

Marathon Online Driver Training

Carrier Quick Reference Guide

Editing an existing driver record hauler actions (driver edit)

ONE

Find Driver

Log in to the Hauler Portal

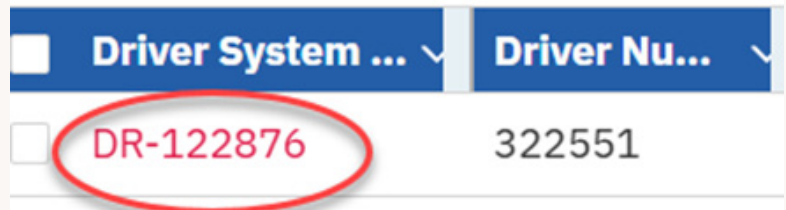
- Click view driver to search for the driver record or enter the driver's name or driver number in the global search field



TWO

Access Driver Detail

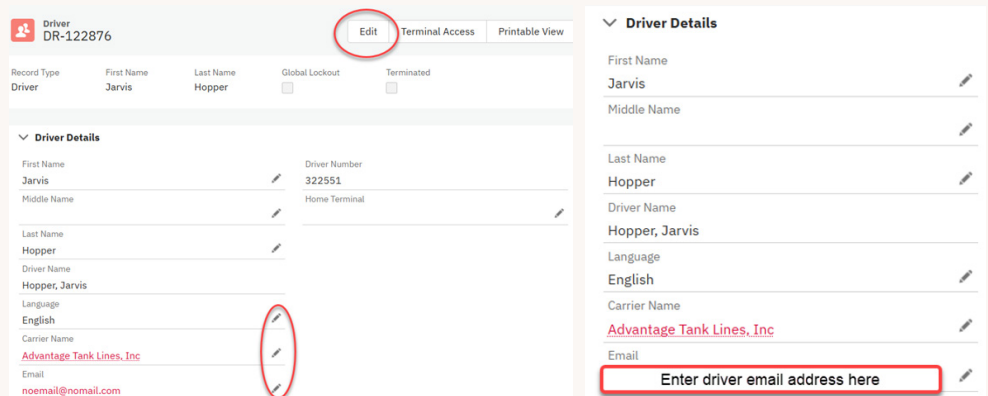
- Click on the DR number listed under driver system



THREE

Edit Driver

Click edit or click on any pencil image.



FOUR

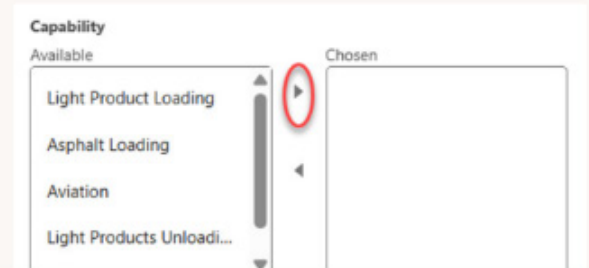
Training Capability

Select training capability the driver needs to complete.

Check only those that apply.

Driver Type Details

- Asphalt (all drivers)
- Aviation (jet fuel)
- Light Product Loading (gasoline diesel, kerosene, etc.)
- Light Product Unloading (ethanol, bio-diesel)
- Liquefied Petroleum Gas (butane, propane)



Select applicable Capability
Click > arrow to move Capability to Chosen box
Click SAVE

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Creating a new driver record and terminal assignment in the Hauler Portal

ONE

Log in

Log in to the Hauler Portal and click create driver

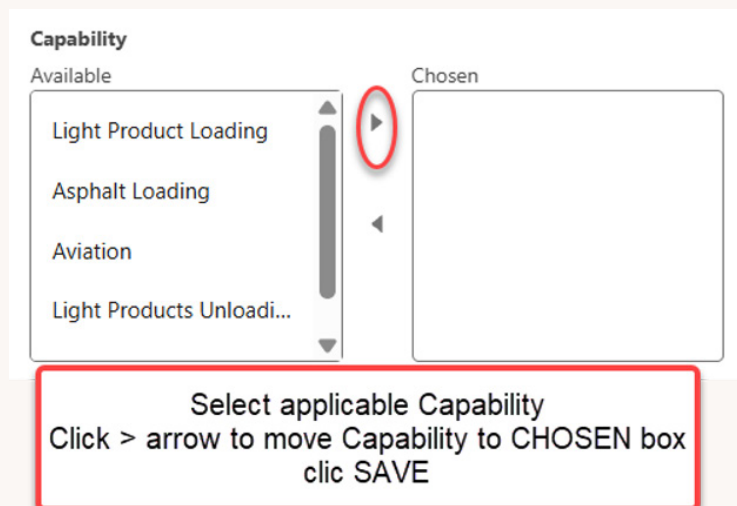


Create New Driver

- Enter
 - Name
 - Employment date
 - Driver's email
 - Capability (check ONLY those that apply).

Driver Type Details

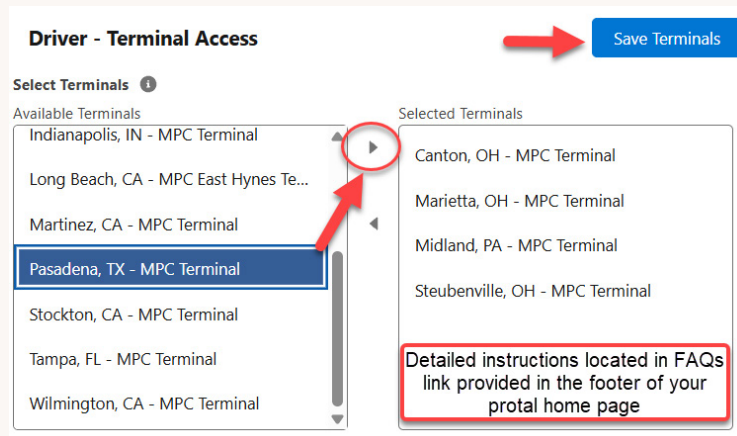
- Asphalt (all drivers)
- Aviation (jet fuel)
- Light Product Loading (gasoline diesel, kerosene, etc.)
- Light Product Unloading (ethanol, bio-diesel)
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TWO

Assign Terminals

- Navigate to terminal access and assign terminals. Save selections.
 - Directions for this step can be found in the FAQ document (link located in the footer of your home page).
 - The Hauler Portal will generate a welcome email with login information for each driver.



THREE

For technical issues contact:
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