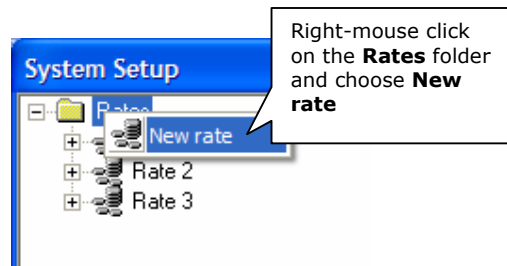


## Fixed price on school runs

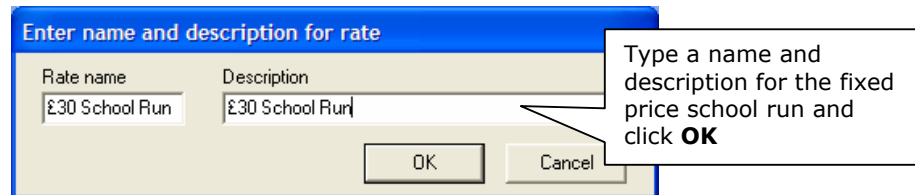
School runs are generally done as a fixed price and often involve several "vias" and an escort. The majority of private hire companies that do school runs have to do them for a fixed price regardless of the number of vias, also more and more local authorities are expecting the private hire companies to provide the escort and include this in the quoted fixed price. So how do you set this up in Navigator? Well, it's actually very easy...

All you have to do is set up a rate for each fixed price - most companies that do school runs will probably have several at the same price, £30 is the price used in the following example:

1. Click on the **Pricing** menu and choose **Edit Rates**
2. Right-mouse click on the **Rates** folder
3. Choose **New rate** from the shortcut menu



4. Type a name and description for the rate and click **OK**



5. Enter the rate details as follows...

The first unit is set to the job price and the rest are set to zero

Make sure the **Round Type** field is set to **Distance**

Round the distance up to 1.00

Set the **Minimum Price** to 30.00

Driver Rate 1 is exactly the same with the percentage set to 100%, Driver Rate 2 has the percentage set to 60%

**System Setup**

Vehicle type: Car  
Mileage: Waiting

**Account details**

No.	Units	Cost
1	1.00	30.00
2	9999.00	0.00
3		
4		
5		
6		
7		
8		

Round: Up  
Round type:  Price  Distance  
To nearest: 1.00  
Minimum price: 30.00  
Extra drop: 0.00  
V.A.T. rate: Standard R.  
Percentage: 100.00

**Driver details**

No.	Units	Cost
1	1.00	30.00
2	9999.00	0.00
3		
4		
5		
6		
7		
8		

Selected rate: Driver rate 1  
Driver rate 2

Round: Up  
Round type:  Price  Distance  
To nearest: 1.00  
Minimum price: 30.00  
Extra drop: 0.00  
V.A.T. rate: Standard R.  
Percentage: 100.00

- Continue setting up a different rate in the same way for each fixed price school run.

The following screen shot of an invoice, shows that all jobs have the same price regardless of the number of vias...

**Invoice**  
Betty Gardner, 43 Forrester Close, Leyland, Lancs, PR25 2XT  
Tel No: 01772 624042  
E-mail: miserva352@aol.com

Invoice Date: 2008/04  
Invoice Number: ---  
VAT number: 22 3593 111

County Council Car Test

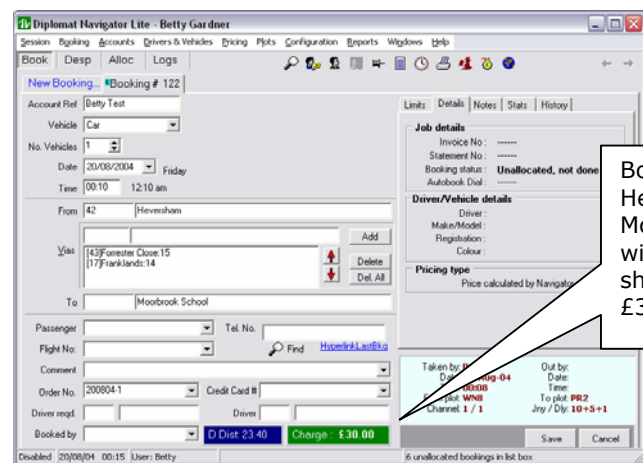
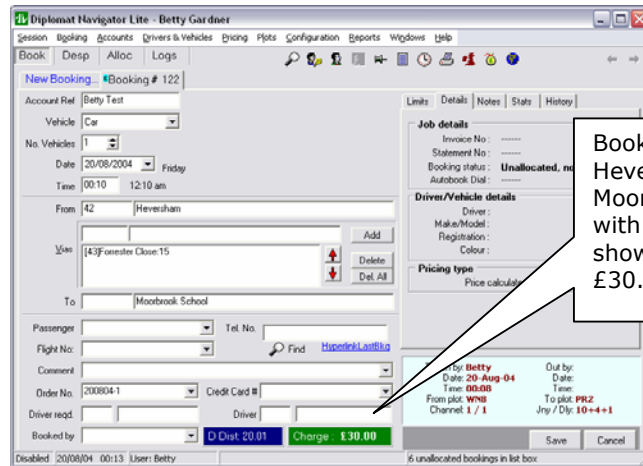
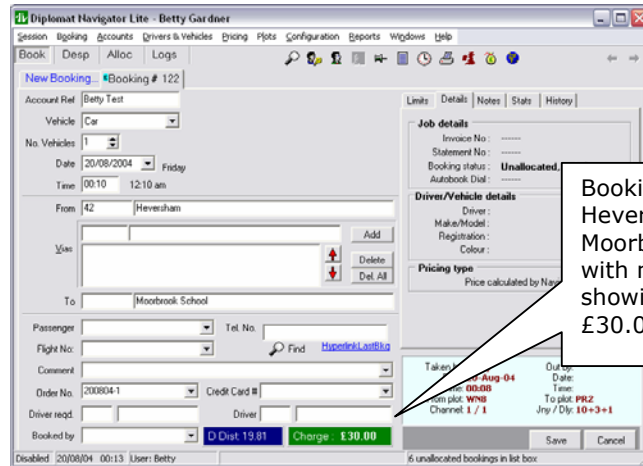
Date/Time	Job No.	Order	Vehicle Name	From	To	Charge	Waiting	Total
2008 00 10 122			Car	Herwenham	Moorbrook School	£30.00	£0.00	£30.00
2008 00 10 122			Car	Herwenham	Moorbrook School	£30.00	£0.00	£30.00
2008 00 10 122			Car	Herwenham	Moorbrook School	£30.00	£0.00	£30.00
2008 00 10 122			Car	Herwenham	Moorbrook School	£30.00	£0.00	£30.00
2008 00 10 122			Car	Herwenham	Moorbrook School	£30.00	£0.00	£30.00
2008 00 10 122			Car	Herwenham	Moorbrook School	£30.00	£0.00	£30.00

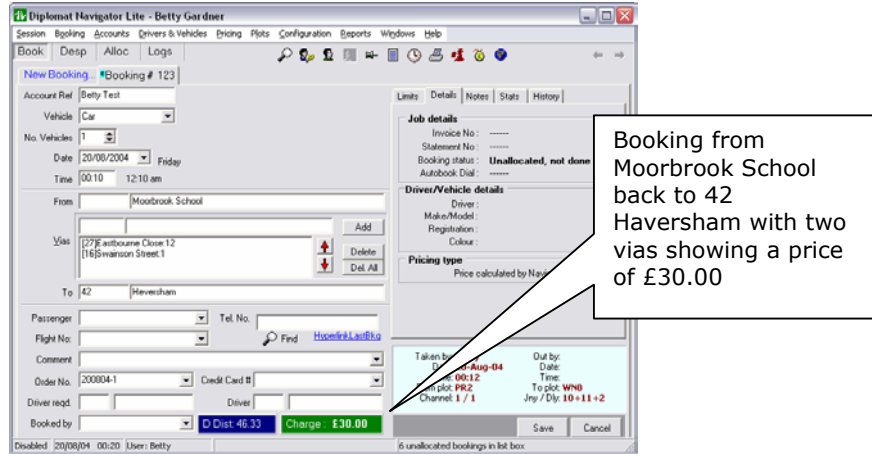
Sub total: £180.00  
VAT amount: £31.50  
Overall Total: £211.50

Terms of trading see 30 days

All six jobs have the same price regardless of the number of vias

The following screen shots of the Booking Screen show a booking to Moorbrook School with various permutations in the **Vias** field...

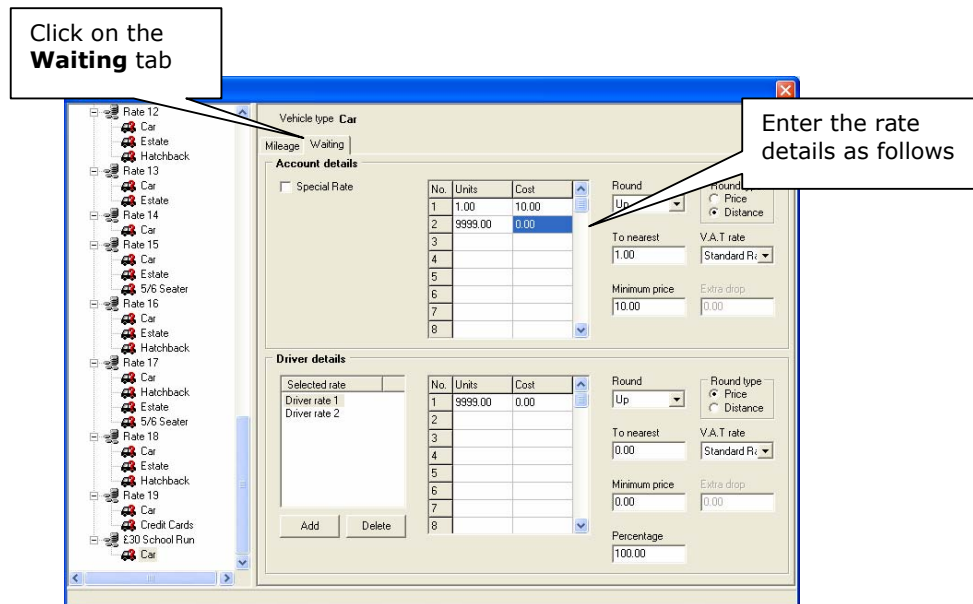




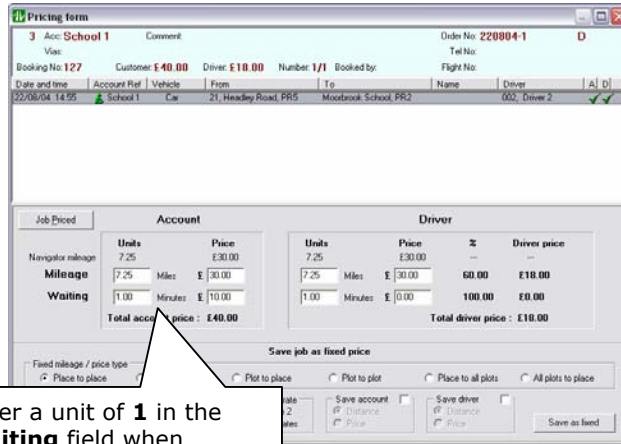
**Include a passenger assistant/escort in the price**

Including the price for a passenger assistant or escort is very simple. Most local authorities don't pay waiting time on school runs so we can utilise the Waiting Time rate for the passenger assistant price.

1. Click on the **Waiting Time** tab and then set the waiting rate as follows...



This allows the company when pricing the job to simply enter 1 unit of waiting in the account price and the resulting amount is the cost of the passenger assistant...



Enter a unit of **1** in the **Waiting** field when pricing the job and the resulting amount is the price of the passenger assistant

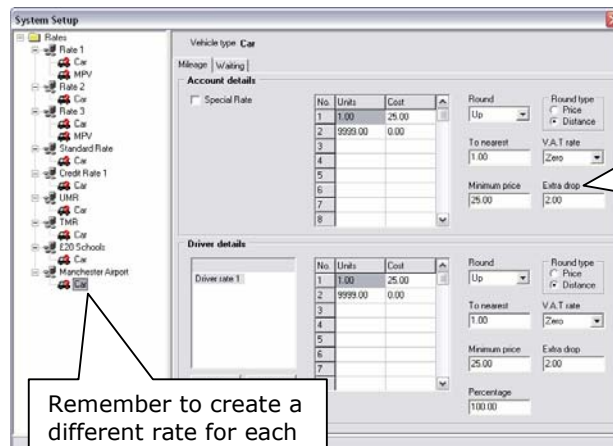
### Coping with different passenger assistant/escort prices

Some of your school runs might be the same rate but the passenger assistant/escort price might be different, for example, a £30 run to Moorbrook School might pay £10 for the escort, whilst a £30 run to Thornden School might pay £15 for the escort.

In this situation, set up a £30 rate as above with the "Waiting" unit of £5. Then whilst pricing the job for Moorbrook, set the Waiting Time unit to **2** and for Thornden set the Waiting Time unit to **3**.

### Fixed price on airport runs

Exactly the same theory can be applied to airport runs because most companies have fixed prices for these too, e.g. an airport run costs £25 with £2.00 per extra drop. The rate would be set-up like this...



Set the **Minimum Price** to £25 and the **Extra Drop** to £2.00

Remember to create a different rate for each vehicle type

Then create an account for each airport and tick the box **Treat as Cash Account**...

