



Driver Renewals

Renewal reminders are sent automatically to drivers every 90, 60, 30 days, before the due date and then weekly until the task is completed.

Welcome back, Demo Testing.

Applicants pending	
In Progress	4
Submitted	7
Interview	4
Road Test	3
Pending Review	2
On Hold	0
Returning Drivers	2

Driver statistics	
DOT Non-Compliant	39
New hires (45 days)	3
High risk drivers	0
Good performance drivers	2
Excellent performance drivers	39

Pending renewals	
License renewal	9
Medical card renewal	8
MVR renewal	1
TWIC card renewal	4
TSA hazmat renewal	5
Custom	23

The task tab displays all renewals that are within the 90-day period before the expiration date

Pay attention to the status of these renewals;
 -'In review' Means the driver has completed the task and the admin can now review it.
 -'Ready' means the task is ready for the driver to complete.



Filter ▾

🔍
🔄





	First Name	Last Name	Type	Status	Due on	Last sent at	Created at
📄	Karl	Oberg	License renewal	In Review	09/22/2021	10/14/2022	10/14/2022
📄	Karl	Oberg	Medical card renewal	In Review	10/14/2021	10/14/2022	10/14/2022
📄	Jason	Greene	TSA hazmat renewal	Ready	12/22/2022	10/23/2022	10/14/2022
📄	Sam	Smith	License renewal	Ready	01/27/2023	01/20/2023	11/17/2022
📄	Buck	Johnson	Medical card renewal	Ready	09/09/2022	11/23/2022	11/23/2022
📄	Alex	Smith	TSA hazmat renewal	Ready	12/12/2022	12/05/2022	11/23/2022
📄	Shaun	White	TWIC card renewal	Ready	02/14/2023	01/24/2023	11/23/2022
📄	Shaun	White	TSA hazmat renewal	In Review	02/14/2023	11/23/2022	11/23/2022

There are two things an admin can do within the tasks tab;

1. Review a renewal to remain compliant, and update exp. date

Driver tasks

Please upload a new version of your drivers license.

Type	Created at	
 Driver licenses front	09:42 am 12/12/2022	
 Driver licenses back	09:42 am 12/12/2022	

Admin tasks

Please review the new uploaded files and update the expiration date.



DL Exp.



[Complete](#) [Push back](#)

Driver tasks

Please upload a new version of your TWIC.

Type	Created at	
 TWIC	09:37 am 12/12/2022	

[Force complete task](#)

*This action will require an admin to double check the driver profile and upload any missing attachments to ensure driver remains compliant

2. Force complete a task



You have the option to review uploaded attachments directly through a driver profile. First press edit driver, then scroll down to the attachments list

Needs Review

Attachments ⚠️ 6 / 19

Current

Type	Created at			
Driver licenses front	10:39 am 9/21/2022	✓	✓	🗑️
Driver licenses back	10:39 am 9/21/2022	✓	✓	🗑️
Medical Card	10:39 am 9/21/2022	✓	✓	🗑️
Employment Application	10:16 am 11/29/2022	✓		🗑️
Drug and Alcohol Clearinghouse - Limited Query Authorization	10:16 am 11/29/2022	✓		🗑️
PSP Disclosure and Authorization Form	10:16 am 11/29/2022	✓		🗑️

Complete + Compliant

Safety score 100

New driver incident

Actions ▾

[Edit driver](#)

Save driver

Cancel changes

Inactivate driver

By selecting the green checkmark, a preview of the attachment will show up for your review.

Attachments 6 / 19

Current

Type	Created at			
Driver licenses front	10:39 am 9/21/2022			
Driver licenses back	10:39 am 9/21/2022			
Medical Card	10:39 am 9/21/2022			
Employment Application	10:16 am 11/29/2022			
Drug and Alcohol Clearinghouse - Limited Query Authorization	10:16 am 11/29/2022			
PSP Disclosure and Authorization Form	10:16 am 11/29/2022			

Review Upload

Please review that the image selected is correct.

[Approve](#)

If the upload is clear, legible, and accurate, an admin can click confirm, and DQM will auto-file the document, and also remove the task off the dashboard

Renewals are also displayed within an individual driver profile. By clicking view more, an admin can see if that task is still 'ready' for the driver, or 'in review'.



▲ Files completed: 3 / 18	
▲ TSA hazmat renewal	view more
▲ TWIC card renewal	view more
▲ License renewal	view more
▲ Drug and Alcohol 2023	view more
▲ Internal Drug Policy	view more

Information