



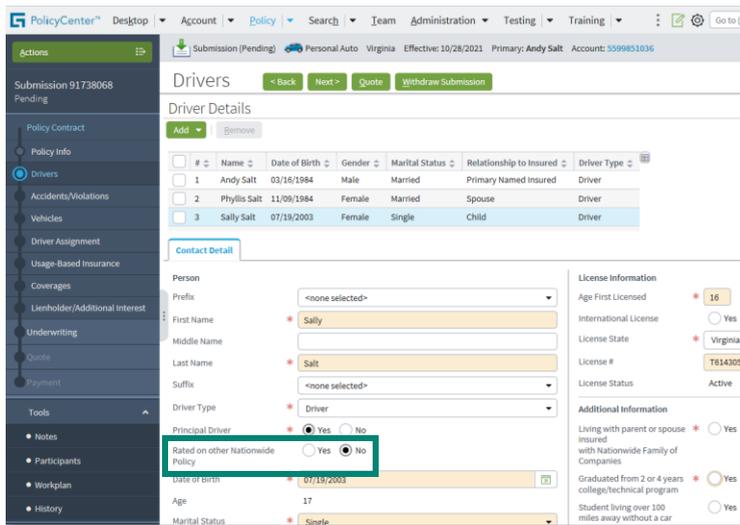
# Add Driver Assignment

This job aid details the steps necessary to add Driver Assignment to vehicles, as well as how to determine a driver rating if a customer has more than one policy in PolicyCenter. During the quote process, ensure all drivers and vehicles are added prior to accessing the *Driver Assignment* screen.

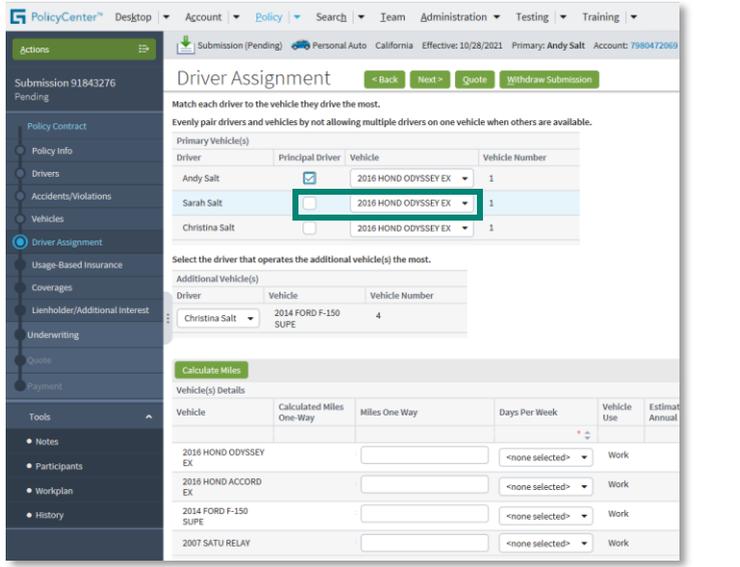
## Background:

Driver assignment is only required in certain states – Virginia, New York, California, Delaware, Minnesota, and North Carolina. When Driver Assignment is state required, the *Driver Assignment* link is added to the Left Navigation Pane. Multiple drivers can be assigned to one vehicle if there are more drivers than vehicles listed on a policy. You must also update the driver rating information on the *Drivers* screen.

## Step 1

Action	Screen
<p>On the <i>Drivers</i> screen:</p> <ul style="list-style-type: none"> <li>Review the “<b>Rated on other Nationwide Policy</b>” question for each driver:               <ul style="list-style-type: none"> <li>Answer “<b>No</b>” if the driver is only listed on one policy.</li> <li>Answer “<b>Yes</b>” if the driver is listed and rated on another Nationwide policy.</li> </ul> </li> </ul>	

## Step 2

Action	Screen
<p>On the <i>Driver Assignment</i> screen, drivers and vehicles added earlier in the quote process are automatically assigned by the system. In this example, there are three (3) drivers and four (4) vehicles on the policy. The system displays the following message at the top of the screen:</p> <p><b>“Match each driver to the vehicle they drive the most. Evenly pair drivers and vehicles by not allowing multiple drivers on one vehicle when others are available.”</b></p> <ul style="list-style-type: none"> <li>Review and update driver assignments for the vehicle(s) driven most often.</li> <li>Select the <b>Principal Driver</b> checkbox for the desired driver.</li> <li>Click the <b>Vehicle</b> field for the desired driver.</li> </ul>	

## Step 3

Action	Screen
<p>From the vehicle drop-down list:</p> <ul style="list-style-type: none"> <li>Select the vehicle the principal driver drives most often.</li> </ul> <p>In this example, the <b>2017 Honda Accord EX</b> is selected.</p> <ul style="list-style-type: none"> <li>Continue the vehicle-to-driver pairings until every driver is assigned a primary vehicle.</li> </ul>	<p>The screenshot shows the 'Driver Assignment' screen in PolicyCenter. Under 'Primary Vehicle(s)', Sarah Salt is assigned the 2016 HONDA ACCORD EX (Vehicle Number 1). The 'Additional Vehicle(s)' section shows a 2014 FORD F-150 SUPE (Vehicle Number 4) assigned to Christina Salt. A table at the bottom lists vehicles: 2016 HOND ODYSSEY EX, 2016 HOND ACCORD EX, 2014 FORD F-150 SUPE, and 2007 SATU RELAY.</p>

## Step 4

Action	Screen
<p>Review the drivers' assignments listed in the <i>Additional Vehicle(s)</i> section.</p> <p>Updates to the assigned driver for any additional vehicles can be made in the <b>Driver</b> field.</p> <p>Continue with the quote process, including selecting coverages for the policy.</p>	<p>The screenshot shows the 'Driver Assignment' screen with updated assignments. Under 'Primary Vehicle(s)', Sarah Salt is now assigned the 2016 HOND ODYSSEY EX (Vehicle Number 1), and Andy Salt is assigned the 2016 HOND ACCORD EX (Vehicle Number 2). Under 'Additional Vehicle(s)', Andy Salt is assigned the 2014 FORD F-150 SUPE (Vehicle Number 4). The table at the bottom remains the same as in Step 3.</p>

## Step 5

Action	Screen																																			
<p>If this is a California policy, use the <i>Vehicles Detail</i> section to calculate annual miles:</p> <ul style="list-style-type: none"> <li>Complete all required information in the <i>Vehicle(s) Details</i> section.</li> <li>Click the <b>Calculate Mileage</b> button to ensure the most recent mileage information is received.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>A message displays when attempting to go to a different screen or select <b>Quote</b> before taking this step.</li> <li>QPC is called regardless of employer status for each driver.</li> <li><b>Estimated Annual Mileage</b> populates based on information received from QPC after you click the <b>Calculate Miles</b> button.</li> </ul>	<p>The screenshot shows the 'Driver Assignment' screen in PolicyCenter. It includes a sidebar with navigation options like 'Policy Contract', 'Policy Info', 'Drivers', 'Accidents/Violations', 'Vehicles', 'Driver Assignment', 'Usage-Based Insurance', 'Coverages', 'Lienholder/Additional Interest', 'Underwriting', 'Quote', and 'Payment'. The main content area is titled 'Driver Assignment' and contains instructions to match drivers to vehicles. It lists three primary vehicles and one additional vehicle. A 'Calculate Miles' button is highlighted, leading to a table with the following data:</p> <table border="1"> <thead> <tr> <th>Vehicle</th> <th>Calculated Miles One-Way</th> <th>Miles One Way</th> <th>Days Per Week</th> <th>Vehicle Use</th> <th>Estimated Annual Miles</th> <th>Annual Miles</th> </tr> </thead> <tbody> <tr> <td>2016 HOND ODYSSEY EX</td> <td>0</td> <td>15</td> <td>5</td> <td>Work</td> <td>7800</td> <td>15000</td> </tr> <tr> <td>2016 HOND ACCORD EX</td> <td>0</td> <td>5</td> <td>3</td> <td>Work</td> <td>1560</td> <td>7500</td> </tr> <tr> <td>2014 FORD F-150 SUPE</td> <td>0</td> <td>20</td> <td>2</td> <td>Work</td> <td>4160</td> <td>5000</td> </tr> <tr> <td>2007 SATU RELAY</td> <td>0</td> <td>10</td> <td>5</td> <td>Work</td> <td>5200</td> <td>10000</td> </tr> </tbody> </table>	Vehicle	Calculated Miles One-Way	Miles One Way	Days Per Week	Vehicle Use	Estimated Annual Miles	Annual Miles	2016 HOND ODYSSEY EX	0	15	5	Work	7800	15000	2016 HOND ACCORD EX	0	5	3	Work	1560	7500	2014 FORD F-150 SUPE	0	20	2	Work	4160	5000	2007 SATU RELAY	0	10	5	Work	5200	10000
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