

***SWITA***



# PARAPLAN REFRESHERS

SWITA DRIVERS MEETING

FALL 2020

***SWITA***

CHANGING VEHICLES



2:16 PM Tue Sep 15

📶 100% 🔋



Email

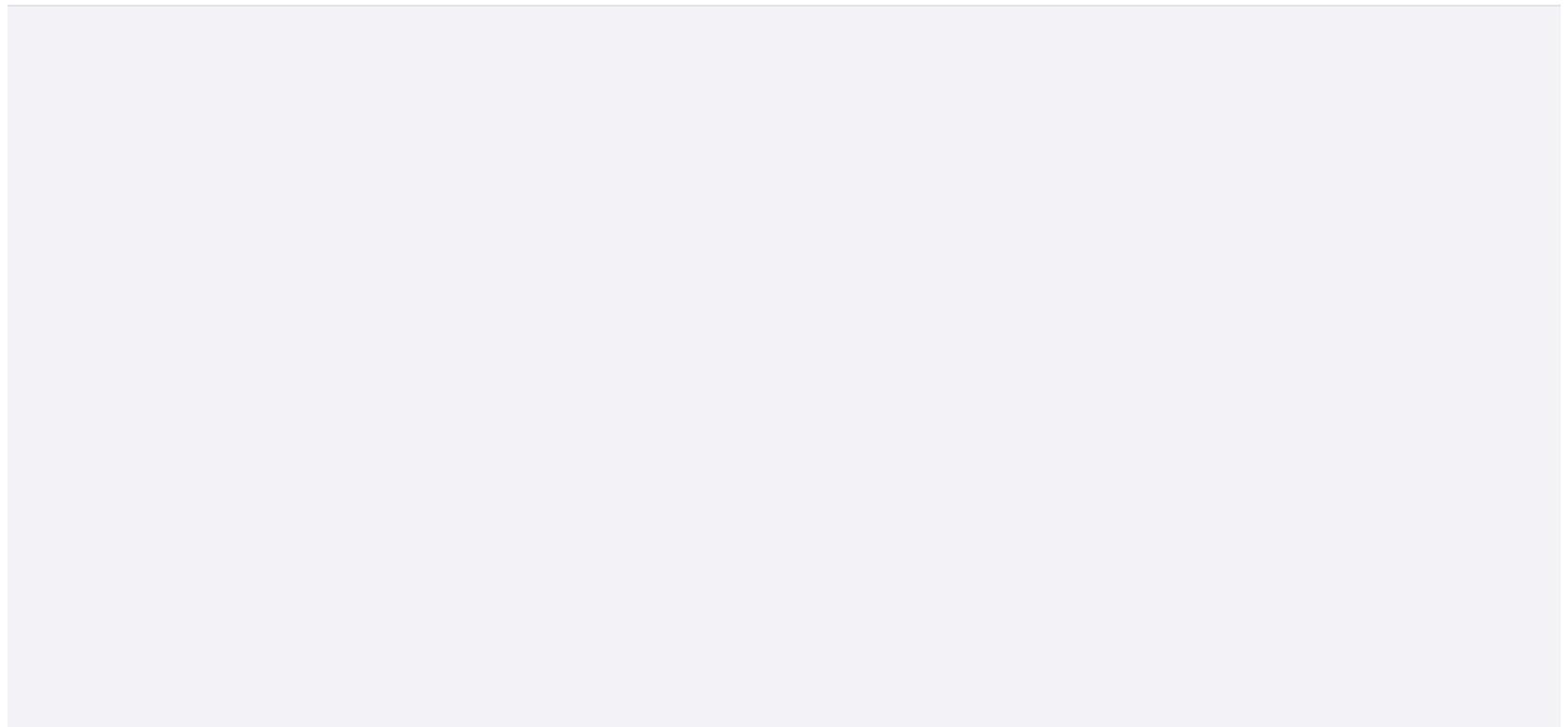


Password



Odometer

[Login to ParaPlan](#)





2:15 PM Tue Sep 15

100% battery, signal strength, Wi-Fi icons

Map Change Date

Filters

# My Pending Stops

## 11:00 AM - 4 Stops

Pick up @ 11:00 AM  
Mark Lander (Mark Lander)

Mickey Mouse  
Home | 1501 SW 7TH ST

\$3.50

Pick up @ 11:00 AM  
Mark Lander (Mark Lander)

Mickey Mouse  
Home | 1501 SW 7TH ST

\$3.50

Drop off @ 11:15 AM  
Mark Lander (Mark Lander)

Mickey Mouse  
McDonalds Atlantic | 1510 E 7TH ST

Drop off @ 11:15 AM  
Mark Lander (Mark Lander)

Mickey Mouse  
McDonalds Atlantic | 1510 E 7TH ST

## 12:00 PM - 2 Stops

Pick up @ 12:00 PM  
Mark Lander (Mark Lander)

Marilyn Monroe  
Home | 1501 SW 7TH ST

\$2.00

Drop off @ 12:10 PM  
Mark Lander (Mark Lander)

Marilyn Monroe  
Walmart Atlantic | 1905 E 7TH ST

## 2:00 PM - 10 Stops

Pick up @ 2:00 PM  
Mark Lander (Mark Lander)

Ronald McDonald  
Home | 1501 SW 7TH ST

Pick up @ 2:00 PM  
Mark Lander (Mark Lander)

Donald Duck  
Home | 1501 SW 7TH ST

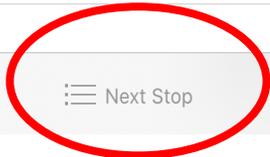
Pick up @ 2:00 PM  
Mark Lander (Mark Lander)

Donald Duck  
Home | 1501 SW 7TH ST

Pick up @ 2:00 PM

Donald Duck

Manifest





2:16 PM Tue Sep 15 100%

Next Stop

Name:	Mickey Mouse	ATLANTIC
PU Time:	11:00 AM	ETA: 2:18 PM (198 min late)
Appt Time:	11:00 AM	2 min left 0.2 miles away

Assigned Route: Mark Lander (+1) Vehicle: 7704 (test)

Start Time: 10:00 AM Start Odometer: 12454.0

End Time: 7:00 PM End Odometer: 0.0

Manifest Next Stop

Note the +1 next to the drivers name this indicates the driver has 2 routes assigned

Note the vehicle assigned to the route is 7704 and the start odometer has been entered as 12454

2:16 PM Tue Sep 15 📶 100%

**Next Stop**

<b>Name:</b>	Mickey Mouse	<b>ATLANTIC</b>
<b>PU Time:</b>	11:00 AM	<b>ETA:</b> 2:17 PM (198 min late)
<b>Appt Time:</b>	11:00 AM	1 min left <span style="float: right;">0.2 miles away</span>

Apple Maps Legal

<b>Assigned Route:</b>	Mark Lander (+1)	<b>7704 (test)</b>
<b>Start Time:</b>	10:00 AM	<b>12454.0</b>
<b>End Time:</b>	7:00 PM	<b>End Odometer:</b> 0.0

Clicking on the +1 will produce a pop up box which will allow you to toggle between assigned routes

**Select Route**

You have multiple route assignments today. Select the correct one to edit

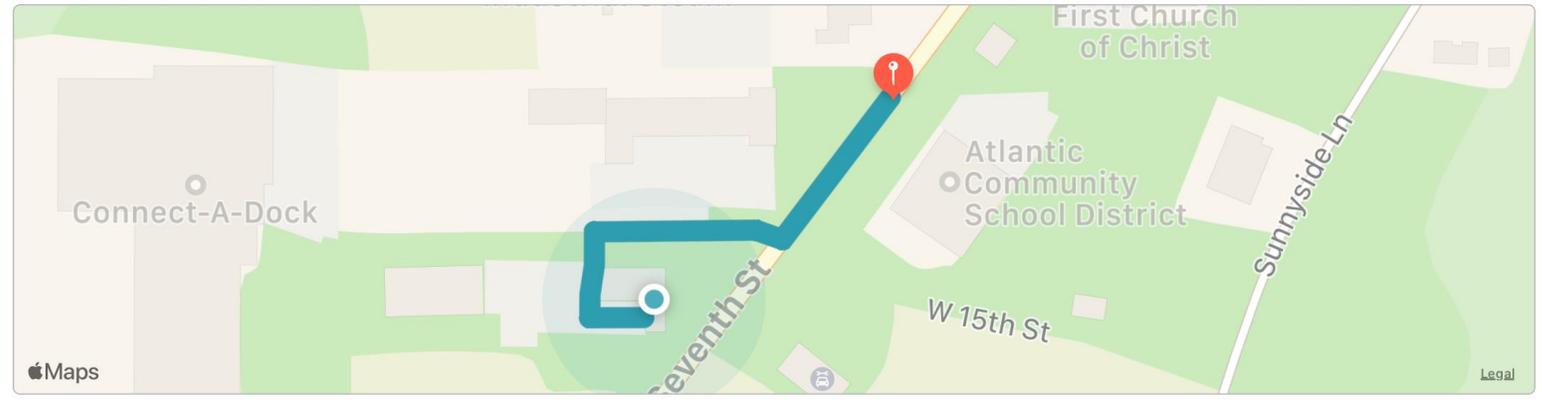
- Mark Lander
- Mark Lander



2:16 PM Tue Sep 15 📶 100% 🔋

Next Stop

<b>Name:</b>	Mickey Mouse	<b>ATLANTIC</b>
<b>PU Time:</b>	11:00 AM	<b>ETA:</b> 2:18 PM (198 min late)
<b>Appt Time:</b>	11:00 AM	2 min left <b>0.2 miles away</b>



<b>Assigned Route:</b>	Mark Lander (+1)	<b>Vehicle:</b>	7701 (test)
<b>Start Time:</b>	2:00 PM	<b>Start Odometer:</b>	0.0
<b>End Time:</b>	7:00 PM	<b>End Odometer:</b>	0.0



## Step by Step- Vehicle Change

1. Go to "Next Stop"
2. End Odometer in current vehicle (Remember to tap set end odometer)
3. Tap Route (box to the left of vehicle assigned)
4. Watch for vehicle change on right side (should say the correct vehicle you are driving)
5. Set start odometer (Remember to tap set start odometer)
6. Go to manifest- Perform Trips/Route assigned

Any questions or for assistance, please call the office.

800-842-8065

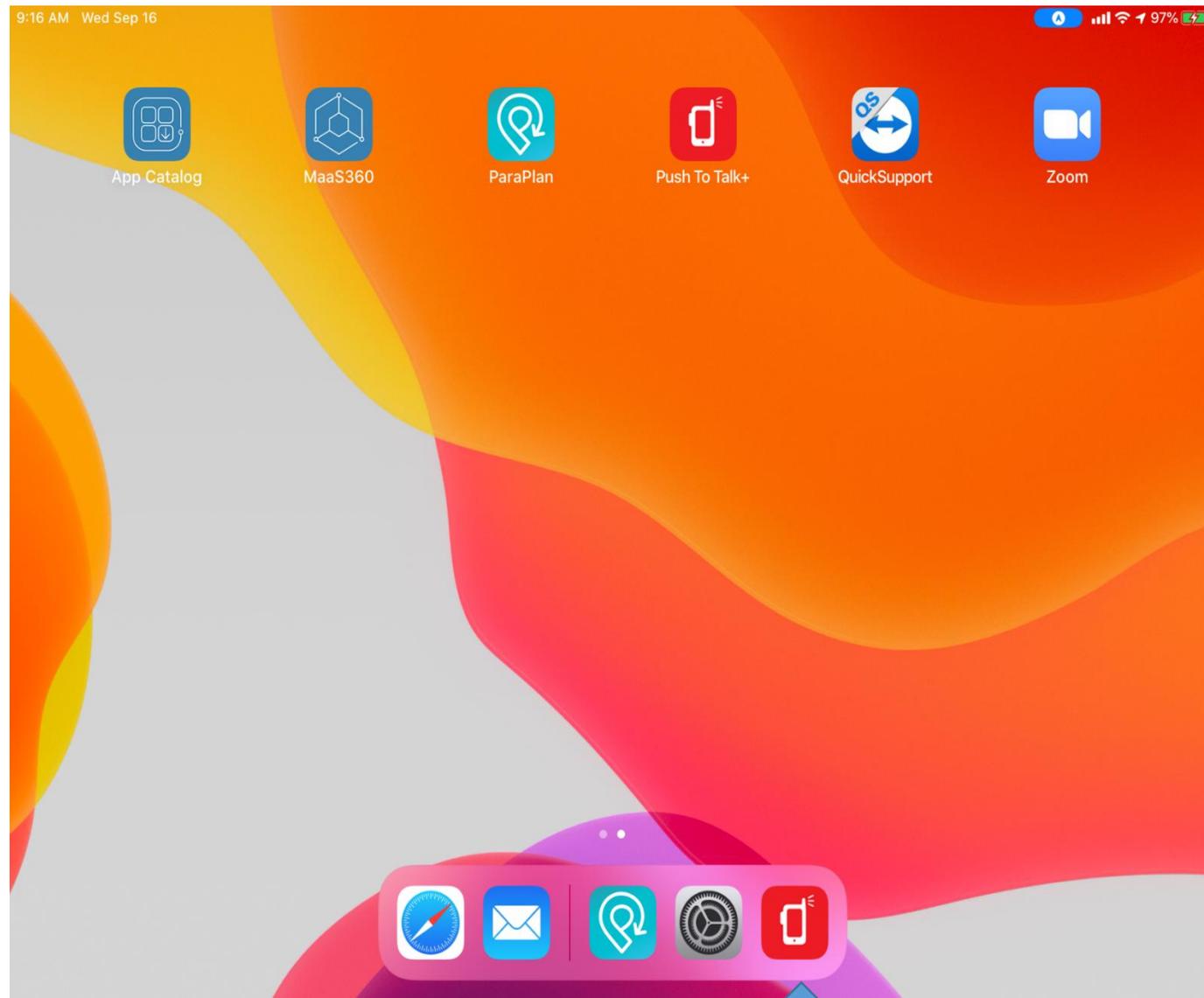
Anyone at the office can help you.

***SWITA***

PUSH TO TALK+

# SWITA

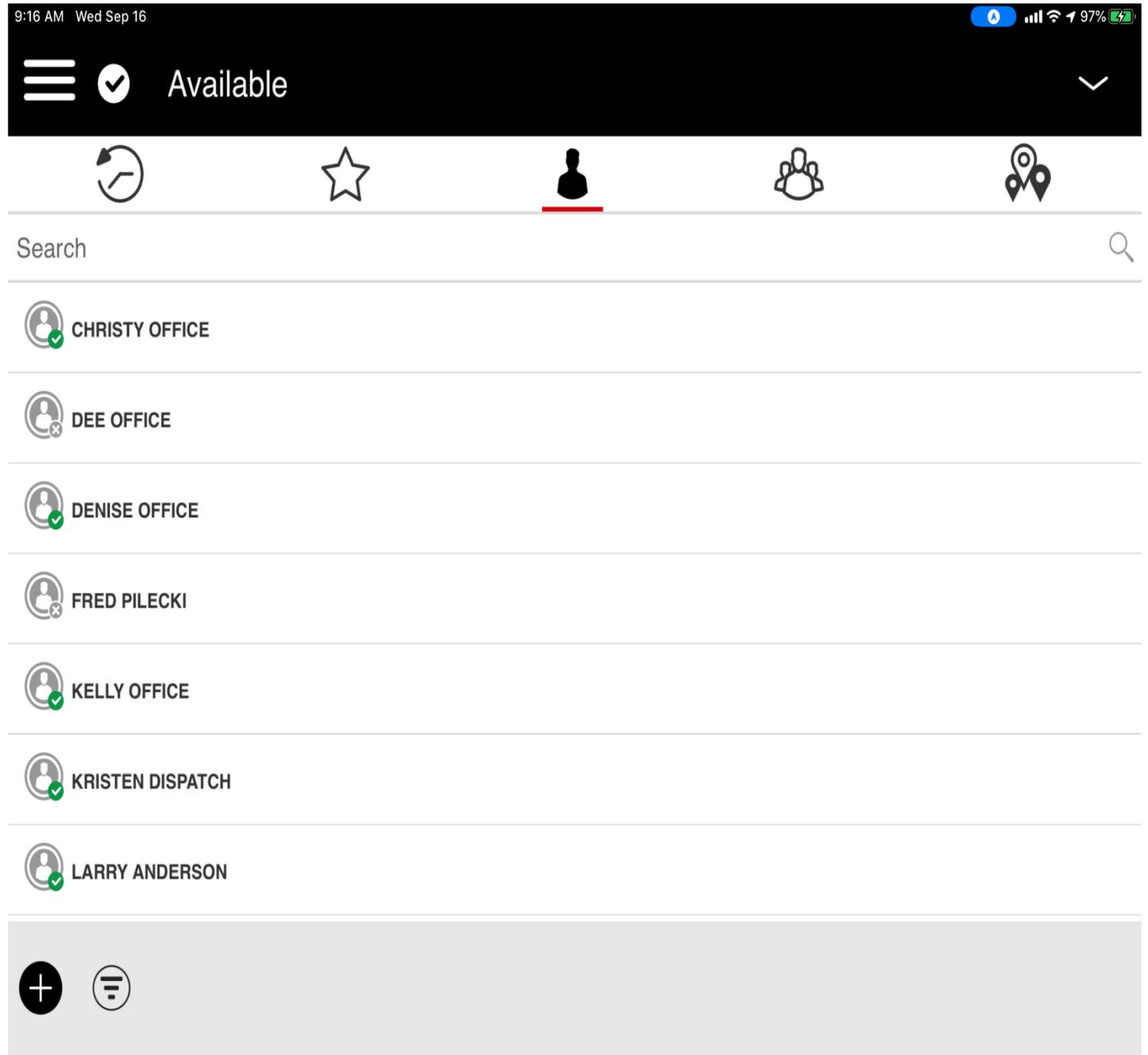
Click on the push to talk app





Will open to this screen.

1. Make sure it is set to Available
2. Search for the person you want to call
3. After finding the person tap on the name





Private call

KELLY OFFICE

Press and hold down on the phone icon to talk

Ready





Private call

KELLY OFFICE

You



- It will look like this when you are talking
- When you are done release the button and wait for the other person to respond



It will look like this when no one is speaking

Private call

KELLY OFFICE

No one is speaking...





Private call

KELLY OFFICE

Ready

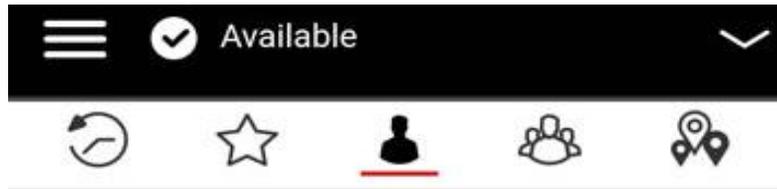


When you complete the conversation, hit the back arrow to return to main screen



## Push to Talk Summary

1. Click on the push to talk icon on your iPad
2. Make sure it is set to Available



3. Select the person you want to talk to
4. Hold the push to talk while you are talking
5. Once you are done talking, release the button, wait for the person to respond

***SWITA***

THE BREAK BUTTON

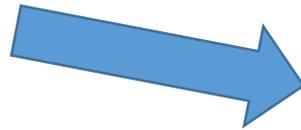


The “Break Button” is used only when all of your trips are on the same route and same vehicle



When you are finished with your trips and your morning run has been processed and disappeared - use the "Start a Break" button. Slide it to the left and you will see Start Break and then tap it.

You will use the "Start a Break" button every time you are "Off the Clock."



8:48 AM Wed Jun 24

100% battery

Map Change Date

Filters

### Manifest screen

## My Manifest

3:00 PM - 2 Stops

Pick up @ 3:00 PM  
Menards Inc

Council Bluffs Menards 2nd Shift  
Mall of the Bluffs | 1751 MADISON AVE

Drop off @ 3:35 PM  
Menards Inc

Council Bluffs Menards 2nd Shift  
Menards Distribution Center | 9402 EAST ST

4:00 PM - 2 Stops

Pick up @ 4:00 PM  
Menards Inc

Council Bluffs Route Menards 1st Shift  
Menards Distribution Center | 9402 EAST ST

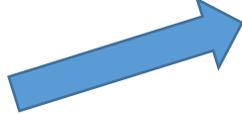
Drop off @ 4:35 PM  
Menards Inc

Council Bluffs Route Menards 1st Shift  
Mall of the Bluffs | 1751 MADISON AVE

Driver Dashboard

Start a break

The "Break Button" is used only when all of your trips are on the same route and same vehicle



This is how your screen will look when on break. Note the blue ribbon on the top that says "On Break" and the "Start a break" line now says "Edit Driver Break Details."

8:49 AM Wed Jun 24

100% battery icon

Map Change Date

Filters

# My Manifest

## On Break

**Pick up @ 3:00 PM**  
Menards Inc Council Bluffs Menards 2nd Shift  
Mall of the Bluffs | 1751 MADISON AVE

**Drop off @ 3:35 PM**  
Menards Inc Council Bluffs Menards 2nd Shift  
Menards Distribution Center | 9402 EAST ST

## 4:00 PM - 2 Stops

**Pick up @ 4:00 PM**  
Menards Inc Council Bluffs Route Menards 1st Shift  
Menards Distribution Center | 9402 EAST ST

**Drop off @ 4:35 PM**  
Menards Inc Council Bluffs Route Menards 1st Shift  
Mall of the Bluffs | 1751 MADISON AVE

## Driver Dashboard

Edit Driver Break details 🍞  
Swipe to end break



8:49 AM Wed Jun 24

100% battery

Map Change Date

Filters

# My Manifest

## On Break

**Pick up @ 3:00 PM**  
Menards Inc Council Bluffs Menards 2nd Shift  
Mall of the Bluffs | 1751 MADISON AVE

**Drop off @ 3:35 PM**  
Menards Inc Council Bluffs Menards 2nd Shift  
Menards Distribution Center | 9402 EAST ST

## 4:00 PM - 2 Stops

**Pick up @ 4:00 PM**  
Menards Inc Council Bluffs Route Menards 1st Shift  
Menards Distribution Center | 9402 EAST ST

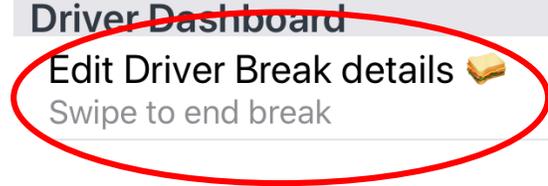
**Drop off @ 4:35 PM**  
Menards Inc Council Bluffs Route Menards 1st Shift  
Mall of the Bluffs | 1751 MADISON AVE

## Driver Dashboard

**Edit Driver Break details** 🍞  
Swipe to end break

Use the "Edit Driver Break Details" when you are ready to end your break

Swipe it to the left and you will see a red End Break button





9:02 AM Wed Jun 24

100% battery icon

Map Change Date

Filters

# My Manifest

## On Break

Pick up @ 3:00 PM  
Menards Inc

Council Bluffs Menards 2nd Shift  
Mall of the Bluffs | 1751 MADISON AVE

Drop off @ 3:35 PM  
Menards Inc

Council Bluffs Menards 2nd Shift  
Menards Distribution Center | 9402 EAST ST

## 4:00 PM - 2 Stops

Pick up @ 4:00 PM  
Menards Inc

Council Bluffs Route Menards 1st Shift  
Menards Distribution Center | 9402 EAST ST

Drop off @ 4:35 PM  
Menards Inc

Council Bluffs Route Menards 1st Shift  
Mall of the Bluffs | 1751 MADISON AVE

## Driver Dashboard

ails 🍞

Change Details

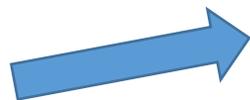
End Break



You will need to tap the red “End Break” button to be taken off break. The system may lag, so please wait a few seconds-  
**only tap the button ONCE!**



Now you are off break. The blue ribbon has disappeared and your “Start a break” tab has returned. You ready to start your afternoon route.



8:48 AM Wed Jun 24

100% battery

Map Change Date

Filters

## My Manifest

### 3:00 PM - 2 Stops

Pick up @ 3:00 PM  
Menards Inc

Council Bluffs Menards 2nd Shift  
Mall of the Bluffs | 1751 MADISON AVE

Drop off @ 3:35 PM  
Menards Inc

Council Bluffs Menards 2nd Shift  
Menards Distribution Center | 9402 EAST ST

### 4:00 PM - 2 Stops

Pick up @ 4:00 PM  
Menards Inc

Council Bluffs Route Menards 1st Shift  
Menards Distribution Center | 9402 EAST ST

Drop off @ 4:35 PM  
Menards Inc

Council Bluffs Route Menards 1st Shift  
Mall of the Bluffs | 1751 MADISON AVE

### Driver Dashboard

Start a break

# ***SWITA***

- No Show Button
- Processing in a timely manner
- School tracking sheets
- Time sheets are due Monday after the weekend. Total number of riders and total hours