

# Assign Trucks and Drivers

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Pathway: [Operations > Dispatch](#)

When the Dispatch screen displays, routes **without** a designated driver display at the top of the list. This screen allows for the editing of truck and driver assignments; however, truck/driver re-assignment changes should NEVER be made once a driver has started their route.



If a driver started a route but cannot complete it, reassign the service records to a different route. Avoid assigning a new truck and driver to a route that is already underway.

## Permissions

The following permissions are required to assign trucks, drivers and helpers to a route.

Permission ID	Permission Name
88	Dispatch

The screenshot shows the Dispatch screen with a route list and an 'EDIT ROUTE RECORD' pop-up window. The route list has columns for ROUTE, TRUCK, DRIVER, PRE TRIP, POST TRIP, OPTIMIZED, SCHEDULED, SERVICED, PENDING, DO NOT SERVICE, EXCEPTIONS, and DISPOSAL. The 'EDIT ROUTE RECORD' pop-up window has fields for TRUCK, DRIVER, HELPER 1, HELPER 2, SCHEDULED START TIME, EXPECTED END TIME, STATUS, DEFAULT DISPOSAL LOCATION, TRANSPORTER, START YARD, and END YARD. A red box highlights the TRUCK, DRIVER, HELPER 1, and HELPER 2 fields. A red arrow points to the 'Double Click' text in the route list.

## Add and Update Truck, Driver and Helper Assignments

1. Load the Dispatch screen using the available filters.
  - By default, the Dispatch tool displays in the **Standard** grid view. For purposes of assigning and reassigning trucks and drivers, continue to use this view.
2. Double-click **within the row of a route** (not the route name/ID) to display the **Edit Route Record** pop up.
  - Note: *Clicking on the route Name/ID will display a calendar.*
3. To assign or change the truck assignment, select a **Truck** from the drop down list. If the truck should be the default truck for the route, select the "Set as Default" check box.
4. To assign or change a driver assignment, select a **Driver** from the drop down list. If the driver should be the

default driver for the route, select the "Set as Default" check box.

5. To assign or change a helper assignment, select a **Helper** from the drop down list. If the helper should be the default driver for the route, select the "Set as Default" check box.
  6. Select **Save** and continue for each route until all routes are assigned a truck and driver.
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