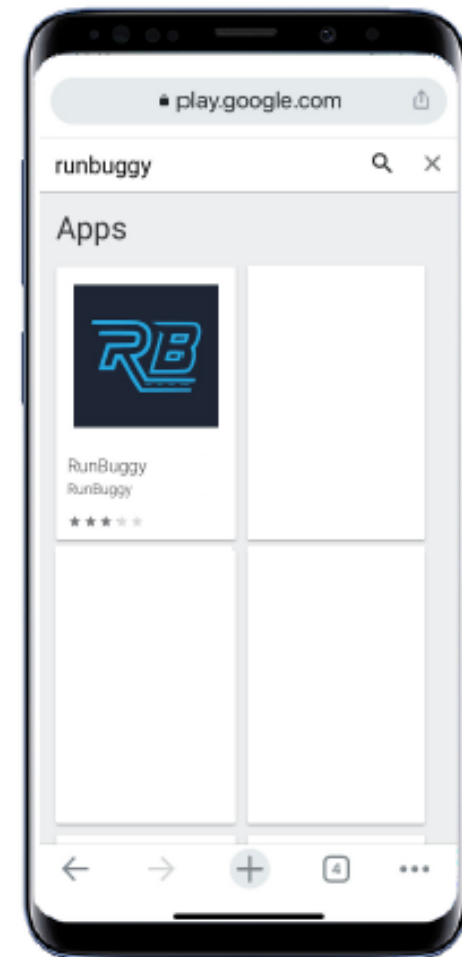


WELCOME TO RUNBUGGY

New Driver Guide

STEP 1. DOWNLOAD THE RUNBUGGY APP



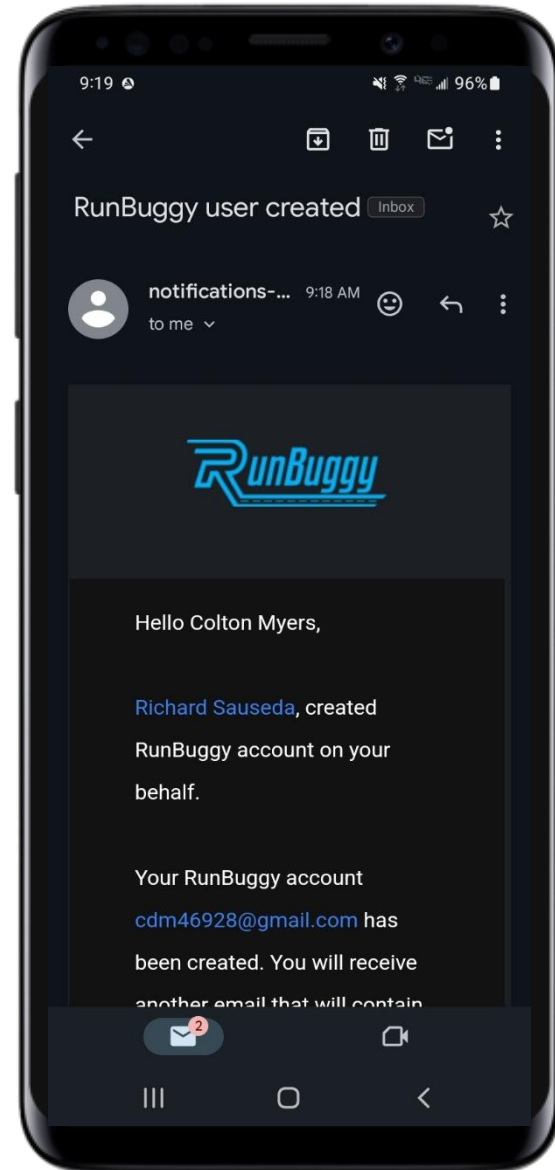
OR

1

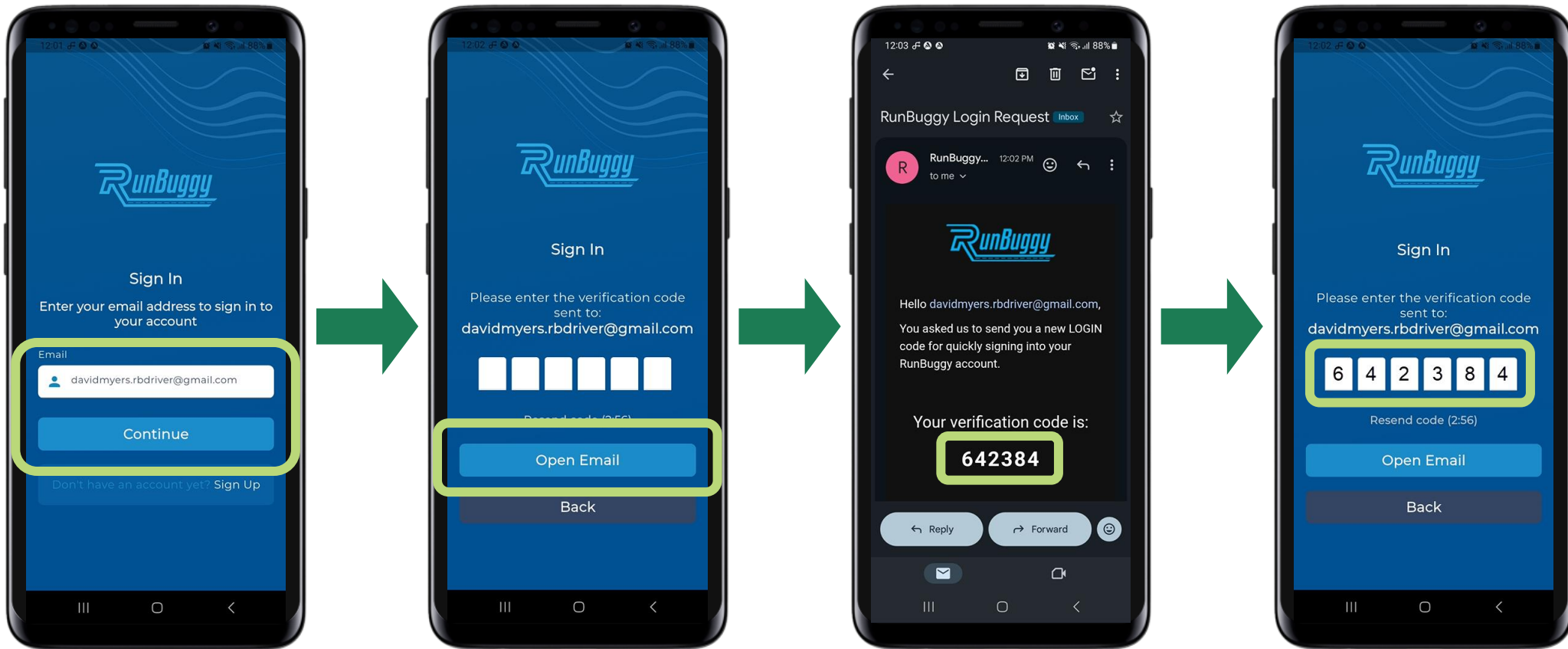
STEP 2. CHECK YOUR EMAIL

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.

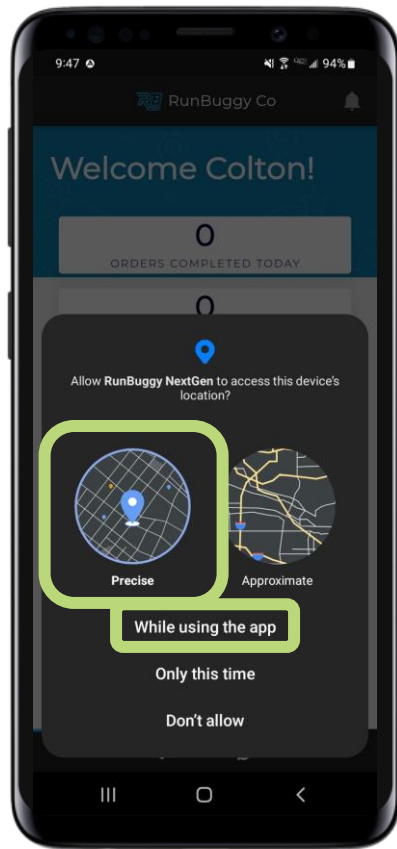
Go back to the RunBuggy Mobile App & paste the verification code.

3

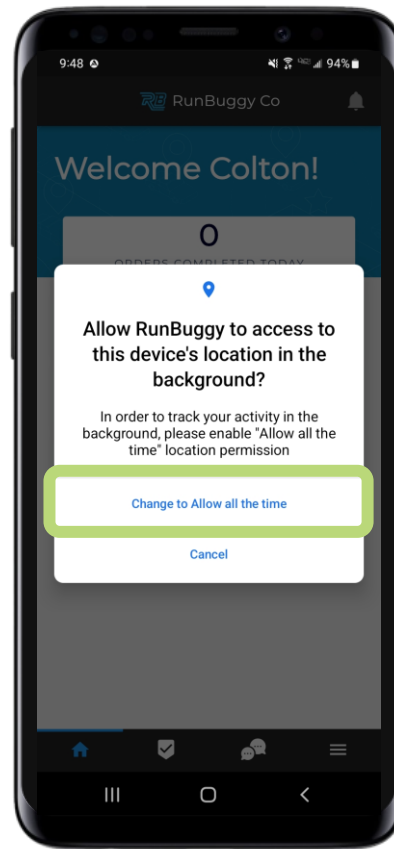
The RunBuggy Mobile App utilizes **verification codes to sign in**. An email with a verification code will be sent to the email address associated with your account.



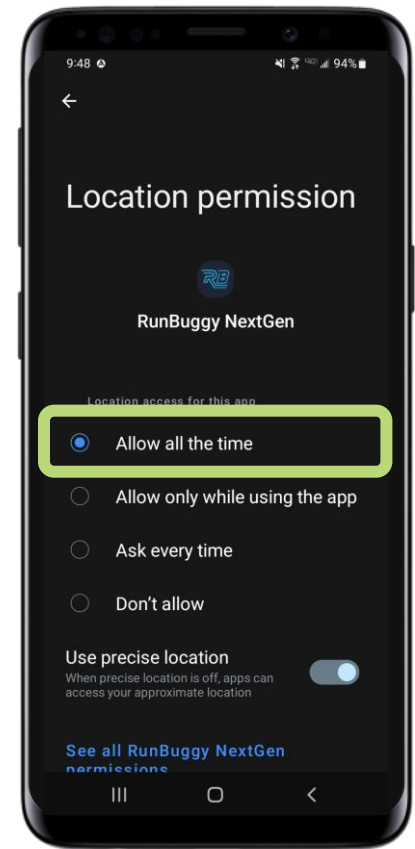
STEP 4. ENABLE LOCATION



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

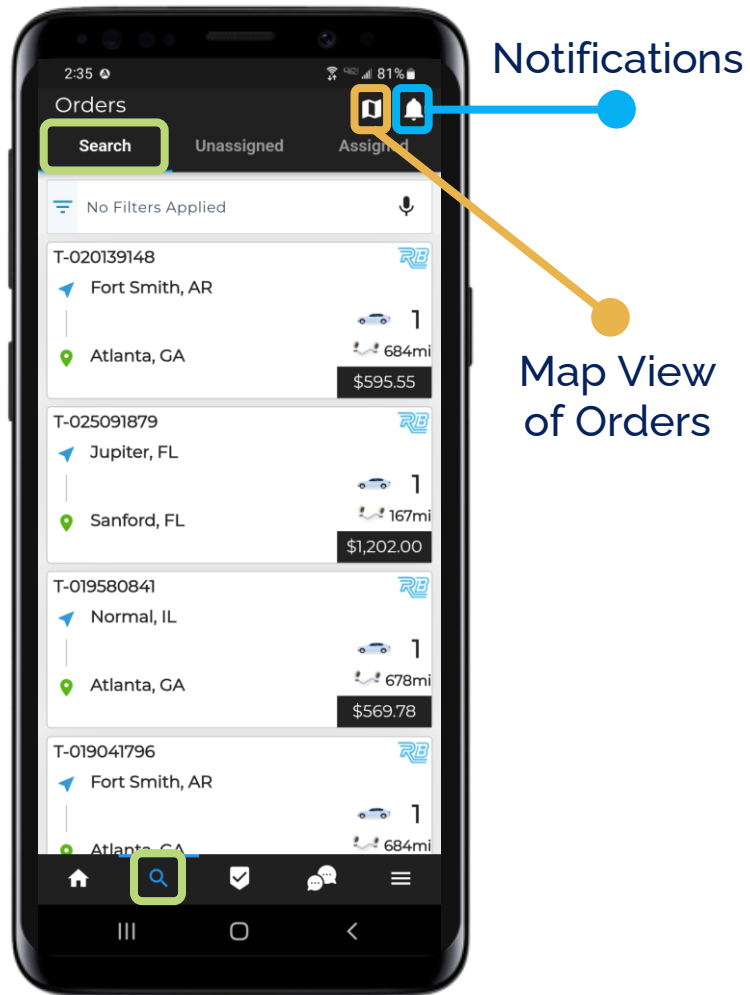
STEP 5. HOME SCREEN

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

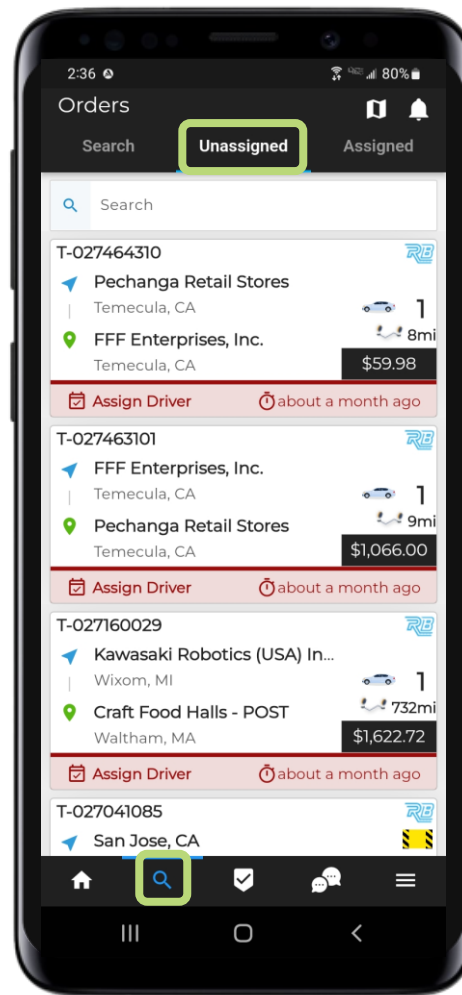


5

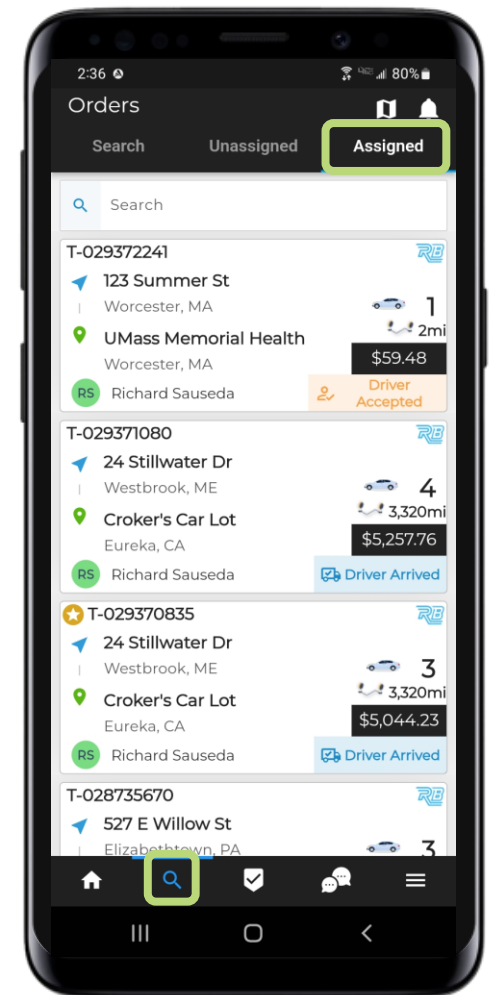
STEP 6. SEARCHING FOR ORDERS



Search All Orders



Search Unassigned Orders



Search Assigned Orders

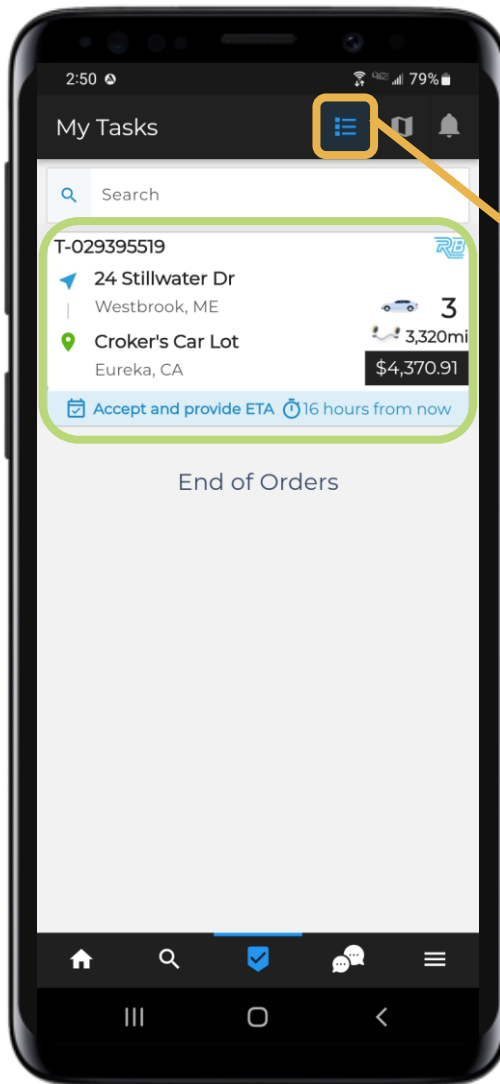
6

STEP 7. ORDER INFORMATION

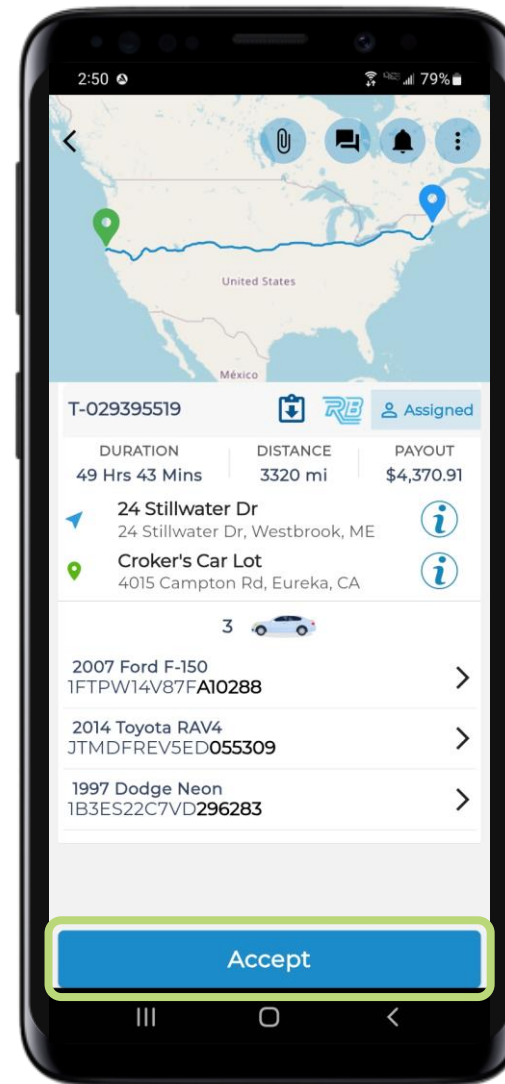


7

STEP 8. ACCEPT ORDER



List View
of Orders

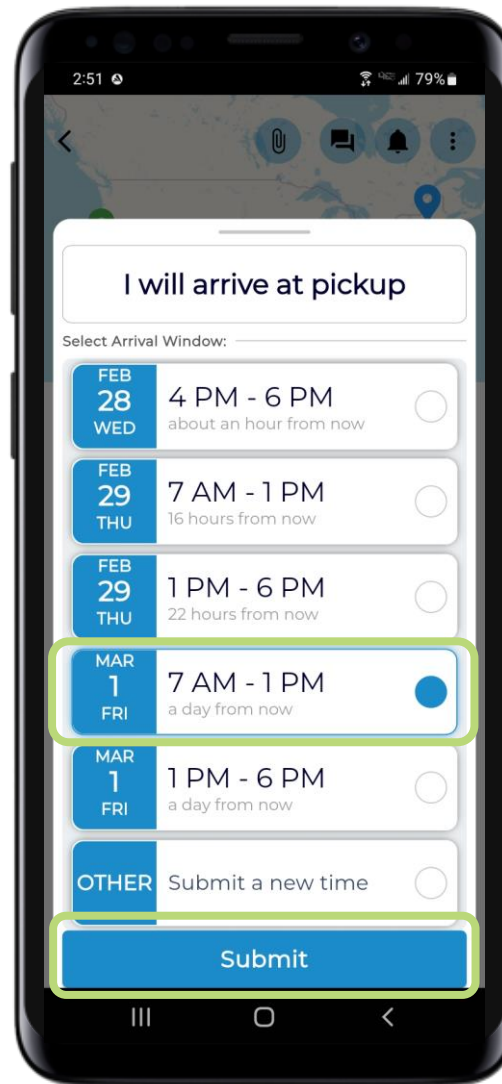


Tap the **Order** you
want to accept.

Tap **Accept**.

8

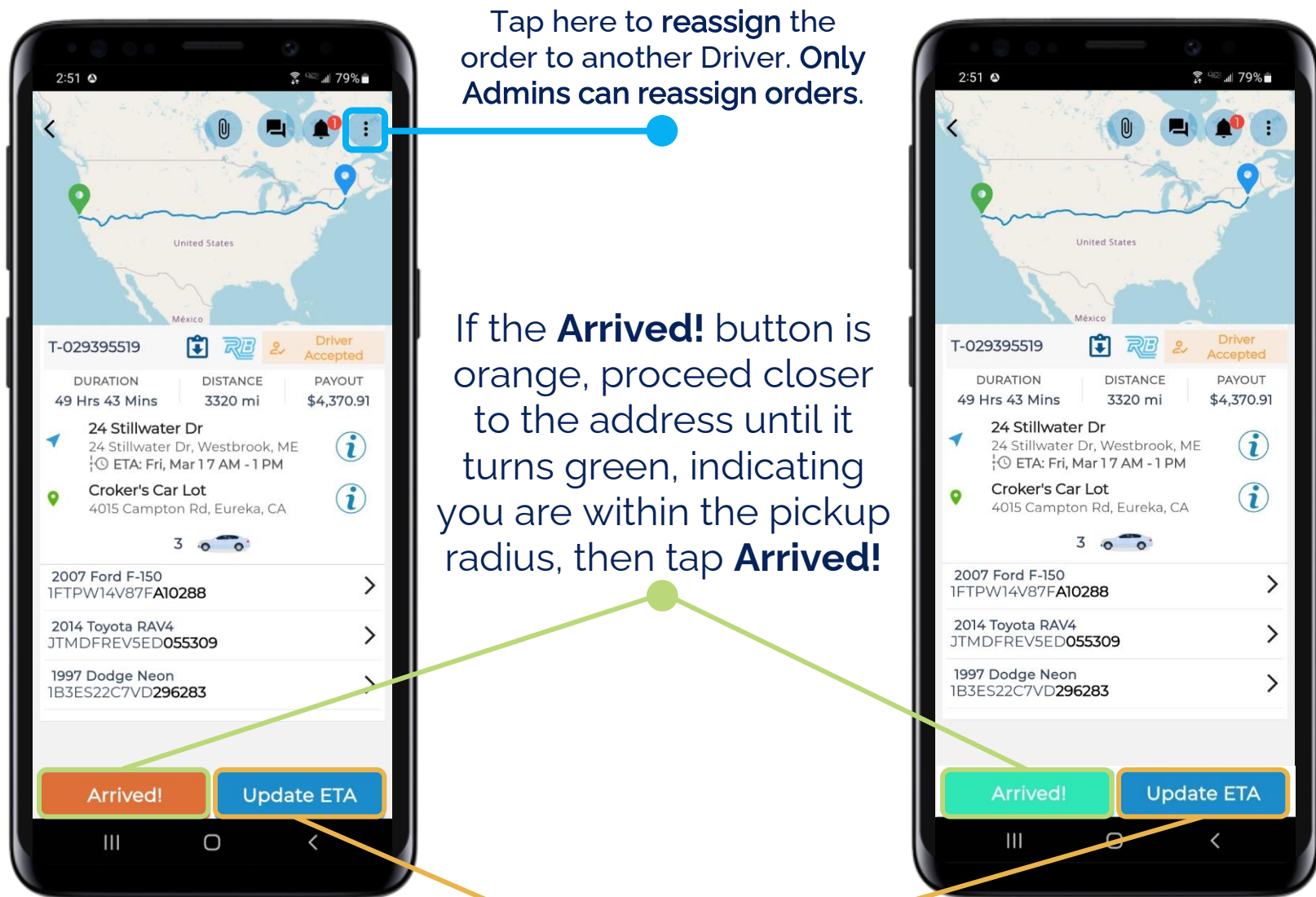
STEP 9. SET PICKUP ARRIVAL WINDOW



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

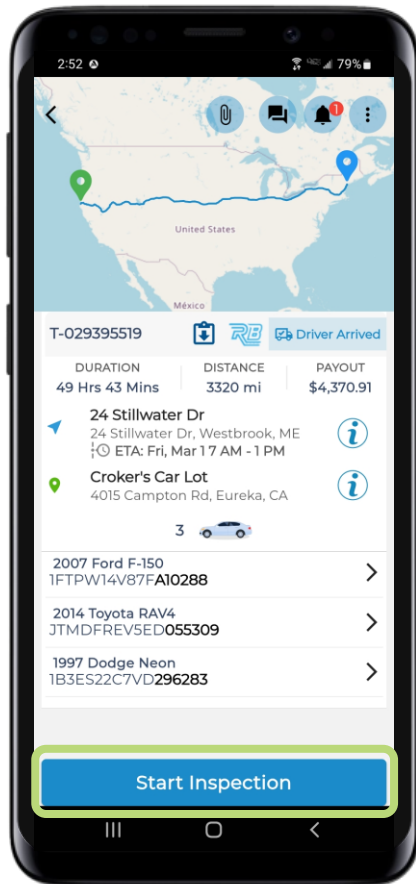
9

STEP 10. ARRIVE AT PICKUP

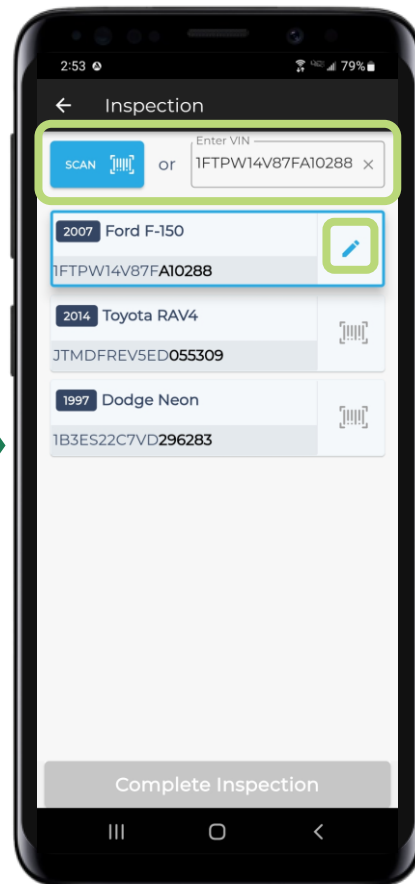


10

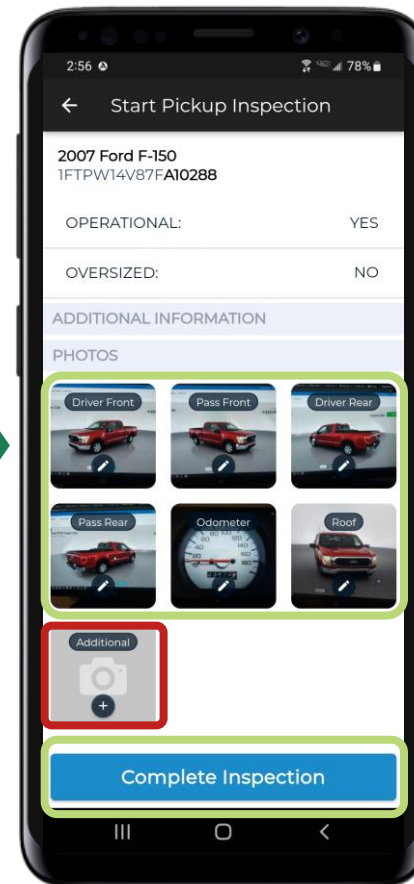
STEP 11. COMPLETE PICKUP INSPECTION



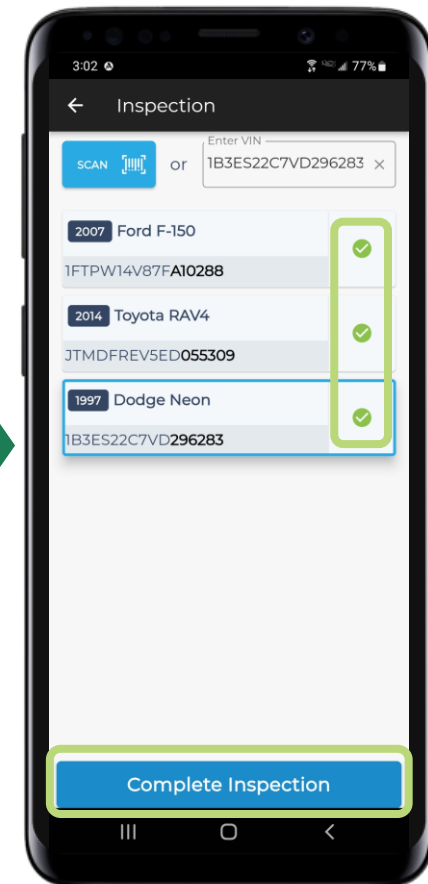
Tap **Start Inspection**.



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



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



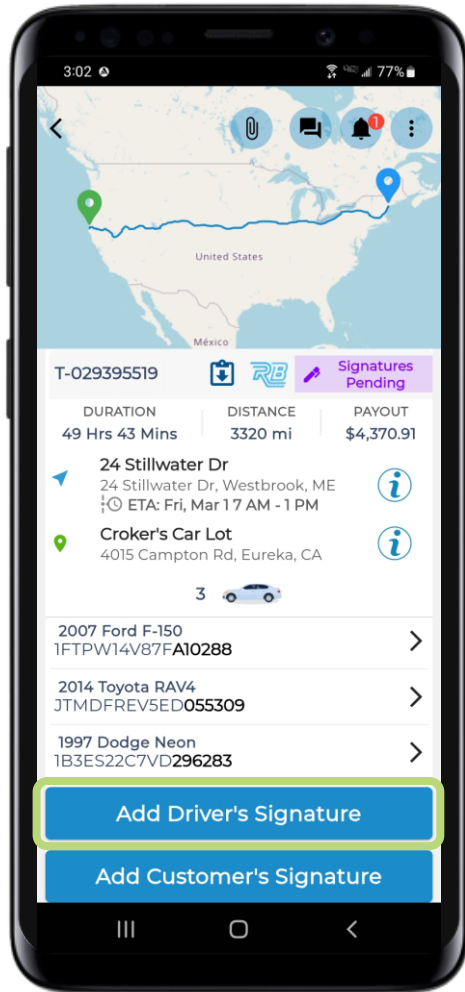
Repeat these steps for each vehicle until all have the  icon, then tap **Complete Inspection**.

11

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

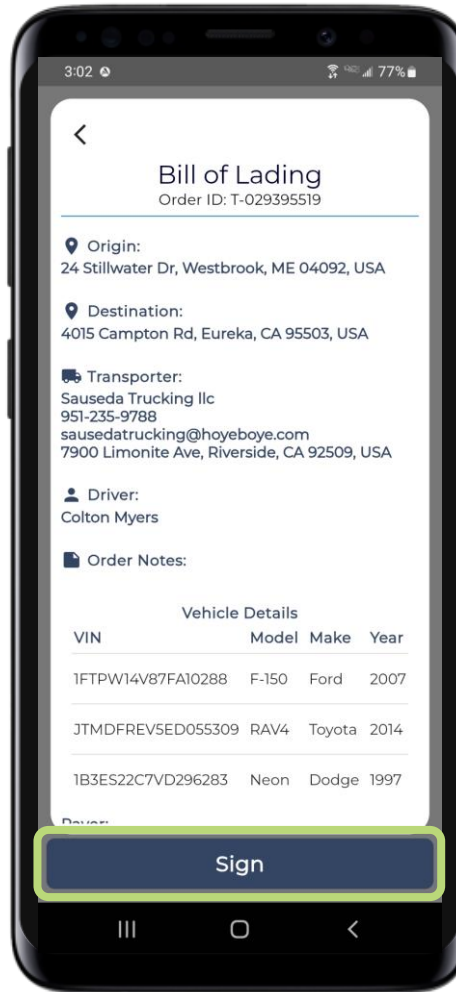


STEP 12. DRIVER SIGNS THE BILL OF LADING (BOL)

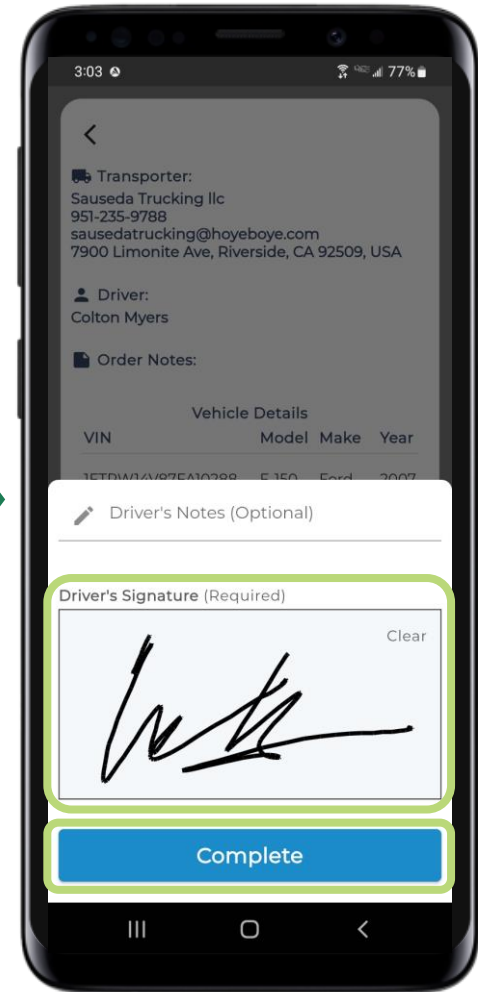


Tap **Add Driver's Signature**.

12

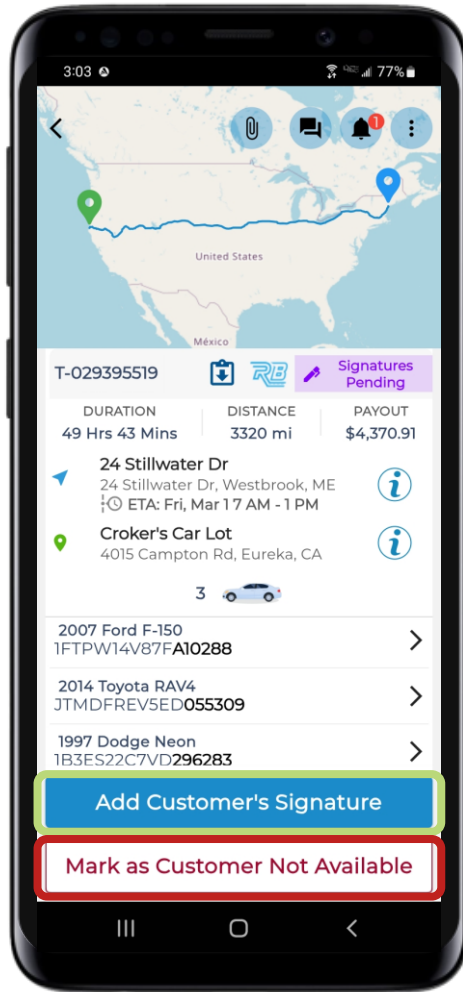


Tap **Sign**.



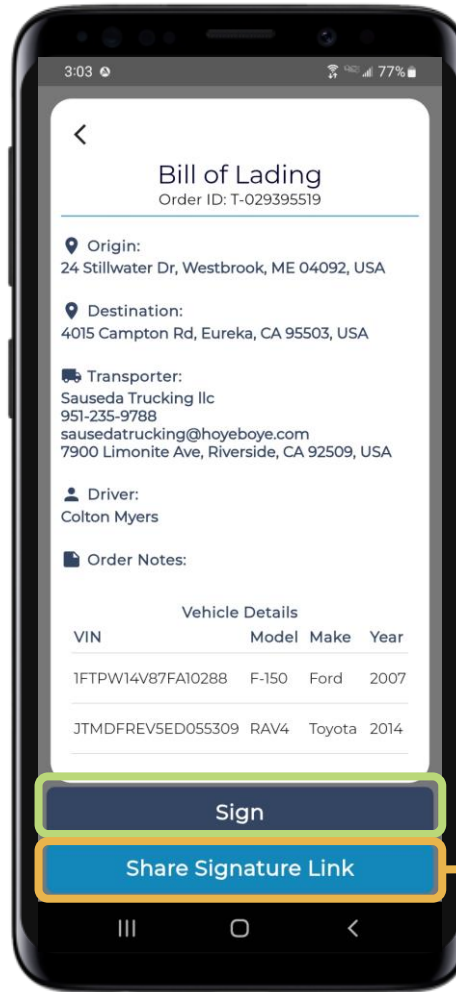
Sign your name,
then tap **Complete**.

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



Tap **Add Customer's Signature**.

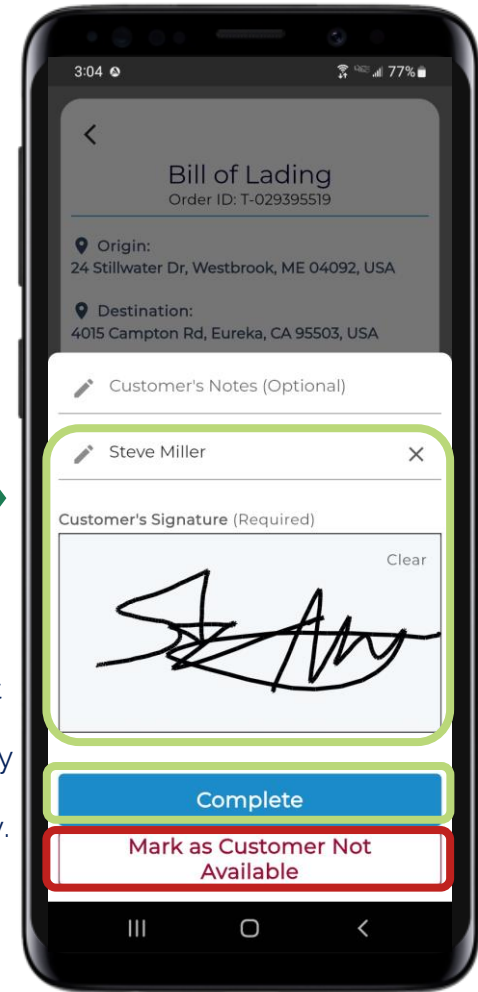
13



Tap **Sign**.



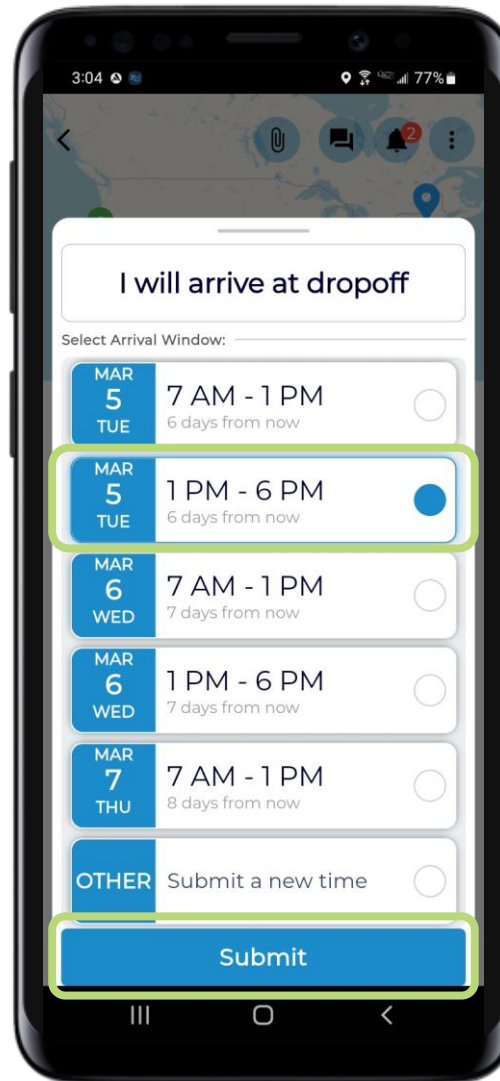
If the Customer is not available, tap **Share Signature Link** to copy & share the link with them to sign remotely.



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.

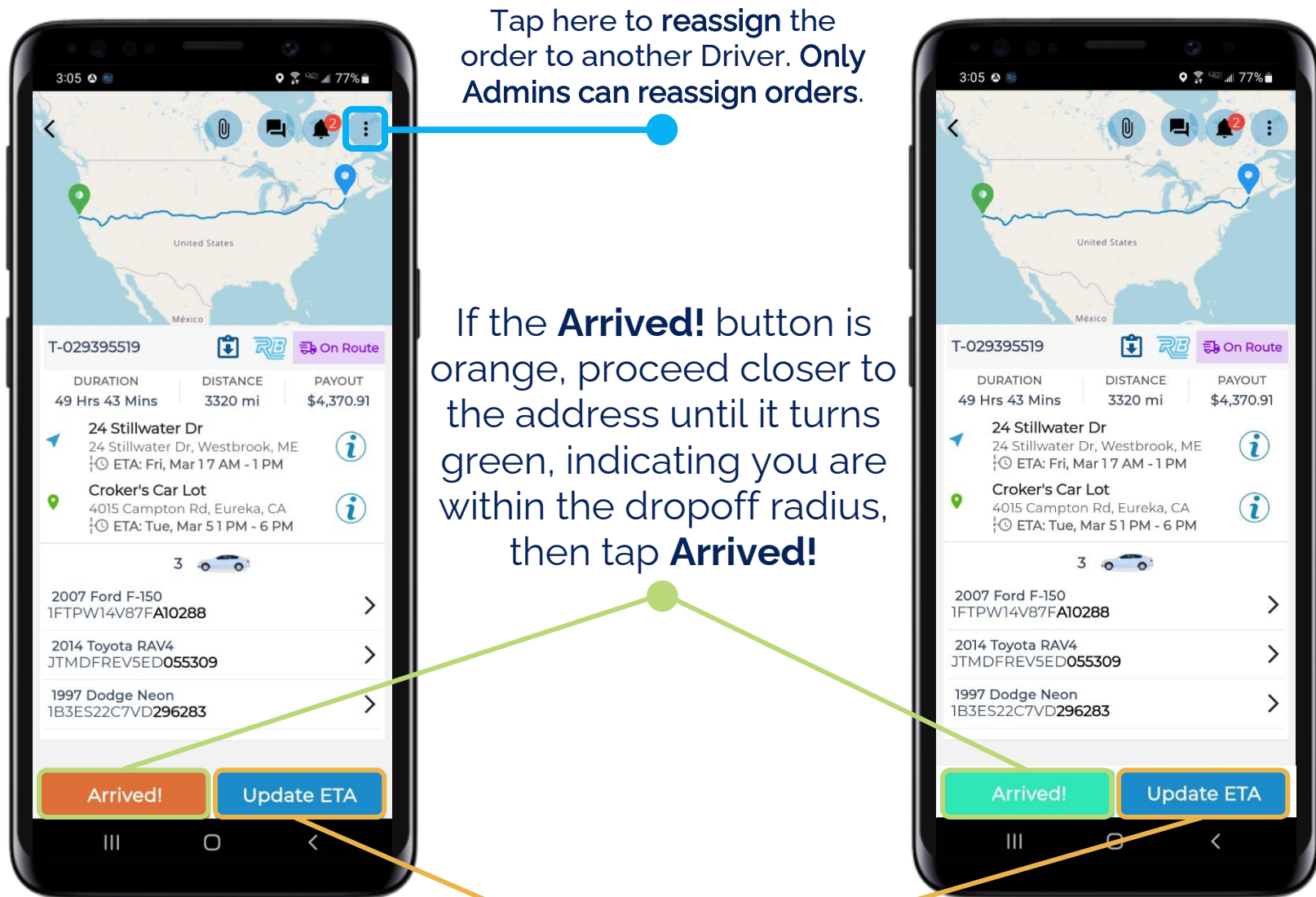
STEP 14. SET DROPOFF ARRIVAL WINDOW



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

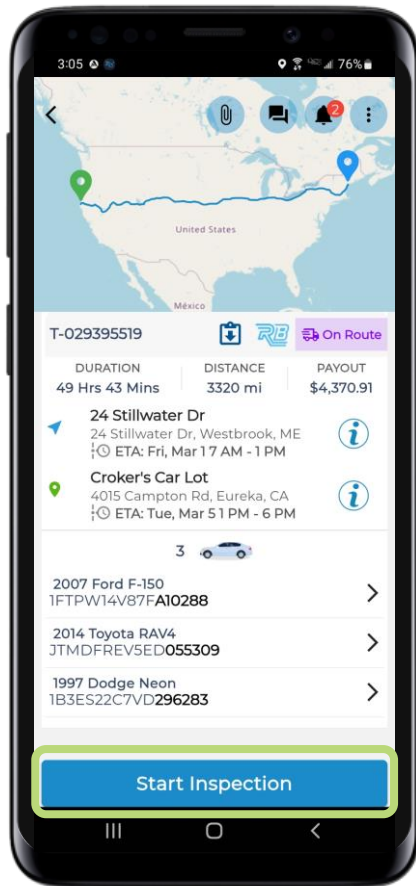
14

STEP 15. ARRIVE AT DROPOFF

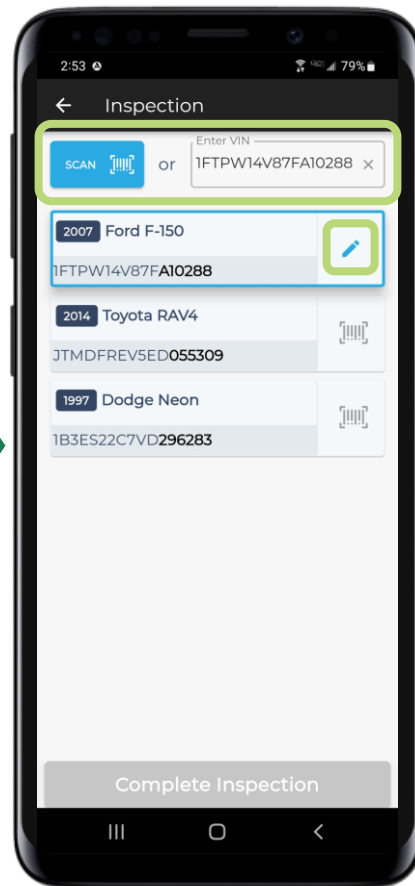


15

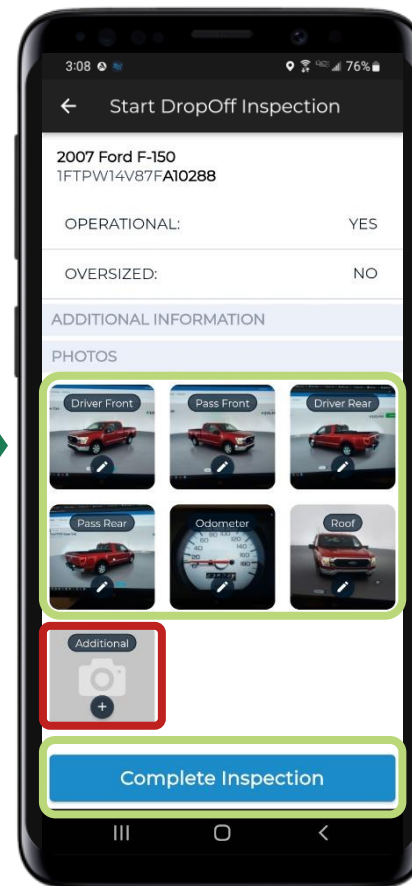
STEP 16. COMPLETE DROPOFF INSPECTION



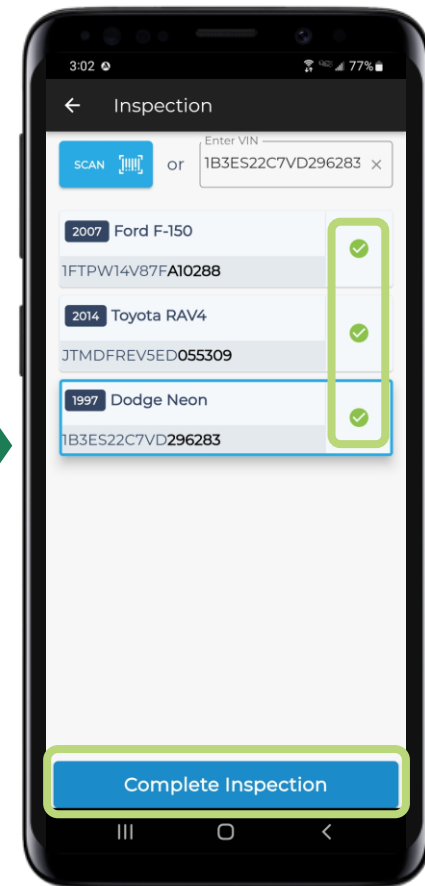
Tap **Start Inspection**.



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



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



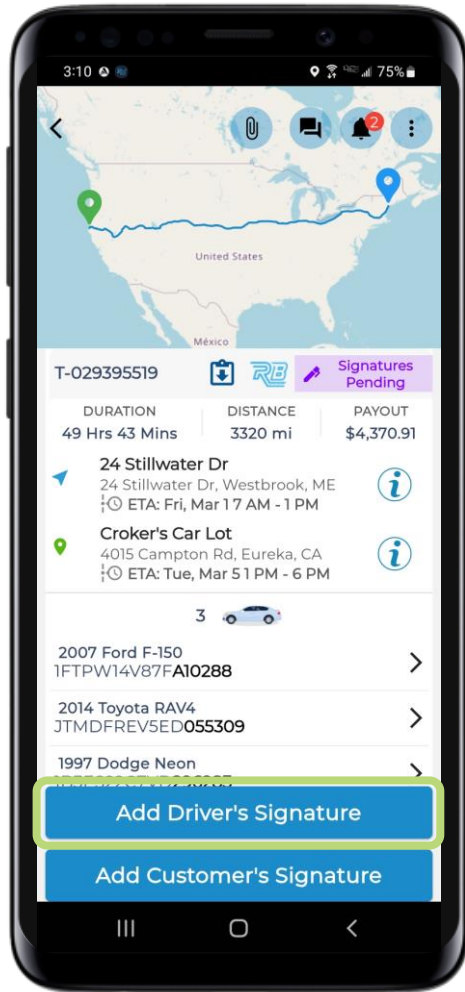
Repeat these steps for each vehicle until all have the  icon, then tap **Complete Inspection**.

16

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

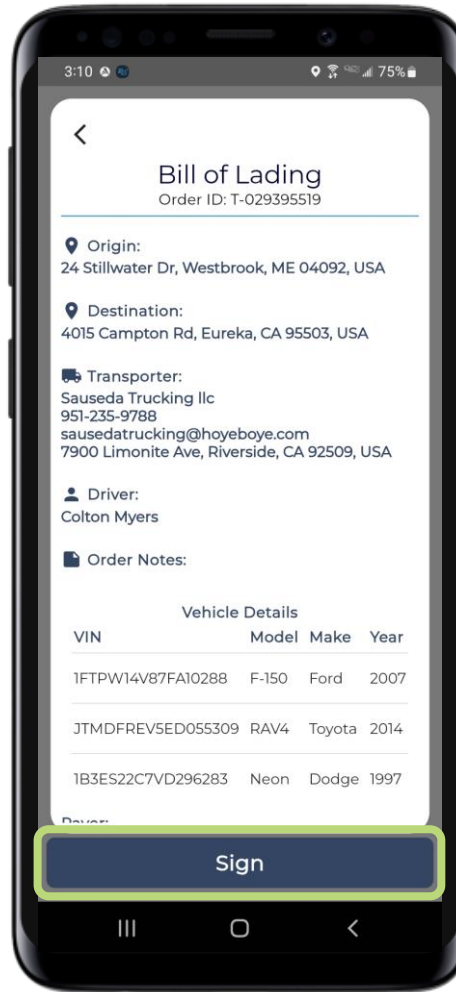


STEP 17. DRIVER SIGNS BILL OF LADING (BOL)

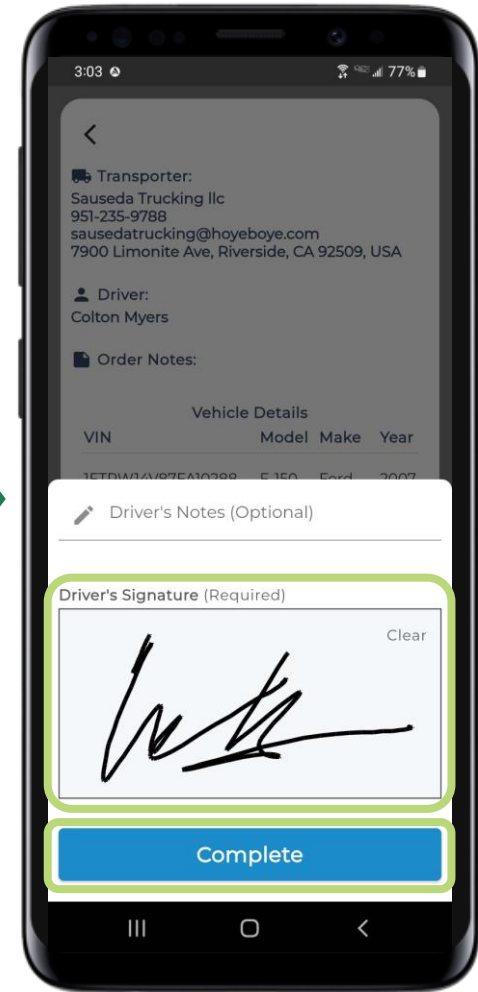


Tap **Add Driver's Signature**.

17

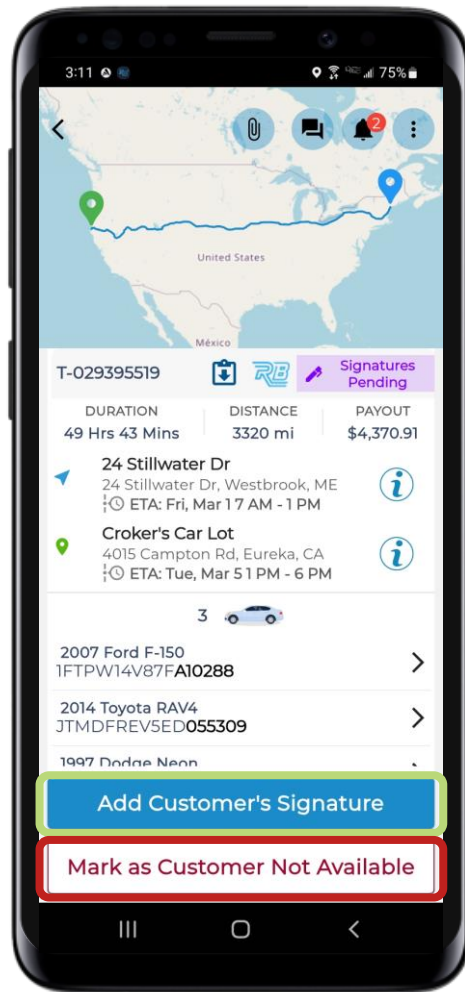


Tap **Sign**.



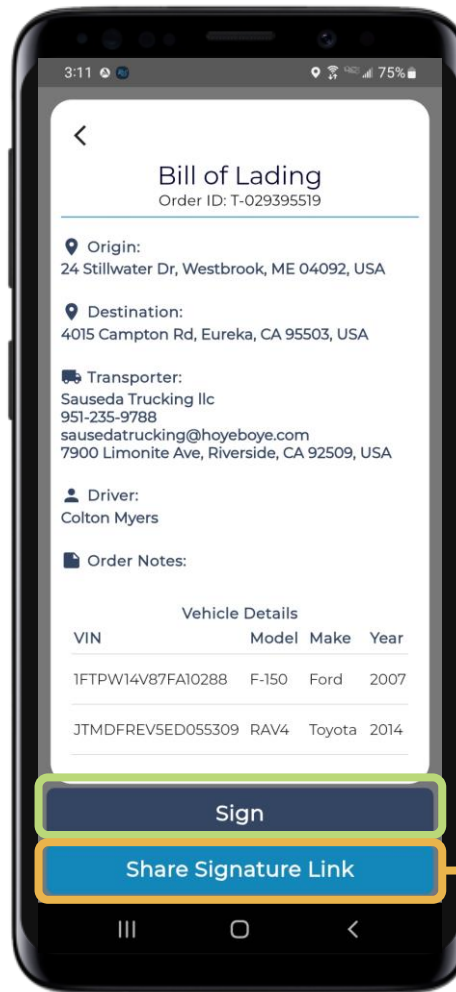
Sign your name,
then tap **Complete**.

STEP 18. CUSTOMER SIGNS BILL OF LADING (BOL)



Tap **Add Customer's Signature**.

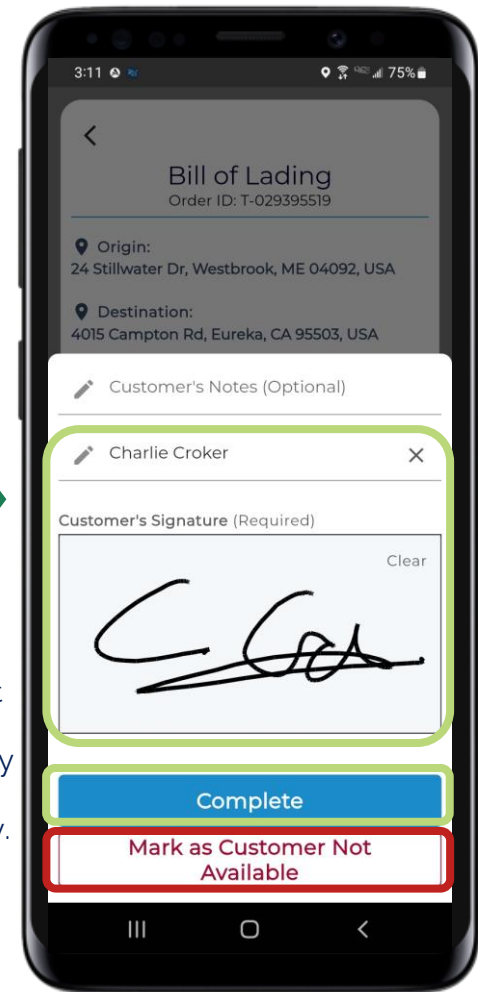
18



Tap **Sign**.



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

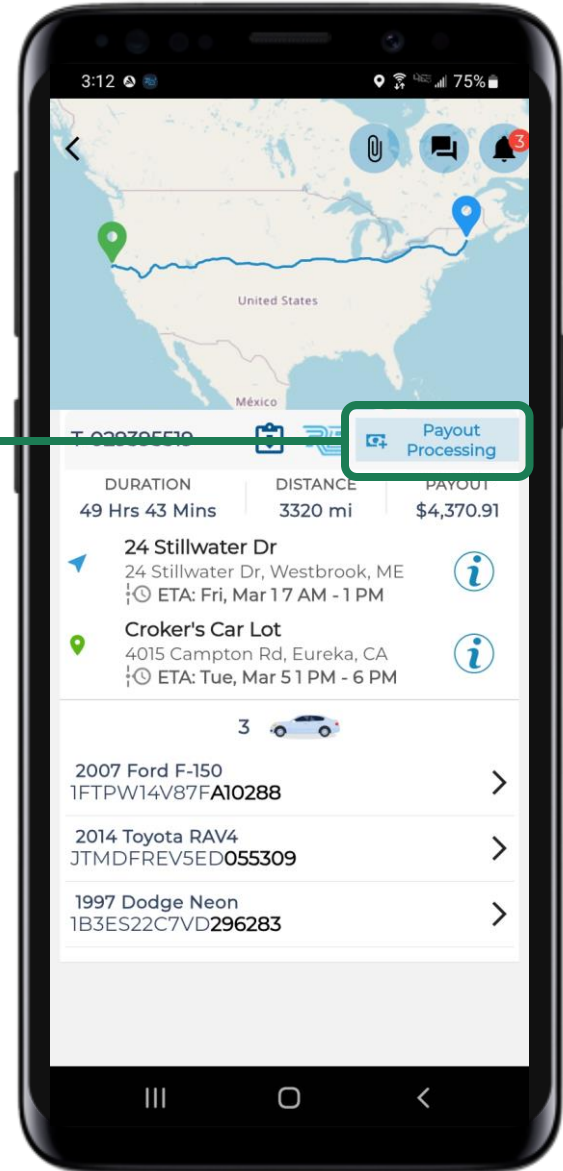


The Customer **enters their name, signs,** then taps **Complete**.

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.

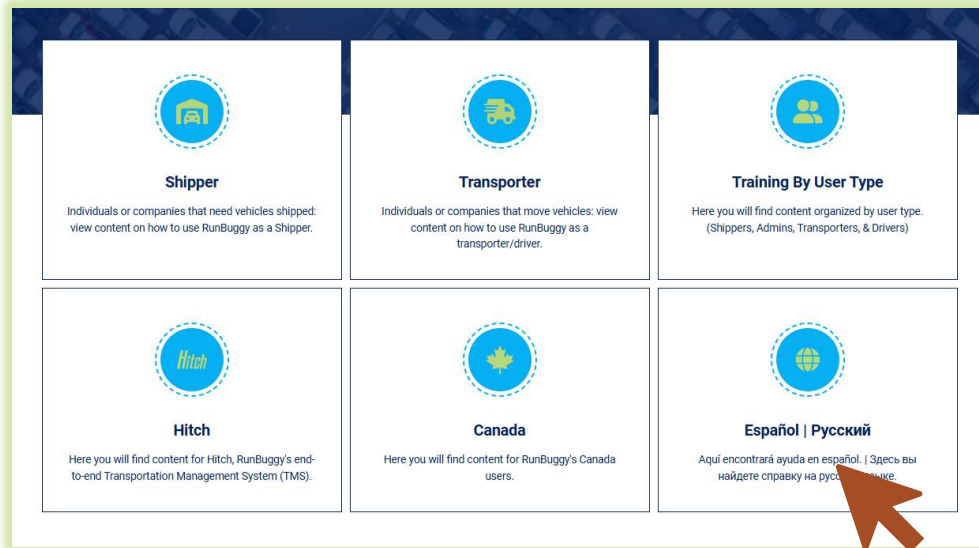


19

ADDITIONAL RESOURCES

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**.



RunBuggy Support Site



Download the RunBuggy Mobile App