

Company Contacts and Personnel

Company Name (as displayed to customers):	
Company Address (as displayed to customers):	
Company Main Phone (for Quickride use):	

Role	First & Last Name	Job Title	Direct Phone	Email Address
General Manager/Owner				
Primary Point of Contact				
Accounts Payable Contact				
IT Contact				

Number of Shuttles		Highest number that are in-use at the same time
Number of Administrators		People who oversee Quickride use at the company; it is recommended to keep this to 3 people or fewer
Number of Dispatchers		People who need to create and book rides for customers
Number of Drivers		People who drive the shuttles; please include part-time and backup drivers
Total # of People Needed to be Trained		Sum of Administrators, Dispatchers, and Drivers

Account Settings

Shuttle Hours of Operation										Shuttle Alternate Uses		
Day	Start	AM	PM	End	AM	PM	Last Ride Time	AM	PM	No Shuttle	Do you use the shuttle(s) for any other purpose(s) beside Customer Rides?	
Monday		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Tuesday		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If "Yes", select all that may apply: <input type="checkbox"/> Airport Shuttle <input type="checkbox"/> Loaner Delivery/Pickup <input type="checkbox"/> Dealer Trades <input type="checkbox"/> Mobile Mechanic Services <input type="checkbox"/> Errands/Lunch Runs <input type="checkbox"/> Parts Pickup/Delivery <input type="checkbox"/> Fleet Services <input type="checkbox"/> Vehicle Pickup/Delivery <input type="checkbox"/> Other: _____	
Wednesday		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Thursday		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Friday		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Saturday		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sunday		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Shuttle Service Radius			
Service Radius (in miles)		If a customer requests a ride outside of the service radius, do the dispatchers need Manager approval?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Shuttle Ride Reimbursements			
Do you receive reimbursements for rides? (This is used to assist with your reporting needs)			<input type="checkbox"/> No <input type="checkbox"/> Yes
If "Yes", from whom?	How much?	\$ _____	<input type="checkbox"/> per ride <input type="checkbox"/> per month <input type="checkbox"/> per year

Getting Started Checklist

Complete these items as soon as possible to allow your company to get started with Quickride as quickly as possible!

Command Center	Phones	Training
<p>IT allows / verifies that Quickride domains and subdomains can be accessed by company's systems:</p> <ul style="list-style-type: none"> <input type="checkbox"/> goquickride.com <input type="checkbox"/> commandcenter.gquickride.com <input type="checkbox"/> passenger.gquickride.com <input type="checkbox"/> api.gquickride.com <input type="checkbox"/> p.gquickride.com <p><input type="checkbox"/> Command Center users have access to the Command Center from a computer, laptop, or tablet</p> <p><input type="checkbox"/> Internet browser pop-up blocker is disabled for Command Center the first time users log in</p>	<p>Verify that each shuttle or driver has a supported smartphone, either:</p> <p>Android phone with OS version 4.2 or higher (OS version 7.0 or higher recommended)</p> <p><input type="checkbox"/> OR</p> <p>iPhone with iOS version 12.0 or higher (latest iOS version recommended)</p> <p><input type="checkbox"/> Each phone has a data plan (5 GB recommended)</p> <p><input type="checkbox"/> Phone charger for each phone</p> <p><input type="checkbox"/> Phone dash mount for each shuttle</p>	<p><input type="checkbox"/> Start gathering Names, Emails, and Phone Numbers for each person who will use Quickride - admins, dispatchers, and drivers</p> <p><input type="checkbox"/> Training participants have access to a computer with speakers OR a computer and a phone that everyone can see and hear</p> <p>Download the Quickride Driver App on each shuttle or driver smartphone and:</p> <p><input type="checkbox"/> Enable Location Settings</p> <p><input type="checkbox"/> Enable Notifications</p> <p><input type="checkbox"/> Go to Google Maps and Enable Locations</p> <p><input type="checkbox"/> Make sure drivers bring their phones with Quickride downloaded on them to training</p>