Closing Routes - End of Day

Last Modified on 01/23/2023 3:45 pm EST

Pathway: Operations > Dispatch

At the end of the day, the following closing procedures should be considered. Check Drivers? - Is this just reviewing that the drivers have logged their post-trip?

Verify Routes Are Complete

Routes are considered to be complete when:

- 1. The driver has completed their post-trip log
 - After the driver has completed their post trip log the route will display green in Dispatch
 - A timestamp will display for the route in the Post Trip column
- 2. There are no stops in the Pending status column
 - Stops should be reassigned to a different route or scheduled to another day

Review Pending Stops

Review the Pending column for stops the driver was unable to get to for servicing. Select the value to display the *Services List* of all pending stops for that route. Assign pending stops to a new route if they can still be serviced that day, or reschedule the stop to another day.

Always follow your company's procedures for handling pending stops.

FROM	TO	DIVISION			LINE OF BUSINESS							
01/27/22	01/27/22	CORPUS, DAYTON, HOUST	ON	v	Commercial, Residential, Roll Off 🔹 🗸 LOAD							
Standard	Standard v 😒 Seet Roots Neet v 🕲 🚭 💭								Q ()			
ROU	rrs 🕆		TRUCK	DRIVER	PRE TRIP POST TRIP	OPTIMIZED	SCHEDULED	SERVICED	PENDING	EXCEPTIONS	DISPOSAL	
- Thursday.	Jan 27, 2022 (34 of	54 Completed)										
							1	0	0	1.(192%)	9.(0.Tom)	
G cos G			324	Pedro Hernandez			196	123.98255)	17.950	8.(455)	0.(0.Tors)	
G COE G			951	Moses Espinoza			56	56.(100%)	0	0	2.(15.39.Tot)	
O COE O O O O O O O O O O O O			952	Rudy Espinosa			71	68.(96%)	0	3.(4%)	2.(20.46 Tori)	
O COE O O O O			953	Estaban Lorenzo			66	63.(95%)	0	3 (5%)	1.(11.65 Tori)	
① cos ③	301		252	Juan Bonilla			2	9.(100%)	0	0	9.(76.75.Tori)	
O CON O O O O O	1.922		258	Oscar Ottega			5	5.(100%)	0	0	5 (19.53 Tore)	
O COE O O	1.323		250	Jerenny Walton			6	6.(100%)	0	0	6.(21.49.Tore)	
G cos	1.304		256	Elias Lugo			6	6.(100%)	0	0	4.(17.9.3m)	
G con G	1.326		757	Luis Quintero			4	4.(100%)	0	D	4.(10.8.7m)	

Review the Pending column regularly throughout the day to help keep stops balanced and reduce the chances of having to reschedule stops at the end of the day.

Review Exceptions

In the event a driver arrived at a scheduled stop but was unable to service the location, the location will be given an exception status and included in the route's total Exceptions count.

10 541204		LH	it of addition							
01/27/22 📰 01/27/22 📰 CORPUS, DA	erton, Houston	* 0	iommercial, Residential, Roll Off						-	LOAD
Standard	🔹 🙆 Select Route Sheet 🔹 🖨 🌐 😂									Q, C
noute 🕆	TRUCK	DRIVER		PRE TRIP POST TRIP	OPTIMIZED	SCHEDULED	SERVICED	PENDING	EXCEPTIONS	DISPOSAL
- Thursday Jan 27, 2022 (34 of 54 Completed))									
						1	0	0	1.(10056)	0.0 Toris)
S COR 101	324	Pedro Hernandez				198	173 (87%)	17(95)	8.(4%)	0.00 Tonsi
S COR.201	951	Moses Espinoza				56	56 (100%)	0	0	2.(15.39 Tore)
O COR 202	952	Bady Espinosa				21	68.06%)	0	3.64%)	2.(20.46 Tore)
G COR.203	253	Estaban Lorenzo				65	63 (25%)	0	2(55)	1.(11.65.Tert)
③ CON.301	739	Aart Bonilla				2	9 (100%)	0	0	9.(75.75.Tori)
G COR.302	258	Oscar Ortega				5	5.(10036)	0	0	5 (19.53 Tere)
G COR.323	250	Jarverry Walkar				6	6(100%)	0	0	6.(21.49.Tore)
G COIL304	756	this.Lugo				5	6(100%)	0	0	4 (17.9.3at)
G COR.305	757	Luis Quintero				4	4.(100%)	0	0	4(10.8.3m)

Reviewing Exceptions For a Route:

3133 SEGEND 51 31 3143 SEGEND 51 31 MODE 0533 555-52.34 SCHD MODE 0533 555-52.34 SCHD MERICIPS 700 LILI 5553 SSHD MERICIPS 700 LILI 5553 SSHD MERICIPS Charges Lab 7ests Attach 0 10.005.01 Charges LOB 7ests Attach 0 10.005.02 Charges LOB 7ests J JABER NOTTS J J J	SEQ 🕇	Select Print Format ORDER NOTE Click within row	LOCAT		i 🔹 🛛 🖉 EDIT	WO#	RINT COMPLETED	Search	Q	0	? 8
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T SERVICE ALCOR TS SERVICE AL	Double o		333230 Storage		IEDULED DATE T			SERVICE TYPE	QTY	EQUIPMENT	рното
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NI 0333 55-324 5040 SSS 70C LIL 0533 55-2224 0027 With Control Lin Fest Water NUMER DITENAL ID C HE IN OTES Section J HE IN OTES Section S	ORK ORDER QTY 3124156 1 2	SERVICE CODE EQUIPN 2 Yard Trash Service 2YD		ORDER TYPE M Scheduled Service	MATERIAL 22 MSW	3120952	Scheduled Service NOT SERVICED Bin Blocked Jan	FL_SERVICE	1	8 Yard FL	
NACH CALLER AND A	ED. DATE	ROUTE	SEQUENCE	ACTUAL QTY							
	27/22 Thursday	COR 203	V O O	\$ 0.00							
	Serviced	÷			~						
PLETION/EXCEPTION NOTES		Customer Signature (No)	Robert Lorenzo								
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					OSE						
					.OJL						

- 1. Select the value from the route's Exceptions column to display the Services List. Only locations with an exceptions status for a route populate in the list.
- 2. Double click anywhere within the row of a location to open the location's work order.
- 3. Review the Details tab in the work order for driver added information regarding why the stop was unable to be serviced and any pictures the driver has attached.
 - Pictures can also be reviewed from the Services List
- 4. Follow your company's policy on the process and handling of exceptions.