

What a chauffeur driver app needs to show on every job.

Use a familiar job. Mark what you have checked, note the gaps and agree the next step with your team.

1. Put the full job brief in front of the driver.

- ☐ Open a job and confirm it holds time, route, passenger and contact.
- ☐ Check that special requests show on the job card.
- ☐ Keep office-only notes out of the driver view.

2. Make pickup instructions and flight details unmistakable.

- ☐ Write the exact meeting point as an instruction.
- ☐ Show flight number and arrival time beside the pickup.
- ☐ Agree who tells the driver when a flight changes.

3. Keep status updates to a few taps.

- ☐ Run a whole job using only the status buttons.
- ☐ Find the step-back option without help.
- ☐ Check call, navigate and message are on the job screen.

4. Give drivers their own documents and admin.

- ☐ Let a driver upload a renewed document themselves.
- ☐ Confirm drivers can record their own time off.
- ☐ Check expenses can be raised with a receipt photo.

5. Protect client data on drivers' phones.

- ☐ Give each driver a personal login, never a shared one.
- ☐ Write down when location is shared and for how long.
- ☐ Test how fast you can remove a driver's access.

6. Choose the app route that fits your drivers' phones.

- ☐ Count Android and iPhone users on your team.
- ☐ Test the app in a car park with poor signal.
- ☐ Trial with three drivers before rolling out.

Our next step / owner / date

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