

## HOW TO GUIDE: ONE-TIME DRIVER CARPOOL TRIPS

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### ① POST A TRIP

Include your origin, destination, schedule, number of available seats and the trip cost per seat.

You can factor in tolls and parking (if applicable) as other costs for sharing the trip cost.

IMPORTANT: RideShare is a true carpooling platform so it's all about trip cost sharing only. You are not allowed to make a profit through rides you post to the platform.

### ② FIND PASSENGERS

Search for passengers who have posted a **Ride Request** and invite them to join your trip.

Passengers can also find and review your posted trip and then send a **Booking Request**.

### ③ APPROVING BOOKING REQUESTS

Once you approve a passenger's **Booking Request**, they will receive a notification that their seat has been confirmed.

IMPORTANT: Passengers are not charged right away when you approve their booking request. If using in-app payments, the passenger's primary credit card gets charged 3 days (72 hours) prior to the scheduled trip departure time.

### ④ ENJOY YOUR TRIP

Pick up your passengers and enjoy the trip knowing that you have good company on the ride and your trip costs are shared.

### ⑤ RATE YOUR PASSENGERS

When the trip is over, it's time to rate your passengers.

They will also be rating you, so be sure you follow the speed limit, have a clean car and make your passengers feel comfortable!

### ⑥ RECEIVE PAYMENT

If using in-app payments, drivers will receive payment 3 days (72 hours) after successful trip completion.