

Tech Tip Tuesday—March 17, 2026

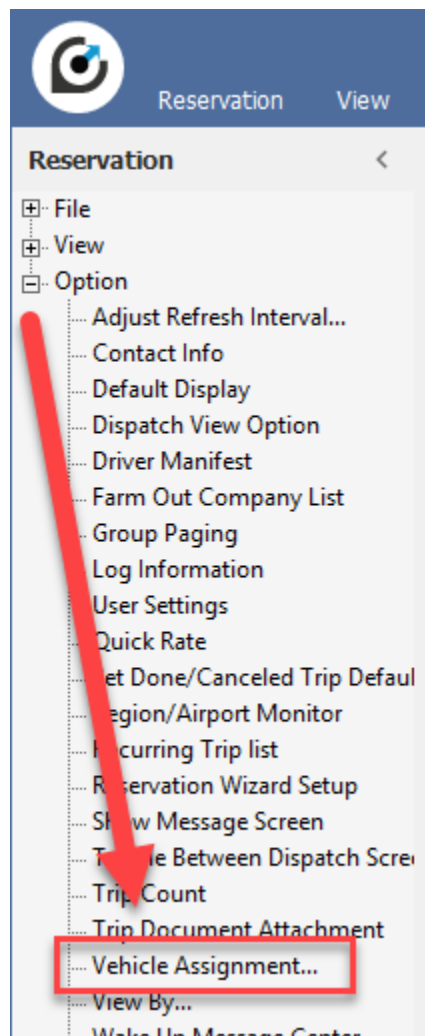
Assigning a Vehicle to a Chauffeur (or a Chauffeur to a Vehicle)

While chauffeurs often drive different vehicles each shift, some companies prefer to assign certain vehicles to specific chauffeurs for a day, a week, or another period of time. Many customers have found that when a chauffeur drives the same vehicle regularly, they tend to be happier and may take greater care of the vehicle.

If you have vehicles that are typically driven by the same chauffeur, you can create a pairing between the vehicle and chauffeur. This helps you remember who normally drives each vehicle and can also speed up dispatching.

To begin, navigate to:

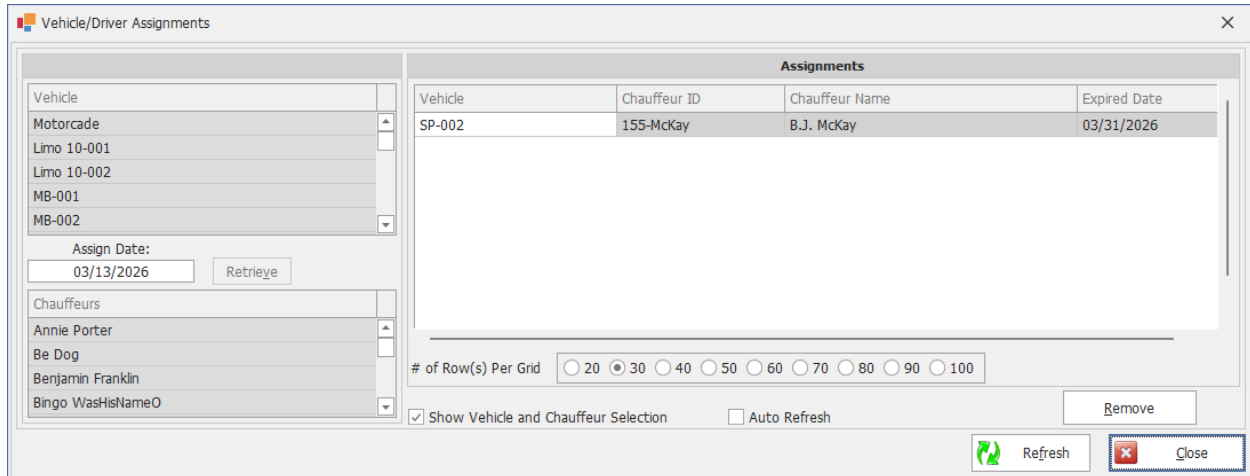
Reservation → Options → Vehicle Assignment...



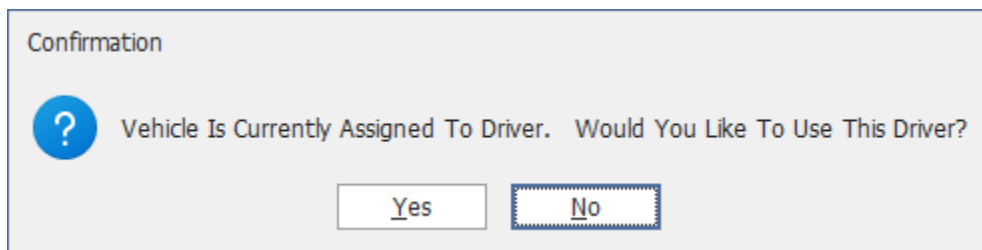
You will see a list of all vehicles in one box and all chauffeurs in another.

To create an assignment:

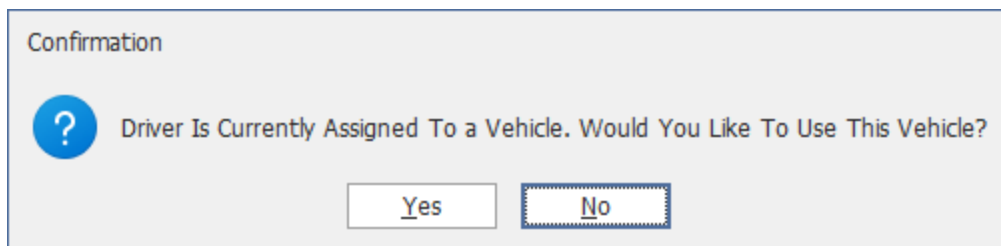
1. Select a vehicle from the vehicle list and drag it into the large white **assignment** box.
2. Then select the desired chauffeur and drag the name onto the same row that was created for the vehicle.
3. If you want the assignment to last longer than just today, change the **Expiration Date** field to the desired date.



Once an assignment is created, when you assign the **vehicle** to a trip, the system will ask if you would like to use the assigned chauffeur.



Similarly, if you select the **chauffeur** first, the system will ask if you want to use the assigned vehicle.



In either case, you can choose **No** and use any combination of chauffeur and vehicle that is appropriate for that trip.

Note: If a chauffeur is already assigned to a trip and you later select a vehicle that is paired with a different chauffeur, the system will not display a warning. Please use this feature with care.