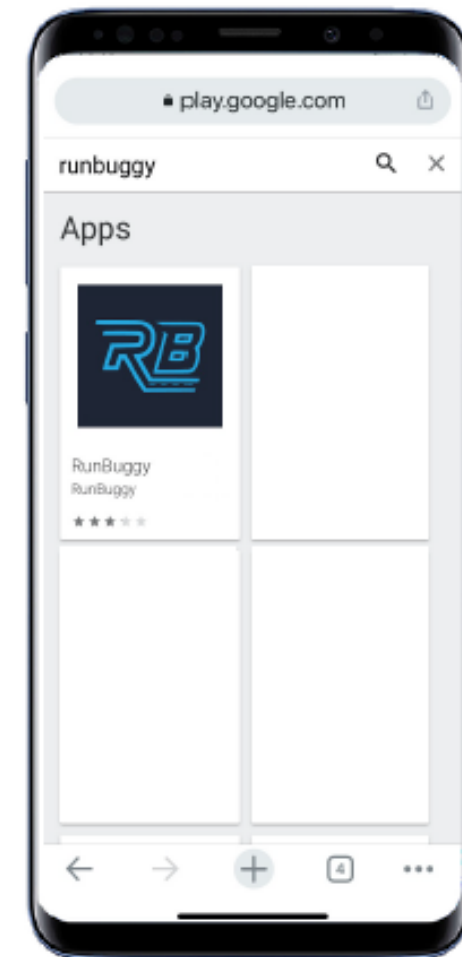


WELCOME TO RUNBUGGY

New Driver Guide

STEP 1. DOWNLOAD THE RUNBUGGY APP



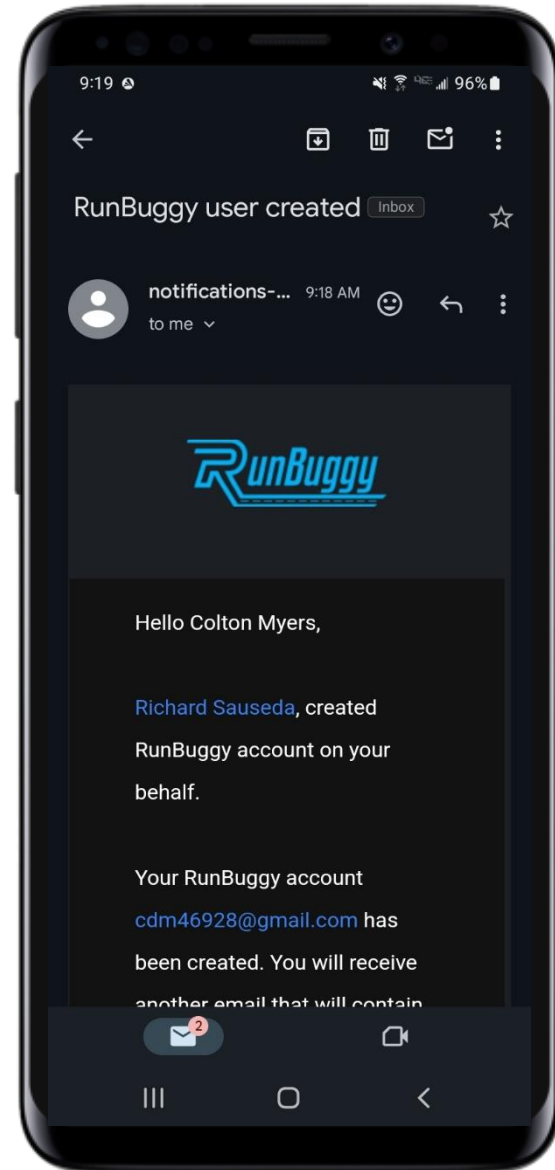
OR



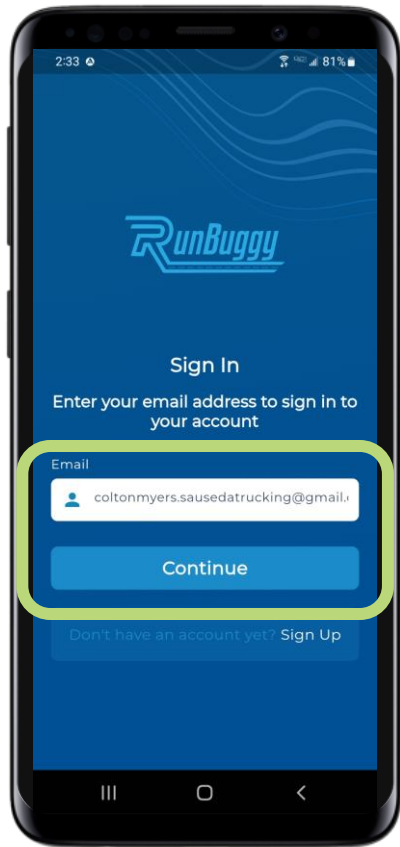
STEP 2. CHECK YOUR EMAIL

You will receive an email indicating that your account has been created.

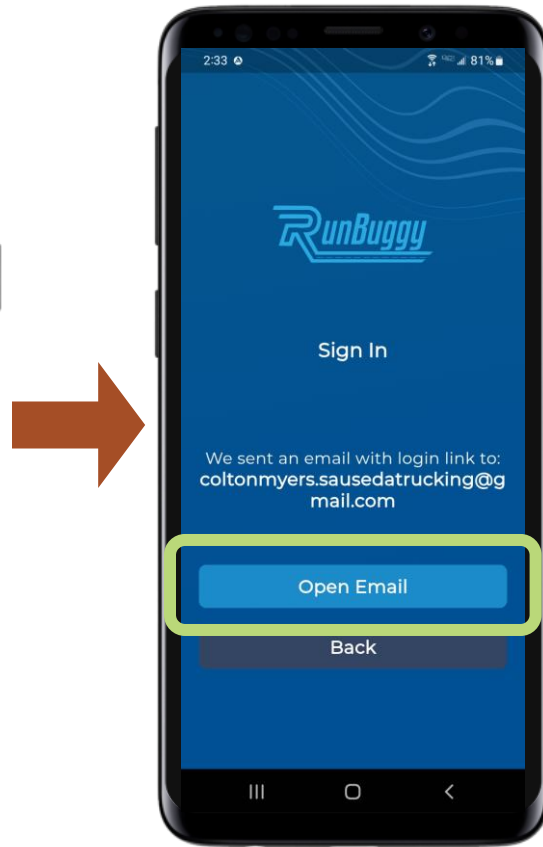
2



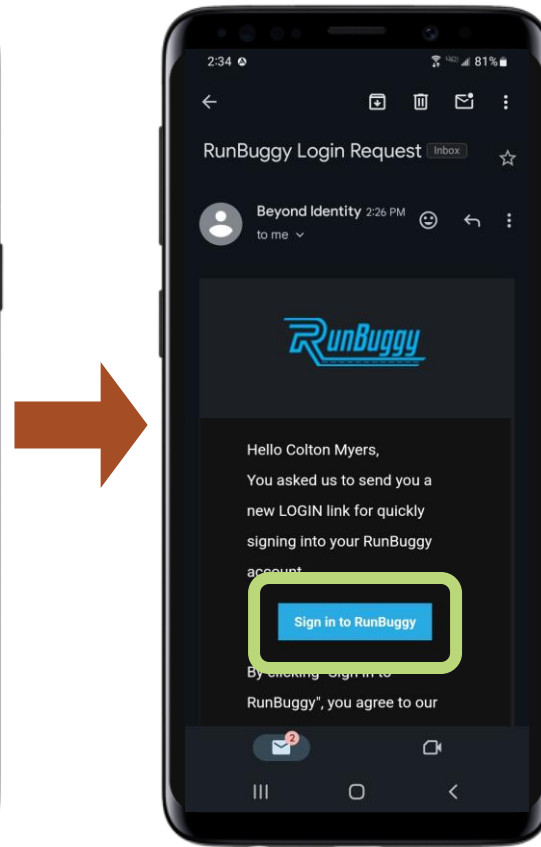
STEP 3. SIGN IN WITH PASSWORDLESS TECHNOLOGY



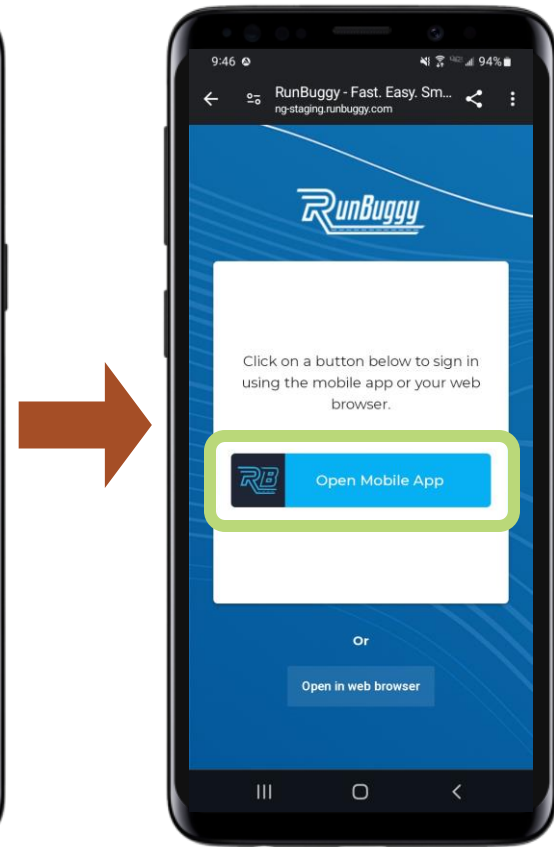
Go to the **RunBuggy Mobile App** & enter the email associated with your account.



Tap **Open Email**.



Open the **RunBuggy Login Request** email & tap **Sign in to RunBuggy**.



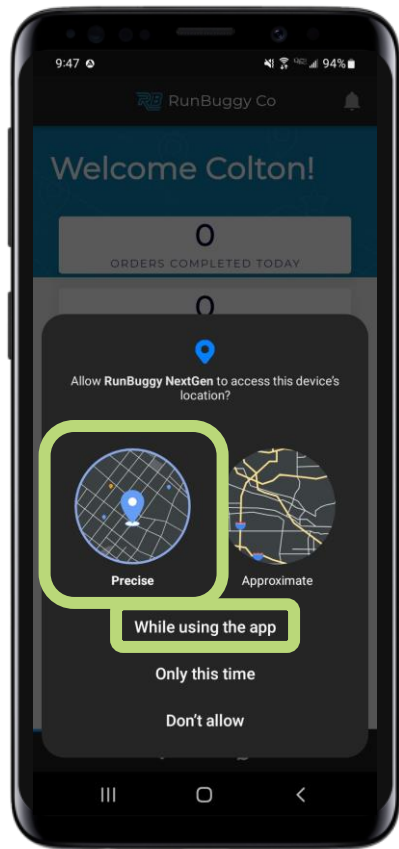
Tap **Open Mobile App**.

3

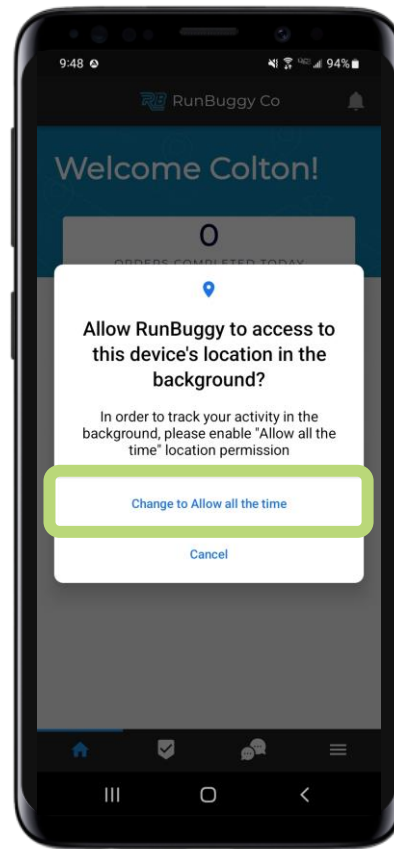
The RunBuggy Mobile App utilizes **passwordless technology**. An email with a sign in link will be sent to the email address associated with your account.



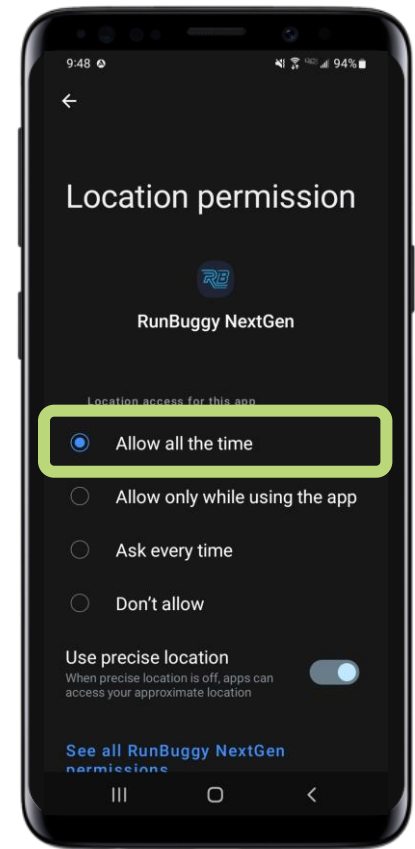
STEP 4. ENABLE LOCATION



Allow the RunBuggy Mobile App to **access your precise location while using the App.**



Allow the RunBuggy Mobile App to **access your device's location in the background.**



Tap **Allow all the time.**

4

STEP 5. HOME SCREEN

This is your home screen where you can see your order details & metrics.

View your **Tasks.**

Search all Orders.

Navigate to **Home screen.**

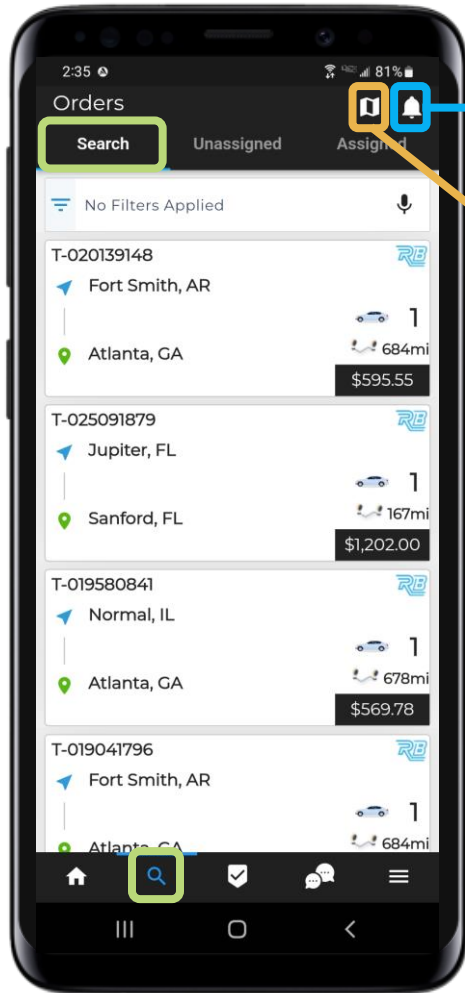
View your **Notifications.**

View your **Settings.**

Metric	Value
COMPLETED ORDERS \$ INCOME (CURRENT MONTH)	\$1,259.38
ORDERS FOR PICKUP	0
ORDERS FOR DROP-OFF	0
ORDERS FOR ASSIGNMENT	29
PREFERRED ORDERS	0
ORDERS COMPLETED TODAY	0
ASSIGNED ORDERS	94

5

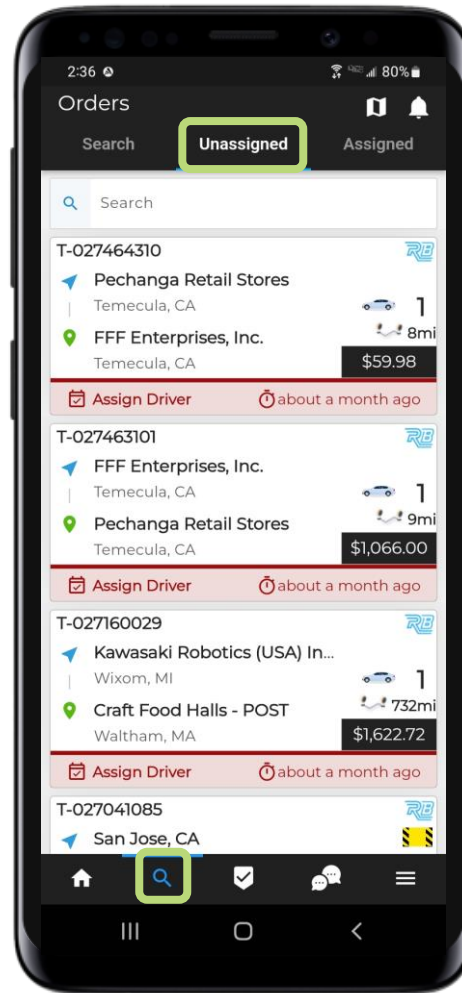
STEP 6. SEARCHING FOR ORDERS



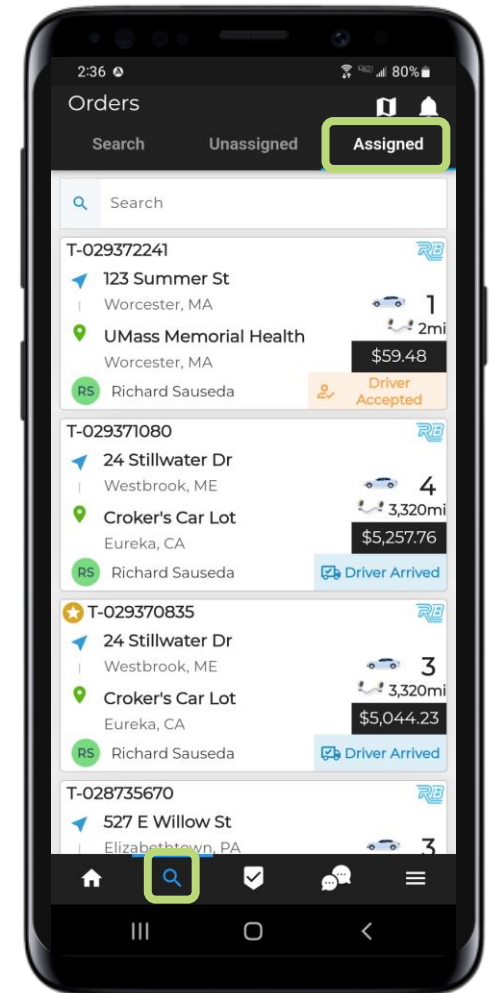
Search All Orders

Notifications

Map View of Orders



Search Unassigned Orders



Search Assigned Orders

6

STEP 7. ORDER INFORMATION

Gate Passes

Chat Directly w/ Shipper

Route

Order Number

Bill of Lading (BOL)

Number of Vehicles

Unclaim or Reject Order

Notifications

Order Status

Tap for Pickup or Dropoff Instructions & Contact Info

Tap to View Vehicle Details

Tap Here to Accept the Order

2:49 80%

United States

México

T-029395519

Assigned

DURATION 49 Hr 45 Mins

DISTANCE 3320 mi

PAYOUT \$4,370.91

24 Stillwater Dr
24 Stillwater Dr, Westbrook, ME

Croker's Car Lot
4015 Campton Rd, Eureka, CA

3

2007 Ford F-150
1FTPW14V87FA10288

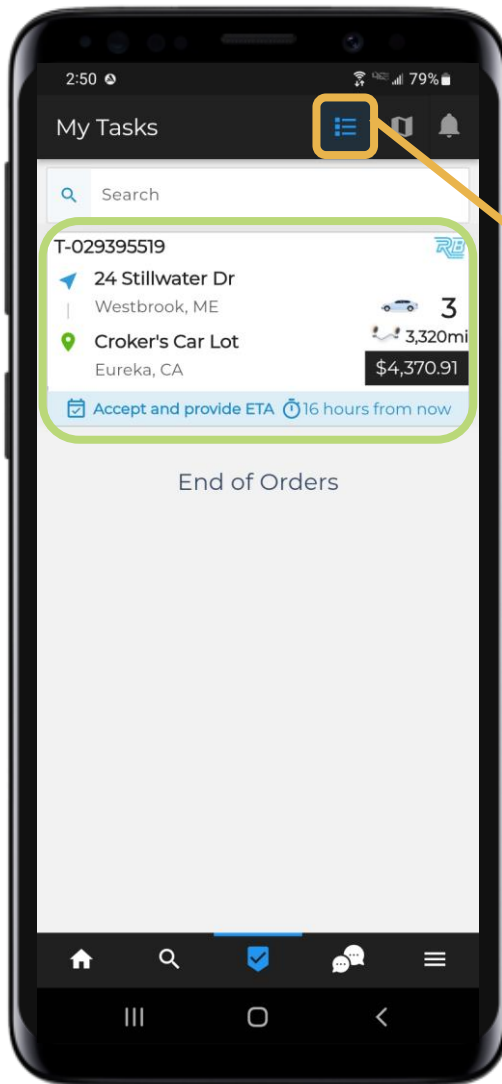
2014 Toyota RAV4
JTMDFREVE5ED055309

1997 Dodge Neon
1B3ES22C7VD296283

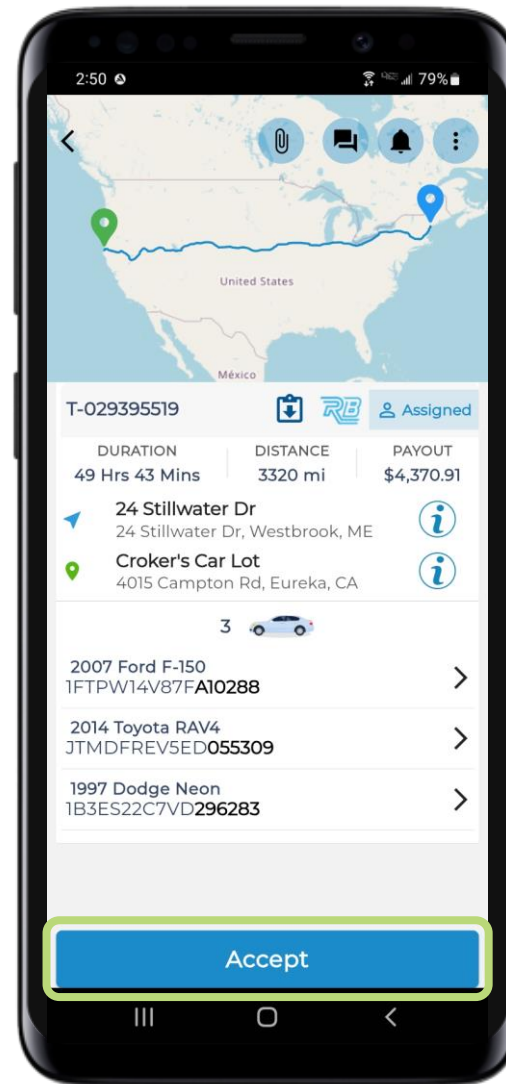
Accept

7

STEP 8. ACCEPT ORDER



List View of Orders

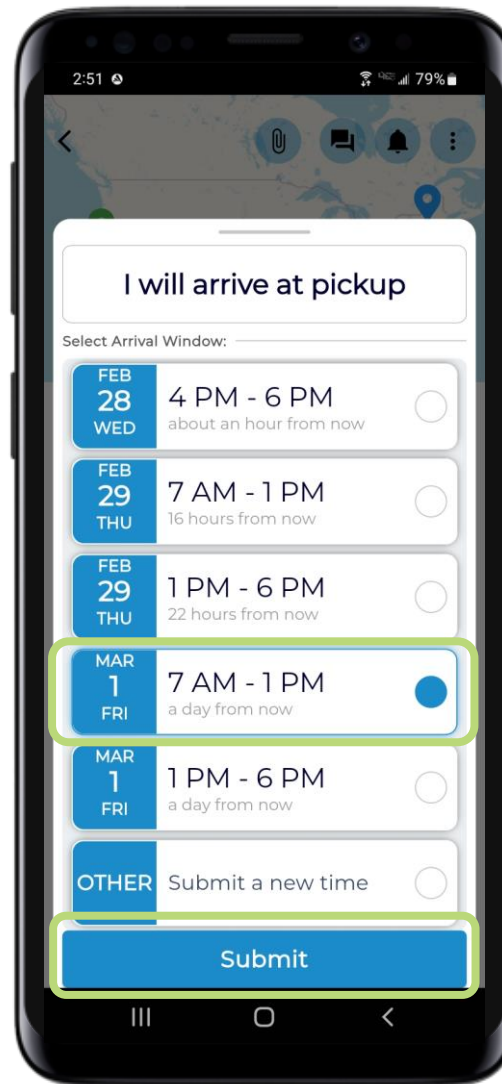


Tap the **Order** you want to accept.

Tap **Accept**.

8

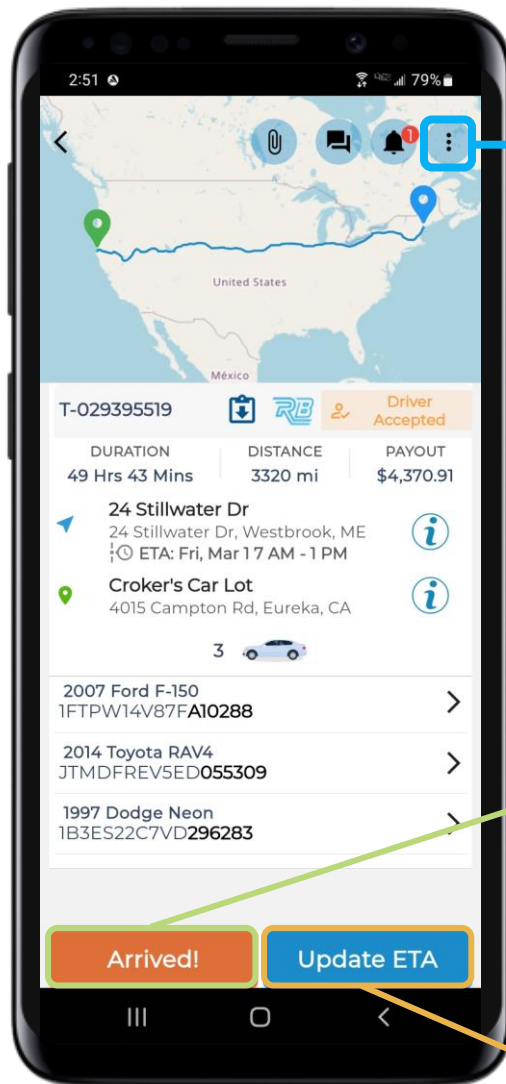
STEP 9. SET PICKUP ARRIVAL WINDOW



Tap your **arrival window**,
then tap **Submit**.

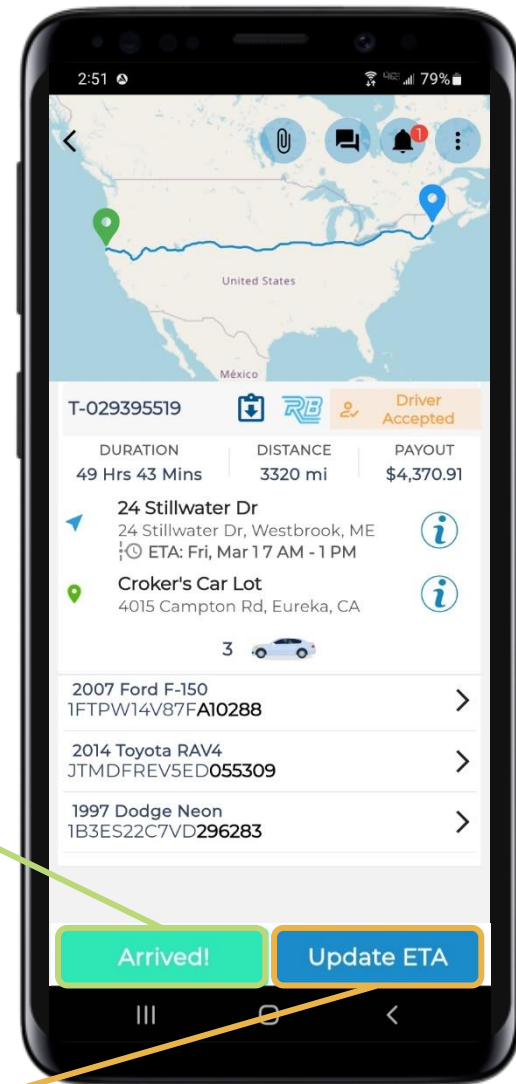
9

STEP 10. ARRIVE AT PICKUP



Tap here to **reassign** the order to another Driver. Only Admins can reassign orders.

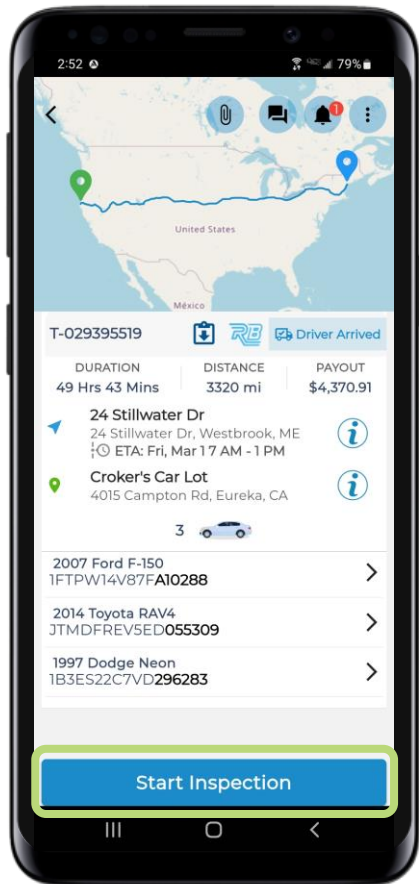
If the **Arrived!** button is orange, proceed closer to the address until it turns green, indicating you are within the pickup radius, then tap **Arrived!**



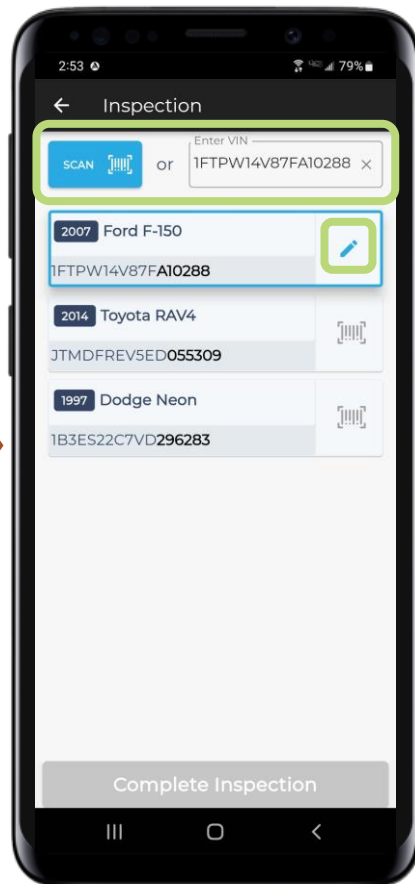
If you need to update your ETA, tap **Update ETA**.

10

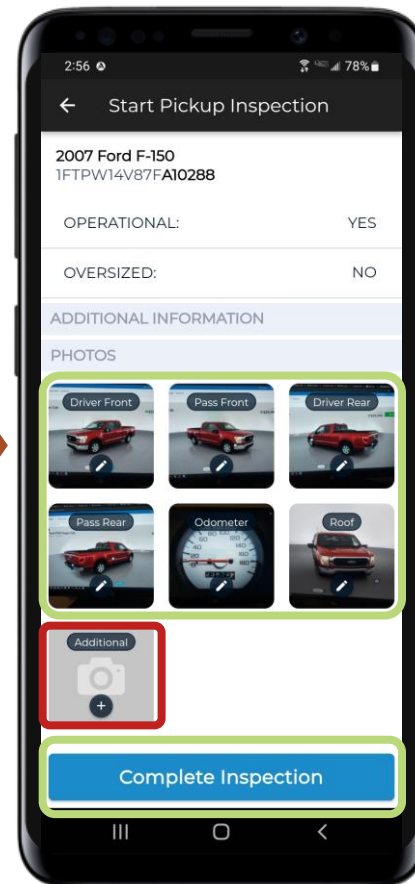
STEP 11. COMPLETE PICKUP INSPECTION



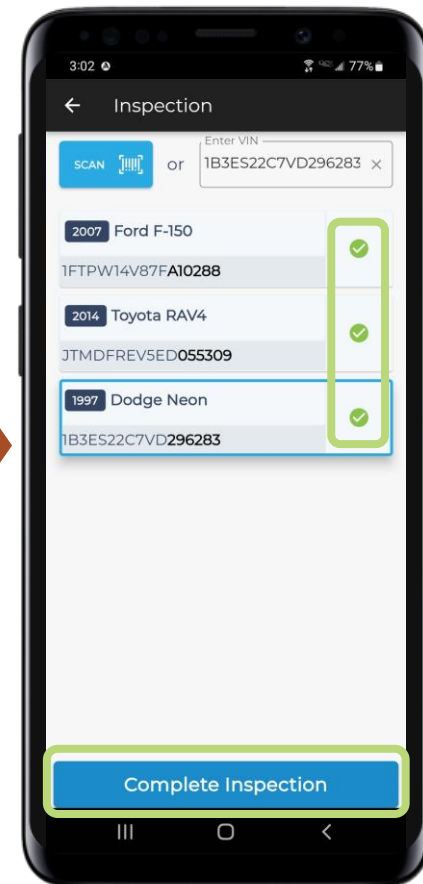
Tap **Start Inspection**.



Scan or enter the VIN of the vehicle being inspected, then tap its  icon.



Take photos of the vehicle, then tap **Complete Inspection**.



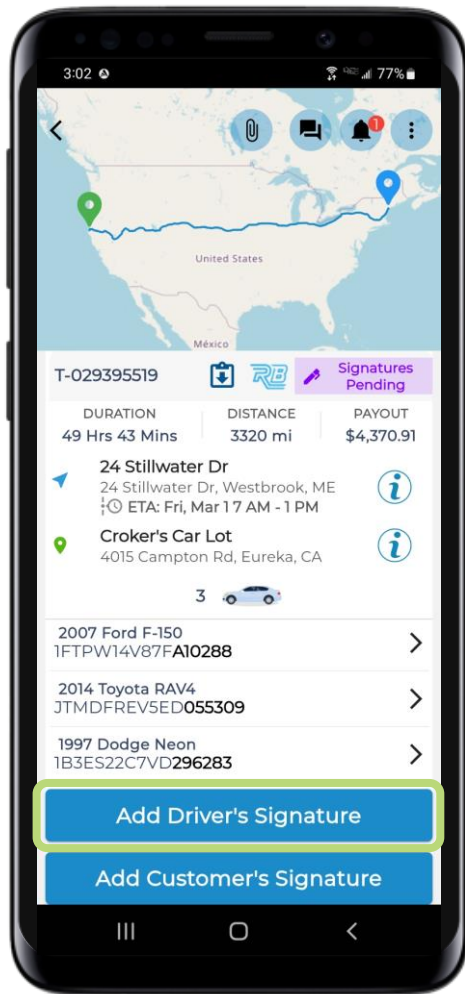
Repeat these steps for each vehicle until all have the  icon, then tap **Complete Inspection**.

11

When completing an inspection, photograph & mark any damages under **Additional** using **AIAG Damage Codes**.

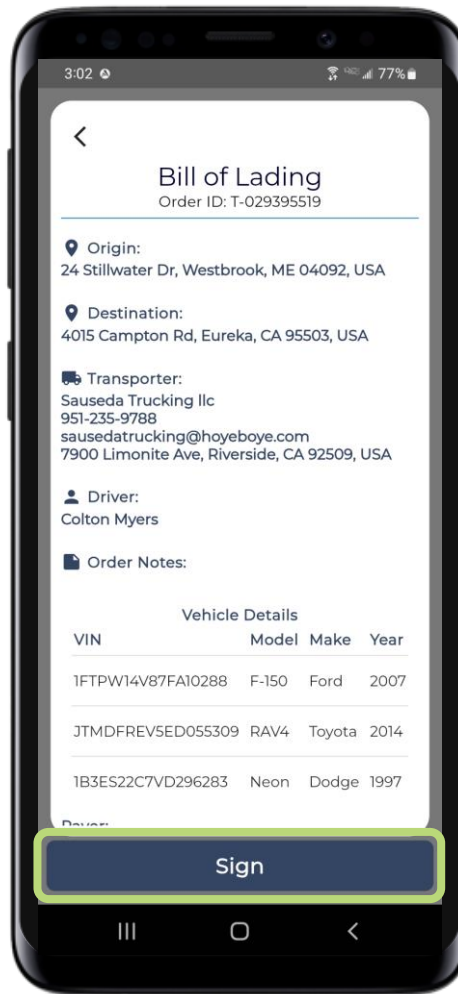


STEP 12. DRIVER SIGNS THE BILL OF LADING (BOL)

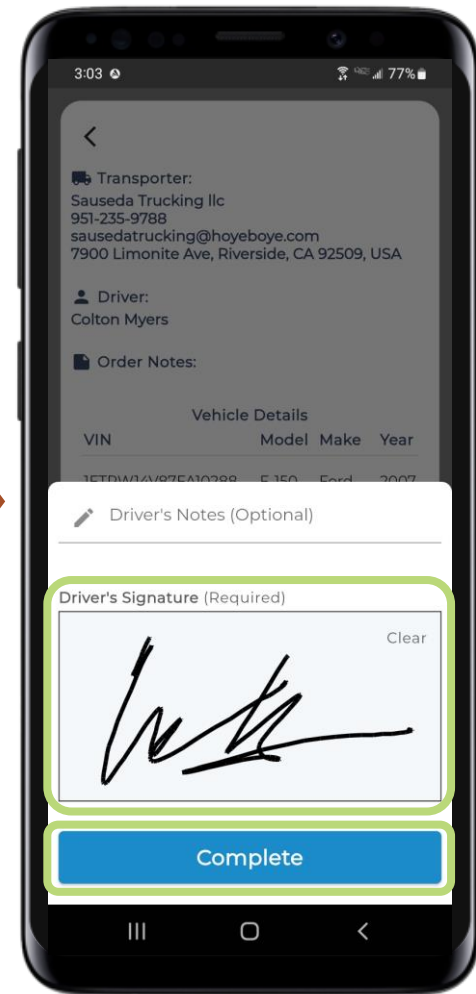


Tap **Add Driver's Signature**.

12

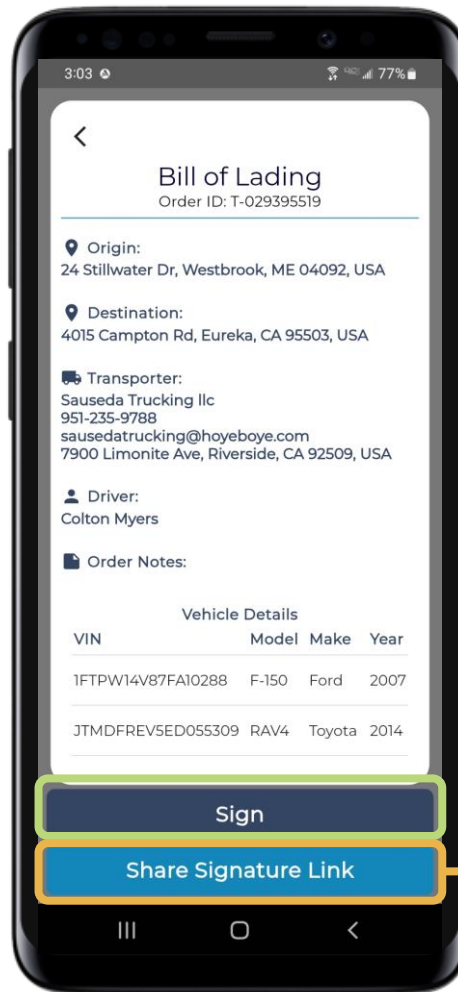
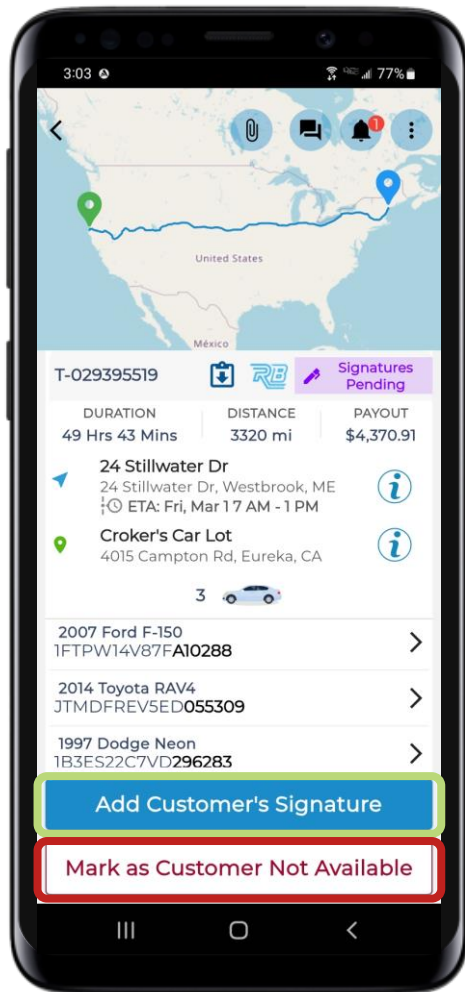


Tap **Sign**.

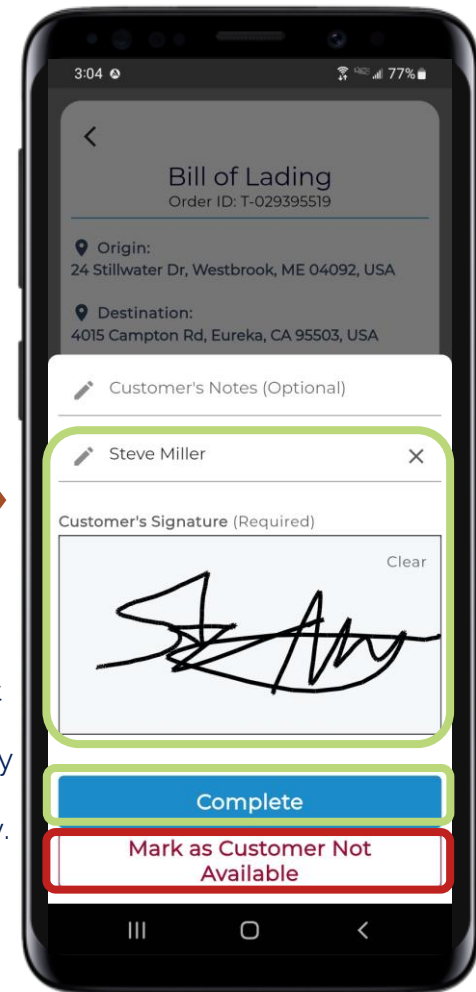


Sign your name,
then tap **Complete**.

STEP 13. SHIPPER SIGNS THE BILL OF LADING (BOL)



If the Customer is not available, tap **Share Signature Link** to copy & share the link with them to sign remotely.



Tap **Add Customer's Signature**.

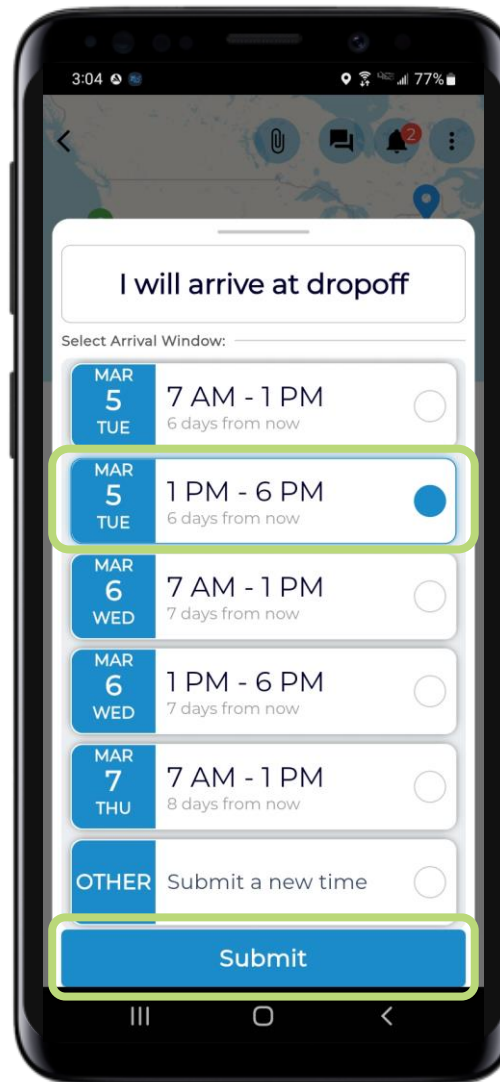
Tap **Sign**.

The Shipper **enters their name, signs,** then taps **Complete**.

13

Only tap **Mark as Customer Not Available** if you are unable to share the signature link with them.

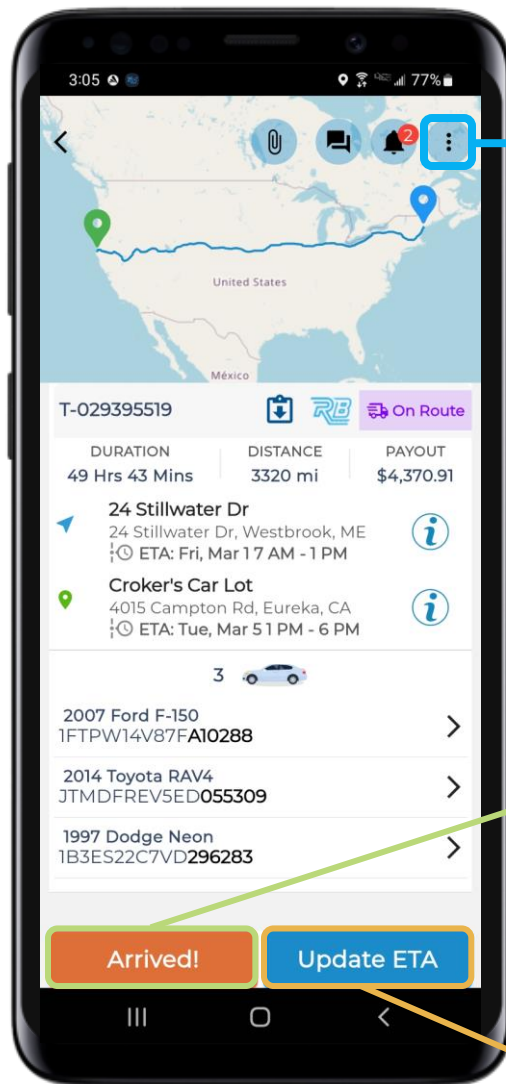
STEP 14. SET DROPOFF ARRIVAL WINDOW



Tap your **arrival window**, then tap **Submit**.

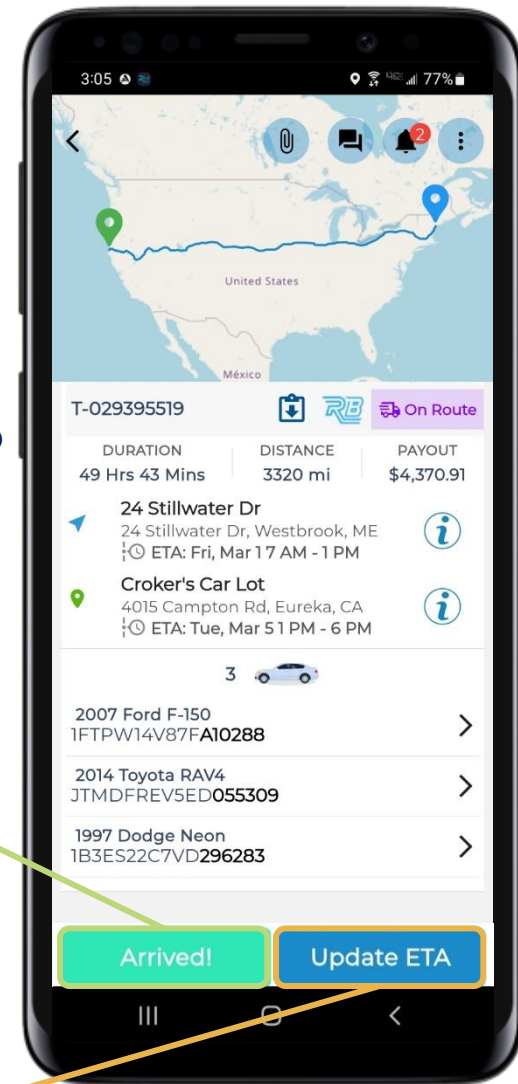
14

STEP 15. ARRIVE AT DROPOFF



Tap here to **reassign** the order to another Driver. Only Admins can reassign orders.

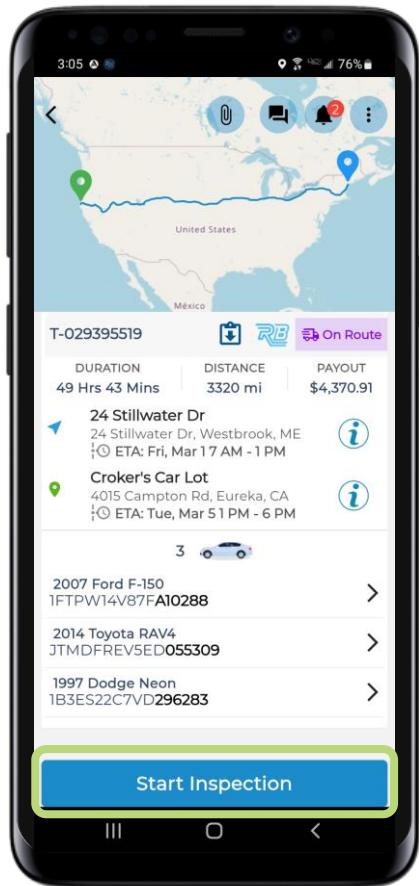
If the **Arrived!** button is orange, proceed closer to the address until it turns green, indicating you are within the dropoff radius, then tap **Arrived!**



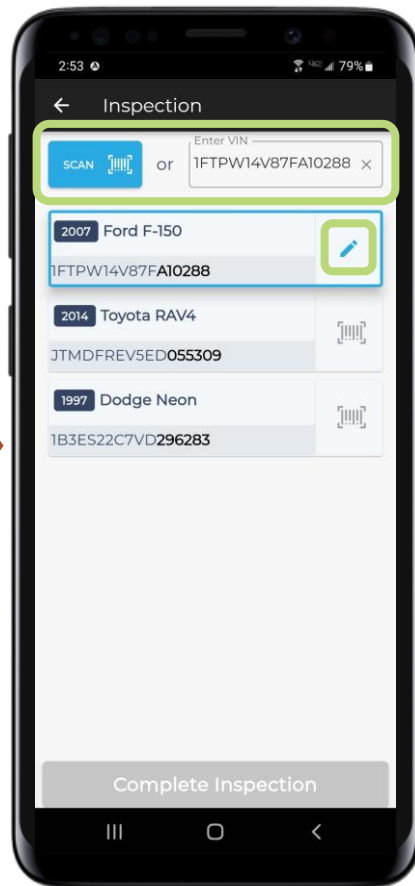
If you need to update your ETA, tap **Update ETA**.

15

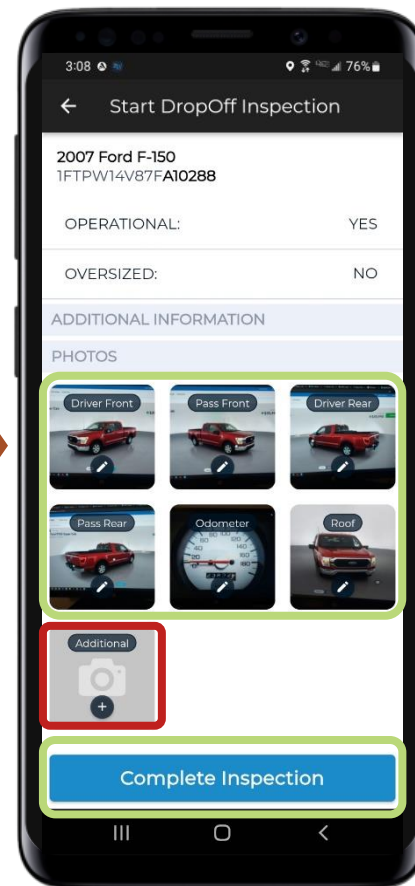
STEP 16. COMPLETE DROPOFF INSPECTION



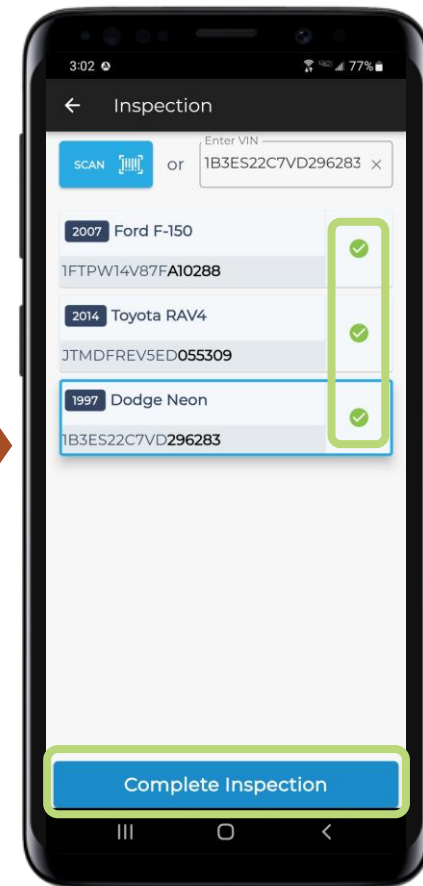
Tap **Start Inspection**.




Scan or enter the VIN of the vehicle being inspected, then tap its  icon.



Take photos of the vehicle, then tap **Complete Inspection**.

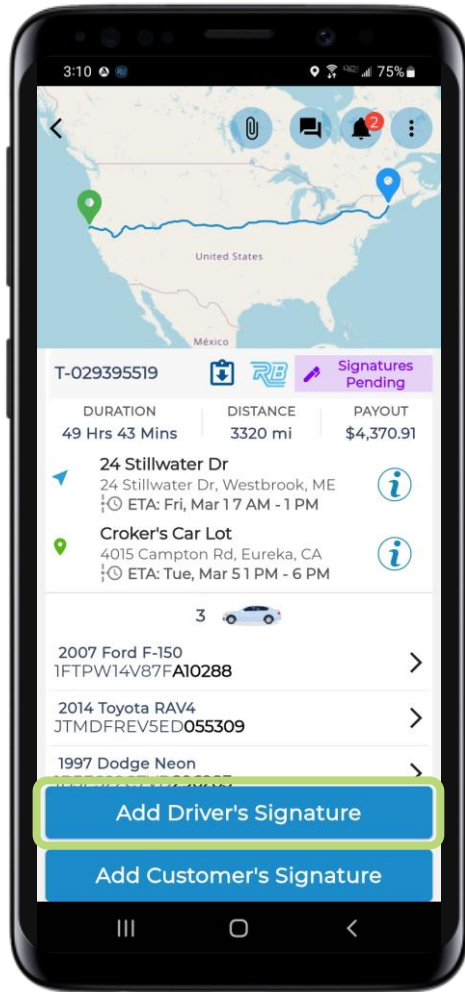


Repeat these steps for each vehicle until all have the  icon, then tap **Complete Inspection**.

16

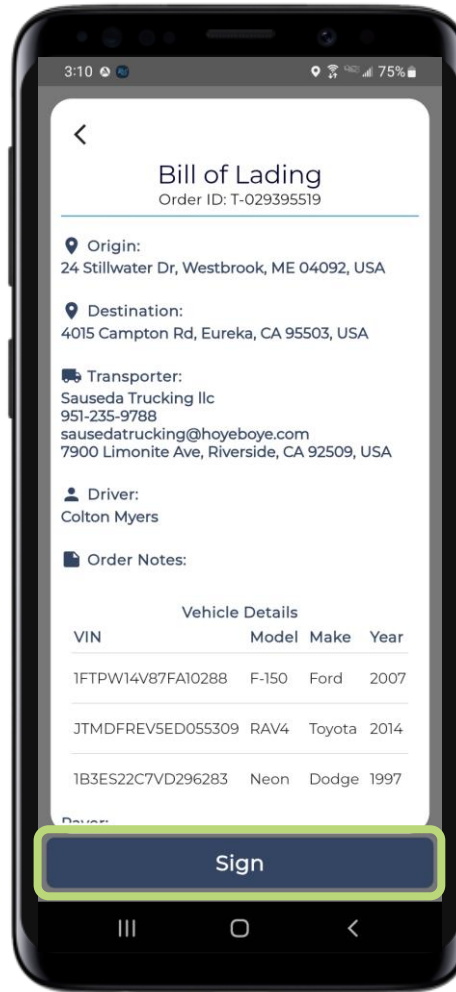
When completing an inspection, photograph & mark any damages under **Additional** using **AIAG Damage Codes**.

STEP 17. DRIVER SIGNS BILL OF LADING (BOL)

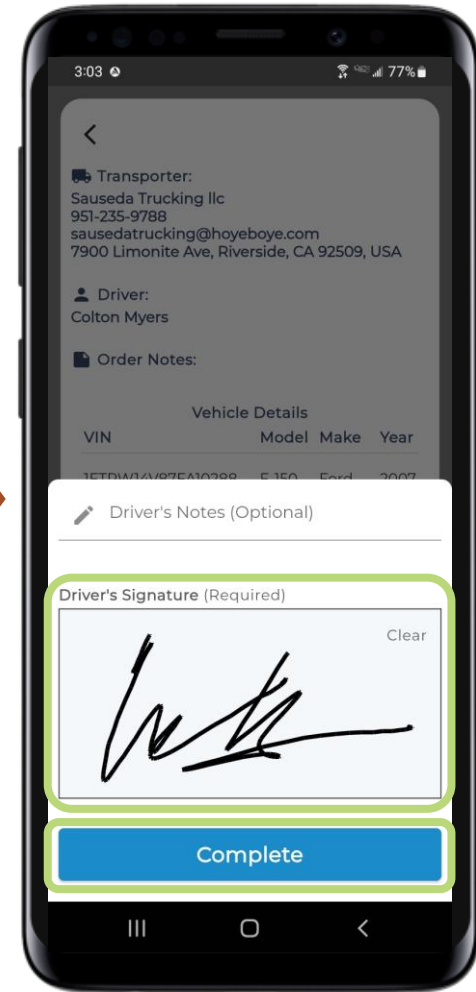


Tap **Add Driver's Signature**.

17

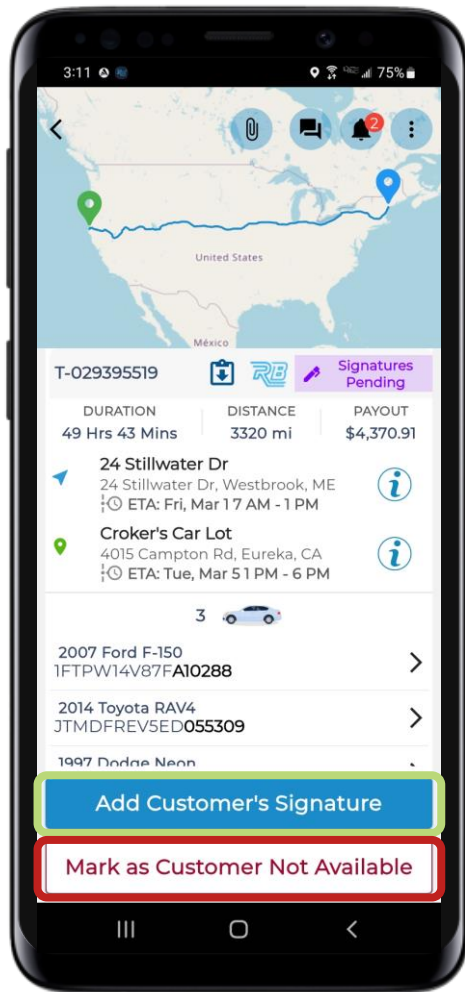


Tap **Sign**.



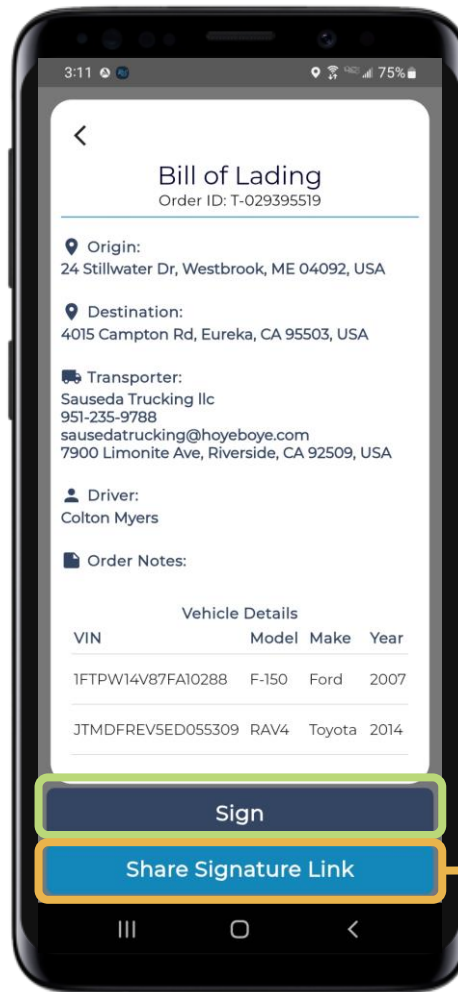
Sign your name,
then tap **Complete**.

STEP 18. CUSTOMER SIGNS BILL OF LADING (BOL)



Tap **Add Customer's Signature**.

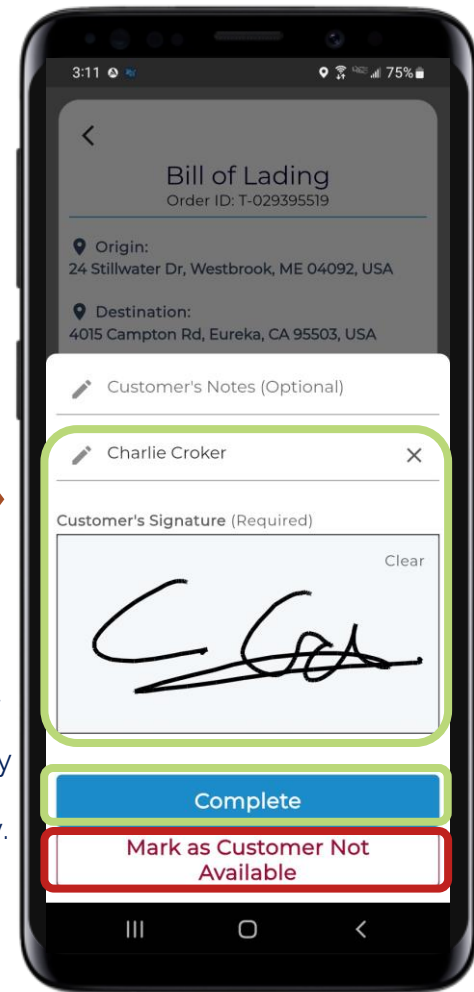
18



Tap **Sign**.



If the Customer is not available, tap **Share Signature Link** to copy & share the link with them to sign remotely.

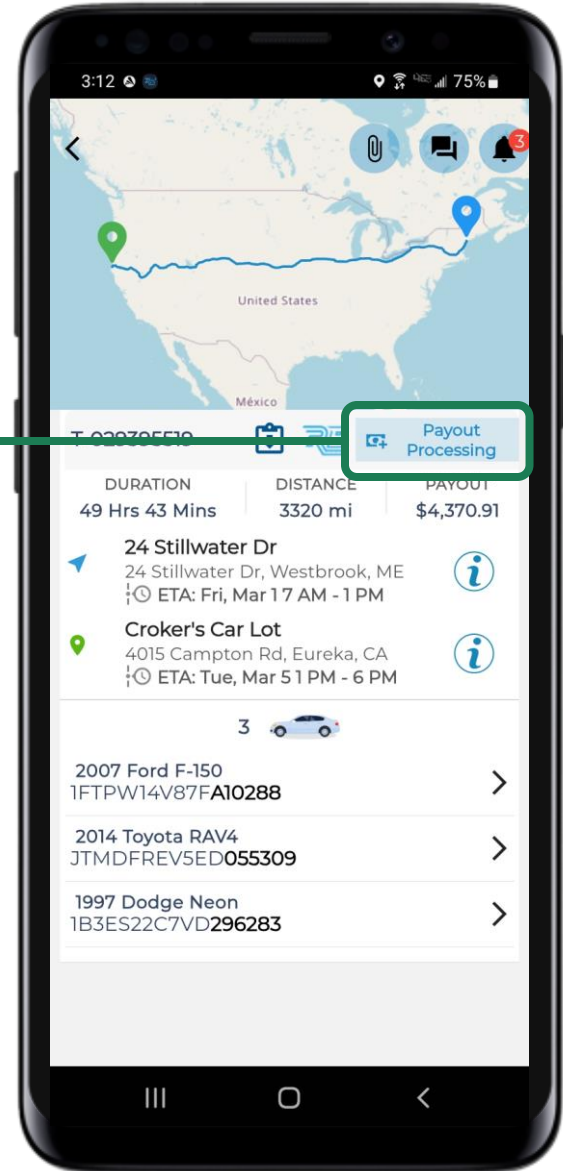


The Customer **enters their name, signs**, then taps **Complete**.

Only tap **Mark as Customer Not Available** if you are unable to share the signature link with them.

STEP 19. GET PAID!

Your payment is direct deposited to your bank account.

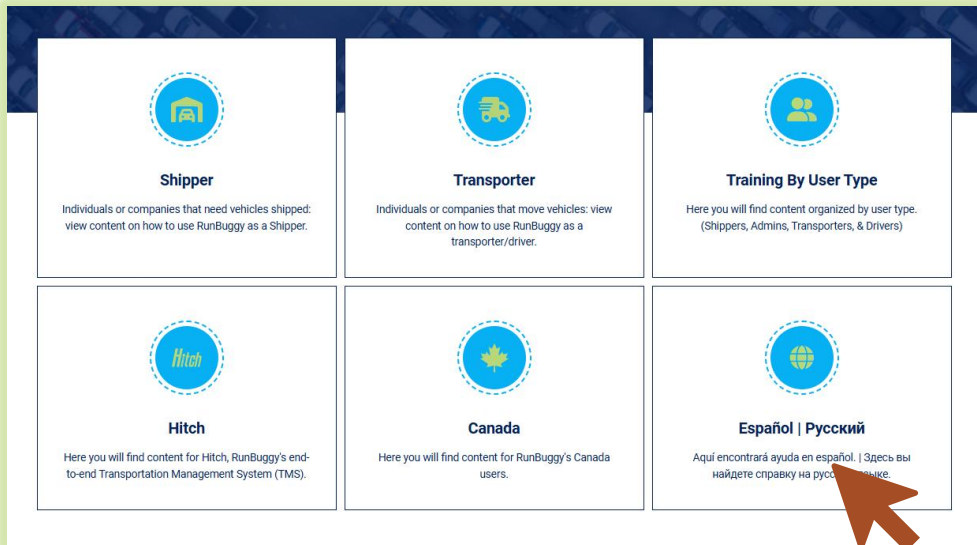


19

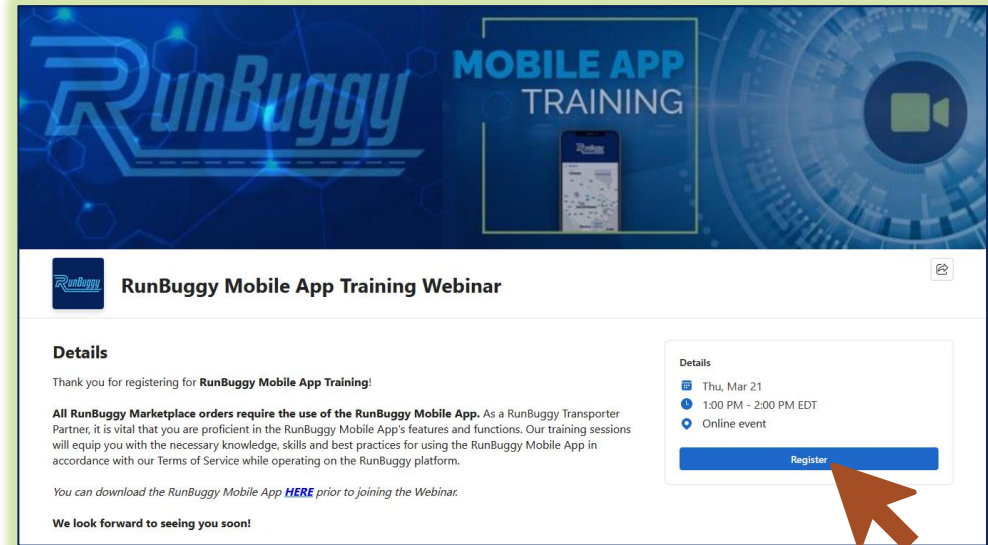
ADDITIONAL RESOURCES

Have more questions or need additional help? Click the buttons below to access the **Hitch Support Site** or to register for a **RunBuggy Mobile App Training Webinar**.

If you haven't already, scan the QR code below to **download the RunBuggy Mobile App**.



RunBuggy Support Site



RunBuggy Mobile App Training Webinar



Download the RunBuggy Mobile App

