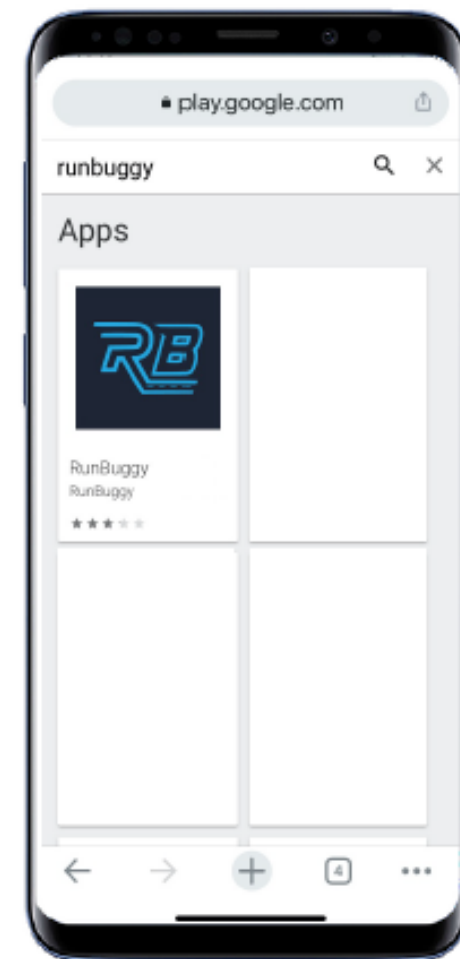


WELCOME TO RUNBUGGY

Canada New Driver Guide



STEP 1. DOWNLOAD THE RUNBUGGY APP

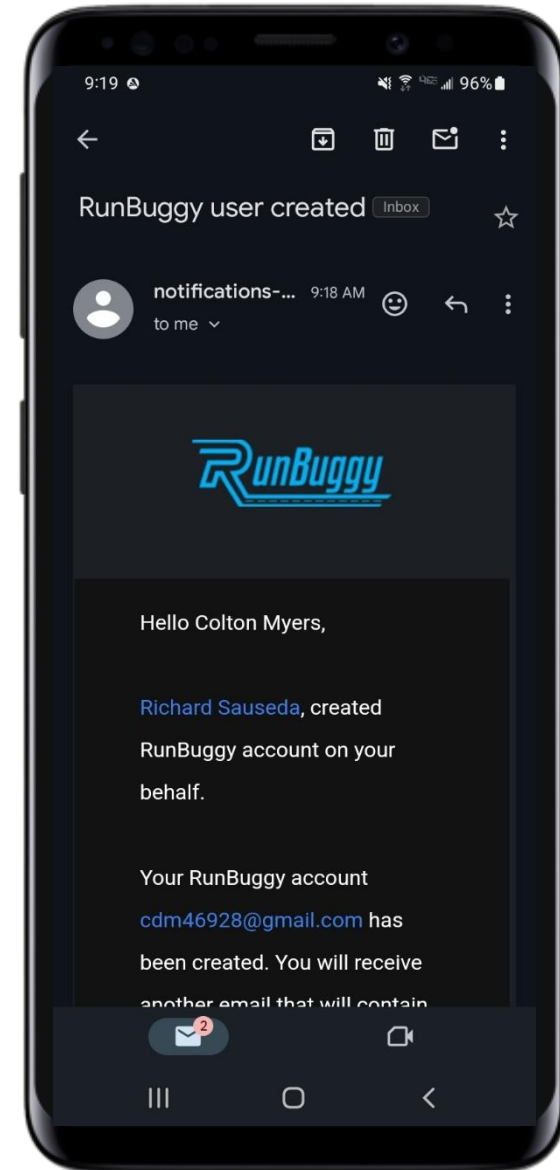


OR

1

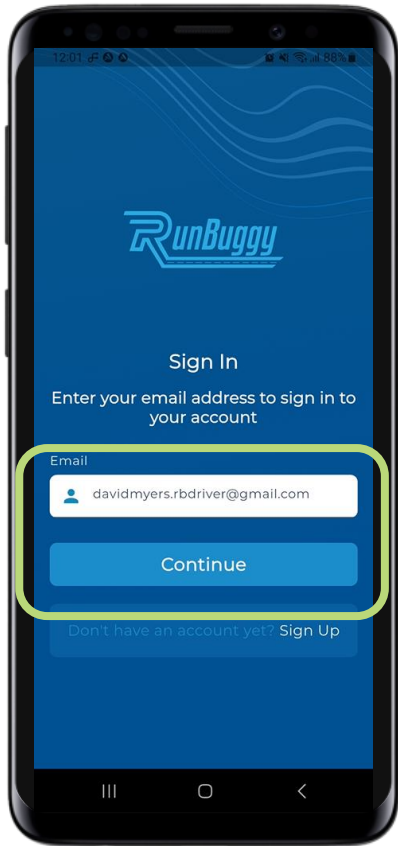
STEP 2. CHECK YOUR EMAIL

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

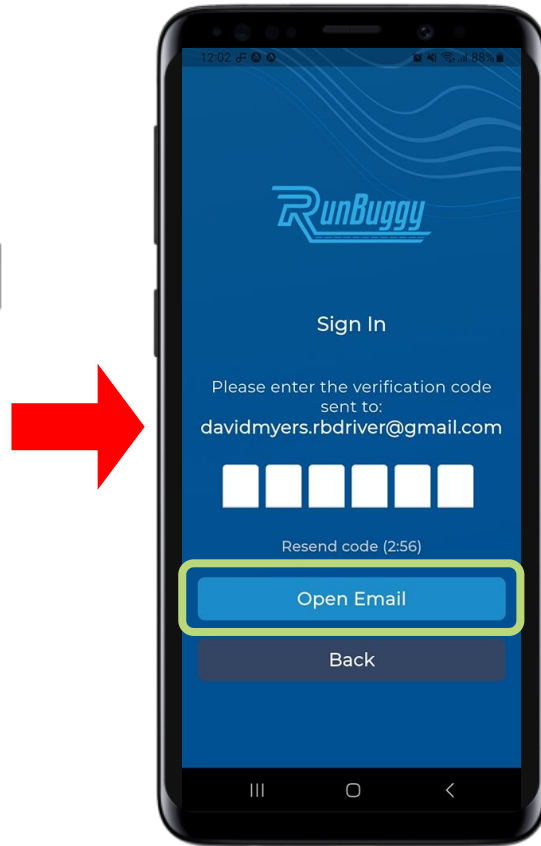


2

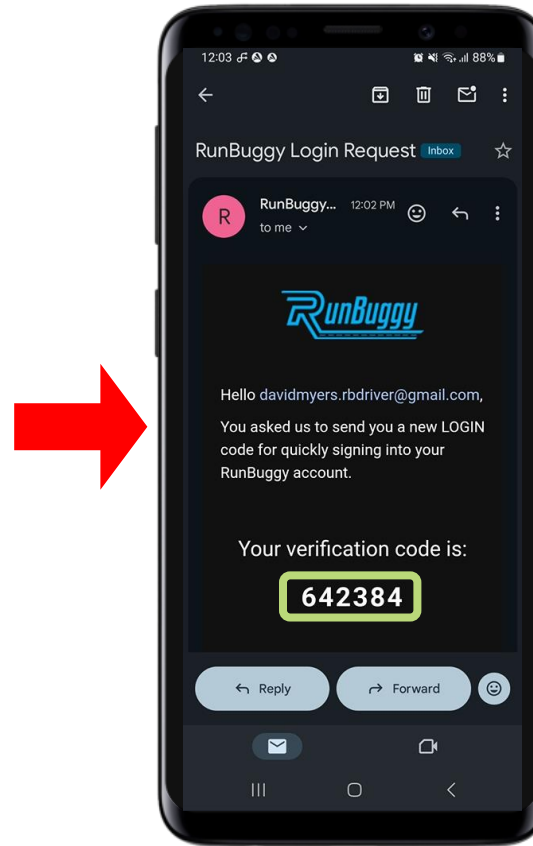
STEP 3. SIGN IN WITH VERIFICATION CODE



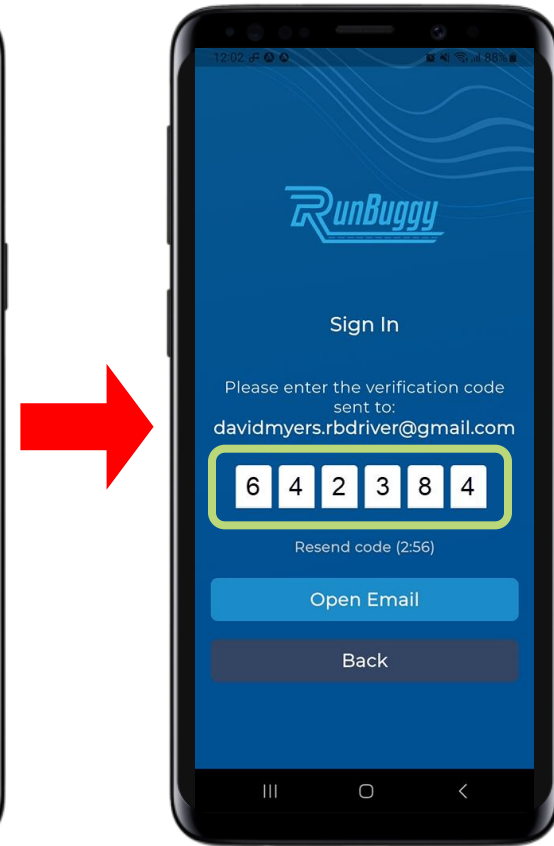
Go to the **RunBuggy Mobile App** & enter the email associated with your account.



Tap **Open Email**.



Open the **RunBuggy Login Request** email & copy the verification code.



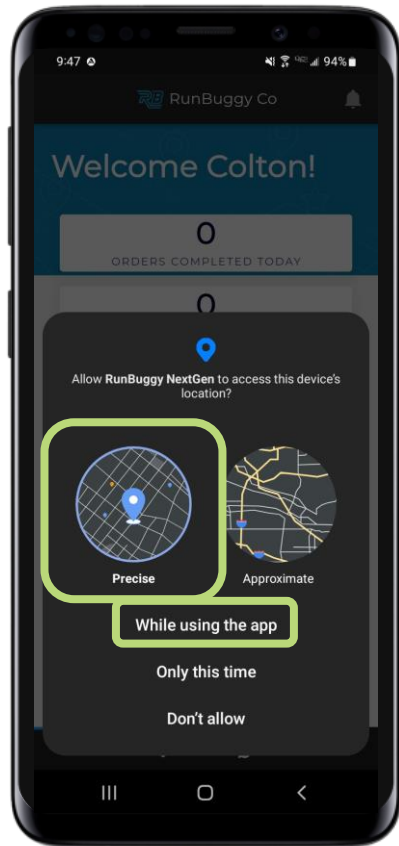
Go back to the RunBuggy Mobile App & paste the verification code.

3

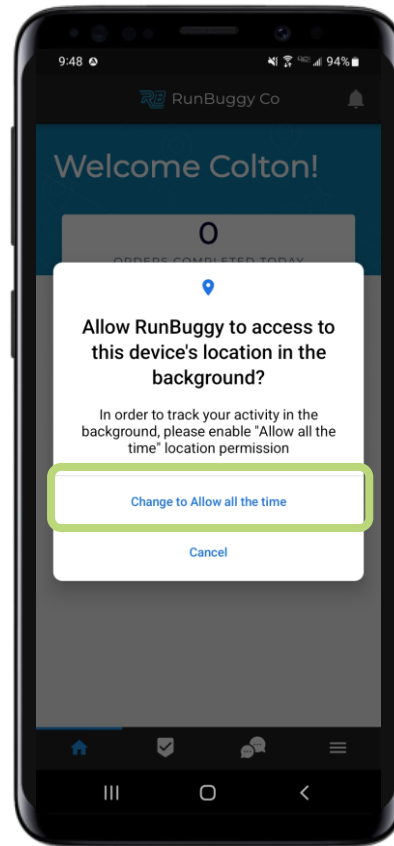
The RunBuggy Mobile App utilizes **verification codes to sign in**. An email with a verification code will be sent to the email address associated with your account.



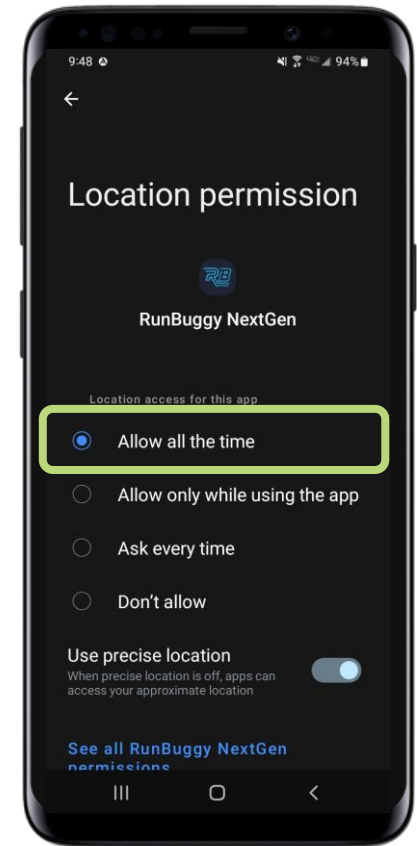
STEP 4. ENABLE LOCATION



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.**

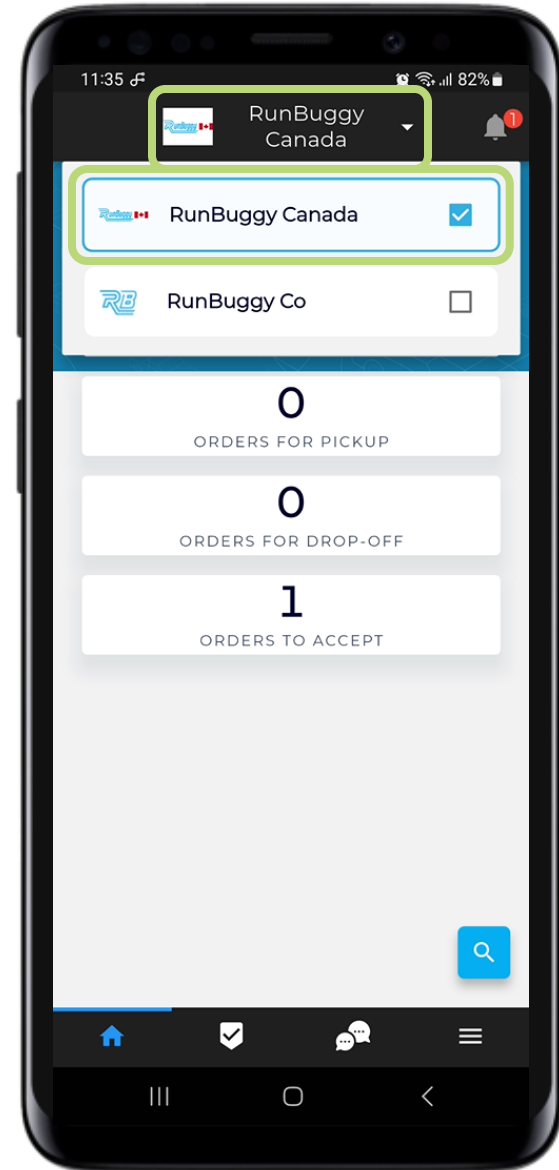


Tap **Allow all the time.**

4

STEP 5. SELECT RUNBUGGY CANADA

From the dropdown, select RunBuggy Canada.



5

STEP 6. HOME SCREEN

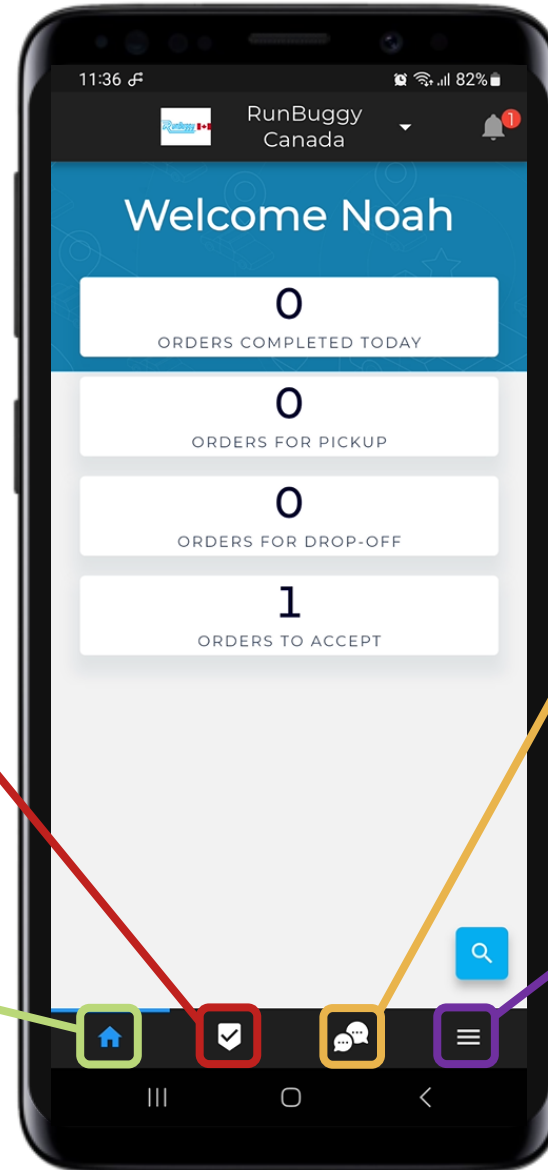
This is the home screen where you will see your order details & metrics.

View your **Tasks.**

View your **Notifications.**

Navigate to **Home screen.**

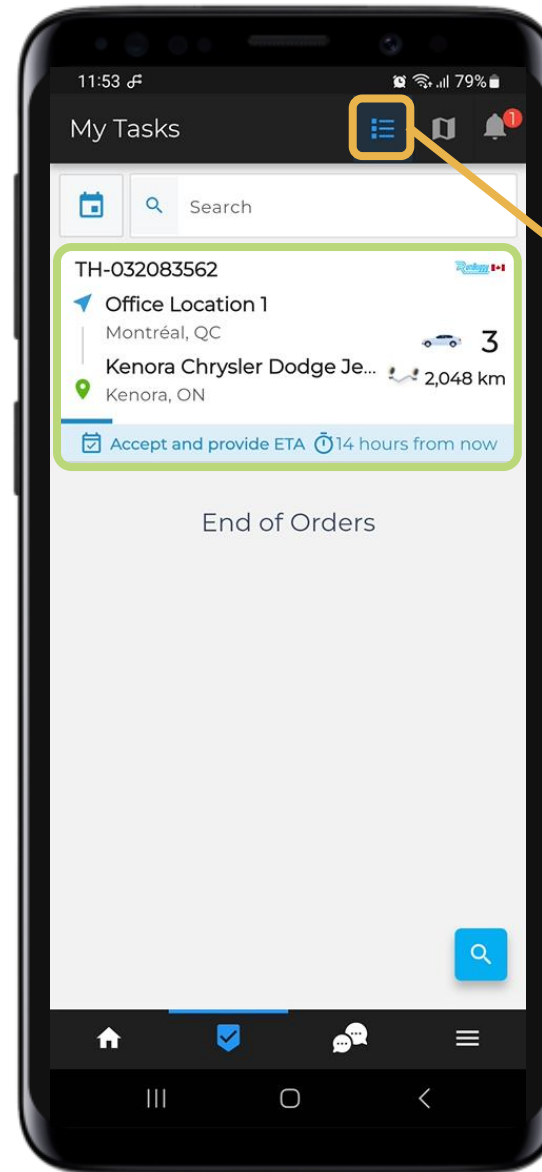
View your **Settings.**



6

STEP 7. MY TASKS SCREEN

This is your tasks screen where you will see your order tasks that need completed.



List View of Orders

Tap an **Order** to complete its tasks.

7

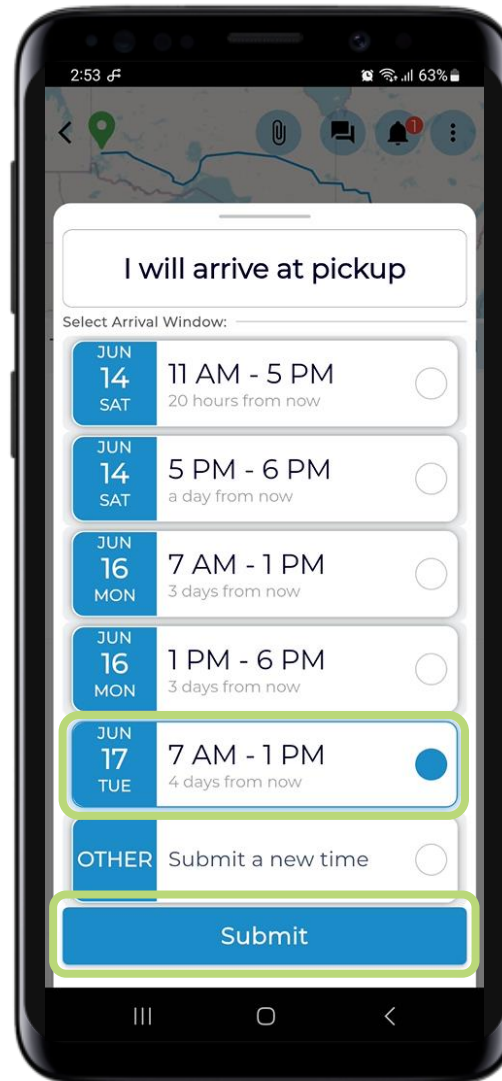
STEP 8. REVIEW ORDER DETAILS & ACCEPT THE ORDER

The image shows a smartphone screen with a map at the top and order details below. Red callout lines connect text labels to specific UI elements on the screen:

- Gate Passes**: Points to a document icon in the top navigation bar.
- Chat Directly w/ Shipper**: Points to a speech bubble icon in the top navigation bar.
- Route Map**: Points to the map area showing a route between Toronto and Ottawa.
- Order Number**: Points to the order ID "TH-032083562".
- Bill of Lading (BOL)**: Points to a document icon in the top navigation bar.
- Order Notes**: Points to a note box containing "Note: Vehicles need delivered by Friday, June 27th."
- Number of Vehicles**: Points to the "3 Vehicles" count.
- Complete Order Actions (Accept, Decline, etc.)**: Points to a menu icon in the top navigation bar.
- Notifications**: Points to a bell icon in the top navigation bar.
- Order Status**: Points to the "Assigned" status label.
- Tap for Pickup or Dropoff Details & Contact Info**: Points to information icons next to the office and destination addresses.
- Tap to View Vehicle Details**: Points to a right-pointing arrow icon next to a vehicle listing.
- Tap Here to Accept the Order**: Points to the large blue "Accept" button at the bottom.

8

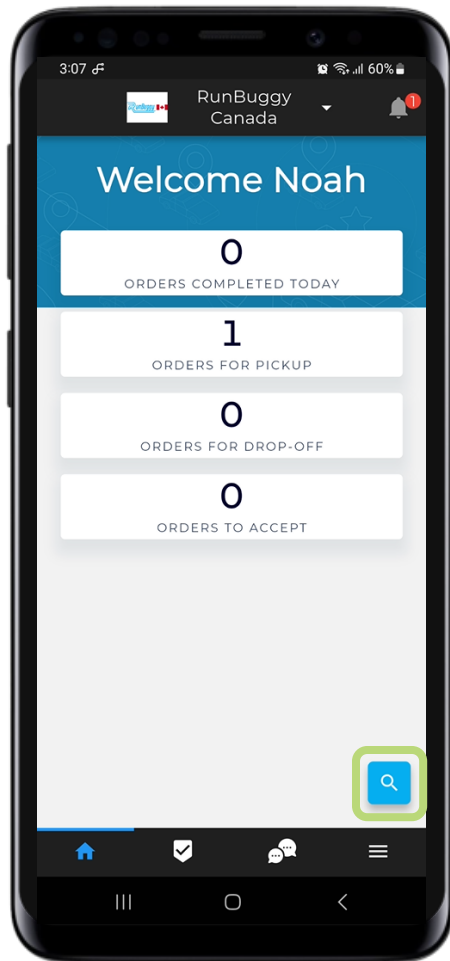
STEP 9. SET PICKUP ARRIVAL WINDOW



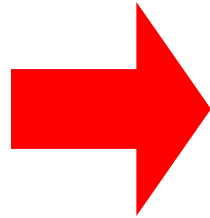
Tap your **arrival window**, then tap **Submit**.

9

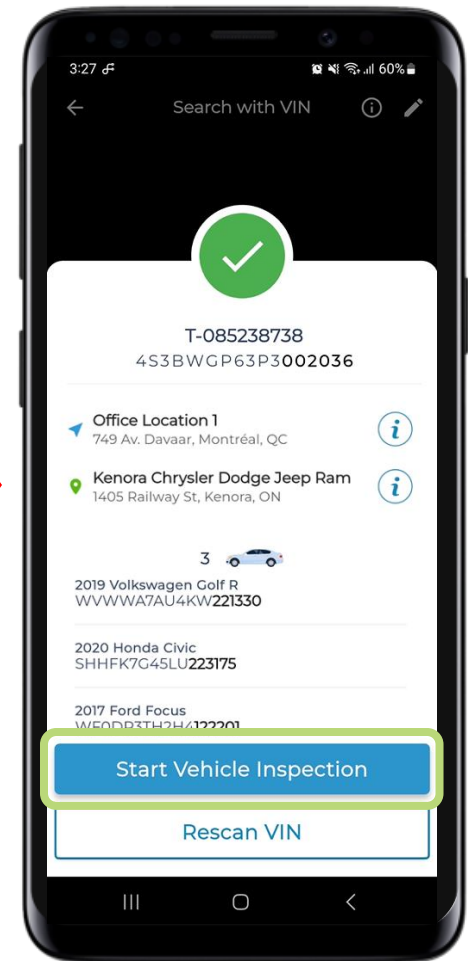
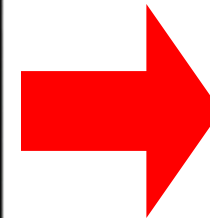
STEP 10. ARRIVE AT PICKUP & START INSPECTION



Once you've arrived at the pickup location, tap the **VIN Scanner Shortcut**.



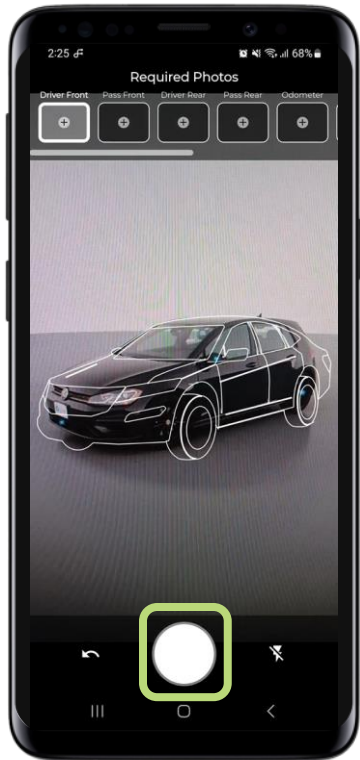
Scan the VIN of any of the vehicles being picked up.



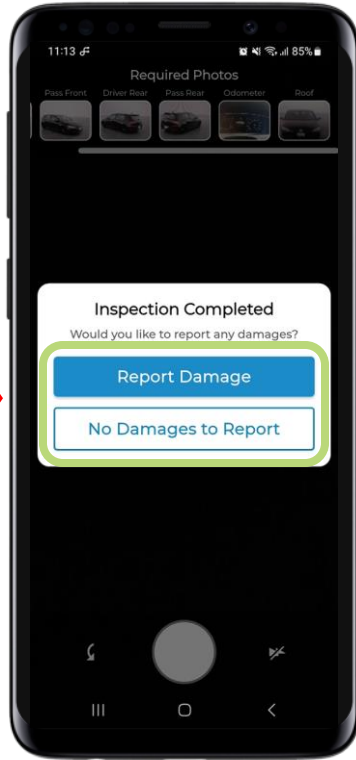
Once the order details open, tap **Start Vehicle Inspection**.

10

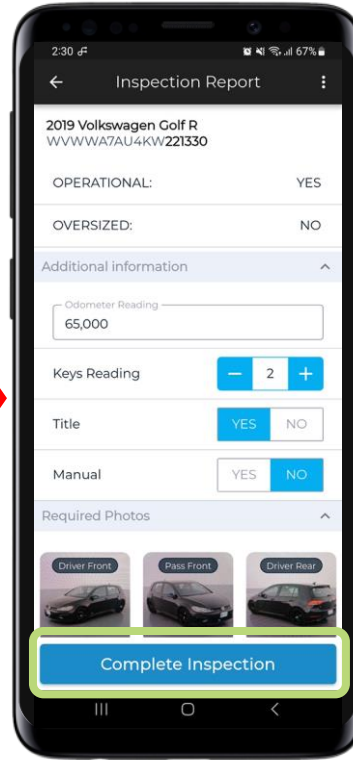
STEP 11. COMPLETE PICKUP INSPECTION



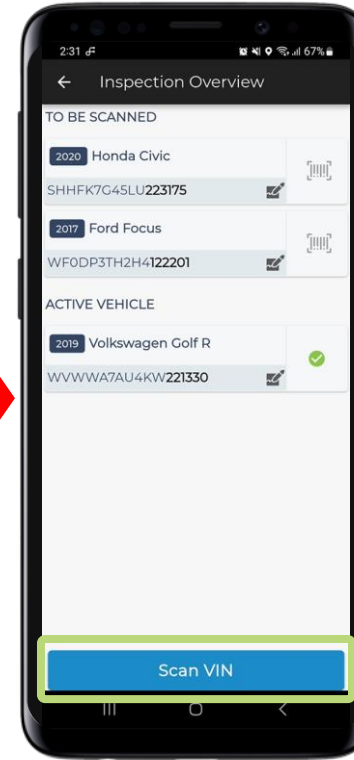
Take the **required inspection pictures** of the vehicle.



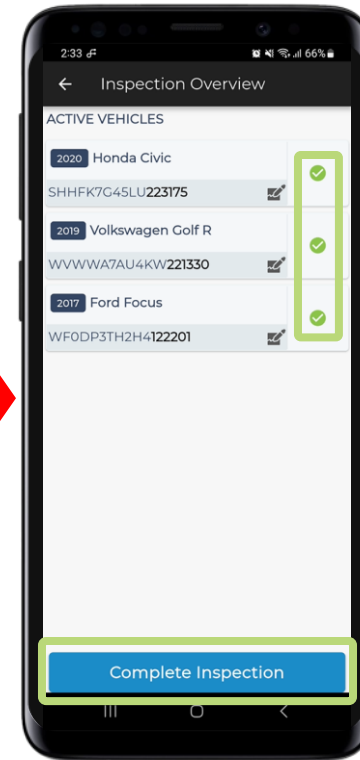
Tap **Report Damage** to photograph & report any damages using AIAG codes or tap **No Damages to Report**.



Complete & review the **Inspection Report**, then tap **Complete Inspection**.



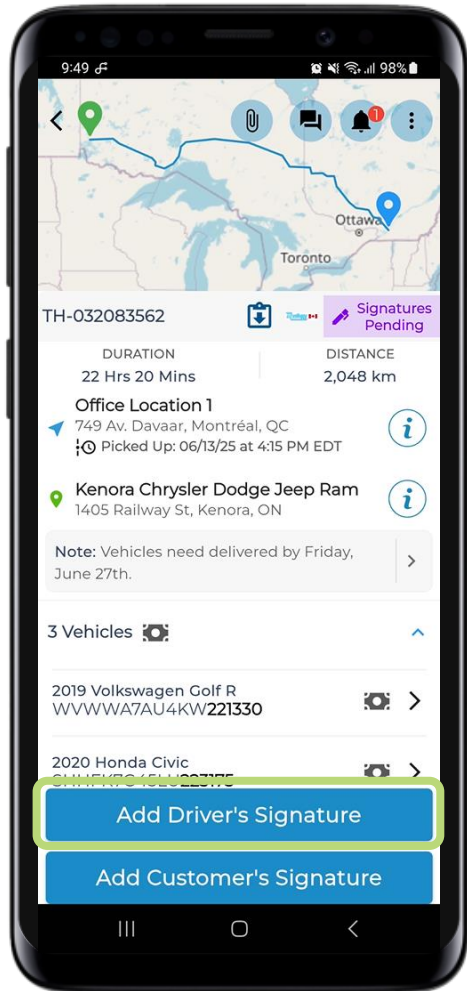
Tap **Scan VIN** to complete the inspection for the remaining vehicles.



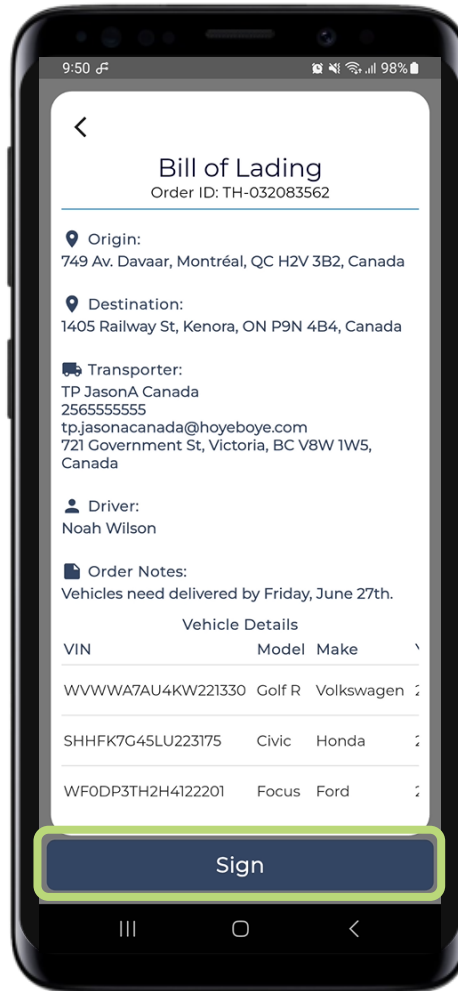
Repeat these steps for each vehicle until all have the  icon, then tap **Complete Inspection**.

11

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



Tap **Add Driver's Signature**.



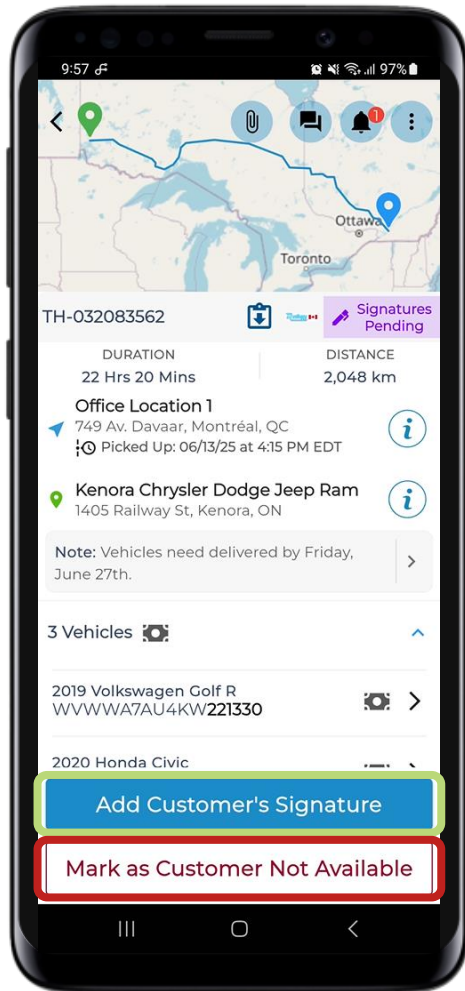
Tap **Sign**.



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

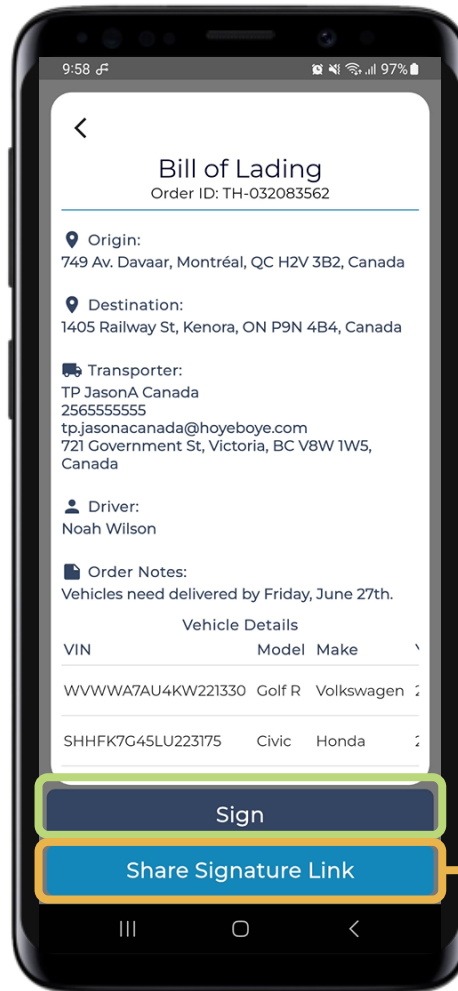
12

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



Tap **Add Customer's Signature**.

13



Tap **Sign**.



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

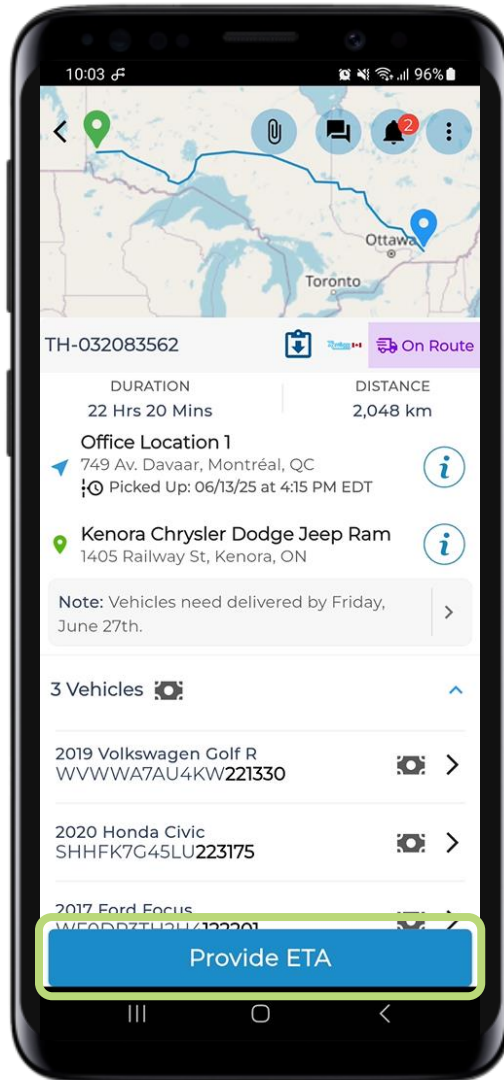


The Shipper **enters their name, signs,** then taps **Complete**.

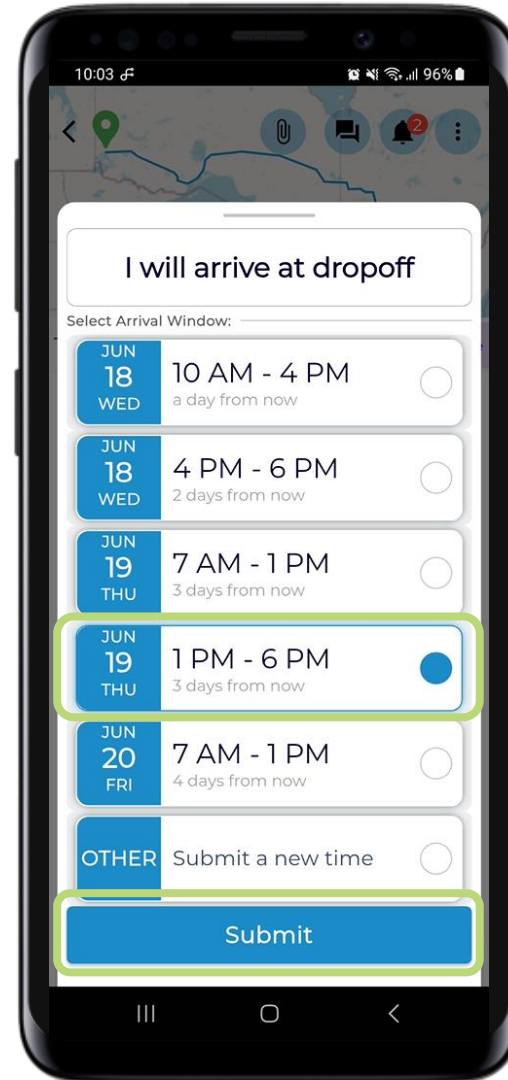
Only tap **Mark as Customer Not Available** if you are unable to share the signature link with them.



STEP 14. SET DROPOFF ARRIVAL WINDOW



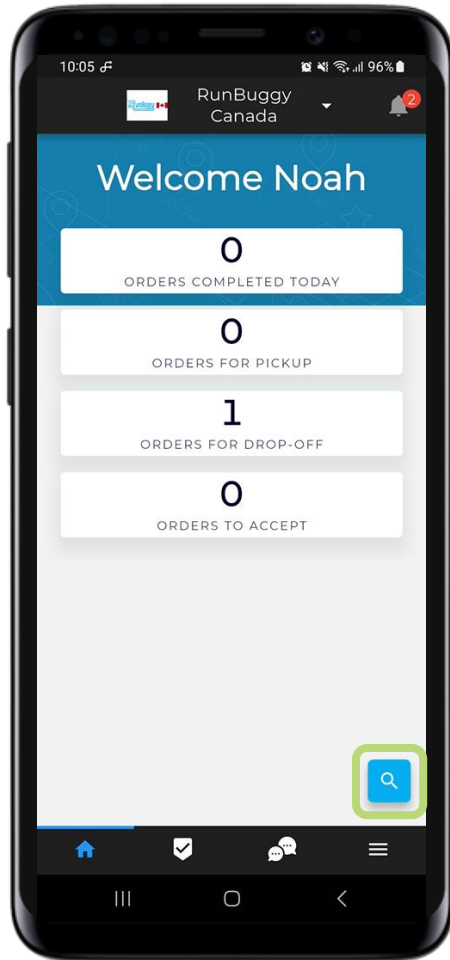
Tap **Provide ETA**.



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

14

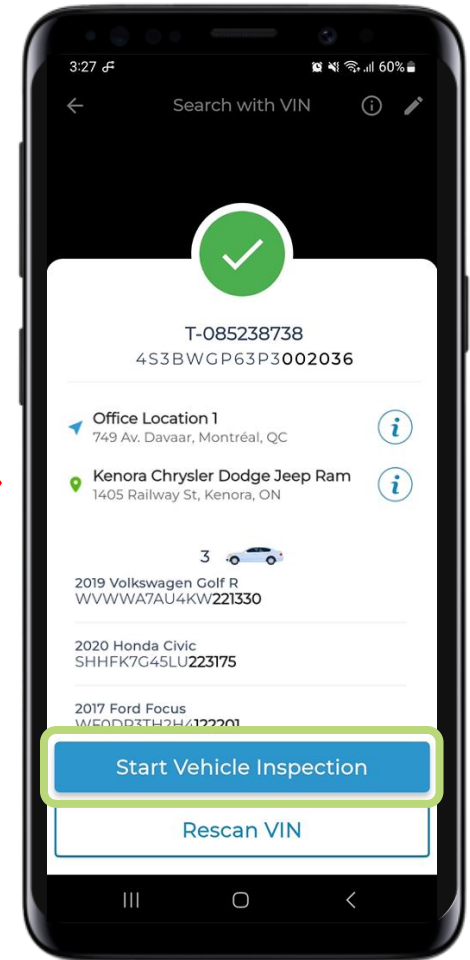
STEP 15. ARRIVE AT DROPOFF & START INSPECTION



Once you've arrived at the dropoff location, tap the **VIN Scanner Shortcut**.



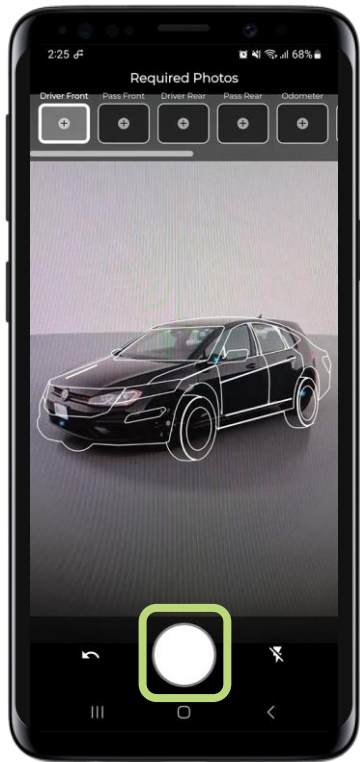
Scan the VIN of any of the vehicles being dropped off.



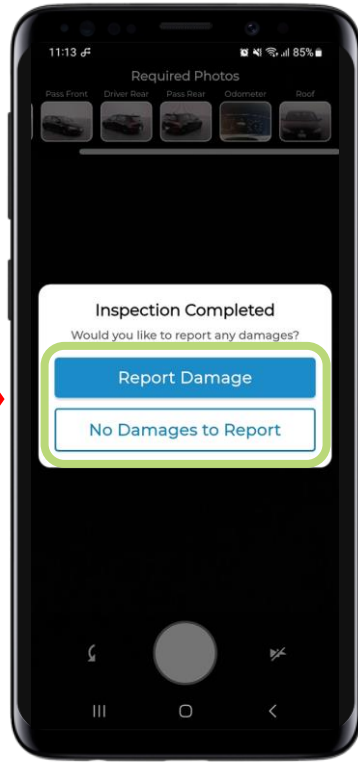
Once the order details open, tap **Start Vehicle Inspection**.

15

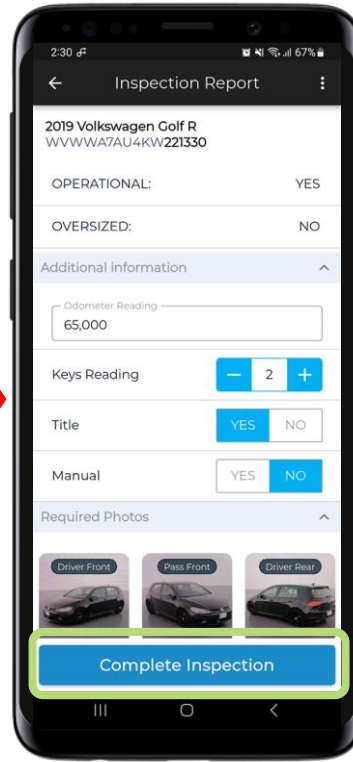
STEP 16. COMPLETE DROPOFF INSPECTION



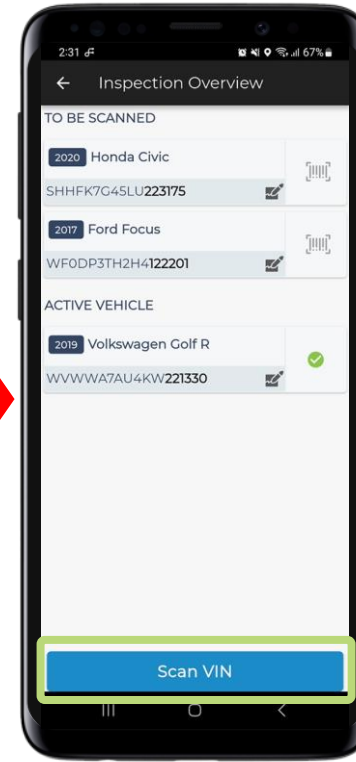
Take the **required inspection pictures** of the vehicle.



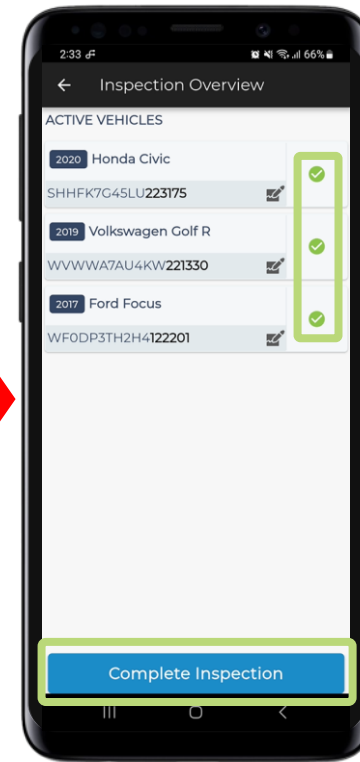
Tap **Report Damage** to photograph & report any damages using AIAG codes or tap **No Damages to Report**.



Complete & review the **Inspection Report**, then tap **Complete Inspection**.



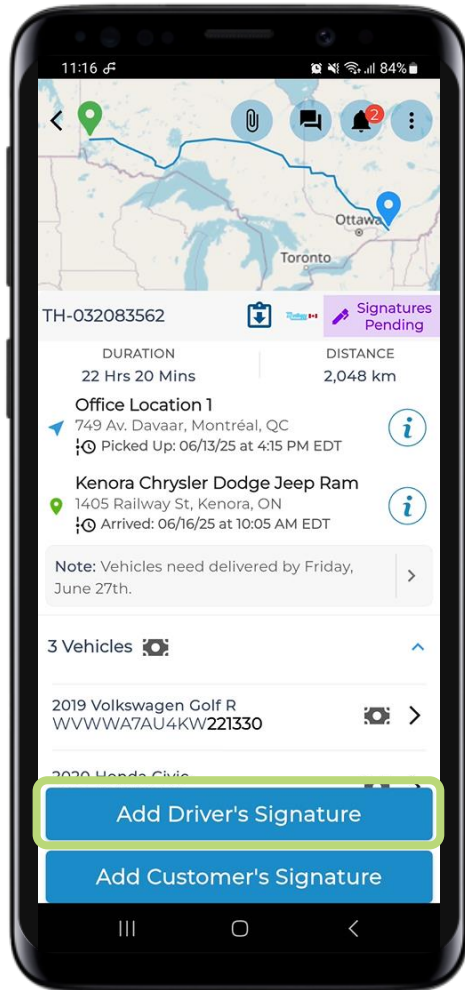
Tap **Scan VIN** to complete the inspection for the remaining vehicles.



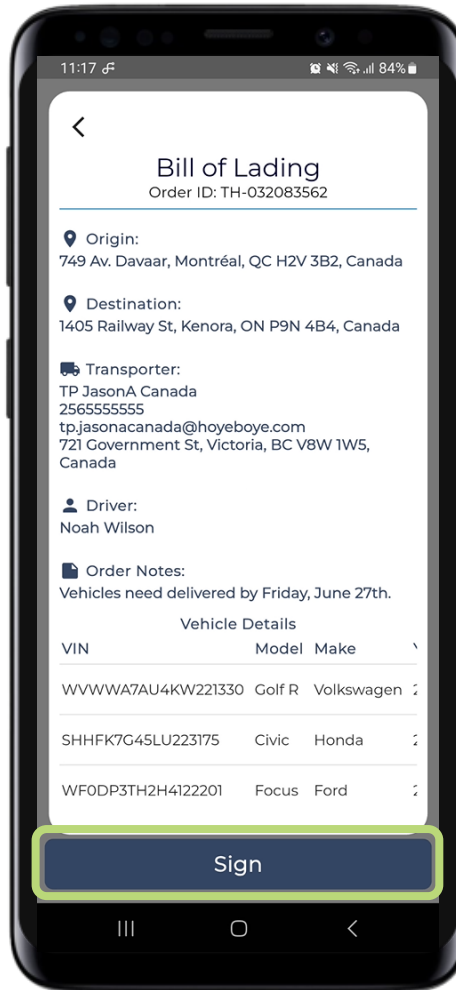
Repeat these steps for each vehicle until all have the  icon, then tap **Complete Inspection**.

16

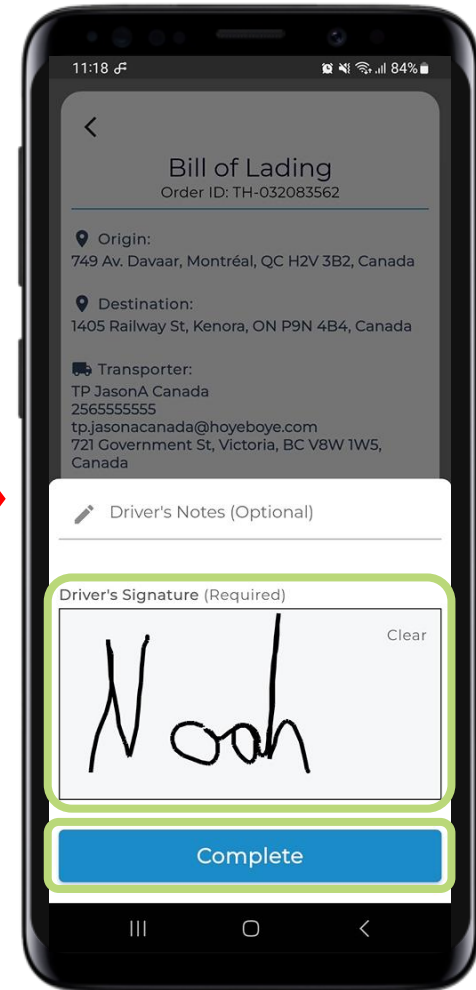
STEP 17. DRIVER SIGNS BILL OF LADING (BOL)



Tap **Add Driver's Signature**.



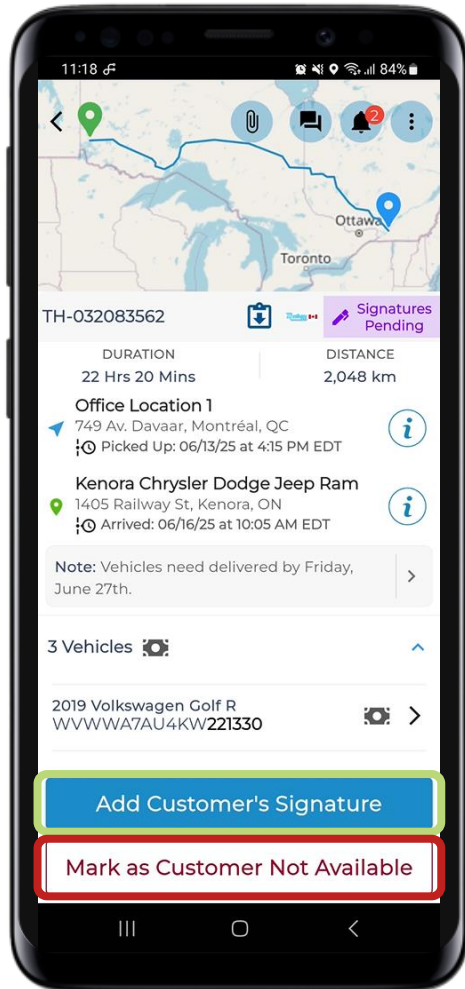
Tap **Sign**.



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

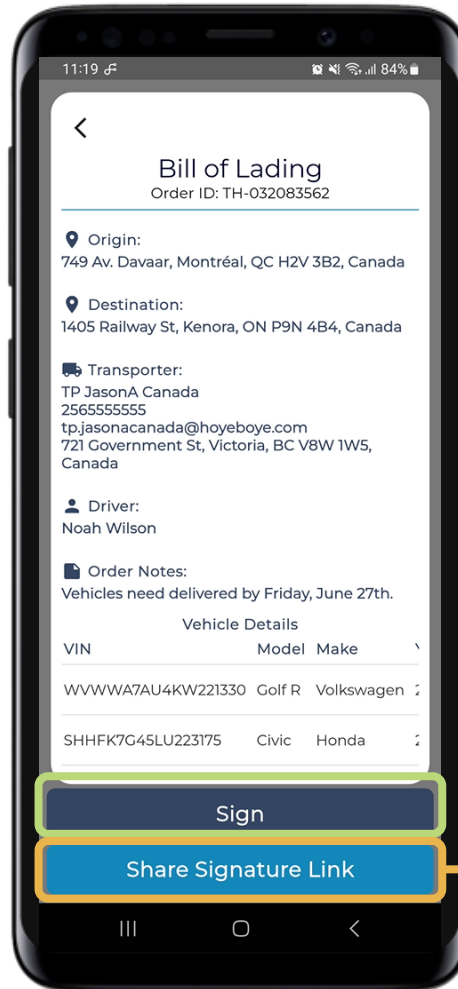
17

STEP 18. CUSTOMER SIGNS BILL OF LADING (BOL)



Tap **Add Customer's Signature**.

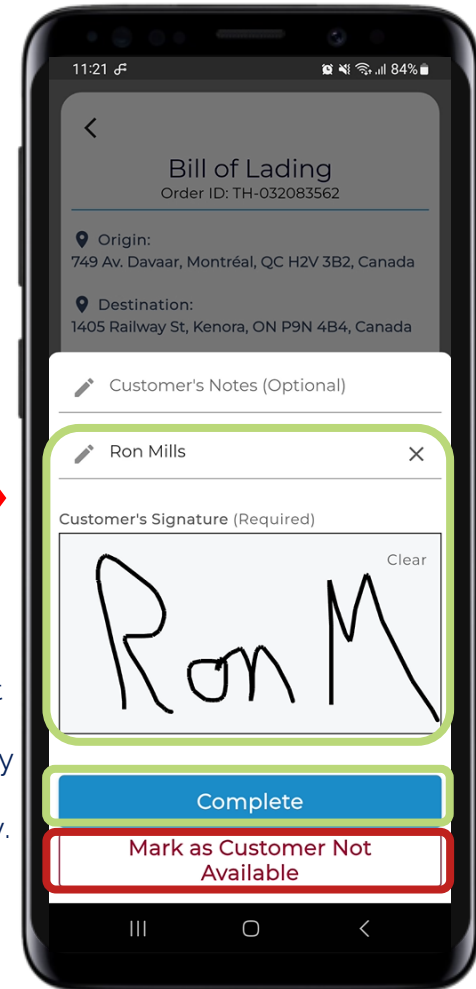
18



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.

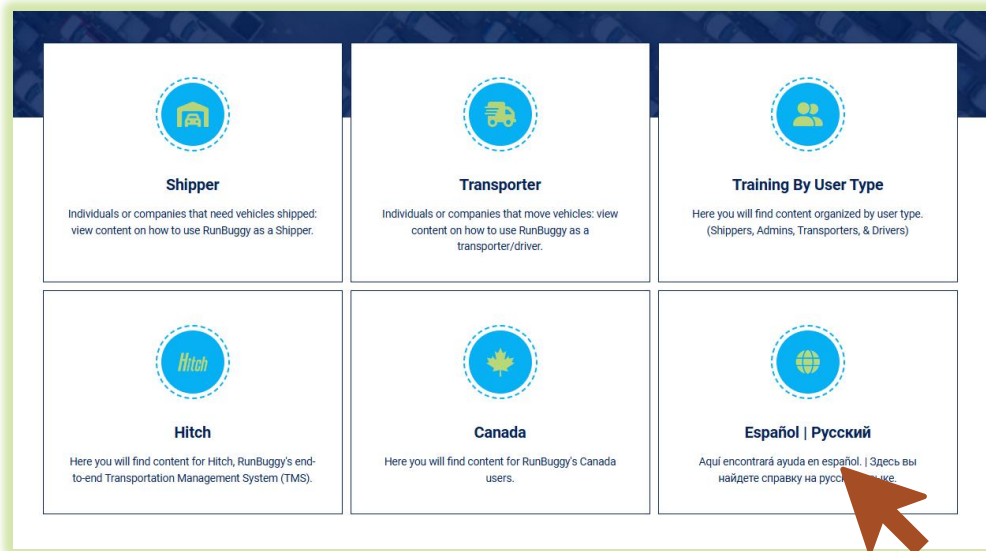


ADDITIONAL RESOURCES

Need additional help? Access the **RunBuggy Support Site** below or send an email to blueteam@runbuggy.com with your Transporter Company Name, USDOT Number, and contact information to **register for a live RunBuggy Mobile App & Site Webinar Training**.

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

To speak directly with a RunBuggy Canada representative, call or text **Jody McComb** at **289-440-1899** or email Canada@RunBuggy.com.



RunBuggy Support Site



Download the RunBuggy Mobile App