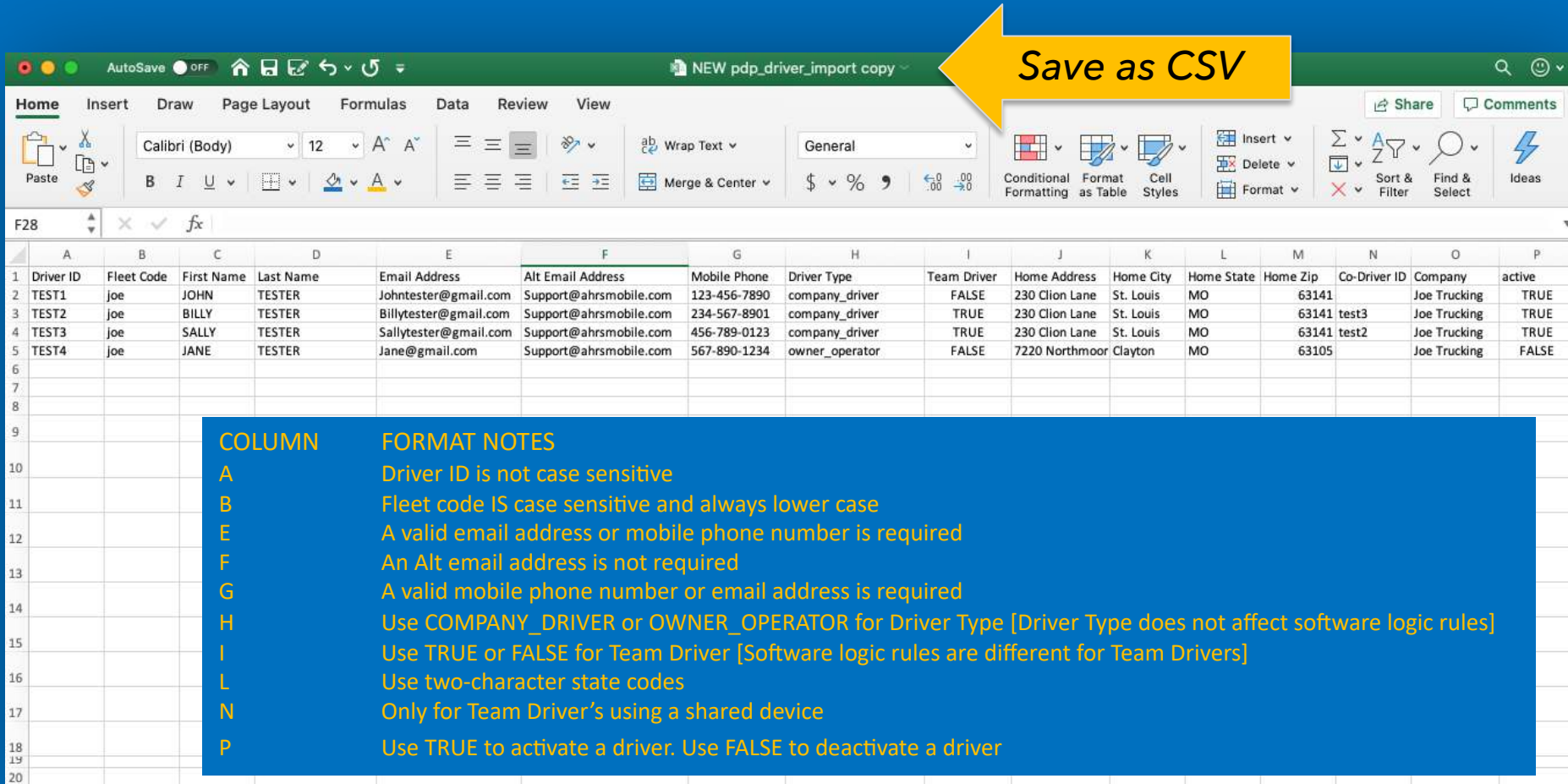


# Driver Import CSV

This CSV file is used to import drivers as part of the per diem app implementation process. It can be continuously revised by a motor carrier to activate new drivers, deactivate terminated drivers or update tax home addresses. The FLEETS platform automatically updates the database to match the CSV file.



**Save as CSV**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Driver ID	Fleet Code	First Name	Last Name	Email Address	Alt Email Address	Mobile Phone	Driver Type	Team Driver	Home Address	Home City	Home State	Home Zip	Co-Driver ID	Company	active
2	TEST1	joe	JOHN	TESTER	Johntester@gmail.com	Support@ahrsmobile.com	123-456-7890	company_driver	FALSE	230 Clion Lane	St. Louis	MO	63141	test3	Joe Trucking	TRUE
3	TEST2	joe	BILLY	TESTER	Billytester@gmail.com	Support@ahrsmobile.com	234-567-8901	company_driver	TRUE	230 Clion Lane	St. Louis	MO	63141	test3	Joe Trucking	TRUE
4	TEST3	joe	SALLY	TESTER	Sallytester@gmail.com	Support@ahrsmobile.com	456-789-0123	company_driver	TRUE	230 Clion Lane	St. Louis	MO	63141	test2	Joe Trucking	TRUE
5	TEST4	joe	JANE	TESTER	Jane@gmail.com	Support@ahrsmobile.com	567-890-1234	owner_operator	FALSE	7220 Northmoor	Clayton	MO	63105		Joe Trucking	FALSE

**COLUMN**      **FORMAT NOTES**

A                  Driver ID is not case sensitive

B                  Fleet code IS case sensitive and always lower case

E                  A valid email address or mobile phone number is required

F                  An Alt email address is not required

G                  A valid mobile phone number or email address is required

H                  Use COMPANY\_DRIVER or OWNER\_OPERATOR for Driver Type [Driver Type does not affect software logic rules]

I                  Use TRUE or FALSE for Team Driver [Software logic rules are different for Team Drivers]

L                  Use two-character state codes

N                  Only for Team Driver's using a shared device

P                  Use TRUE to activate a driver. Use FALSE to deactivate a driver