

Manual for the destination carpooling service 23-24

Introduction

I'm glad you're interested in Destination Vemdalen's carpooling service. We are cooperating with the company Freelway, which is behind the technical platform. The service is possible thanks to a major project in which several actors are involved with different parts. DVAB, the municipalities and some of our partner companies have provided co-financing. You can read more about this project at vemdalen.se

The benefits are numerous

- ✓ You save money
 - ✓ Get to know more people who work in the destination
 - ✓ It's good for the environment
 - ✓ Those without a car are more mobile, making the destination
 - ✓ more attractive More parking spaces available for our guests
-

We have made the arrangement so that those who drive their own car receive a small sum according to current tax rules, i.e. 25 SEK/mile, which is distributed among those who drive (including the driver).

Below you can read step by step how to get started with the service. It takes a little work to set up the service, but once you are up and running, it takes 20 seconds to post a trip request or trip offer.

How to get started with the service

Register with your employer if you want to take part in the service

01

Register your interest

You will receive an email from your employer or click directly on the link <https://www.vemdalen.se/resa-hit/intresseanmalan>



02

Activate your account

You will receive an invitation to the Freelway service by email. Activate your account by following the link "Create password". If you don't receive an email, make sure it hasn't gone to the trash.

03

Download the Freelway app to your smartphone

You simply download the app by scanning the QR code with your mobile camera. or QR reader. Or search on Freelway where you download apps.



04

Log in to the app

Log in with the email address you provided when activating your account.

05

Load your travel fund and link your account number

Before you start using the service, you need to link your bank account number and load your travel funds, as you do in your profile.

Freelway uses Stripe to offer compensation for the rides you take. To get paid for your rides, you need to register with Stripe and confirm your identity, as well as provide details of where the money will be paid. This is done through the IBAN/BIC number, a number linked to your bank account. Most banks have IBAN/BIC information in their web service or app.

Fees: certain Stripe fees apply to withdrawals. These include 20kr + 0.25% of the withdrawal volume. If you have earned 900kr you will receive 877,75kr in your account.

Withdrawals are made approximately every 30 days. The 30 days are due to the fact that Stripe charges a fixed fee of 20kr for withdrawals, so if small amounts are withdrawn frequently, a higher percentage of the fee will be lost.

Overview in the app

There are five main menus.

Tours - Åkturer

- Post routes that you will ride and invite others to join you
- See other people's planned rides and book a place to join
- See all public transport in the area, Inlandsbanan, transfers, county transport, Snöpendeln, Härjedalingen and Snälltåget.
- All public transport throughout Sweden is included and searchable

Enquiries - Förfrågningar

- Create a request for a ride between a specific route
- See other people's requests and offer them a lift
- Post routes you're going to ride and offer others a ride. See other people's planned rides and book a place to join them.

Taxi

- Here you book the taxi for the route you want to travel, the booking request goes directly to Beep Beep taxi, they get back to you to confirm the trip.

More services - Fler tjänster

- Car rental - a link to Europcar in Östersund and Sveg.
- Chargefinder - a map of the destination where you can easily see the nearest place to charge your electric car.
- Among other things, possible trips, also coworking nearby

Profile- Profil

- Your current requests and rides
- Your user account information
- Payment functions and next payment
- Travel cash
- Language
- Log out

Funktioner i appen

Enquiries

The request view is for requesting a ride or offering a ride to someone else at their request. Use the "Offer ride" button if you want to offer a ride to someone on their request. You will then receive a push notification on your phone and an email when the person you offered a ride to has accepted or declined your offer.

How to create a request:

1. Click on the "Enquiries" tab
2. Click on the button with a plus (+) in the
3. Fill in the address you want to travel from and the address you want to travel to. Addresses can be selected by typing the desired address or by selecting one of the already preselected stops that appear below the search box. You can also move the cursor on the map to select an exact address. When you are finished, press "Continue".
4. A new page will appear where you can select the day/time you want to travel and the number of passengers. There is also a free text field for "Additional information" where you can specify, for example, if you are allergic to fur or other important information.
5. Your request is created! You will receive a "pushnotis" in your phone and an email if someone offers you a ride. Click on the push notification or on the link in the email and accept or decline the offer of a lift.
6. The cost of the trip will be reserved from your travel fund. However, if you do not get a ride, the money will be returned to your travel fund shortly.
7. Once you have created a request, you will see it in your profile. You will only see other people's requests under the requests tab.

Tours

Under tours, you offer rides to others when you have extra seats available. Here you can also get an overview and book yourself on trips offered by others. Use the "Book seats" button if you want to go with someone and indicate how many seats you want to book. You will receive a push notification in your phone and email when the driver has accepted or declined your booking.

How to create a tour:

1. Click on the tab called "Tours"
2. Click on the button with a plus (+) in the
3. Enter the addresses of the departure point and stops if you will be stopping at. Addresses can be selected by typing in the desired address or selecting a of the already preselected stops that appear below the search box. You can also move the cursor on the map to select an exact address. When you are finished, press "Continue".
4. A new page will appear where you can choose how many passengers you can take with you.
5. Good to know! Payments will be made approximately every 30 days.

To charge or not to charge?

IFor winter 22/23, you can also choose not to charge riders, you may be driving a company car and getting mileage reimbursement in another way. Then push the slider when you create a ride.

Automatic matches

When you create a ride request and there is already a matching offer, Freelway will automatically find the relevant rides and suggest them.

FAQ

What do I do if I forget my password?

Request a password change: <https://id.freelway.com/password/reset>

Kostar det någonting att använda tjänsten?

You only pay for the actual journeys you make to the driver, up to a maximum of SEK 1,25/km according to the tax authorities' rules. If there are several of you travelling, you share the total amount (including the driver). When you top up your travel fund, Stripe charges a small fee.

How do I delete a Enquiry or Tour that has been made incorrectly?

Go to your profile, click on "my requests" or "my rides". Navigate to the detail view of the current tour. In the top right corner of the screen, click on the three dots and select Delete Ride/Request.

Sometimes I find that the list of enquiries and rides is not updated.

On some phones, you may need to update the list manually. Swipe up and down on the screen with your thumb and the list will update.

Is the activity subject to tax?

"If you carpool with a colleague or neighbour, for example, and you only share the cost of petrol and the like, you should not claim such compensation

in your tax return. The same applies if you make contact with the person you are carpooling with via, for example, a mobile application or a network aimed at the general public. This means that when you receive a reimbursement of no more than SEK 2,50/km, etc., you do not have to account for the reimbursement in your tax return. Remember that if you are entitled to a deduction for travelling to and from work, you should reduce the deduction by the amount you have received in reimbursement." You can read more about this on the Tax Agency's/Skattemyndighetens website.

How is the mileage reimbursement distributed?

Passenger:	cost of the passenger:	income for the driver:
1	12,50 SEK	12,50 SEK
2	12,50 SEK	25 SEK
3	8,33 SEK	25 SEK
4	6,25 SEK	25 SEK

Contact for questions

If you have any questions along the way, please let us or your company contact know. Many questions will be answered in this so read it first.

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