WellRyde Driver – Assigning a Vehicle to a Driver

Overview

As a driver, after logging into WellRyde Driver, the first thing you should do is assign yourself to a vehicle that you will be driving.

This Job Aid will walk you through the steps of properly assigning a vehicle before you start completing trips for the day.
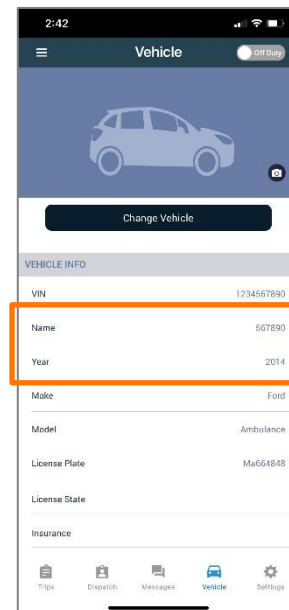
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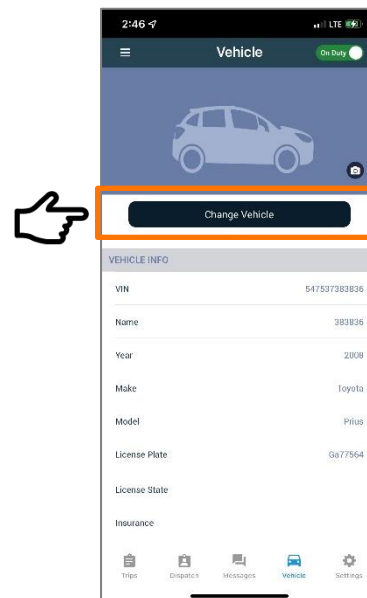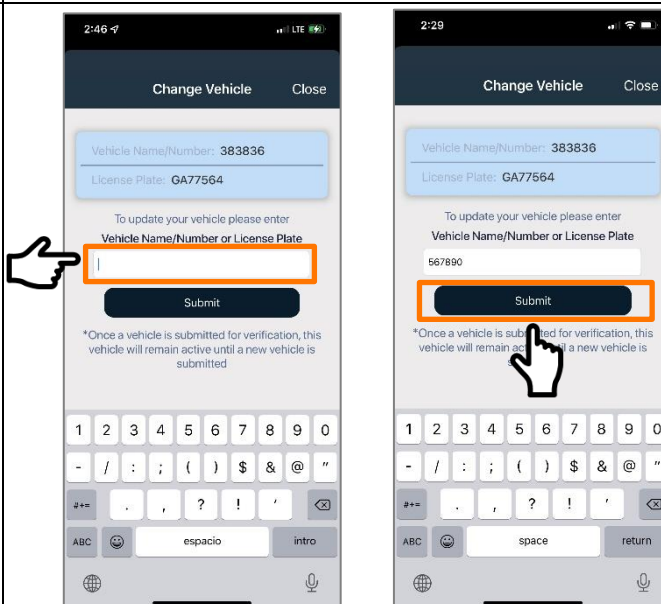|	
1. To properly assign a vehicle while using WellRyde Driver, click on the **Vehicle Icon** on the Home Screen toolbar.	
2. When the vehicle you'll be driving for the day is already displayed, there's nothing you need to change. ***Note:*** *the vehicle name is equivalent to the last 6 digits of the vehicle's identification number.*	

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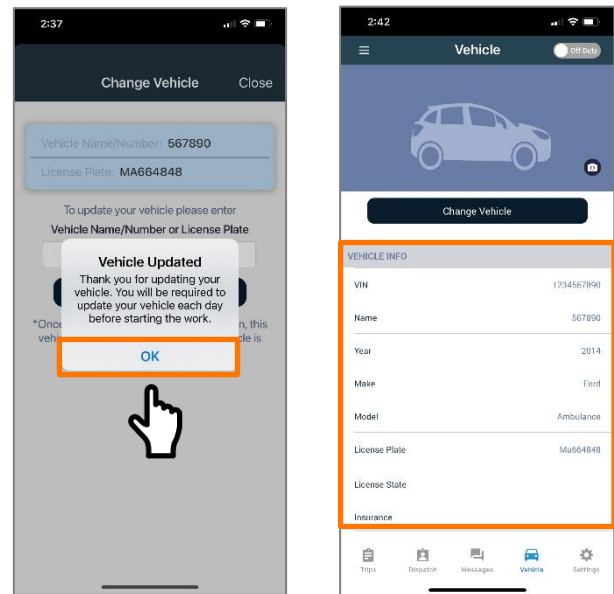|	
3. If you are driving a different vehicle than the previous day or no vehicle is showing under the vehicle info, click **Change Vehicle**.	
4. Next, enter the last 6 digits of the vehicle's VIN number in the vehicle name field, then click **Submit.**	

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- You'll receive a notification that your vehicle was successfully updated.
- Click **OK.**
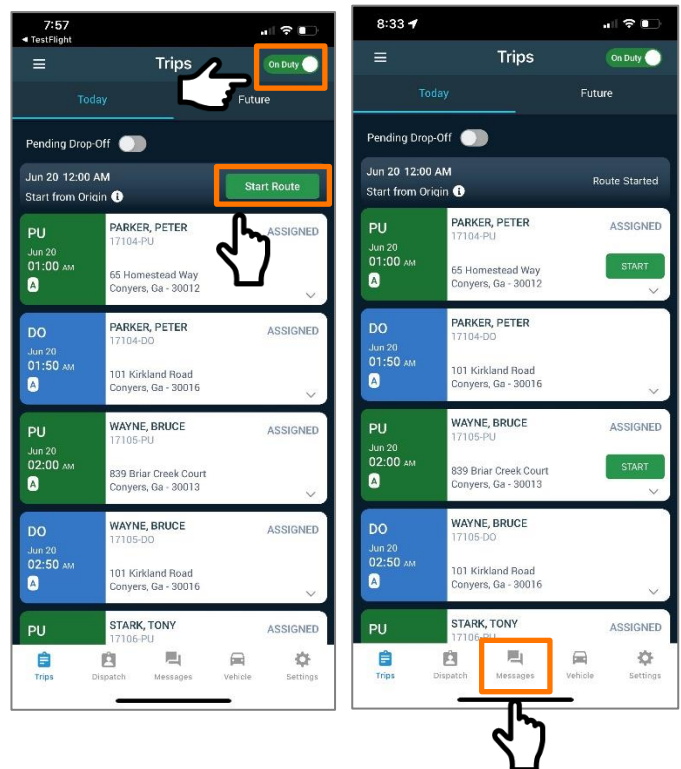- Once a vehicle is submitted for verification, this vehicle will remain active until a new vehicle is submitted.

5. Once a vehicle has been assigned, you are ready to go **"On Duty"** or click **"Start Route"** to begin completing assigned trips.

   You will regularly receive notifications from WellRyde Driver concerning your vehicle in the **Messages** Icon.
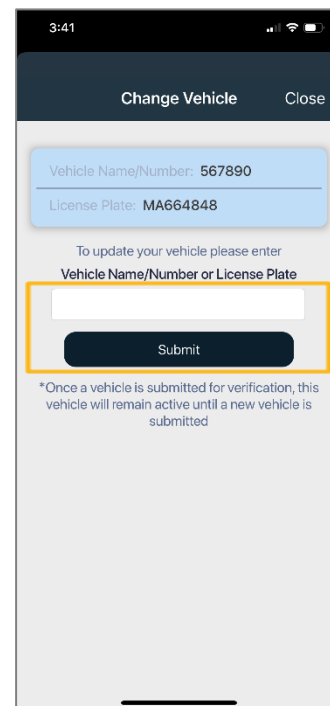
   If you have trips assigned for the day and there is no vehicle assigned to you, WellRyde Driver will send you a notification to assign a vehicle to that trip.

   Ultimately, it is very important to ensure you are linked to the correct vehicle when using WellRyde Driver.

6. **Note:** *Linking trips to the wrong vehicle will cause extensive billing issues, possibly preventing your organization from getting paid in a timely manner by Modivcare.*	
7. **Note:** *If the incorrect vehicle name is entered, WellRyde Driver will notify you:* **"Invalid Vehicle"** **"Vehicle is not found"** *You cannot proceed until the correct vehicle name is entered.*	