Terminate a Driver ID

You can easily terminate a driver in Fleet Commander® Online.

1. Select the Account Maintenance tab.
2. Click the account number link for the account you want to work with. The district ID displays after the account name, so be sure to select the district for the driver you want to terminate. When you select the district, the system displays only your drivers, not all drivers in the district.
3. Review the account information. To select a different account, select the Select an Account task. The list of accounts displays again.

4. After you select the account, select the Maintain Drivers task.
5. Select the Terminate Driver ID task.
To search by driver, specify search criteria.

To search by organization level, if needed, click the Change Organization Levels link and navigate to the organization level (including your district) that has the driver you want to terminate.

Click the Search button.

Click the driver ID link.
Tip! Your district number is at organization level 3. To select a specific organization level, click the level’s link. The organization tree lists the level number and the number of child organizations at that level.

1. Select when to terminate the driver ID.

10. Select when to terminate the driver ID.

11. Click Submit.
Review the driver ID information and click the Yes button.
13. Note the confirmation message, including the driver ID number.

Learn More: For additional information on modifying a driver, refer to the Modify a Driver quick start guide. For information in creating a PIN for a driver, refer to the Create a PIN for a New Driver quick start guide.
Survey

Please take a few minutes to respond to a short survey on our training.