## **CURRENT ACCOMMODATION CODES – SUBJECT TO CHANGE OR ADDITIONS**

AIDE	an aide accompanies the rider
BLIND	is blind
CANE	uses a cane
DEAF	is deaf
HOH	is hard of hearing
LOW	low entry vehicle required
MOB	has mobility issues
OXYGEN	uses oxygen (tank or generator)
SA	a service animal accompanies the rider
VI	Vision impaired
WALKER	uses a walker
WHEELCHAIR	uses a wheelchair