

Access Driver Database Info

Access Driver Database Screen

Click on **Access Driver Database** from home page to view driver database information.

1. Click on **Driver Number** to view Detailed Record.
2. Sort by **All, Active, Deleted** and **Terminated** drivers. Click on specific status you wish to search for.
3. Search by various parameters by clicking on “**Driver Search**”.
4. Add a new driver by clicking red button “**Add New Driver**”.
5. Click on “**Download Report**” to receive a customized report of your driver inventory registered in the IDD.

← GO TO UIIA MENU Manage Driver Details Manage Dispatch Offices Manage My Users MC & Non UIIA Companies IDD User Guide ← **Tool Bar for IDD**

DRIVER SEARCH 2

All Active Deleted Terminated Status: Active Sort By: Driver Last Name 3 4 5

Driver Search + Add New Driver Download Report

Driver No.	BNSF Pin Number	Driver Status	Hiring Date	Termination Date	MC Scac Code	First Name	Last Name	Lic No	Lic State	Lic Exp Date	Action
67683	CD6757	Active	04/20/1973		ZZSA	CHARLES	DANDROW	21432961	PA	04/30/2015	⋮
66577	QES189	Active	04/11/1999		ZZSA	JAMES	DAVIS	009213836502342	NJ	02/02/2006	⋮
N96475446110634	004666	Active	07/15/2007		ZZSA	Michael	Nyiri	N96475446110634	NJ	10/14/2012	⋮

Tool bars options for IDD include:

Manage Driver Details – Takes user to list of drivers.

Manage Dispatch Office – Takes user to list of Dispatch Offices (must add at least one dispatch office before registering drivers).

Manage My Users – Allows MC to setup secondary users for the IDD.

Go to UIIA Menu – Takes User Back to UIIA Home Page

Detailed Driver Record

The screenshot shows a web interface for updating driver details. At the top, there is a navigation bar with tabs: 'Driver Details' (selected), 'Address Details', 'Tractor Details', 'Modification Details', and 'Look Up for Archival and History'. A 'Close' button is in the top right. The main form is divided into two sections: 'Driver Details' and 'General Details'. The 'Driver Details' section contains fields for Driver No., BNSF Pin Number, First Name, Middle name, Last Name, TWIC#, Date of Birth, Social Security #/Alien Reg. #, Lic No., Lic Exp Date, License State, License Country, Hiring Date, Termination Date, and Disp Phone. The 'General Details' section has toggle switches for CDL, Hazardous Material, Tanker, Double Endorsement, and Triple Endorsement, along with the IANA IDD Pin. At the bottom, there are four buttons: 'Update' (blue), 'Reset' (grey), 'Resend driver info to rails' (green), and 'Close' (red). Annotations 1, 2, 3, and 4 are placed over the 'Update' button, 'Resend driver info to rails' button, 'Modification Details' tab, and 'Look Up for Archival and History' tab, respectively.

UPDATE DRIVER DETAILS

3 4

Close

Driver Details

Address Details Tractor Details Modification Details Look Up for Archival and History

Driver Details

Driver No. 66577

BNSF Pin Number * QE5189

First Name * JAMES

Middle name E

Last Name * DAVIS

TWIC# 0

Date of Birth

Social Security #/Alien Reg. # 154-24-756

Lic No. * D09213836502342

Lic Exp Date * 02/02/2006

License State * New Jersey (NJ)

License Country * USA

Hiring Date * 04/11/1999

Termination Date

Disp Phone * (973)252-8650 - (973)252-8650

Driver Status Active

General Details

CDL

Hazardous Material

Tanker

Double Endorsement

Triple Endorsement

IANA IDD Pin: 10400364

Update Reset Resend driver info to rails Close

1 2

1. Motor Carriers can update an existing driver record. Once changes are made then click on Update.
2. Motor Carriers can also click on Resend Driver Info to Rails to have the driver record included on the next feed to the specific railroad.
3. Modification Details tab will show the date the record was added to the IDD and the last time it was updated.
4. Lookup for Archival & History tab will show the actions performed on the driver record over time.

Add New Driver Record /Download Driver Report

DRIVER SEARCH

All Active Deleted Terminated

Status: Active Sort By: Driver Last Name

Driver Search Add New Driver Download Report

Driver No.	BNSF Pin Number	Driver Status	Hiring Date	Termination Date	MC Scac Code	First Name	Last Name	Lic No	Lic State	Lic Exp Date	Action
67683	CD6757	Active	04/20/1973		ZZSA	CHARLES	DANDROW	21432961	PA	04/30/2015	⋮
66577	QE5189	Active	04/11/1999		ZZSA	JAMES	DAVIS	D09213836502342	NJ	02/02/2006	⋮
N96475446110634	004666	Active	07/15/2007		ZZSA	Michael	Nyiri	N96475446110634	NJ	10/14/2012	⋮

To Add New Driver Record

1. Click on Add New Driver Record
2. Enter Driver Details for all fields that show a red asterisk (*).
3. Click on SAVE.
4. Motor Carriers may also download a report of all drivers they have registered in the IDD by clicking on Download Report. The report will be in an Excel file.

ADD NEW DRIVER DETAILS

Close

Driver Details Address Details Tractor Details

2

Driver Details

Driver No. * BNSF Pin Number * (?) First Name * Middle name

Last Name * TWIC# Date of Birth Social Security #/Alien Reg. #

Lic No. * Lic Exp Date * License State * License Country *

Hiring Date * Termination Date Disp Phone *
-- Select --

General Details

CDL

Hazardous Material

Tanker

Double Endorsement

Triple Endorsement

3

Save Reset Close

Terminate/Reinstate A Driver

To Terminate a driver:

1. Search for Driver
2. Click on Driver Number to go to Driver Detail record
3. Enter Termination Date
4. Click on SAVE.

To Reinstate a terminated driver:

1. Search for Driver
2. Click on Driver Number to go to Driver Detail record
3. Remove the Termination Date
4. Click on SAVE.

The screenshot shows a web application interface for adding driver details. At the top, there is a blue header with a right-pointing arrow and the text 'ADD NEW DRIVER DETAILS'. Below this is a navigation bar with three tabs: 'Driver Details' (selected), 'Address Details', and 'Tractor Details'. The main content area is titled 'Driver Details' and contains a grid of input fields. The fields are: 'Driver No.' (with a person icon), 'BNSF Pin Number *' (with a person icon and a '(?)' tooltip), 'First Name *' (with a person icon), 'Middle name' (with a person icon), 'Last Name *' (with a person icon), 'TWIC#' (with a person icon), 'Date of Birth' (with a calendar icon), 'Social Security #/Alien Reg. #', 'Lic No. *', 'Lic Exp Date *' (with a calendar icon), 'License State *' (with a dropdown arrow), 'License Country *', 'Hiring Date *' (with a calendar icon), 'Termination Date' (with a calendar icon), and 'Disp Phone *' (with a dropdown arrow and '- Select -'). At the bottom right, there are three buttons: 'Save' (blue), 'Reset' (dark grey), and 'Close' (red).