



AMIR VENTURES
TRANSPORTATION · INC.

AMIR VENTURES TRANSPORTATION PLATFORM

Driver Application User Manual

Everything you need to drive with Amir Ventures — big pictures,
simple steps, one screen at a time.

VERSION	RELEASED	PLATFORM
2.0	June 2026	iOS & Android

An official document of Amir Ventures Inc.

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Contents

Find the screen you need — the page number is on the right.

GET ON THE ROAD

1	Getting Started — install, sign in, permissions	4
2	Profile & Settings — photo, language, preferences	8
3	The Work Screen — your home base	10
4	Going Online & Ending Your Shift — start and stop working	11
5	The Live Map — zones, your location, controls	13

DOING THE JOB

6	Receiving Jobs — the offer, accept or decline	15
7	Active Trips — every stage, start to finish	16
8	Round Trips — wait, then return	20
9	Hourly Trips — pay by the hour	21
10	Multiple Jobs & Queue — your place in line	22
11	Driver-Created Jobs — create your own trip	24
12	Messages — talk to dispatch	25

MONEY & RECORDS

13	Earnings — what you made, and when	27
14	Statistics — your performance	29
15	Recurring Reservations — trips that repeat	30
16	Commission System — who owes whom	32

HELP & HABITS

17	Troubleshooting — fix common problems	35
18	Driver Best Practices — habits of top drivers	37

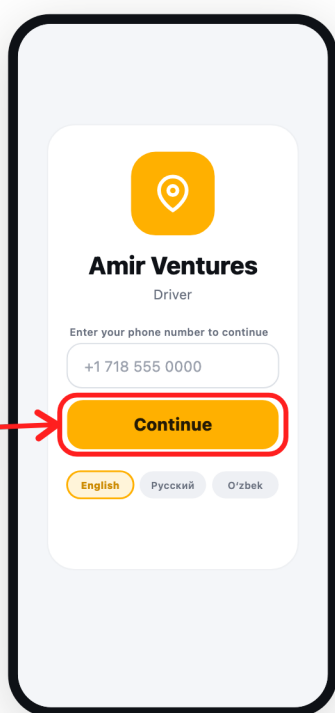
1

GET ON THE ROAD

Getting Started

This chapter takes you from a brand-new phone to a working driver app — installing it, signing in, and turning on the three permissions the app needs to send you jobs. Do this once and you are ready to drive.

Step 1 — Install the app



Sign-in screen

Download & open Amir Ventures Driver

The office will tell you where to download the app. After it installs, tap the gold icon to open it. You will see the sign-in screen on the right.

1

Open the app

Tap the Amir Ventures icon on your phone.

2

Type your phone number

Use the same number the office has on file, then tap **Continue**.



WHY A PHONE NUMBER?

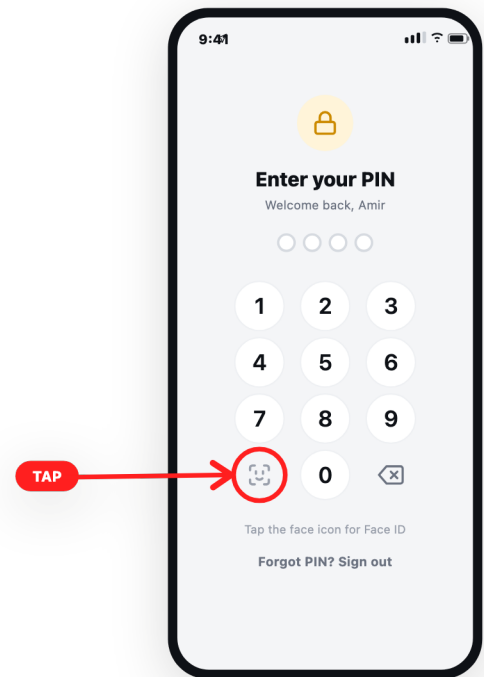
Your phone number is your driver ID. Dispatch uses it to know which jobs are yours. If your number is wrong, call the office before going further.

Step 2 — Enter your PIN & turn on Face ID

Your 4-digit PIN

After your phone number, the app asks for a 4-digit PIN. The office gives you this code. It keeps your account private if you ever lose your phone.

- 1 Type the 4-digit code**
This comes from the office. Never share it.
- 2 Turn on Face ID when asked**
Next time the app opens with just your face — no typing.



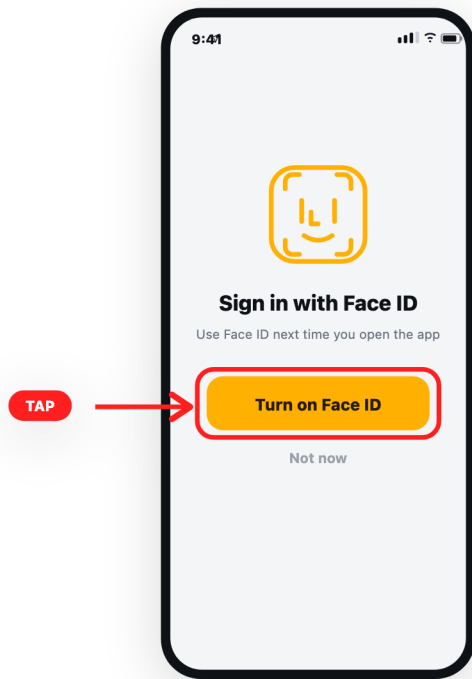
4-digit PIN



TIP

Turning on **Face ID** (or fingerprint) means you never type your PIN again. The app opens the instant you look at it — much faster at the start of a shift.

Step 3 — Allow notifications



Face ID prompt

Say "Allow" to notifications

When the phone asks to send you notifications, choose **Allow**. Notifications are how you hear a new job — a sound and a banner appear even when the app is in your pocket.

- **Allow notifications**
Without them you will not hear new job offers.
- **Turn your ringer up**
A job alert is only useful if you can hear it.



IMPORTANT

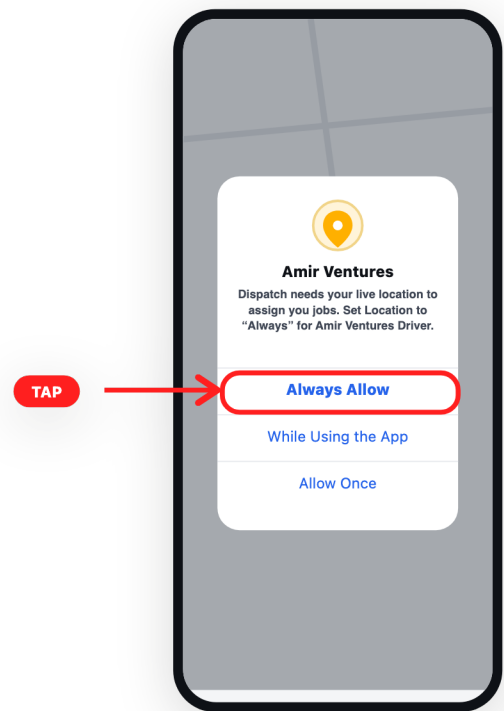
If you tap "Don't Allow" for notifications, you will **not** hear new jobs. You can fix this later in your phone's Settings → Amir Ventures → Notifications → turn on **Allow Notifications**.

Step 4 — Allow location: choose “Always”

Set location to “Always Allow”

This is the most important permission. Dispatch sends you the closest jobs based on where you are. The app must see your location even while it is in the background.

- 1 Tap “Open Settings”**
The app opens your phone’s location settings for you.
- 2 Choose Always Allow**
Not “While Using” — that stops working when your phone locks.
- 3 Set Precise Location ON**
So your zone is exact, not a wide guess.



Location permission



DO NOT SKIP THIS

If location is set to **“While Using the App”** instead of **“Always”**, dispatch loses you the moment your screen locks — and jobs stop coming. Always pick **Always Allow**.



YOU ARE READY

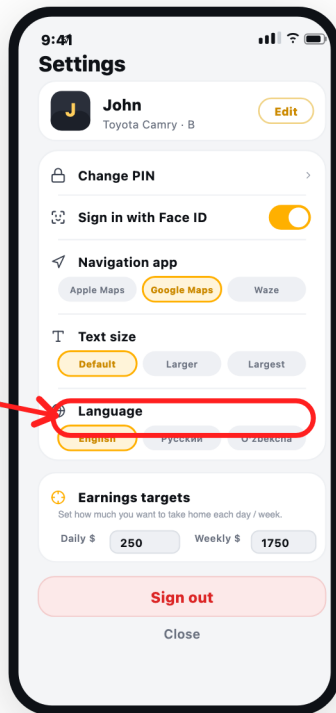
Phone number, PIN, notifications, and Always-location — that is everything. The next chapters show the app screen by screen.

2

GET ON THE ROAD

Profile & Settings

Your profile is how dispatch and passengers recognize you. Settings let you change your language, text size, and how you sign in. You only set these once, but you can change them any time.



Settings screen

Open Settings

Tap your round photo at the **top-left** of the Work screen to open Settings. Everything about your account lives here.

- **Profile photo & car photo**
Add both so you are easy to recognize. Your name and vehicle show on the job card.
- **Change PIN**
Set a new 4-digit code whenever you want.
- **Sign in with Face ID**
Turn on for instant, no-typing login.

Make the app comfortable to read

- **Language — English, Русский, or O'zbek**
The whole app changes to your language instantly.
- **Text size**
Make the words larger if they are hard to read.
- **Dark theme**
Easier on the eyes for night driving.
- **Navigation app**
Choose Apple Maps, Google Maps, or Waze for directions.



ADD YOUR PHOTO

A clear **profile photo** helps passengers find your car and helps dispatch tell drivers apart at a glance. It takes ten seconds and looks professional.



SIGN OUT CAREFULLY

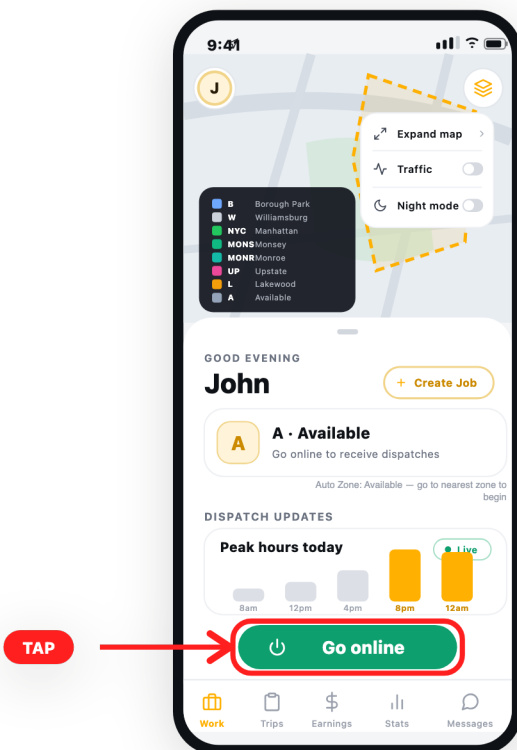
Sign out (the red button at the bottom) only when you are truly done — for example handing the phone back to the office. After signing out you must enter your phone number and PIN again to return.

3

GET ON THE ROAD

The Work Screen

The Work screen is the first thing you see every shift. It shows your zone, your place in line, the map, and the big button to start working. Learn the four parts on this page and the rest of the app is easy.



Work screen (offline)

What each part means

Everything you need before a job is on one screen. You do not have to set your zone by hand — the app reads it from your location automatically.

- **Your zone**
The area you are in right now. The app sets it from GPS.
- **Your status card**
Shows your zone letter and whether you are Available.
- **Go online button**
The big button at the bottom that starts your shift.
- **Dispatch updates**
News from the office — peak hours, rate changes.



YOU NEVER TEXT YOUR ZONE

The app sets your work zone from **where you physically are**. Just drive into the area and your zone updates by itself. There is nothing to type.



TAP YOUR PHOTO FOR SETTINGS

The round photo at the top-left opens Settings (Chapter 2). The layers button at the top-right changes the map.

4

GET ON THE ROAD

Going Online & Ending Your Shift

Going online tells the office you are ready to work — it puts you in line for jobs. Ending your shift takes you out of line and shows a summary of your day. Two buttons, that is the whole shift.

Start your shift

Press the big green **Go online** button at the bottom. You join the queue and can start receiving jobs right away. The button turns into a red **End shift** button.

1

Press "Go online"

You enter the queue and become visible to dispatch.

2

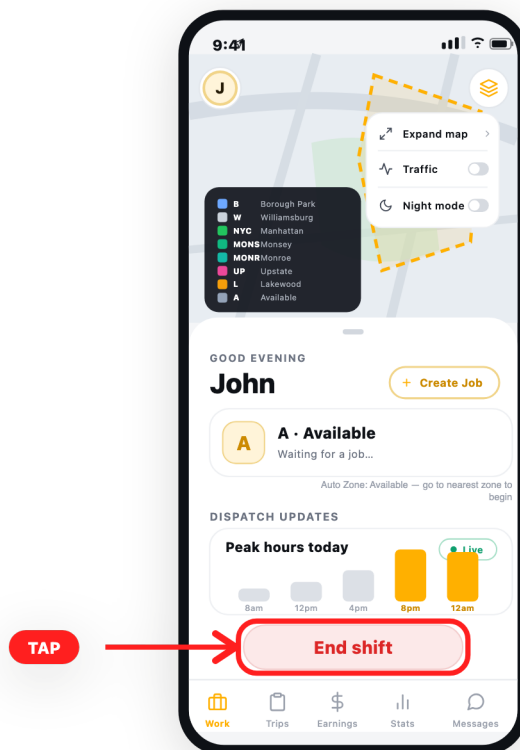
Stay where dispatch can reach you

Keep your phone on, volume up, location Always-on.

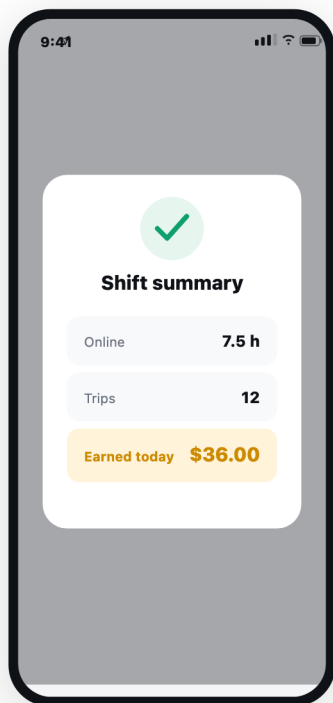
3

Press "End shift" when done

You leave the queue and stop getting jobs.



Work screen (online)



Shift summary

Your shift summary

When you end your shift, a summary card shows how long you were online, how many trips you ran, and what you earned today. It is a quick, honest snapshot of your day.

- **Hours online**
Total time you were available.
- **Trips completed**
How many jobs you finished.
- **Earned today**
Your take-home for the operating day.



TIP

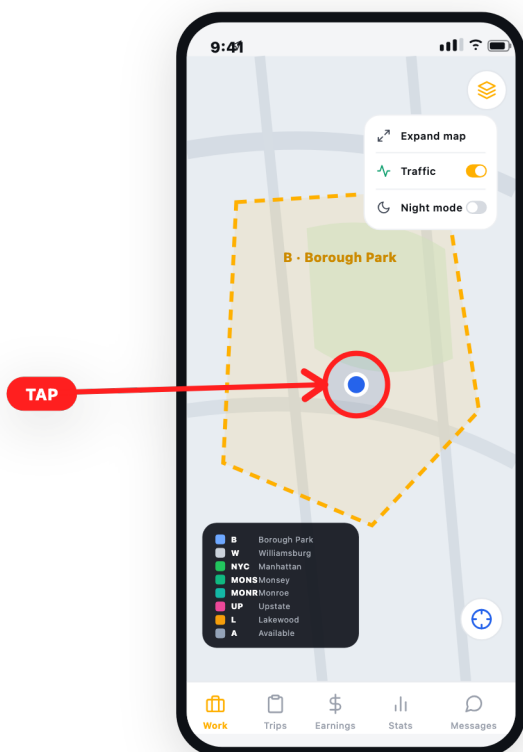
Only end your shift when you are truly finished. If you are just taking a short break, you can stay online — or end the shift and go online again later. Both are fine.

5

GET ON THE ROAD

The Live Map

The map shows where you are and which zone you are in. The colored fence is your work zone. You can expand the map, turn on traffic, and switch to night mode — all from the layers button.



Expanded map

Reading the map

The blue dot is you. The gold dashed fence is the zone you are working. The legend in the corner lists every zone and its color.

- **Blue dot — your location**
Updates live as you drive.
- **Gold fence — your work zone**
When you are inside it, dispatch sends you that zone's jobs.
- **Zone legend**
Each zone has a letter and a color (B, W, NYC, and more).

Map controls (the layers button)

- **Expand map**
See the whole area full-screen.
- **Traffic**
Turn on to see slow roads in red.
- **Night mode**
A darker map that is easier at night.
- **Recenter**
The crosshair button snaps the map back to you.



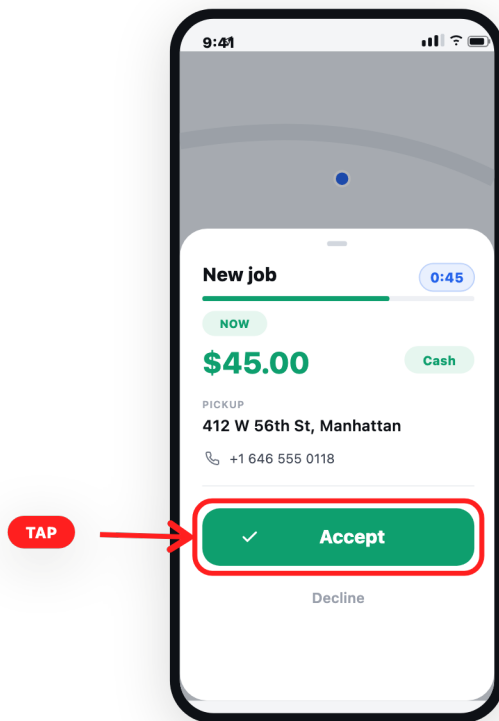
YOUR ZONE IS AUTOMATIC

You do not pick your zone on the map. Drive into an area and the app sets your zone to match. The map is there to **show** you the zone, not to set it.

6 DOING THE JOB

Receiving Jobs

When dispatch sends you a job, an offer pops up over your screen with a sound. You have a short time to accept it. This chapter shows exactly what the offer looks like and what each button does.



Incoming job offer

A new job offer

The offer shows the fare, where to pick up, the passenger's phone, and a countdown. A green **NOW** chip means start right away. **Cash** or **Account** tells you how the passenger pays.

- 1 **Read the fare and pickup**
The big green number is the fare. The address is where you go first.
- 2 **Tap Accept before the timer ends**
The job becomes yours and the active card opens.
- 3 **Or tap Decline**
The job goes back to dispatch for another driver.



THE TIMER MATTERS

If you do not accept within the countdown, the offer **returns to dispatch** and may go to another driver. **Accept quickly** when you can take the job.

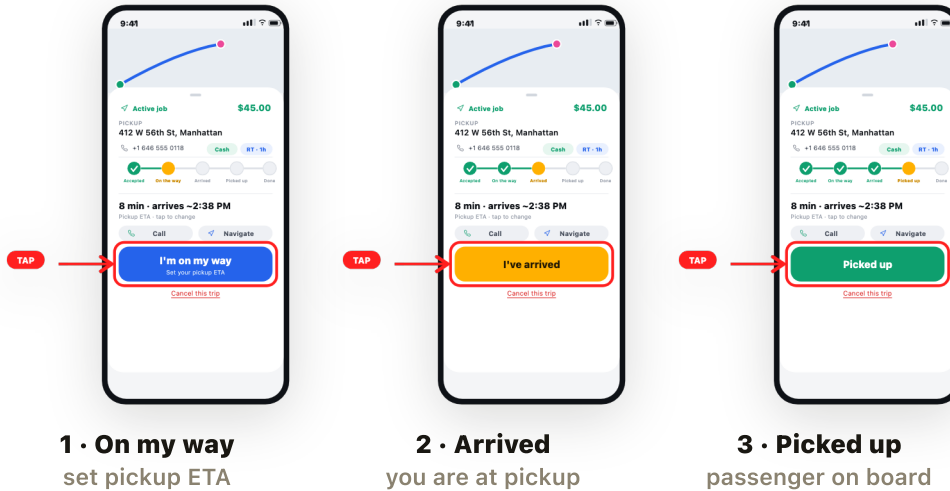


CASH VS ACCOUNT

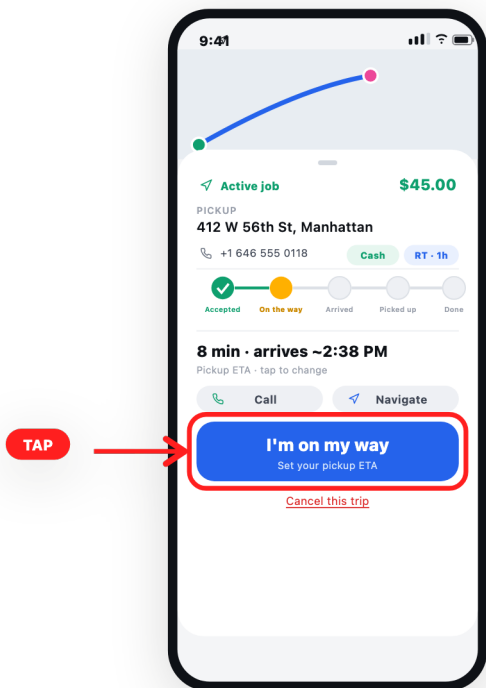
Cash — you collect money from the passenger. **Account** — the passenger does not pay you; the company bills them. The chip on the offer tells you which before you accept.

7 DOING THE JOB Active Trips

Once you accept, the active card guides you through the trip with one button at a time. You always know the next step. Follow the five stages below and dispatch sees your progress live.



Stage 1 — On my way



On the way

Tell the passenger you are coming

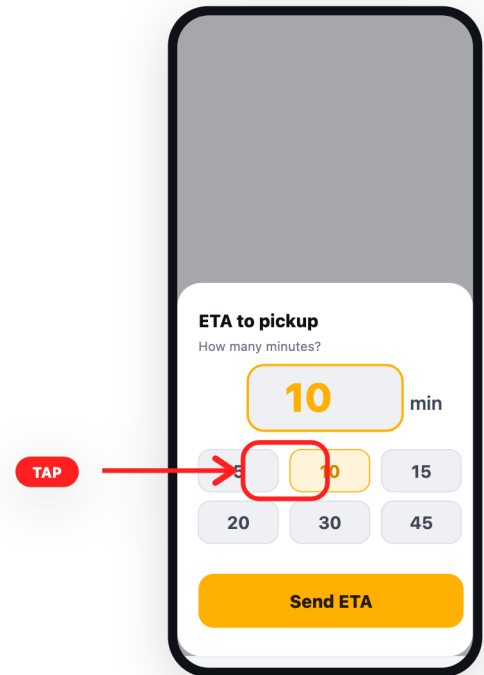
Press **I'm on my way**, then set how many minutes until you reach the pickup. Dispatch and the passenger both see your ETA.

- 1 **Press "I'm on my way"**
The card asks for your pickup ETA.
- 2 **Pick the minutes**
Tap a number like 5, 10, or 15.

Set your pickup ETA

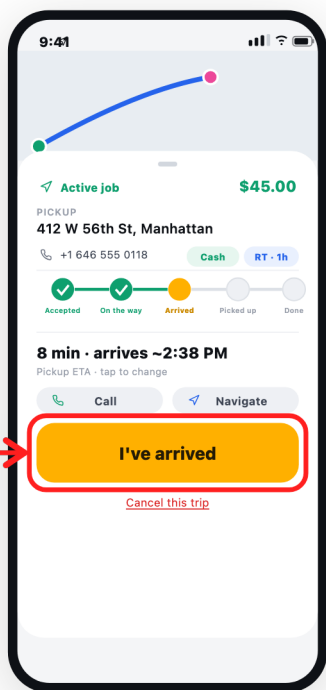
Tap how many minutes away you are and press **Send ETA**. This is the single most helpful thing you can do — the passenger knows exactly when to come out.

- **Tap a minute chip**
5, 10, 15, 20, 30, or 45.
- **Send ETA**
Dispatch shows a live countdown to your arrival.



Pickup ETA

Stage 2 — Arrived



Arrived at pickup

Mark that you have arrived

When you reach the pickup, press **I've arrived**. The passenger is notified that their car is outside.

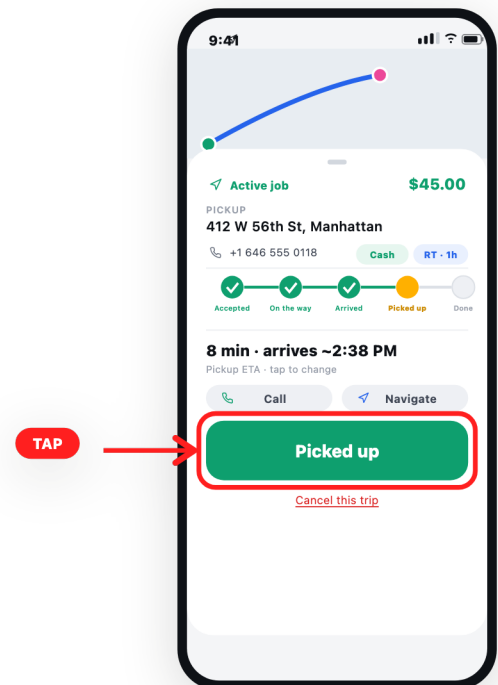
- 1 **Press "I've arrived"**
The passenger gets an "your driver is here" alert.
- 2 **Use Call or Navigate if needed**
Tap to phone the passenger or open directions.

Stage 3 — Picked up

Passenger is in the car

Once the passenger is seated, press **Picked up**. The trip is now in progress toward the drop-off.

- 1 **Press "Picked up"**
The trip status moves to in-progress.
- 2 **Drive to the drop-off**
Use Navigate for turn-by-turn directions.



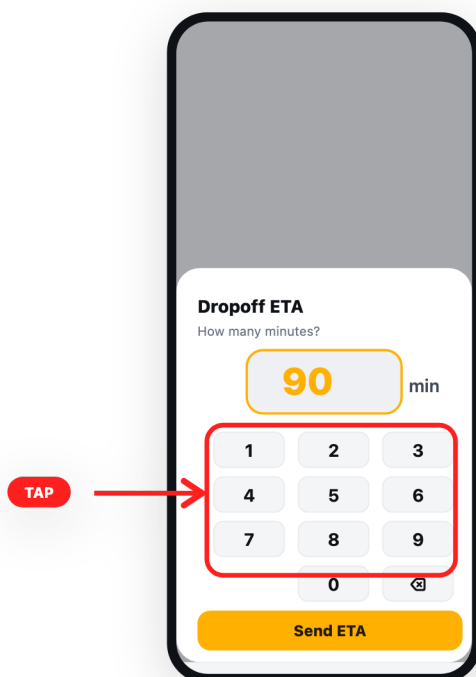
Picked up

Stage 4 — Set the drop-off time

Enter the drop-off time

Before you can finish, the app asks for the drop-off time. Type the minutes on the keypad and press **Send**. This keeps the trip record accurate.

- **Type the minutes**
Use the number pad.
- **Send**
Now the Complete button is ready.



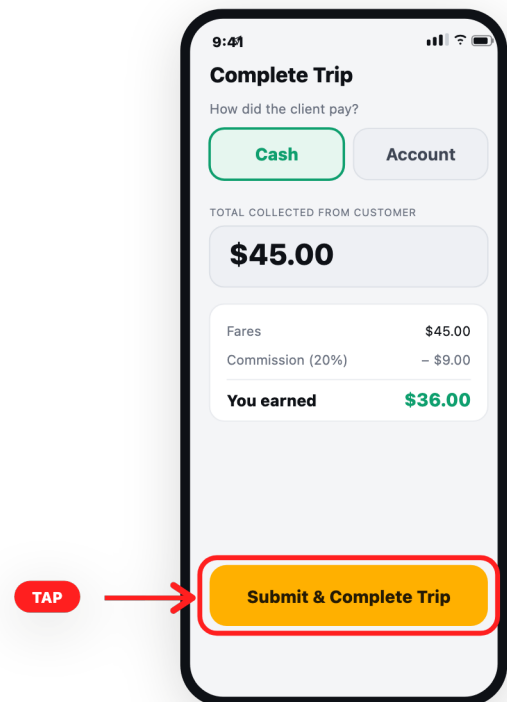
Drop-off time

Stage 5 — Complete the trip

Finish and record payment

Choose how the passenger paid (**Cash** or **Account**), check the total, and press **Submit & Complete Trip**. The app shows what you earned and the job moves to your trip log.

- 1 Tap Cash or Account**
Match how the passenger actually paid.
- 2 Confirm the total collected**
Make sure the amount is right.
- 3 Press "Submit & Complete Trip"**
You are free for the next job.



Complete & payment

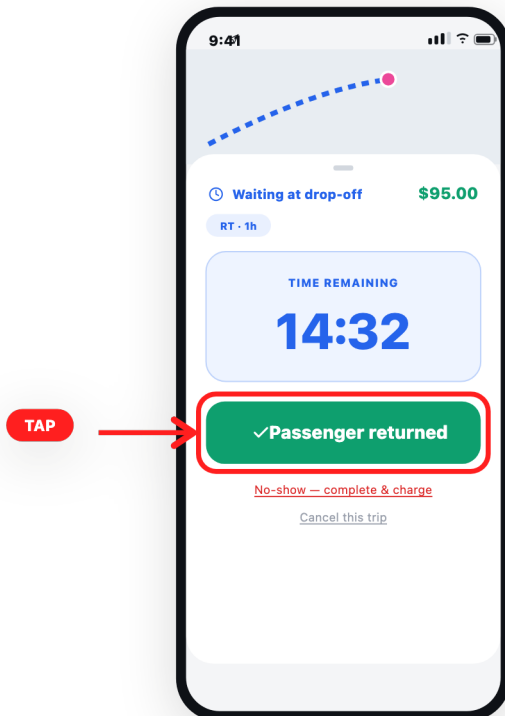


ALWAYS COMPLETE THE TRIP

A trip is only finished — and only counts toward your earnings — after you press **Submit & Complete Trip**. Never close the app on an active job without completing it first.

8 DOING THE JOB Round Trips

A round trip is one job with a wait in the middle: you drop the passenger, wait for them, then bring them back. The app tracks the wait time for you so the fare is fair.



Round-trip card

How a round trip works

A **Round-trip** chip tells you to wait at the drop-off. When you arrive, press **Drop off + Start Wait**. The app counts the wait. When the passenger returns, press **Passenger returned** and drive them back.

- 1 **Drive to the first drop-off**
Run it like a normal trip until you arrive.
- 2 **Press "Drop off + Start Wait"**
The wait timer starts counting.
- 3 **Press "Passenger returned"**
When they come back, start the return leg.
- 4 **Complete at the final stop**
Finish and record payment as usual.



PLANNED VS ACTUAL WAIT

The card shows the **planned** wait and the **actual** wait side by side. You do not calculate anything — just start and stop the wait with the buttons.



ONE JOB, NOT TWO

A round trip is a single job from start to finish. Do not complete it after the first leg — wait for the passenger and finish only after the return.

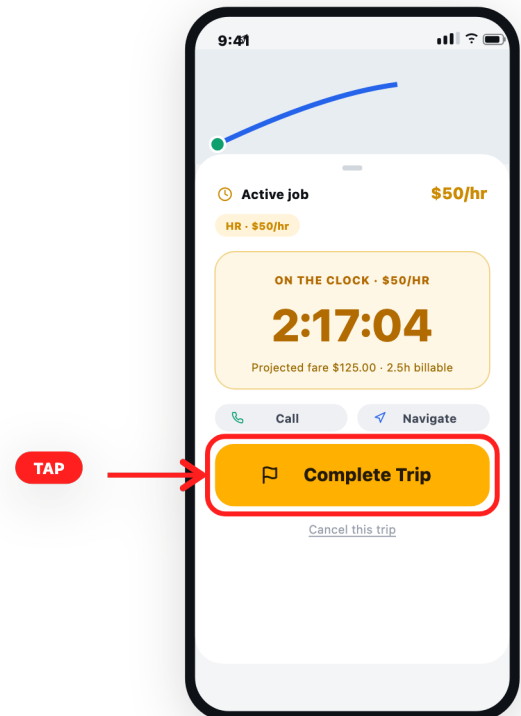
9 DOING THE JOB Hourly Trips

An hourly trip is paid by time, not by a single route — for example a passenger who has several stops. The app runs a clock and shows the projected fare as the hours add up.

Running an hourly job

An **Hourly** chip means the meter is time. Press **Start Hourly** when the passenger is on board. The card shows the rate per hour and a running projected fare.

- 1 **Press "Start Hourly"**
The clock begins when the passenger boards.
- 2 **Drive the stops they ask for**
The clock keeps running between stops.
- 3 **Complete when finished**
The final fare is based on billable time.



Hourly card



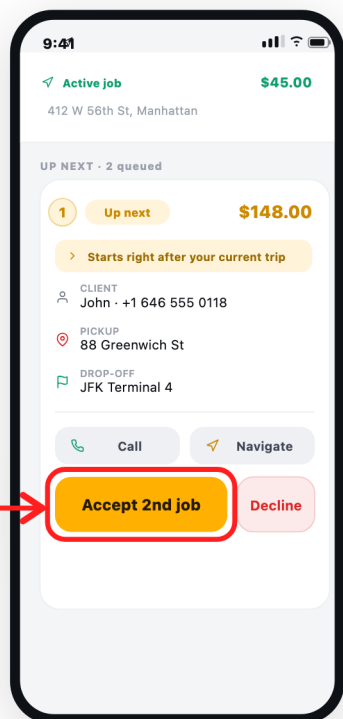
WATCH THE PROJECTED FARE

The card shows a live **projected fare** so there are no surprises. The rate per hour is set by the office and shown right on the card.

10 DOING THE JOB

Multiple Jobs & Queue

When you are online and free, you wait in a queue — a line of drivers in your zone. Dispatch can also line up your next job while you finish the current one. Here is how the line works.



Up-next job

A job lined up after this one

While you are on a trip, dispatch may send an **Up next** job. It starts automatically right after you complete your current trip — so you never sit idle.

- **"Up next" card**
Shows the job that begins after your current one.
- **"Do this one first"**
Dispatch can mark a job urgent — handle it before the other.
- **Accept or Decline**
You can still decline an up-next job if you cannot take it.

How the queue works

- **Queue position**
Your place in line for the next job in your zone.
- **It updates automatically**
As drivers take jobs or go offline, your position moves up.
- **Stay in your zone**
Leaving the zone can move you out of that zone's line.



YOU ARE NEVER DOUBLE-BOOKED BY ACCIDENT

An up-next job waits until your current trip is complete. Finish one, the next begins — clean and in order.

11

DOING THE JOB

Driver-Created Jobs

Sometimes a passenger flags you directly or calls you. You can create the job yourself so it is recorded properly and counts toward your earnings — using the Create Job button on the Work screen.

Create Job form

Create a job yourself

Tap **Create Job** on the Work screen. Choose the trip type, enter the pickup, drop-off, and fare, then send it to dispatch. It then works exactly like any job dispatch sends you.

1

Tap "Create Job"

On the Work screen, near your name.

2

Pick the trip type

Now, Scheduled, Round-trip, or Hourly.

3

Enter pickup, drop-off, and fare

Type the addresses and the agreed price.

4

Press "Create & Send to Dispatch"

Dispatch sees it immediately.



ALWAYS VERIFY THE FARE

When you create your own job, **double-check the fare before submitting**. The amount you enter is what gets recorded and settled — there is no second chance to fix it later without calling the office.

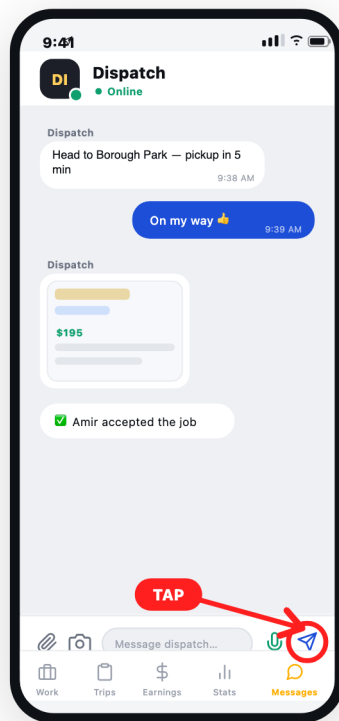


SAME WORKFLOW AS ANY TRIP

Once created, the job follows the same steps as a dispatch job — On my way, Arrived, Picked up, Complete. Dispatch sees it the moment you create it.

12 DOING THE JOB Messages

Messages is your direct line to the office. You can send text, voice notes, photos, and documents — and you get a notification when dispatch replies. Use it whenever a call is not necessary.



Messages

Message dispatch

Open the **Messages** tab to chat with the office. Type a message, or attach a photo, file, or voice note. A red dot on the tab means you have an unread reply.

- **Text**
Type a message and press send.
- **Voice note**
Hold the mic to talk, release to send.
- **Photo or file**
Attach a picture or document with the paperclip.
- **Notifications**
You are alerted the moment dispatch replies.

When to message vs call

- **Message for non-urgent things**
Address details, a photo of a receipt, a question about a job.
- **Call for emergencies**
An accident, a safety issue, or anything that cannot wait.
- **Keep it professional**
Short, clear messages help dispatch help you faster.



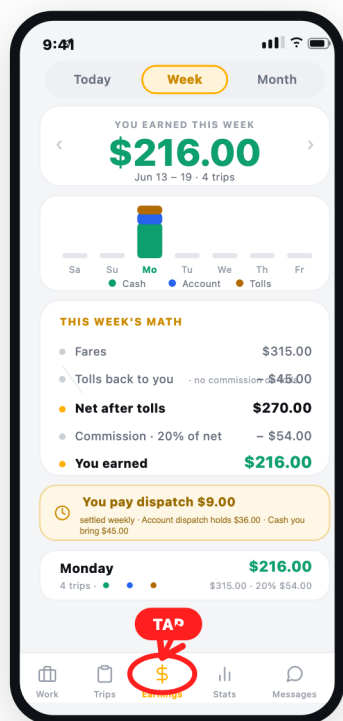
TIP

A quick voice note is often faster than typing while you are busy. Hold the microphone, speak, and release to send.

13 MONEY & RECORDS

Earnings

The Earnings tab shows what you have made — today, this week, and this month — broken into cash, account fares, and your take-home. This chapter also explains the one rule that confuses new drivers: the 5 AM operating day.



Earnings screen

Reading your earnings

The big number is your take-home. Below it the app shows the simple math: fares, minus the 20% commission and any tolls, equals what you keep.

- **Today / This week / This month**
Tap to switch the time period.
- **Cash received**
Money you collected from passengers.
- **Account fares**
Trips the company bills — paid to you at settlement.
- **Take-home**
Your earnings after commission and tolls.

The 5 AM operating day



READ THIS ONCE AND REMEMBER IT

Your work day runs from **5:00 AM to 4:59 AM the next morning** — not midnight to midnight. A trip you finish at 1 AM counts toward the day that **started the morning before**.

Which day does a trip count toward?

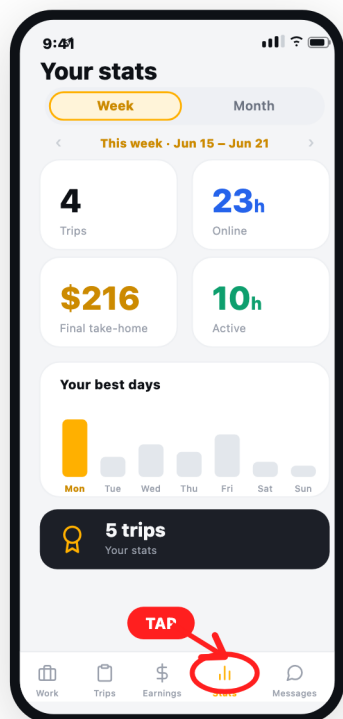
Trip completed at	Counts toward
Tuesday 2:00 PM	Tuesday
Tuesday 11:30 PM	Tuesday
Wednesday 1:15 AM	Tuesday (before 5 AM)
Wednesday 6:00 AM	Wednesday

**WHY IT WORKS THIS WAY**

Night drivers often work past midnight. The 5 AM cutoff keeps one shift on one day, so your late-night trips stay grouped with the evening you started — not split across two days.

14 MONEY & RECORDS Statistics

The Stats tab turns your driving into simple numbers: hours online, trips completed, your best zone, and your schedule. Use it to see your habits and find your most profitable times.



Stats screen

What the numbers tell you

Stats summarize your week at a glance. They help you spot your strongest zones and busiest hours so you can plan smarter shifts.

- **Online & active time**
How long you were available and on trips.
- **Trips**
How many jobs you completed.
- **Best zone**
Where you earned the most.
- **Your schedule**
A picture of when you usually drive.

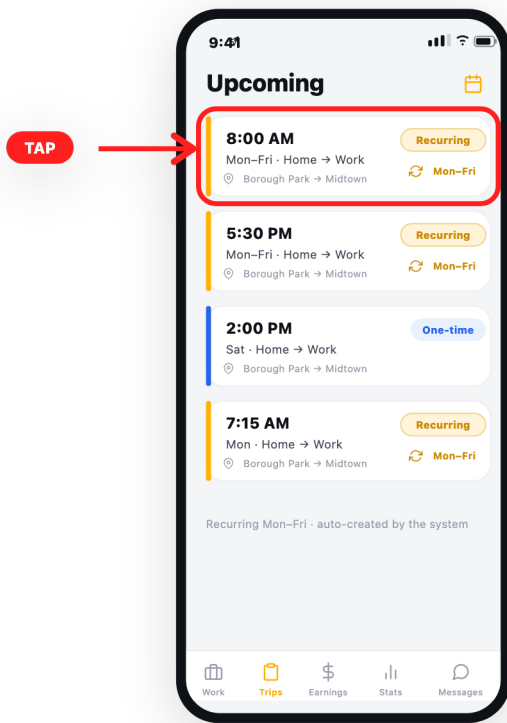


USE IT TO EARN MORE

If Stats show your best zone is Borough Park at 6–10 PM, plan to be there at that time. Small adjustments based on your own numbers add up.

15 MONEY & RECORDS Recurring Reservations

Recurring reservations are for passengers who travel on a regular schedule — the same trip every weekday, for example. The system creates each day’s trip for you automatically, so a steady client becomes steady work.



Upcoming & recurring

Trips that repeat on a schedule

A recurring reservation appears in your **Upcoming** list with a gold **Recurring** badge. The system generates the trip ahead of time so it is ready when the day comes.

- **Daily or weekly**
Repeat every day, or only on chosen days.
- **Specific days**
For example Monday–Friday only.
- **Auto-created**
You do not re-book it — the system makes each one.

A simple example

One recurring reservation, five trips a week

Setting	Value
Days	Monday – Friday
Pickup time	8:00 AM
Route	Home → Work
Result	A trip auto-created each weekday morning



EDITING & CANCELING

Recurring reservations are usually set up and changed by dispatch. If a regular passenger changes their time or cancels, tell the office and they update the schedule for you.

16

MONEY & RECORDS

Commission System

This is the chapter every driver asks about: what do I owe dispatch, and what does dispatch owe me? The rule is simple and the same for everyone — 20% commission, calculated after tolls. The examples below remove all the guesswork.

The one rule

**20% COMMISSION, AFTER TOLLS**

Commission is always **20% of the fare after tolls**. Tolls are taken out first, then 20% of what remains is the company's commission. The rest is yours.

Cash trip — you owe dispatch

On a **cash** trip you collect the money from the passenger. Since you are holding the cash, you owe the company its 20% commission.

Example — \$100 cash fare, no tolls

Item	Amount
Fare collected (cash)	\$100.00
Commission (20%)	– \$20.00
You owe dispatch	\$20.00

You keep \$80 of cash in your pocket and hand \$20 to the company at settlement.

Account trip — dispatch owes you

On an **account** trip the company bills the passenger, so the company collects the money. They keep their 20% and pay you the rest.

Example — \$100 account fare, no tolls

Item	Amount
Fare (billed by company)	\$100.00
Commission (20%)	– \$20.00
Dispatch owes you	\$80.00

With a toll

Tolls come out **before** commission and always go back to whoever paid them. Commission is 20% of the fare *after* the toll is removed.

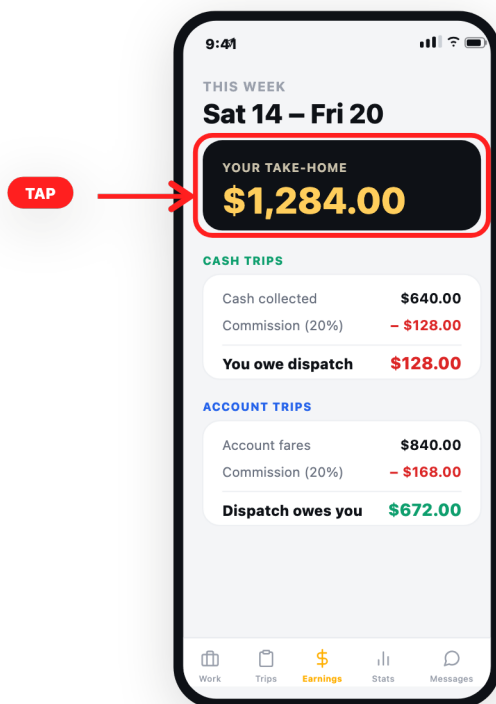
Example — \$100 cash fare with a \$15 toll

Item	Amount
Fare collected	\$100.00
Toll (removed first)	– \$15.00
Fare after toll	\$85.00
Commission (20% of \$85)	– \$17.00
You owe dispatch	\$17.00

**TOLLS ARE NEVER PART OF COMMISSION**

The company never takes commission on a toll. The toll is yours back in full. Commission is only ever 20% of the fare *after* the toll comes out.

Weekly settlement



Weekly settlement

Everything nets out weekly

At the end of each week (Saturday to Friday), the app adds up your cash trips and account trips. It shows what you owe on cash and what the company owes you on account — and the difference is settled.

- **Cash side**
Your commission owed to dispatch.
- **Account side**
Your take-home owed to you by dispatch.
- **Net**
The two are combined into one weekly settlement.



EVERYONE IS THE SAME

The commission rate is **20% for every driver**. There are no hidden fees and no different rates — just 20% of the fare after tolls, every time.

17 **HELP & HABITS**

Troubleshooting

Most problems have a simple fix you can do yourself in under a minute. Find your problem below and work through the checklist. If it still does not work, contact dispatch.

? **No jobs are coming in**

- ✓ Check you are **online** — the button at the bottom should say "End shift", not "Go online".
- ✓ Check your **internet** — open any website to confirm you have signal.
- ✓ Check **notifications** are allowed for Amir Ventures in phone Settings.
- ✓ Check **location** is set to **Always**, not "While Using".
- ✓ Make sure you are inside a **work zone** — drive into the area you want jobs from.

? **The wrong zone is showing**

- ✓ Your zone comes from **GPS** — give it a moment to update after you move.
- ✓ Check location permission is **Always Allow** with **Precise Location** on.
- ✓ Open the map and tap the **recenter** (crosshair) button to refresh your position.

? **No notification sound for new jobs**

- ✓ Turn your phone **volume up**.
- ✓ Check the phone is **not on silent** (the side switch on iPhone).
- ✓ Confirm **Allow Notifications** is on for Amir Ventures in phone Settings.

? I cannot log in

- ✓ Make sure your **phone number** is typed correctly.
- ✓ Check your **4-digit PIN** — the office can confirm it.
- ✓ If it still fails, **contact dispatch** to verify your account.

? Messages are not sending

- ✓ Check your **internet connection** — messages need signal.
- ✓ Move to an area with better service and try again.
- ✓ The message sends automatically once signal returns.

? My earnings look wrong

- ✓ Remember the **5 AM operating day** — late-night trips count toward the day before.
- ✓ Check you completed every trip with **Submit & Complete**.
- ✓ Still wrong? Contact dispatch with the trip details and they will check the record.



HELP & HABITS

Driver Best Practices


These simple habits keep jobs flowing, keep your earnings accurate, and make you look professional. The best drivers do all of them without thinking.

On every shift


- ✓ **Keep notifications on**
You cannot accept a job you never heard.
- ✓ **Keep location set to Always**
Dispatch can only send jobs to drivers it can see.
- ✓ **Keep your internet active**
Weak signal delays jobs, messages, and completions.
- ✓ **Respond to offers quickly**
Fast accepts mean more jobs come your way.
- ✓ **Stay in the correct zone**
Your zone is where your jobs come from — be in it.
- ✓ **Always complete every trip**
A trip only counts after Submit & Complete.


Good habits that pay off


 **Verify the fare on jobs you create**
The amount you enter is what gets settled.

 **Upload a clear profile photo**
Passengers and dispatch recognize you faster.

 **Check messages regularly**
Dispatch may send important details mid-shift.

 **Review your earnings weekly**
Catch any mistake early, settle with confidence.

 **ONE LAST THING**
Drive safely and treat every passenger like a regular. The app handles the paperwork — your job is the road and the people in your car.

 **NEED HELP?**
Anything this manual does not answer, the office can. Use the **Messages** tab or call dispatch — that is what they are there for.