

HOW TO GUIDE: ONE-TIME PASSENGER TRIPS

① FIND DRIVERS

Enter your origin, destination and when you want to travel. The system will match you with trips that fall within your search queries.

When you find a driver you want to book with, send a **Booking Request** to join their trip.

You can message the driver through the app with any questions or comments.

② POST A RIDE REQUEST

Once you've got a completed **Trip Profile**, press **Search** and then press **Commute Options**.

You will be provided a list of different commute options that fit your schedule. Choose the option that you would prefer.

③ RIDE CONFIRMATION

If you don't find any suitable trips during your search for drivers, you can choose to post a **Ride Request** and be alerted when a new posted trip matches your request details.

To create a **Ride Request**, just enter your origin, destination, when you want to travel and number of seats needed.

IMPORTANT: Drivers will also be able to search through ride request posts and invite you to join their trip. You can review their trip post and choose to join their trip or not.

④ PAY FOR YOUR RIDE

If using in-app payments, your credit card will be charged 3 days (72 hours) prior to the scheduled trip departure time.

⑤ ENJOY YOUR TRIP

Meet your driver at the designated pick up location on time.

Enjoy the company of your RideShare driver knowing that everyone is sharing the trip costs.

⑥ RATE YOUR DRIVER

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

They will also be rating you, so be sure to be respectful of their car, schedule and rules. They're sharing their car and driving for you