

The driver app, step by step.

For drivers. How to put the app on your phone, join your company, keep your documents in date, do the daily walkaround, report a problem, and, if you are self-employed, invoice. The app works in English and Romanian.

amarineone.co.uk/guide/drivers

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Getting started

The app opens in your phone's browser. There is nothing to download from a store. It needs a data connection.

Opening the app

Go to **driver.amarineone.co.uk** in Safari on an iPhone, or Chrome on Android. From **amarineone.co.uk**, press **Sign in** and choose **The driver app**.

Putting it on your Home Screen

Do this first. The app can then warn you before a document or a training runs out (three months, one month and one week ahead), and tell you about work offers, agreements to sign and new training. On an iPhone, notifications only work from the Home Screen.

iPhone:

- 1 In Safari, tap the Share button (the square with the arrow) at the bottom.
- 2 Choose **Add to Home Screen**.
- 3 Open the app from the Home Screen, where it is called Amarine.

Android: from the browser's menu choose **Install app** or **Add to Home Screen**, then open it from there.

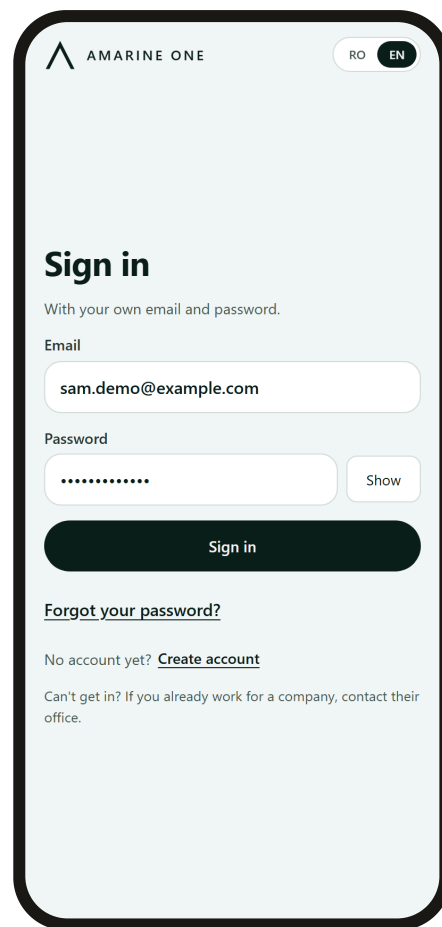
Then turn notifications on: open the menu, then **Profile**, press **Turn notifications on**, and allow them when the phone asks. It says **Notifications on**. Do this on each phone you use.

Your account

- 1 On the sign-in screen, under **No account yet?**, tap **Create account**.
- 2 Type your **Email** and a **Password** of at least 8 characters. Use the email address your company invited, because the invitation is matched to it.
- 3 Tick that you have read how your information is used ([Read it here](#) opens it), and tap **Create account**.
- 4 Open the link in the email we send, then sign in.

GOOD TO KNOW

The account is yours and comes with you from company to company. Creating it joins you to no company, and nobody sees anything of yours until you accept an invitation.



Signing in.

Joining your company

- 1 When your company has invited you, a banner at the top says so. Tap it.
- 2 The invitation shows the company and its message. If you accept, the company sees your documents and your checks.
- 3 Tap **Accept**. The app opens on that company. **Decline** turns it down; you do not have to say why.

The first time you sign in, and whenever it changes, you are shown how your information is used. Tick that you have read it and tap **Understood, continue**.

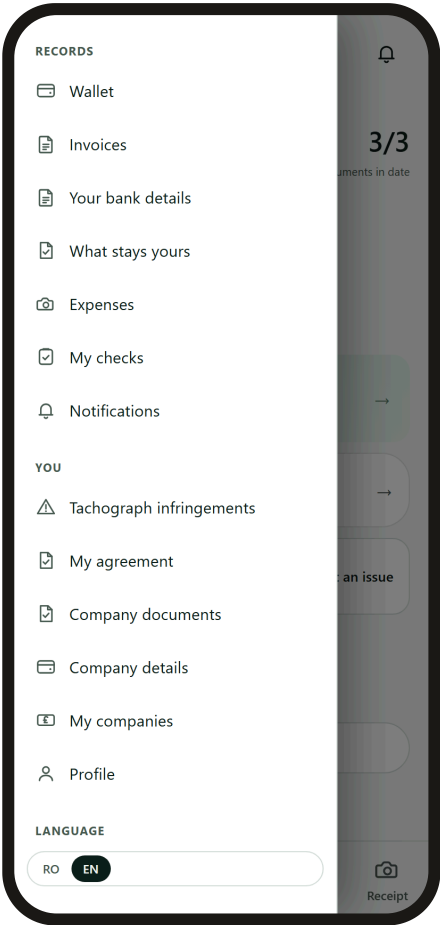
Signing in, and a forgotten password

- 1 Type your **Email** and **Password** and tap **Sign in**. **Show** shows what you typed.
- 2 If you have forgotten the password, tap **Forgot your password?**, type your email and tap **Send reset link**.
- 3 Open the link in the email, in the same browser. Type the new password twice and tap **Save password**.

If the link has run out, tap **Request a new link**. If you still cannot get in, ring your office.

English or Romanian

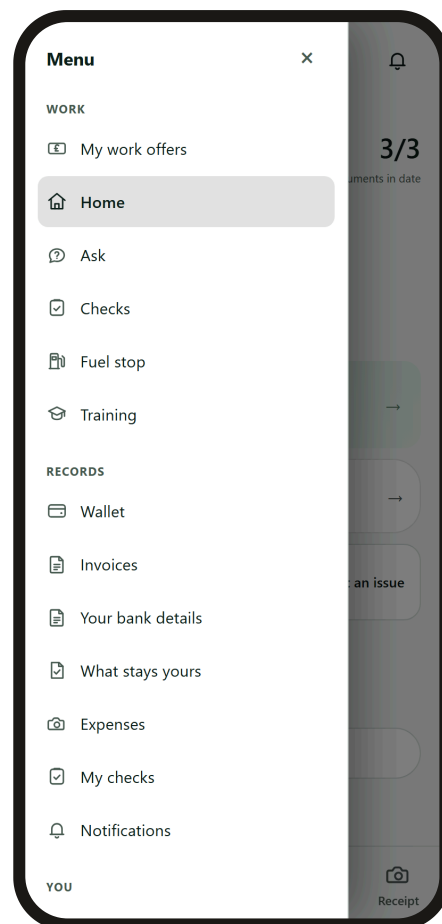
Tap **EN** or **RO**: at the top of the sign-in screen, or in the menu under Language. The app remembers your choice on that phone, and the walkaround list, the incident advice and the notifications follow it. Anything the office types itself appears as they wrote it.



The language, at the foot of the menu.

Finding your way

- **At the top:** the menu (three lines), your company's name (tap it to switch company, if you drive for more than one) and the bell, with how many notifications are unread.
- **At the bottom: Home, Wallet** (a red number means a document is waiting for you to check), **Ask, Training** and **Receipt**, which goes straight to the camera.
- **The menu** has everything else, in three groups. Work: work offers, checks, fuel stop, training. Records: wallet, invoices, bank details, what stays yours, expenses, your checks, notifications. You: infringements, your agreement, company documents, company details, your companies, profile.
- **Checks**, in the menu, has the walkaround, the trailer check, report an issue, send POD, load photos and fuel stop in one place.



The menu.

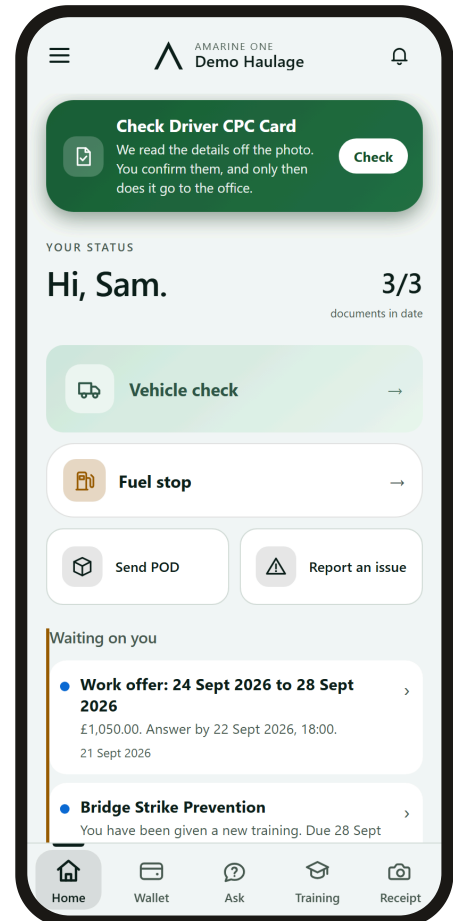
Every day

Home, the walkaround before you drive, and what to send from the road.

Home

What needs you is at the top: an infringement to explain, a document to check, your next onboarding step. Then:

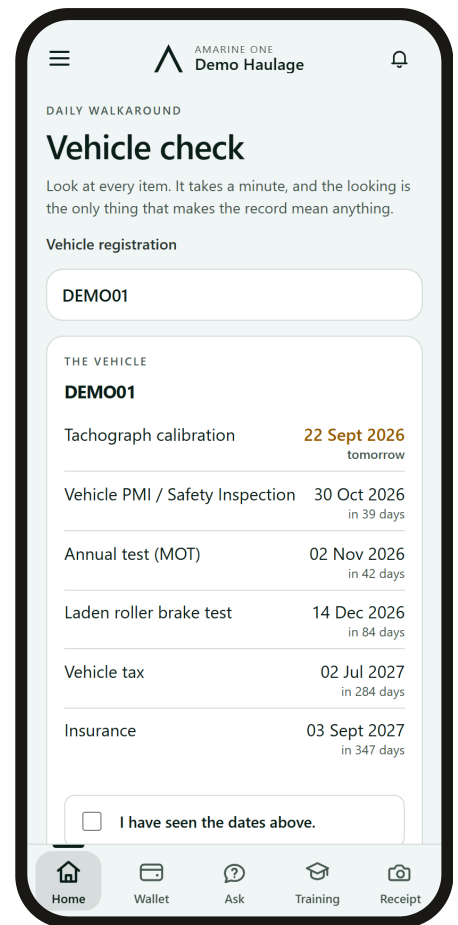
- How many of your documents are in date.
- **Vehicle check**, the daily walkaround, and **Fuel stop**, **Send POD** and **Report an issue**.
- **Waiting on you**: an agreement to sign, a work offer, a new training.
- **Expiring soon**: documents that have run out or run out within 14 days. Tap one to replace it. **For later** has those running out in the next three months.
- **To do**: what the office has asked of you.



Home.

The daily walkaround

- 1 On Home, tap **Vehicle check**.
- 2 Type the **Vehicle registration**. The vehicle's dates appear: MOT, brake test, insurance, PMI, tax and tachograph calibration, each with how long is left.
- 3 Read them and tick **I have seen the dates above**. If something that stops the vehicle has run out, the app says so: do not take it out, and ring the office.
- 4 Fill in **Where are you?** and, if you like, the odometer.
- 5 If you are taking a trailer, switch on **Check the trailer now as well** and type its registration. One report covers both. If you swap trailers during the shift, leave it off and do a trailer check for each (menu, **Checks**, **Trailer check**).
- 6 Tap **Start the check**.



The vehicle's own dates, before the first item.

GOOD TO KNOW

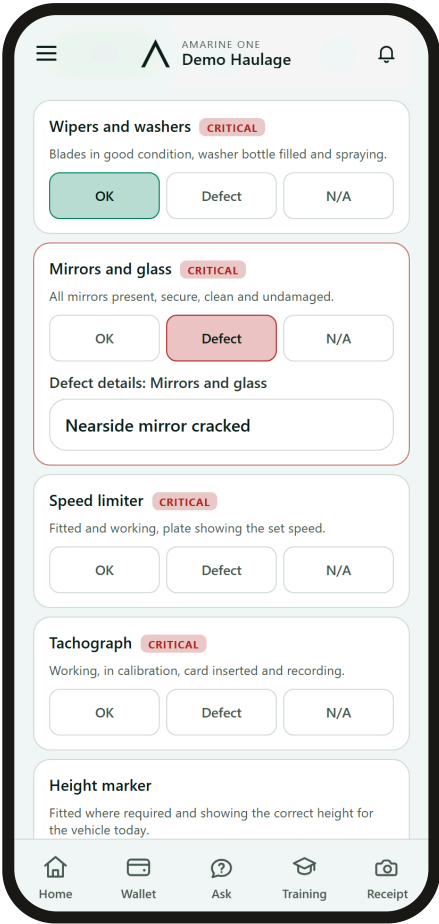
If the plate is not on the company's fleet, check it, and tell the office before you set off. If the company has not set up dates for the vehicle, the app says so: that does not mean everything is in order.

Going through the items, and marking a defect

- 1 Look at every item and tap **OK**, **Defect** or **N/A**. There is no "all OK" button, on purpose.
- 2 For a defect, write what you found in the box that opens.
- 3 The counter shows how many you have checked and how many defects you have marked.

GOOD TO KNOW

You never grade a defect. A defect on an item marked critical makes the vehicle unroadworthy, and the app tells you not to drive it. Your answers are kept on the phone as you go: if the app closes, open the check again and it carries on where you were. Photos are not kept that way, so add them at the end.



A defect, written up.

Photos, the declaration, and submitting

- 1 Under **Photos (optional)**, tap **Add** to photograph a defect or anything the office should see, up to 10.
- 2 Add any **Notes**.
- 3 Read the declaration and tick it: you carried out the check yourself, on that vehicle, and what you recorded is true.
- 4 Tap **Submit the check**.

The result says **All clear.**, or that the check was filed with defects and the office has a report, or that the vehicle is not roadworthy and you must not drive it. Then the photos send. If they do not, tap **Send the photos again**: the check is already filed.

A submitted check cannot be changed. **My checks**, in the menu, keeps every check you have sent.

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Demo Haulage

OK Defect N/A

Photos (optional) 2/10

Photograph defects or anything you want the office to see. They are sent after you submit the check.

Notes (optional)

Reported the mirror to the office before leaving the yard.

☒ I declare that I carried out this walkaround check myself, on the vehicle and registration recorded above, and that everything I have recorded is true. I understand that driving a vehicle with a defect that makes it unroadworthy is an offence.

Submit the check

Home Wallet Ask Training Receipt

The end of the check.

Reporting a problem

- 1 On Home, tap **Report an issue**.
- 2 Choose what kind: the vehicle, the trailer, broken down, an accident, damage, the load, a problem at a site, or something else.
- 3 Tick only the safety boxes that are true: not safe to drive, will not move, blocking traffic, someone injured, fire or smoke, fuel spill. They decide how urgent it is. If someone is hurt, call 999 first: the form waits.
- 4 Read **What to do**: your company's procedure for this kind of problem.
- 5 Fill in the registration, where you are, and what happened, and tap **Send report**.
- 6 Add photos, up to 10, and tap **Send to office**. After an accident, **Add somebody** takes down the other people involved while they are still there.

The office is told straight away. The screen shows the report number and how urgent it was marked.

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Demo Haulage

REPORT

What has happened?

Tell us what you found. The office is told straight away.

What kind of problem?

Something wrong with the vehicle

Safety

Tick only what is true. These decide how urgent it is. You don't grade it.

☐ Not safe to drive

☐ Vehicle will not move

☐ Blocking traffic

☐ Someone is injured

☐ Fire or smoke

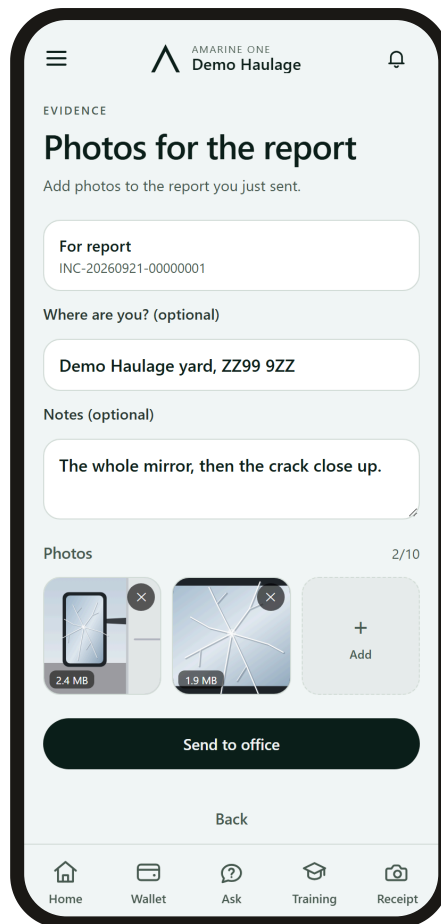
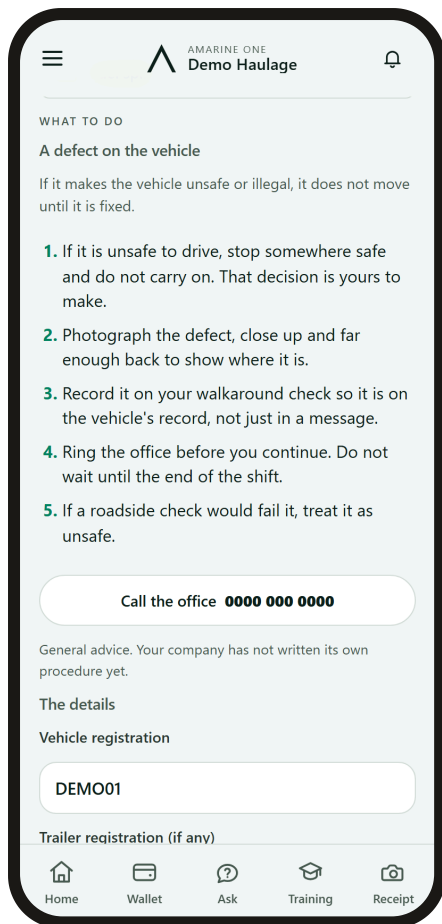
☐ Fuel spill

WHAT TO DO

A defect on the vehicle

Home Wallet Ask Training Receipt

Reporting a problem.



What to do, for this kind of problem. Photos, added after the report is sent.

Proof of delivery and load photos

- 1 On Home, tap **Send POD**. For photos of a secured load, open the menu, **Checks**, then **Load photos**.
- 2 Type the job number (for load photos, the job number or the customer).
- 3 Tap **Add** and photograph the signed paperwork, or the load from a few angles, up to 10 photos.
- 4 Tap **Send to office**. Nothing leaves the phone until you do.

Fuel stop

- 1 On Home, tap **Fuel stop**.
- 2 Check the registration, and type the litres of diesel and, or, AdBlue.
- 3 Type the odometer, from the tachograph. The last reading for that vehicle is shown underneath.
- 4 Tap **Save fuel stop**. The date and time are added for you.

Receipts

- 1 Tap **Receipt** at the bottom, and photograph the receipt.
- 2 It is read for you. Check who you paid, the date, the total, the VAT and what kind of expense it was, and correct anything wrong.
- 3 Tap **Confirm, that is what it says**.

Nothing counts towards your totals until you confirm it. **Expenses**, in the menu, lists them all; **Put it on paper** makes a PDF for a period, for your accountant. Receipts are yours, and stay with you if you change company.

The screenshot shows the 'CHECK IT' screen in the AMARINE ONE Demo Haulage app. The screen is a form for entering receipt details. At the top, there's a header with the app name and a bell icon. Below the header, the text 'CHECK IT' is followed by 'What the receipt says' and a note: 'I read what I could. Change anything that is wrong. Nothing counts towards your total until you confirm.' The form has several input fields: 'Who you paid' with the value 'Demo Truck Stop', 'Date on the receipt' with the value '21/09/2026', 'Total paid' with the value '24.00', and 'VAT (if it is shown)' with the value '4.00'. Below these is a note: 'Leave it empty if the receipt does not show VAT separately.' Then, 'What kind of expense' is a dropdown menu with 'Parking' selected. At the bottom, 'Receipt / invoice number' is an input field with the value '000000'. The bottom navigation bar has five icons: Home, Wallet, Ask, Training, and Receipt (which is highlighted).

A receipt, read and waiting for you.

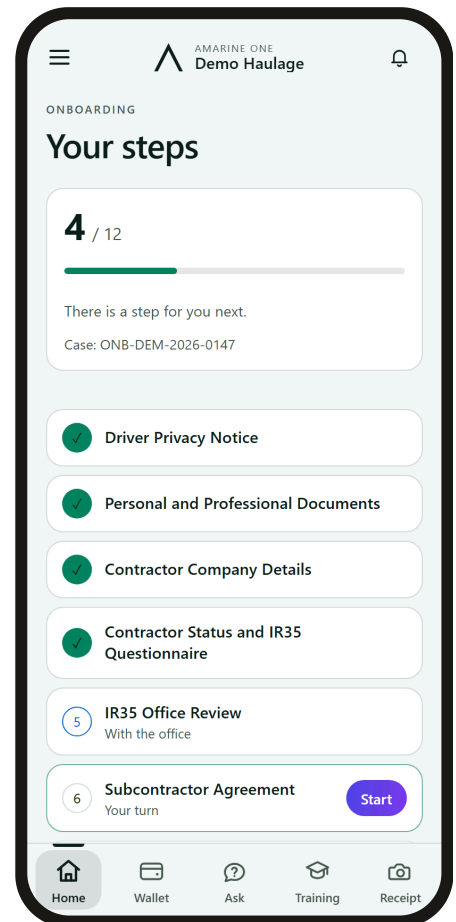
Onboarding

When a company takes you on, the office starts your onboarding: a list of steps, some yours and some the office's. Until every step is done you cannot be given work.

Your steps

- 1 When there is a step for you, Home shows **Onboarding** with how many steps are done. Tap **Continue**.
- 2 Each step says whose turn it is: **Your turn** (with a **Start** button), **With the office**, or **After the steps before it**. Done steps have a tick.
- 3 Tap **Start** on your next step, and do it. **Back to the steps** brings you back to the list.

A step **With the office** needs nothing from you. You can carry on with your own steps while the office does theirs, and the documents step does not hold up the ones after it.



Your steps.

Reading and confirming a document

The privacy notice, the driver handbook and the company's policies:

- 1 Read the whole text.
- 2 Tick the statement, for example **I have read this document**.
- 3 Type your full name. It stands for your signature.
- 4 Tap **Confirm**.

You can read them again at any time from the menu, **Company documents**.

Forms, and your company's details

A step that is a form (your limited company's details, or the starter details for payroll if you are employed): fill it in and tap **Send**. What you type is kept on the phone until you send it. Fill your company's details in here, in the step, rather than in the menu, or the step stays open.

The IR35 questions (limited company)

- 1 Choose how you work: your company supplies you to drive the client's vehicle, or your company supplies the vehicle and the transport.
- 2 The rest of the document fills itself in. Read it.
- 3 Tap **Confirm, this is how I work**. If something is different, tap **Something is different**, say what in your own words, and tap **Send**.

The document does not decide your IR35 status; the office reviews it. You can carry on with your other steps meanwhile.

Signing the agreement or your contract

- 1 Read the agreement to the end. Signing is after the text. You are not obliged to sign it.
- 2 Type **Your name** and the capacity you sign in (for example Director).
- 3 Tick the three boxes, and tap **Sign the agreement**. It goes to the office to countersign, and you are told when they have.

If you are employed, the step is your contract of employment: read it and your pay and hours, type your full name, tick the two boxes and tap **Sign the contract**.

GOOD TO KNOW

A signature cannot be changed afterwards. What you signed stays under **My agreement**, and under **What stays yours** after you stop working for the company.

Final declarations

The last step of yours: read each of the five statements and tick it, type your name as your signature, and tap **Sign**. The office then does the final check, and you are active.

Your wallet

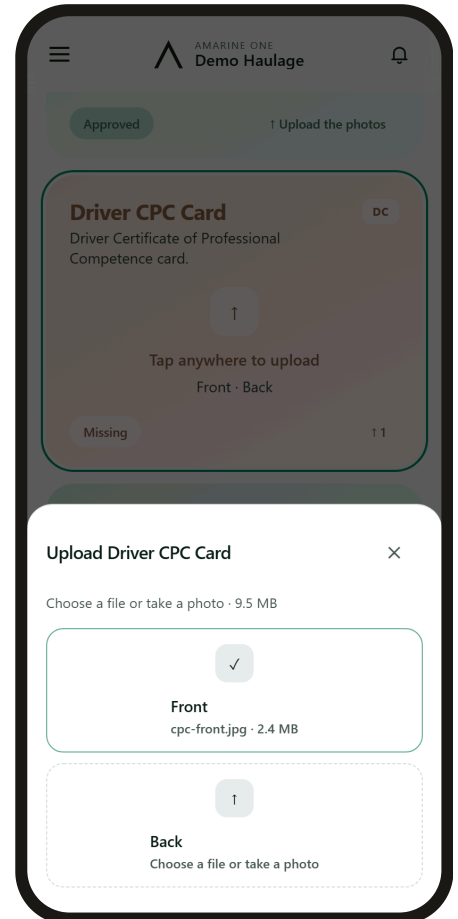
Your licence, CPC, tachograph card, codes and other documents, as cards. The ones your company needs and your own sit together, and they are yours: they come with you between companies.

Adding a document your company needs

- 1 Tap **Wallet**, then tap the empty card. It says which sides are needed, for example front and back.
- 2 Tap **Front** and take the photo, or choose one. Then the same for **Back**.
- 3 Tap **Send for reading**. The details are read off the photos, which takes a minute or two. You can close the app; you are brought back when it is ready.

GOOD TO KNOW

A document goes to the office only complete, with every side. A clear photograph works better than a PDF.

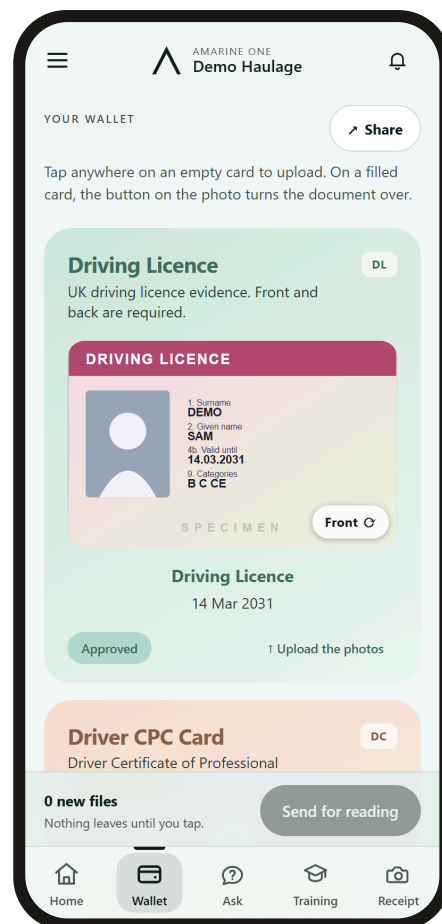


Photographing a document.

Checking what was read

- 1 Compare what was read (name, number, dates, categories) with the document, and correct anything wrong. Anything that does not add up, such as dates the wrong way round, is listed under **Check these first**.
- 2 Add a message for the office if you like.
- 3 Tap **Everything is correct**, or **I corrected it, send**. If the photo is poor, tap **I want to retake the photo**.

The card then says it is being checked, and changes when the office approves it. Nothing goes to the office until you have seen it.



The wallet.

Your own documents

A card marked **Not added** is one of your own. Tap it, photograph the document, check what was read (the dates especially) and tap **Confirm**. It stays yours; no company sees it unless you let it (see Who can see them).

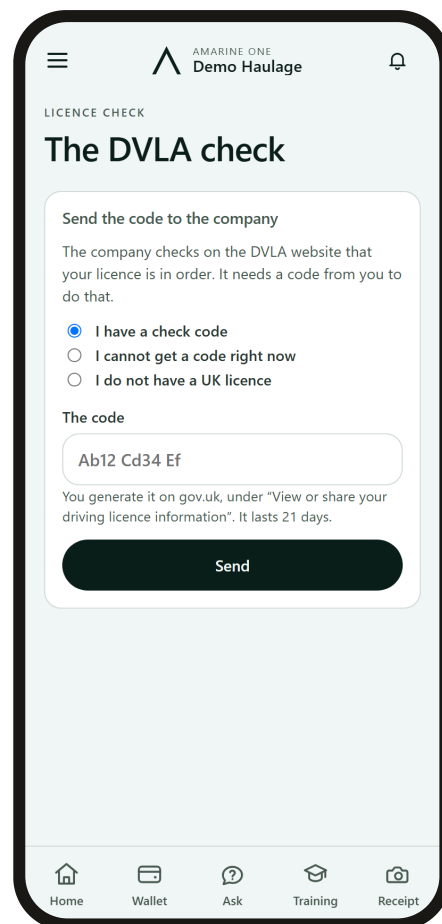
DVLA and right-to-work codes

Your company checks your licence, and your right to work, on gov.uk with a code you make there. A DVLA check code lasts 21 days, a right-to-work share code 90.

- 1 Make the code on gov.uk (**View or share your driving licence information** for the licence).
- 2 In the wallet, tap the DVLA or right-to-work card, type **The code** exactly as gov.uk shows it and the day you made it, and tap **Save**.
- 3 If your company is waiting for a licence check, saving the code sends it to them too.

When your onboarding asks for the licence check, the step opens **The DVLA check**: choose **I have a check code**, check the code (it is taken from your wallet) and tap **Send**. If you cannot get a code, or do not have a UK licence, choose that instead and tell the office why.

When a code runs out, the card shows **Get a new code**.



The DVLA check, from your onboarding step.

Sending all your documents as one PDF

For an agency or a new company: at the top of the wallet tap **Share**, say who it is for if you like, and tap **Make the PDF**. Once you send it you cannot take it back, so the app asks first. Every PDF carries your name and the date, and **What you have sent** keeps a record.

Who can see your documents

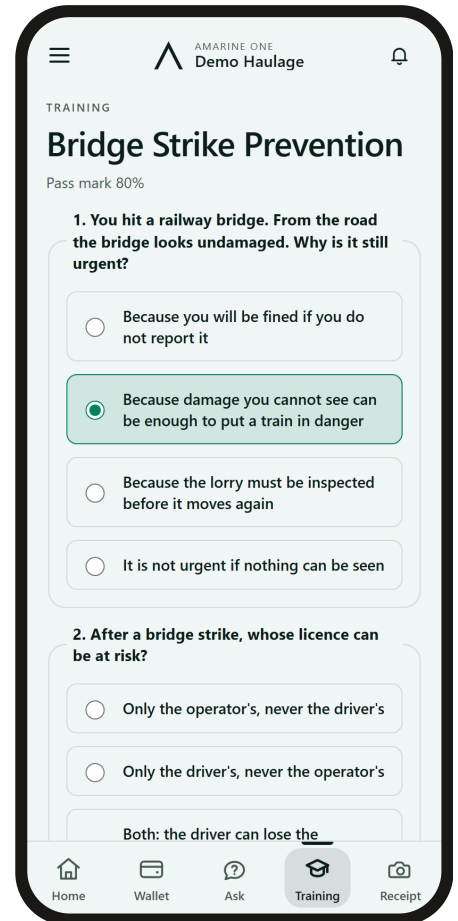
Under **Who can see my documents**, each company shows whether it can see them. **Stop** takes the access away, and **Allow** gives it back. You do not owe anybody a reason.

Learning and help

Training

- 1 Tap **Training** at the bottom. Each training shows whether it is to do, started, passed or running out.
- 2 Tap **Start**. Read the material, then tap **I have read this, go to the questions**.
- 3 Answer every question and tap **Submit answers**. The result, and how long it is valid, is filed with the office by itself.
- 4 If you did not pass, **Where you went wrong** shows each question you missed and what to read again. Tap **Retake only the wrong ones**: your right answers are kept.

Every attempt you submit counts. A passed training keeps **Read material**, to read again without changing your result.



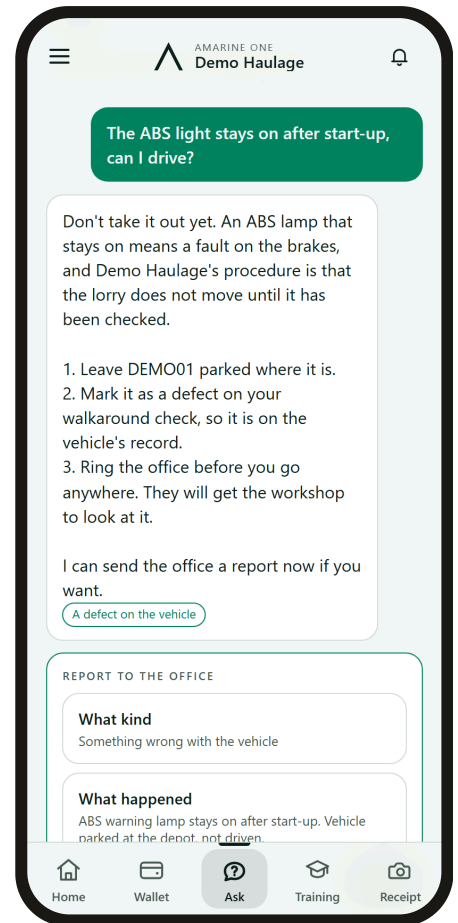
The questions at the end of a training.

Ask

Ask answers from your company's rules and your own documents and invoices, and says so when it does not have the answer written down. Type a question, or tap one of the suggestions, for example what to do after an accident or which documents are running out.

- Ask how to do something in the app, for example "how do I add my licence" or "unde schimb limba". It answers with the steps from this guide, the buttons named as your screen names them, and a link to the page.
- The camera button sends a photo with your question.
- If you describe a problem, it can prepare a report for the office. Say where you are and tap **Send it to the office**.
- If you are self-employed, you can ask it to raise an invoice; it shows the invoice first, and you tap **Raise it**.

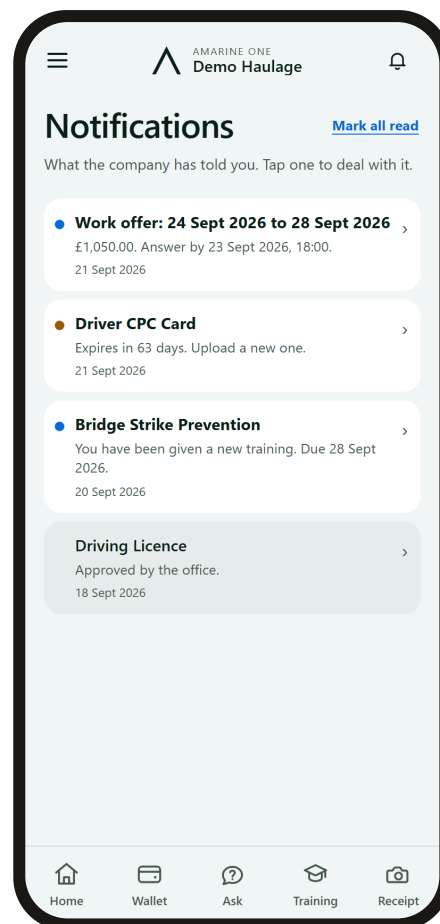
It is not medical, legal or tax advice. If anybody is hurt, call 999.



An answer from the company's own procedure.

Notifications

The bell at the top shows how many are unread. Tap it to see them all: an agreement to sign, a work offer, a new training, a document running out, an infringement to explain. Tap one to go straight to it. **Mark all read** clears them. One list covers every company you drive for, and your own documents.



Notifications.

Tachograph infringements

- 1 Home shows when you have an infringement to explain. Open it, and tap **Open the letter**; you must open it before you can sign.
- 2 Read why it is an infringement and how to avoid it. Answer the short questions on the rule and tap **Check my answers**.
- 3 Write your explanation. If it was not you, tick that you dispute it and say why.
- 4 Type your name and tap **Sign**. Your signature confirms you received and discussed it; it is not a disciplinary warning. The transport manager's decision appears here afterwards.

Self-employed drivers

Work offers, invoices, credit notes and your bank details.

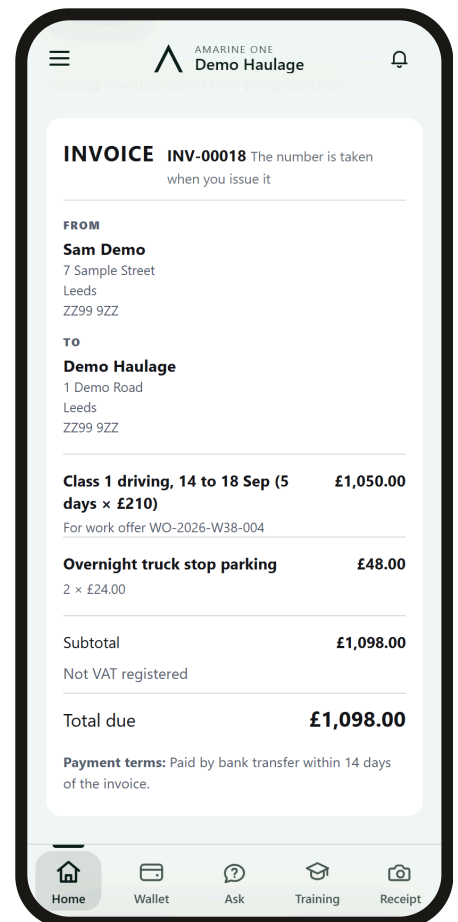
Work offers

- 1 Open the menu, then **My work offers**. Each offer shows the period, the price, the terms, and when to answer by.
- 2 Choose **Accept**, **Turn down** (a reason is optional) or **Send somebody else** (their name, how your company engages them, and a confirmation that your company pays them).
- 3 Tick that you answer for your company, and tap **Send my answer**.

Invoicing an offer you accepted

- 1 On the accepted offer, tap **Make the invoice**. Everything comes from the offer.
- 2 Add any **Extras**: waiting time, an extra drop, tolls, a night out.
- 3 Check the number it will take and the payment terms.
- 4 Tap **See the invoice**, check it, and tap **Issue the invoice**.

Once issued it has its number and cannot be changed.



An invoice, before it is issued.

Invoicing your own customer

- 1 Open the menu, then **Invoices**, and tap **Raise a new invoice**.
- 2 Choose the customer, or **New customer**.

3 Write what you did, the amount before VAT, whether to add VAT, and the dates. Your own details are remembered from your last invoice.

4 Tap **See the invoice**, then **Issue the invoice**.

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NEW INVOICE

Invoice your own customer

For a company that is not on the platform. Same numbering series as the rest of your invoices.

Who it is for

Demo Customer One

New customer Edit their details

What you did

What you have invoiced before

Pick an earlier description...

The descriptions from your own earlier invoices. Choose one and change it if you like, or write a new one.

Description

Class 1 driving, 5 days at £210 a day

Amount (before VAT)

1050.00

Home Wallet Ask Training Receipt

An invoice for your own customer.

Sending an invoice

On the invoice, tap **Send by email**. Check who it goes to, add a note if you like, and tap **Send**. They get the PDF attached, and a reply comes to you. **Open the PDF** opens it to save or share another way.

Cancelling or crediting an invoice

- **Cancel this invoice**: say why (the company that received it sees this) and tap **Cancel it for good**. The number stays used; the corrected invoice takes the next one.
- **Raise a credit note**: credit all that is left or part of it, say why, and tap **Issue the credit note**. VAT is reversed at the rate on the invoice.

Your bank details and logo

Open the menu, then **Your bank details**. Fill in the account name exactly as the bank has it, and the sort code and account number (or the IBAN), and tap **Save**. They appear on every invoice from then on; invoices already issued keep the old ones. You can add your logo on the same screen.

Your account

Profile

- Your name and phone, and **Change the address** for your email. A new address changes only when you open the link sent to it, and a company invitation sent to the old one will no longer find you.
 - **Dark** or **Light**. Light is easier to read with the sun on the windscreen.
 - Notifications, on or off.
 - **Sign out**, at the bottom.
-

Your companies

Menu, then **My companies**: who you work for, and who has invited you. If you drive for more than one, tap a company to switch to it. When you stop working for a company, your documents, agreements and invoices stay with you.

Getting help

For anything about your work, your documents or your onboarding, ring your office. For the app itself, write to support@amarineone.co.uk or send a message on WhatsApp.