



When and Where Drivers Sign

When the driver is just completing one trip for the program and returning to the hub:

- 1) Login to RoutingBox Mobile and set the Enroute to PU status when leaving the base to pick up the child.
- 2) When you arrive at the PU location update the status to Arrived at PU.
- 3) When you leave the PU location update the status to Enroute to DO
- 4) When you arrive at the DO location update the status to Arrived at DO
- 5) When you arrive back at the hub select the pen icon to sign, submit your signature and update the trip status to Completed.

When the driver is completing multiple performs multiple consecutive trips for the DCF SOOT program and then returning to the hub:

- 1) Login to RoutingBox Mobile and set the Enroute to PU status when leaving the base to pick up the child.
- 2) When you arrive at the PU location of the 1st child update the status to Arrived at PU.
- 3) When you leave the PU location for the 1st child update the status to Enroute to DO
- 4) When you arrive at the PU location for the 2nd child update the status to Arrived at PU
- 5) When you leave the PU location for the 2nd child update the status to Enroute to DO
- 6) You will do these two statuses on each subsequent child picked up
- 7) When you arrive at DO location for the 1st DO, you will update the trip status for each child being dropped off to Arrived at DO.
- 6) If all children are being dropped off at the same location, you will update the trip status on all trips EXCEPT the last one to be Completed. The last trip will stay in an Arrived at DO status until you get back to the hub.
- 7) When you arrive at the hub, select the pen icon, sign and update the status to Completed.

When the driver has ABH trips and then trips from another program:

- 1) Login to RoutingBox Mobile and set the Enroute to PU status when leaving the base to pick up the child.
- 2) When you arrive at the PU location of the 1st child update the status to Arrived at PU.
- 3) When you leave the PU location for the 1st child update the status to Enroute to DO
- 4) When you arrive at the PU location for the 2nd child update the status to Arrived at PU
- 5) When you leave the PU location for the 2nd child update the status to Enroute to DO
- 6) You will do these two statuses one each subsequent child picked up
- 7) When you arrive at DO location for the 1st DO, you will update the trip status for each child being dropped off to Arrived at DO.
- 8) If all children are being dropped off at the same location, you will update the trip status on all trips EXCEPT the last one to be Completed. The last trip will stay in an Arrived at DO status until you get to the PU location of the trip for the other program.
- 9) When you arrive at the PU for the other program, select the pen icon, sign and update the status to Completed.