BigRoad Mobile App: Team Driving

OVERVIEW

Some drivers choose to work together and drive as a team to cover more ground and deliver loads in a timely manner. BigRoad easily accommodates team driving with a few easy steps.

For the sake of clarity throughout this guide **Driver A** will refer to the person Driving, and **Driver B** will refer to the co-driver.
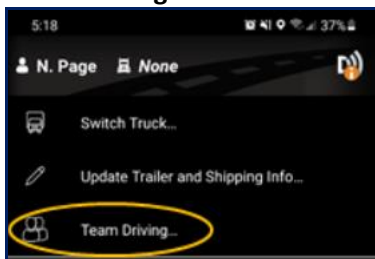
TEAM DRIVING: START TEAM DRIVING

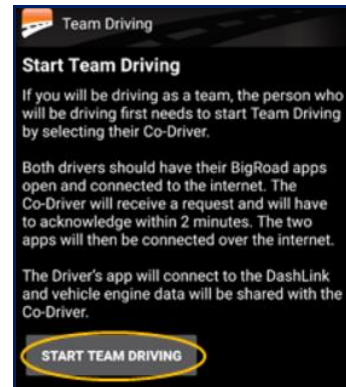To start Team Driving the following steps need to be done :

- Both Driver and co-driver must be signed into the BigRoad Mobile App.
- Select the Same Truck
- Neither driver is driving at the time
- Both drivers must be connected to the internet.
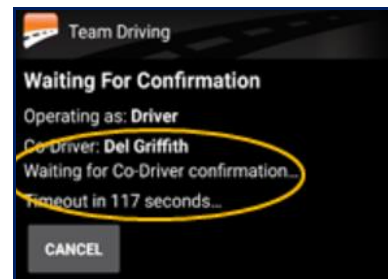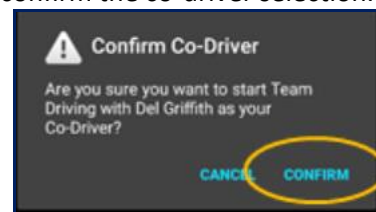
To Start: Driver A
1. Sign in to the **BigRoad Mobile App**
2. Pick a Truck from the **Pick a Truck** Screen
3. Driver A will Tap **'More'** from the main screen
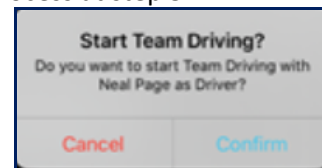4. Tap **'Team Driving'**

5. Tap the button, **'Start Team Driving'**

6. The Driver (Driver A) is now taken to a list of drivers on their fleet that they can choose co-driver (Driver B)
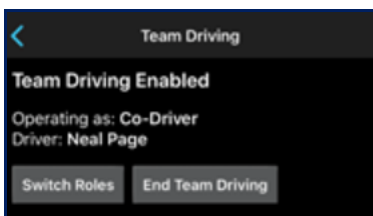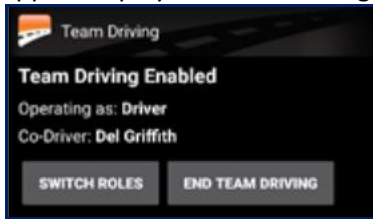7. Driver A will now receive a prompt asking them to confirm the co-driver selection.

8. Driver B will now receive a pop up to accept/reject the team driving request.
   a. The pop-up will remain on screen for 2 minutes if not actioned or Driver B rejects the pop-up, team driving will be cancelled and Driver A will need to re-start the process at step 5.
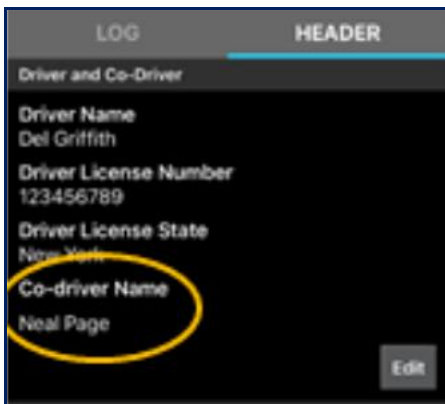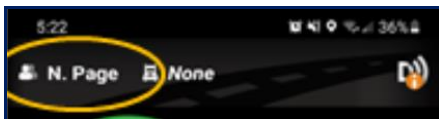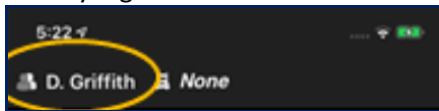
9. Once Driver B Confirms, team driving has started
   a. It may take a few seconds for the mobile app to display the team driving in-app.

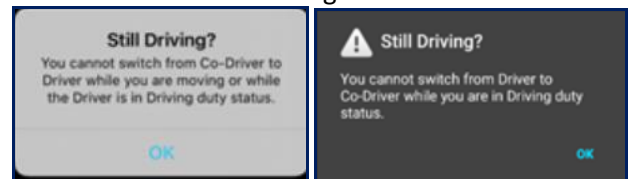   b. Their names will appear on each other's daily logs as a co-driver.

   c. Once movement is detected Driver A's app will be locked however driver b will be able to make changes.

TEAM DRIVING: SWITCH ROLES

Once Driver A has stopped driving and the truck is stationary and parked.

1. Driver A or Driver B, from the main page, will tap **'More'**
2. Tap **'Team Driving'**
3. Select **'Switch Roles'**
   a. If Driver A is still driving a pop-up will appear advising the driver that they cannot change their role.

4. If the request is coming from Driver A they will receive a pop up to **'cancel'** or **'confirm** the request.
   a. If Driver A selects '**Cancel'** the roles will remain the same.

5. Driver B will now receive a pop-up informing them that driver A has requested to change roles. Driver B can choose '**ok'** or **'End team driving'**
   a. If Driver B selects **'Ok'** Roles will now change, and Driver B will now be ready to drive.
   b. If Driver B selects **'End Team driving'** roles will not switch but team driving will end and both drivers will now be considered individual drivers.

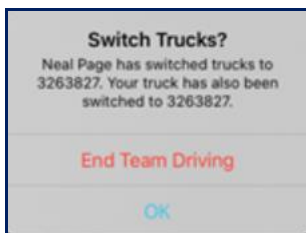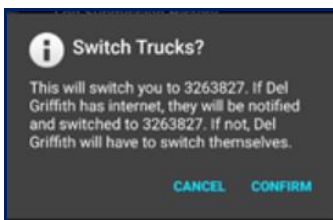*NOTE: If either driver does not have an internet connection the in-app messages will not appear.*

TEAM DRIVING: SWITCH TRUCKS

If during a Team driving event and the team drivers need to change the truck the app will allow both Driver A and Driver B to disconnect from the current truck and reconnect to the new truck.

To Switch Truck: Driver A
1. Make sure the vehicle is stationary and parked.
2. From the main page of the BigRoad App, Tap **'More'**
3. Select **'Switch Truck'**
4. A pop up will now show to confirm the change.
   a. If **'Cancel'** is selected by Driver A the Truck will remain the same
   b. If **'Confirm'** is selected by Driver A this will trigger a pop up on Driver B's mobile app.

5. Driver B will now receive a pop-up, they will be able to click '**ok'** or '**End Team driving'**
   a. **Ok**, will switch the truck on both driver A and Driver B's mobile app.
   b. **'End Team Driving'** Will allow Driver A or Driver B to operate as an individual driver.

NOTE: If either driver does not have an internet connection the in-app messages will not appear.
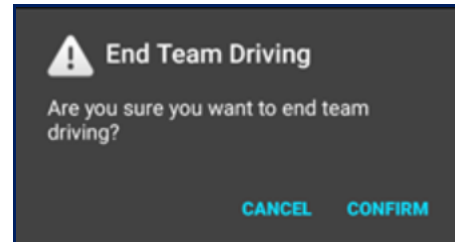
TEAM DRIVING: END TEAM DRIVING

When Driver A or Driver B wishes to end a Team Driving session they can do so when they are no longer moving and out of the Driving Duty status.
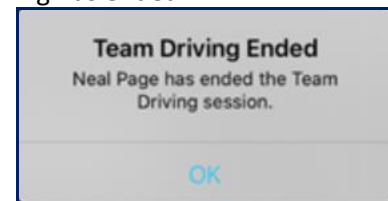
To End Team driving: Driver A
1. From the Main page in the BigRoad App, tap **'More'**
2. Select **'Team Driving'**
3. Select '**End Team Driving'**

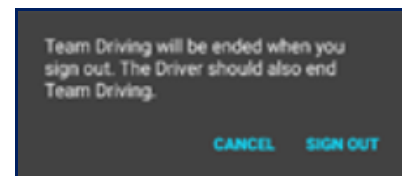4. Driver A will receive a pop-up confirming the change.
   a. If they choose **'cancel'** the Team driving session will continue.

5. When Driver A taps '**confirm'** Driver B will receive a pop-up advising them that Team Driving has ended.

6. If Driver A or Driver B signs out of the mobile app it will trigger a warning advising that the Team Driving Session will be ended. If Driver A or Driver B tap **'Sign Out'** this will also trigger a warning on the other user's mobile app to notify them that team driving has ended.

TEAM DRIVING: REASSIGN DRIVING EVENTS MOBILE APP

If a drive time was accidentally recorded under the wrong driver during a Team Driving session, the driver with the incorrect driving event will be able to reassign the event to the other driver.

Requirements:
- Both Driver A and Driver B were signed in and connected to an ELD vehicle
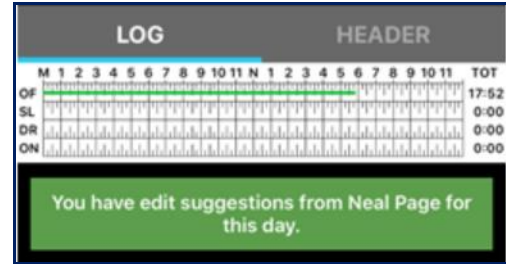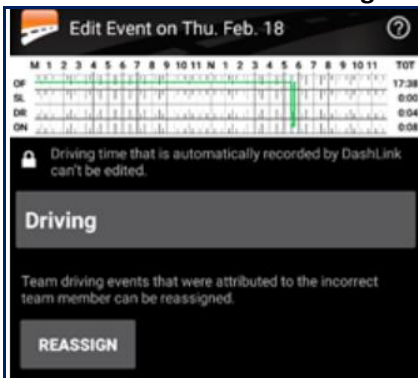
- Both Driver A and Driver B were connected in a Team driving session for that day.
- Drivers added manually will not qualify to reassign driving events.
- The log was created after March 17th, 2021 and within the past 14 days.

To reassign Driving events: Driver A

1. From the Main page on the BigRoad app tap **'Logs'**
2. Tap **'View Logs'**
3. Select the date you wish to edit
4. If the Log is signed scroll to the bottom and click **'Edit'**, otherwise tap the driving event you wish to re-assign.
5. If the event meets the above requirements you will see a button labelled **'Reassign'**

6. This will send the event to Driver B, they will now see a green banner on the top of the log advising the event is pending acceptance.

7. Driver B will now see a green dot on the logs button.

8. Driver B will Tap the '**Logs'** Button
9. Driver B will Select the item labelled **'Reassign drive time'** this will take them to the log in question.
10. On the top of the log will be a green banner advising of the pending edit suggestion, Driver B will tap the banner
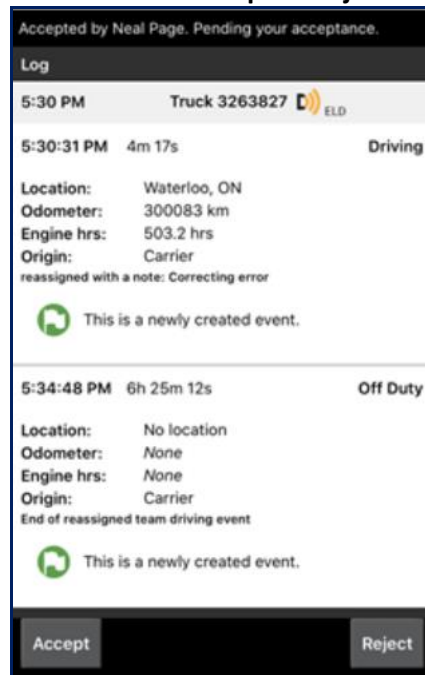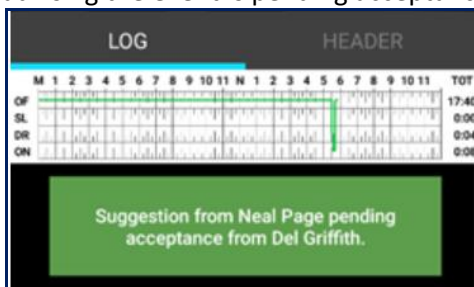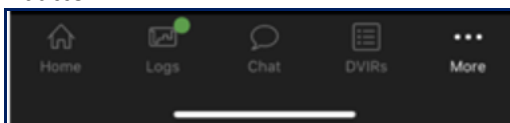

11. Driver B will now **Accept** or **Reject** the event.

a. If Driver B **rejects** both logs will remain unchanged.
b. If Driver B **accepts** both logs will be updated.
    i. Driver A may need to change the driving event.

Note: This can also be done on the BigRoad Web app, all requirements remain the same and the effect on the mobile app will also remain unchanged.

TEAM DRIVING: REASSIGN DRIVING EVENTS – WEB APP

If drive time was accidentally recorded under the wrong driver during a Team Driving session either Driver A or Driver B will have the option to re-assign that driving to one another.

The Requirements remain the same for the driver for the safety manager the Log must be signed.

For clarity Driver A is the person with the incorrect driving event and Driver B is the one accepting it.

To Reassign a Team Driving Event:
1. From the Daily log Tab, Driver A will Select **'Edit Log'** on the day with the event that needs to be re-assigned.
2. Driver A will Scroll down to the Event.
3. Driver A will Select '**Edit**
4. Beside **Driver**, there is a drop-down to select the Driver B's name.

5. Driver A will Tap **'Save'**
6. Add a Note on the pop-up explaining the reason for the change.
7. From the Edit Daily log page at the top of the page select **'Send Suggestion'**
8. If the Safety Manager is completing the change both Driver A and Driver B will see the Green banners discussed above.
   a. If Driver A is completing this edit Driver B will receive the Green Banner to accept or reject.

Note: For further instructions on editing logs please refer to the Edit Logs for Drivers QRC and How to Edit Logs – Safety Manager guides.