



# DRIVER ADMIN GUIDE





## GET YOUR ADMIN RIGHT FROM DAY 1

Start your car, start your admin - staying on top of your admin makes your driving so much easier.

Keeping track of your logbook, expenses and income - and the GST that lives within your expenses and income - can be a real pain in the butt - but follow the tips and tools provided in the Drivr Admin Guide - and you'll find your driving life becomes a whole lot easier!

## YOUR ABN

We all know the drill - want to drive for a rideshare platform - Uber, Didi and the like - the first thing you must have is an ABN - an Australian Business Number.

- In simple terms an ABN means you're now in business for yourself - a self-employed business person.
  - You may think rideshare driving is a side hustle / part time gig / time filler - but that ABN - and the Tax Office that knows about your ABN from day 1 of your driving - means you're in business for yourself.
  - It also means you have to keep accurate business records - and for many of us that's at best a chore and at worst a nightmare!
  - It means that you're going have to start lodging Business Activity Statements - generally every 3 months - reporting back to the Tax Office on how much income you've earned; how much GST was included in that income; and most importantly how much GST was included in the expenses you paid.
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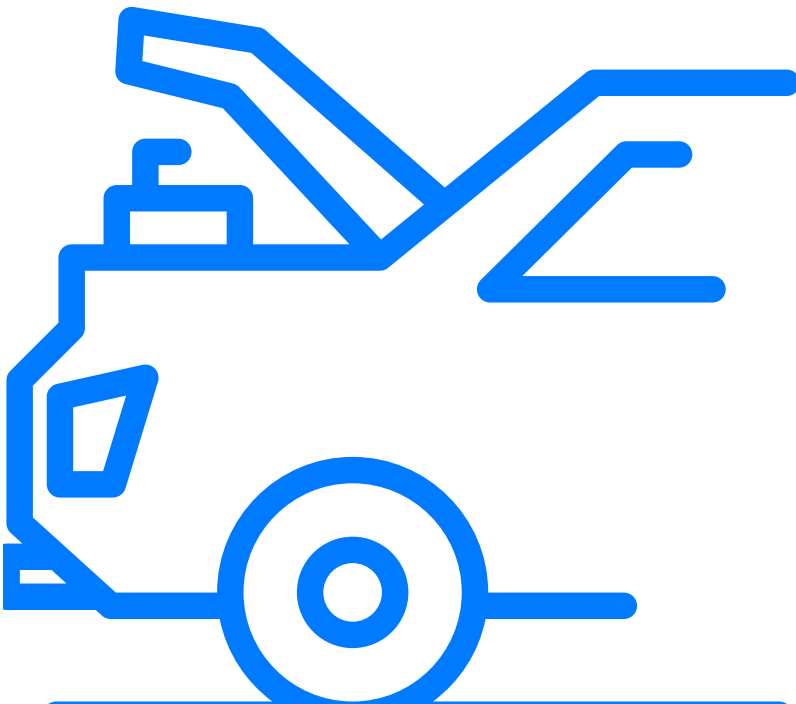


## 2. GET YOUR ADMIN RIGHT - YOUR LOGBOOK

The very first thing you need to get right is your logbook - Why?

Because you're using either your own or a rented car - and that car - and the costs of running it - become the biggest expenses of your business!

But to claim those expenses you have to be able to show the Tax Office what percentage of your car's use relates to your rideshare driving business - and the evidence the Tax Office wants to see is a logbook.



## YOUR LOGBOOK

- Must be for at least a 12-week period.
- Must be renewed at least every 5 years.
- Can be a manual (hand-written notebook style) or an electronic (DRIVR App style) record.
- You can check out the DRIVR logbook here [www.drivr.net.au/logbook](http://www.drivr.net.au/logbook)
- Must record the total vehicle kilometers travelled over the 12-week period.
- Must record the kilometers travelled while you're doing your ridesharing driving work (shifts).
- Must calculate the percentage usage of the vehicle over at least that 12-week period while doing rideshare work.
- A note of caution here - if you're doing a manual logbook yourself - make sure your records are accurate and legible - don't make the mistake of thinking you're smarter than the taxman and can simply "make up" or "fudge" your records - the Tax Office loves fining drivers!



## 3. YOUR EXPENSES

Your expenses basically fall into two groups, direct motor vehicle expenses like fuel and insurance and administrative expenses like mobile phone costs.

Why two groups?

Basically, your motor vehicle expenses are subject to the logbook percentage calculation referred to in Part2 of this guide - whereas you can generally claim 100% of admin expenses.

For example, if your motor vehicle usage percentage is 60% - you can claim 60% of the value of these expenses in your tax return at the end of each financial year (June 30).

Equally, you report 60% of the GST included in those expenses in your quarterly BAS Statements (30 September, 31 December, 31 March and 30 June).

Examples of the two types of expenses are provided below - if in doubt, it's always a good idea to check with your accountant or the ATO website [ato.gov.au](http://ato.gov.au)

### MOTOR VEHICLE EXPENSES

- Fuel - petrol, diesel or electricity
- Repairs
- Registration
- Insurance
- Cleaning
- MV Rent or Lease Payments
- MV Loan Interest Payments
  
- MV Depreciation
- MV Asset Write-off.

### ADMINISTRATIVE EXPENSES

- Mobile Phone
- Parking
- Tolls
- Consumables
- Ride Service Fees
- City Fees
- Airport Fees
- Platform Other Charges
  
- Other Expenses

Depreciation and Asset Write-off are potentially your largest cash (Write-off) and non-cash (Depreciation) expenses. Get these right and you dramatically lower your tax bill each year.

DRIVR will be issuing guides on each of these expenses in coming months so check the DRIVR website regularly for updates - in the meantime check with your accountant.

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## 4. YOUR INCOME

The most important thing to understand about your income is that you need to report your Gross Income - this amount appears on all the rideshare platform summaries - and this amount includes both GST and the rideshare platform service, booking and other fees.

Remember the ATO has your details - via your ABN and information provided direct from the rideshare platforms - so if you report incorrectly (and understate your income) there's every chance you'll be hearing from the ATO before too long!

### TYPES OF INCOME

Each of the rideshare platform companies will provide you access to monthly tax and / or income summaries via their websites - and this is where staying on top of your admin really matters.

If you're using the DRIVR App capturing your income data is very straightforward - after the end of each month, simply download your rideshare tax summary into the pre-formatted tax summary in DRIVR.

If you (or your accountant) are preparing your quarterly BAS Statements or Annual return, make sure to account correctly for GST included in each of your income amounts.

Types of income include:

- Rider Fares
- Split Fares
- Tolls Income
- City Fees
- Airport Fees
- Booking Fees
- Tips
- Incentives
- Promotions
- Referrals
- Other





## 5. TOP FIVE ADMIN TIPS

Do these five simple things and you'll dramatically reduce both the amount of time and the degree of difficulty associated with your driver admin - they'll make your driving so much easier!

### YOUR ABN - YOUR BUSINESS

Your ABN means you're in business - treat your rideshare work like a business and it'll be smooth driving every day - at least from an admin point of view!

### KEEP YOUR LOGBOOK UP TO DATE

Enter your driving details every shift you drive - doing it manually is a pain so use an electronic logbook like DRIVR - it's so much easier!

### KEEP YOUR EXPENSE RECEIPTS

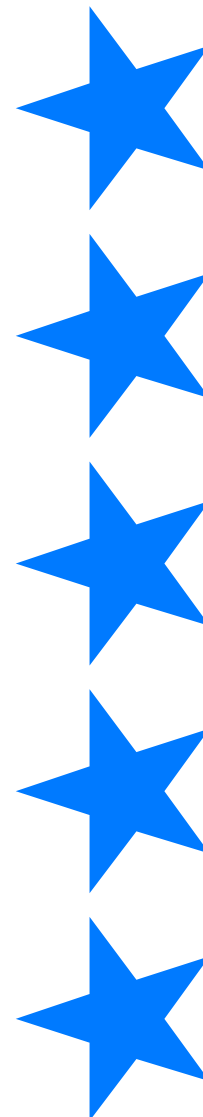
Keep your paper receipts - having these records will dramatically reduce your tax bill at the end of the year. If you're using DRIVR photograph receipts as you get them!

### REPORT GROSS INCOME

Get your income reporting right - low balling your income to the ATO will cause you a lot of time, dollars and pain - none of us need that!

### USE DRIVR

DRIVR has been designed specifically to take the pain out of BAS and Tax admin - it will save you time, money and make your driving life a whole lot easier! There's a free one-month trial available right now.





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