

Driver Detail

Category: Driver | Created: March 24, 2026 | Updated: September 01, 2026

After clicking New or selecting an existing driver from the Driver [Start Screen](#), you will fill out the Detail screen.

The screenshot shows a web application window titled "Driver/Owner/Subcontractor Information". The form is divided into several sections. At the top, there is a "NAME" section with fields for "First/MI/Last" (Dave D Davidson), "Active?" (checked), "Driver ID" (153), and "Mobile Control #" (367437). Below this is a "Lookup Name" field (Davidson Dave D). The form has tabs for "Main", "Employment", "Pay", "Deductions", "Notes", "Contacts", and "Custom". The "Main" tab is selected. The "Address" section includes fields for "Address" (1234 Main St.), "City/State/Zip" (Chicago IL 60609), "Home Phone" ((312) 555-5555), "Fax", "Other", "Email Address" (support@haulware.com), and "Mobile Phone" ((555) 555-5555). The "Dispatch Via" section has radio buttons for "None", "Text", and "Email". The "Driver Type" section has a dropdown for "Company Driver" and a "Truck" field (5501). The "Language" field is set to "English". There is a "Dispatch Groups" section with a list of groups: "A-Team", "BlueDevils", and "Company Drivers". A "New" button is at the bottom left, and a "Delete" button is at the bottom center. A "tes" label is at the bottom right.

1. Driver ID 153

2. Mobile Control # 367437

3. Driver Type Company Driver

4. Language English

In the far upper left is a button under the NAME label. This button will take the general information from this driver record and download a .vcf format file to your local computer Downloads folder. See the article on Drive Mapping for more information about the location of this folder. This format will import into most Contact lists such as Outlook and Google.

1. In the case of a driver, you will have a First/MI/Last name to enter. If this is a sub-hauler, this field is optional.
2. Lookup Name - Here you have a choice of how you want to see the driver displayed in dropdown lists. You may enter last name first, first name first, or the sub-hauler company name.
3. Active is checked by default and may be unchecked to prevent this driver from appearing in any dropdown lists.

4. Driver ID - System assigned.
5. Mobile Control # - System assigned unique number. Used as a password in some HaulWare apps.
6. Enter address information, phone, and email.
7. Dispatch Via is the delivery method by which the driver will receive their dispatches.
8. If an Email Address is provided, the Email option will be available.
9. If a Mobile Phone number is provided, the Text option will be available.
10. None will exclude the driver from receiving any dispatches.
11. Driver Type - HaulWare provides 2 standard driver types, Company Driver and Subcontractor. More driver types may be added in the Company Setup.
12. Truck - This option is only available when the driver type is Company Driver. It will dropdown the tractors in your Equipment file and be the default truck number when your company driver is dispatched.
13. Language - HaulWare provides 9 different languages to translate dispatches.
14. Add a photo of the driver by saving the .jpg or .png image to your local computer and clicking the Image button. Follow the image viewer instructions to Acquire the image from your local computer, and then attach it with the document type of Driver Photo (DP).
15. Dispatch Groups - These groups allow a dispatcher to create groups of drivers that may be typically dispatched together for reasons such as equipment types, certifications, geographic locations, etc.. Add or remove this driver from any of the existing groups using the delete buttons on each group line, and the Add to Group dropdown list. See driver dispatch for information on creating and deleting groups.

Main	Employment	Pay	Deductions	Notes	Contacts	Custom
Date Hired	10/2/2024		Terminated			
CDL No	872972292	WA	CDL Exp	12/31/2028		-1013
FEIN			Physical Due	12/31/2026		
HazMat			Annual Review	12/31/2026		-282
Soc Sec No			Last Drug Screen	12/31/2025		83
Date of Birth	3/5/1999		Liability Ins Exp			

The Employment tab is only available when the driver type is Company Driver. It records dates, federal ID, CDL and other information. The CDL Expire, Physical Due, Annual Review, and Liability Ins Expiration will be used in the Driver Expiration Report in the Reports section.

Main	Employment	Pay	Deductions	Notes	Contacts	Custom									
<table border="1"> <thead> <tr> <th colspan="2">Pay Type</th> <th>Pay Rate</th> </tr> </thead> <tbody> <tr> <td>✕</td> <td>26 Company Hourly</td> <td>\$26.750</td> </tr> <tr> <td>✕</td> <td></td> <td></td> </tr> </tbody> </table>							Pay Type		Pay Rate	✕	26 Company Hourly	\$26.750	✕		
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<table border="1"> <thead> <tr> <th>Fuel Card</th> <th>Card Number</th> </tr> </thead> <tbody> <tr> <td>✕ EFS Fuel</td> <td>80890238022</td> </tr> <tr> <td>✕</td> <td></td> </tr> </tbody> </table>							Fuel Card	Card Number	✕ EFS Fuel	80890238022	✕				
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✕ EFS Fuel	80890238022														
✕															
Vendor: Gender: Male Ethnicity: Caucasian Labor Cls: Truck Driver-Building Heav Leased To: Entity: Settlement Processing Standard: Style 9 Custom: None Method: E-Mail															

Pay Type - This drops down the different pay types in the Setup > Pay Types option, allowing each driver to have their own rate for each pay type.

Deduction Type - This drops down the different Deduction Types from the Setup > Deduction Types option, allowing each driver to have their own rate for each deduction type.

Fuel Card - This lists all of the Fuel Cards held that stay with this driver.

Note: The Equipment File also has a Fuel Card list for cards that stay with the truck.

On the right side are settings that pertain to payroll or subcontractor pay.

Vendor is disabled when the driver is a Company Driver, the first field. When a subcontractor, this connects this driver to the vendor that will be paid in the Accounts Payable system. The pencil button to the right will do 2 things depending on the value in the Vendor field:

1. When the vendor field is blank, it will ask to set up a Vendor record using the information from this Driver record.

Main	Equipment	Pay	Deductions	Notes	Contacts	Custom
	Date	Time	User	Note		
	3/25/2026	11:35 AM	paul.hwdemo	This is any note about this driver or subcontractor.		
	3/25/2026	11:38 AM	paul.hwdemo			

Notes for anything to remember about this driver/subcontractor. Click the Open Folder icon on the last line to open the dialog and enter the note.

Main	Equipment	Pay	Deductions	Notes	Contacts	Custom
	Name	Title	Phone	Email	ES	Note
	Paul	Dispatcher	(555) 555-5555	support@haulware.com	☒	Note about this contact
					☐	

Contacts to list all individuals at a subcontractor.

ES - flag to determine who will receive the emailed settlements. If an Email is present, the contact may receive the emailed settlements.

Use the Open Folder icon to open the dialog and create a new contact, edit an existing contact, or delete an existing contact.

Custom tab - See [Custom tab](#) for more information.