

10 Roads Connect – Driver Manual

10 Roads Connect is the new employee portal for 10 Roads Express drivers. It is available on both Android and Apple phones and is intended to streamline communication between you and the company. This document outlines how to log in and describes all the application’s features.

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Logging in

The first page you will see when you open 10 Roads Connect will be a login screen. You **must** log in to your account in order to use the App! The process goes as follows:

1. IT will automatically create your account, so you won't have to worry about that.
2. When you click log in, you will be presented with the following screen. **Note that there is NO option to sign up for an account!** This is because IT manages all driver accounts.
3. When presented with this screen, click **Forgot Password**.
4. You will be prompted to "reset" your password. **This will be how you set your password for the first time.**
5. You will receive an email which lets you set your password. Please use a password that is secure and memorable. Please use a unique password and do not re-use a password that you have used elsewhere.
6. If you ever forget your password, you will use this same service to reset it.
7. Once a password is set you will be able to use it to log in to your Connect account and access the app.



Welcome

Log in to 10 Roads Express, LLC to continue to 10 Roads Connect.

[Forgot password?](#)

Continue



Forgot Your Password?

Enter your email address and we will send you instructions to reset your password.

Continue

[Back to 10 Roads Connect](#)

App Features

Navigating

You will be able to navigate pages through either:

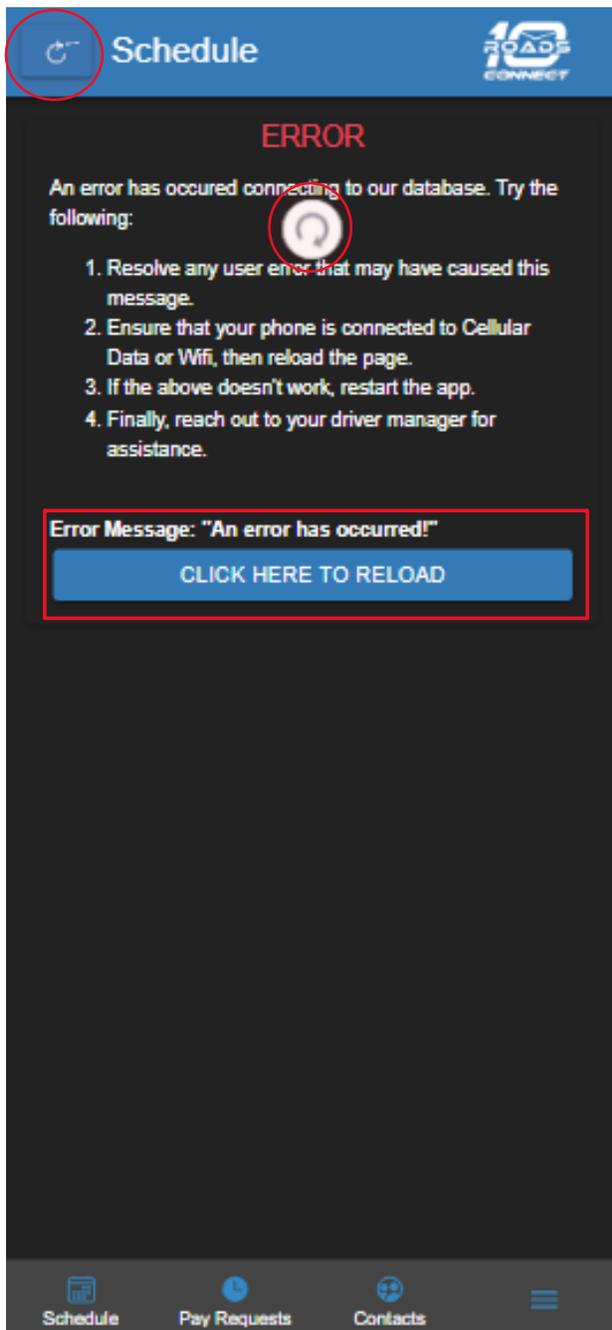
1. Using the side menu, which can be accessed either by swiping right on the app or clicking the hamburger menu in the lower-right corner.
2. The most important pages are available in the bottom bar.



Refreshing content

You can refresh page content by doing the following:

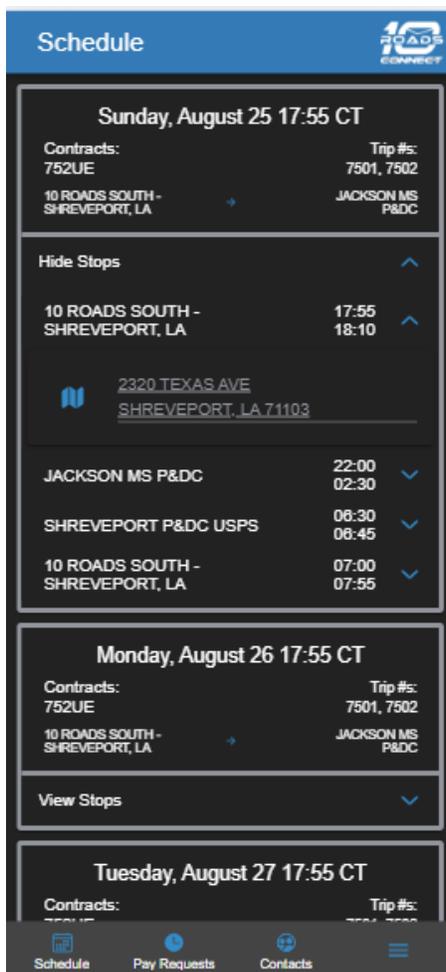
1. Clicking the reload button in the top-left corner
2. Pulling down on the screen
3. If an error occurs, you will be prompted to reload



Schedule

The first page you will see upon logging into the app is the schedule page. This page will show your routes for the next 2 weeks. The information on the schedule page breaks down as follows:

- Every trip has a card where basic information is prominently displayed:
 - Contracts
 - Trip Numbers
 - Origin and Destination
- The trip cards have dropdowns which display the stops with scheduled arrival/departure.
- The stops have a dropdown which displays the address. Clicking the address opens it in Google Maps.



Extra Pay Requests

You have the option to request delay pay through 10 Roads Connect. To do so, you must:

1. Select a round from no longer than 2 weeks ago
2. Supply an Exception Type, the number of hours, and list a reason.

The screenshot shows the 'Extra Pay Requests' interface. On the left, the 'NEW REQUEST' panel contains two round selection cards. Each card displays contract information (752UE, 10 ROADS SOUTH - SHREVEPORT, LA), trip numbers (7501, 7502), and arrival times (Tuesday, August 13 17:55 CT and Sunday, August 18 17:55 CT). A blue 'SELECT ROUND' button is at the bottom of each card. A red arrow points from the bottom card's button to the 'Exception Type' dropdown in the 'PAST REQUESTS' panel on the right. The 'PAST REQUESTS' panel shows a card with the same contract and trip information, arrival time (Tuesday, August 13 17:55 CT), and a 'SUBMIT' button. Below the card is a form with fields for 'Exception Type', 'Hours', and 'Notes', and 'SUBMIT' and 'CANCEL' buttons.

When the request is approved or rejected, you will be able to see the status on the Past Requests panel.

The screenshot shows the 'PAST REQUESTS' panel with three request cards. Each card displays contract information (JACKSON MS P&DC, 10 ROADS SOUTH - SHREVEPORT, LA), arrival times, and durations. The first card is 'Pending' (Wednesday, August 21 02:15 CT, 2.00 Hours) with a question mark icon. The second card is 'Partially Approved' (Monday, August 19 02:15 CT, 2.00/4.00 Hours) with a checkmark icon. The third card is 'Rejected' (Wednesday, August 14 02:15 CT, .00/2.00 Hours) with an 'X' icon. Each card also shows the 'Exception Type' and 'Notes'.

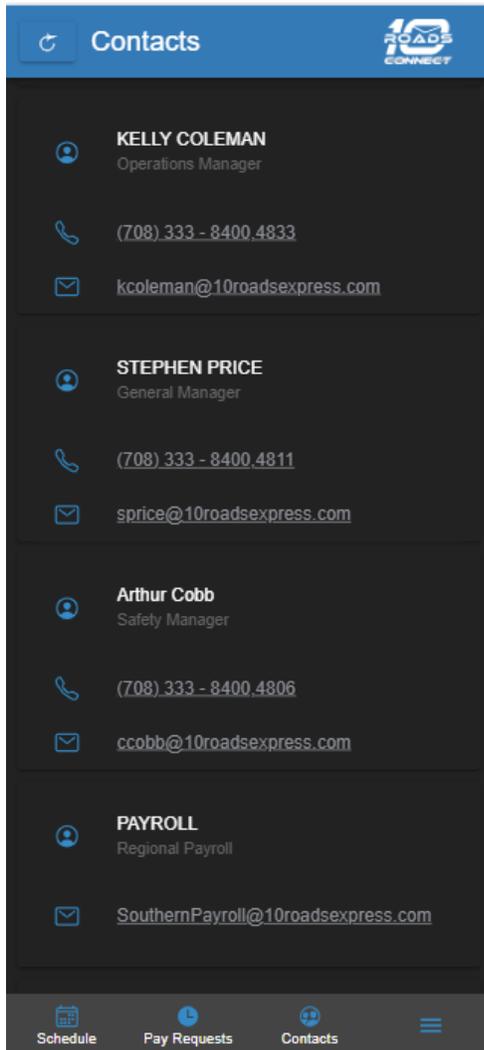
Status	Arrival	Duration	Exception Type	Notes
Pending	Wednesday, August 21 02:15 CT	2.00 Hours	POSTAL DELAY	Previous request was on wrong leg Submitted: August 28, 2024
Partially Approved	Monday, August 19 02:15 CT	2.00/4.00 Hours	TRAFFIC	Stuck in traffic Decision: Partially Approved by uhrsbaumharding on August 28, 2024 Decision Note: Partial approval demonstration Submitted: August 28, 2024
Rejected	Wednesday, August 14 02:15 CT	.00/2.00 Hours	POSTAL DELAY	Test request Decision: Rejected by uhrsbaumharding on August 28, 2024

Contacts

You will be able to access the following contacts through 10 Roads Connect:

- Immediate manager
- Operations manager
- General manager
- Safety manager
- Regional Payroll
- 10 Roads - Accidents
- 10 Roads - Road Service

Each of these contacts will have a phone number with their extension and an email address listed, as applicable. Clicking these links calls or emails the relevant contact.



Vacations

You can request vacations through 10 Roads Connect. To do so, you must specify:

- Start and end dates
- How many working days you are requesting off
- How many hours vacation pay you are requesting (at least 8 per working day)
- The reason you are requesting time off

The following restrictions also apply:

- You cannot request days off during peak season (Thanksgiving-Christmas)
- You may request a retroactive vacation up to 2 weeks ago
- Vacation requests cannot overlap

Any submissions not following the points outlined above will be automatically rejected.

As with extra pay requests, you will be able to see the approval status of your vacation requests.

The screenshot displays the 'Vacations' interface in 10 Roads Connect. It is divided into two main sections: 'NEW REQUEST' and 'PAST REQUESTS'.

NEW REQUEST Section:

- Start Date:** Oct 31, 2024
- End Date:** Oct 31, 2024
- Working Days:** 1
- Hours:** 8
- Reason:** Halloween!
- SUBMIT** button
- Vacation Balance:** 10 hours
- Next Vacation Accrual:** January 27, 2025

PAST REQUESTS Section:

- Request 1:** Start: November 23, 2024; End: November 29, 2024. Reason: vacation. Decision: Approved by bcapson on March 21, 2024. Created: March 21, 2024. Status: APPROVED.
- Request 2:** Start: October 12, 2024; End: October 18, 2024. Reason: vacation. Decision: Approved by bcapson on March 21, 2024. Created: March 21, 2024. Status: APPROVED.
- Request 3:** Start: September 29, 2024; End: September 29, 2024. Reason: day off. Decision: Approved by bcapson on August 23, 2024. Created: August 23, 2024. Status: APPROVED.

Payroll

The payroll page offers you a selection of your previous paystubs, which will then display your earnings for that pay period. The table breaks down your pay stub by its individual components and displays the relevant totals.

Trip Date	Contract	Hours	Rate	Total
06-30	752UE	5.75	\$	\$
06-30	752UE	5.25	\$	\$
07-01	752UE	5.75	\$	\$
07-02	752UE	5.25	\$	\$
07-03	752UE	5.75	\$	\$
07-03	752UE	5.25	\$	\$
07-04	752UE	5.75	\$	\$
07-04	752UE	(H) 8.00	\$	\$
07-07	752UE	5.25	\$	\$
07-08	752UE	5.75	\$	\$
07-08	752UE	5.25	\$	\$
07-09	752UE	5.75	\$	\$
07-09	752UE	5.25	\$	\$
07-10	752UE	5.75	\$	\$
79.75			\$	\$
H&W:				
Gross Earnings:			\$	
Vacation Balance:				

Pay Type Legend: (V) - Vacation (B) - Bereavement

Schedule Pay Requests Contacts

Account

The account page displays your account information, and allows you to log out of the app.

Questions?

Please direct questions, comments, and concerns to your driver manager. If your app runs into errors or exhibits behavior you believe is incorrect, please include as many details as possible. Your driver manager will forward this information to our IT department.