RouteBase

FOR DRIVERS

The RouteBase driver handbook

Everything you need on your first day. Two minutes to read.

RouteBase International · useroutebase.com

Welcome to the team

Your company plans your routes in RouteBase. This app shows you where to go, in what order, and lets you report how each stop went.

1 Signing in

- Open the driver app link your company gave you on your phone.
- Sign in with the email and password from your manager.
- Add it to your home screen for one-tap access.

2 Your trips

- The home screen shows your upcoming trips by day.
- Tap a trip to see every stop, the vehicle for that day and the total distance.
- You can review trips before the day starts.

3 Starting a trip

- Press Start trip when you're ready — early is fine.
- Allow location so your team can follow progress.
- The first stop opens automatically.

4 At each stop

- Press Navigate to open Google Maps, Apple Maps, Waze or your favourite app.
- Copy the address or phone number with one tap.
- Press Complete when delivered. A comment is optional.

5 When something goes wrong

- Press Abort if you can't deliver, and say why.
- Your comment goes straight to your manager.
- Add a photo or PDF to a route note if it helps.

6 Safety first

- Never use the app while driving.
- Set up navigation before you move off.
- Your location is only shared while a trip is running.

Together we make things deliver!

Stuck? Ask your manager — your comments in the app reach them straight away.