


Route Setup

Last Modified on 08/20/2025 6:55 am PDT

Pathway: Setup > Operations > Route

Route Setup establishes the routes used for servicing sites. Active routes display in Dispatch and Active Dispatch once a service record has been assigned.

ROUTE SETUP						
	DIVISION	All		LOB	All	
NAME ↑	DIVISION	LOB	DEFAULT TRUCK	DEFAULT DRIVER	DEFAULT HELPER 1	DEFAULT DISPOSALLOCATION
ALVARO	CORPUS	Roll Off	Alvaro	Dave Pike		
COR 101	CORPUS	Residential	324	Pedro Hernandez		
COR 102	CORPUS	Residential				
COR 102	CORPUS	Residential				
COR 201	CORPUS	Commercial	951	Michael Shannon		
COR 202	CORPUS	Commercial		Rudy Espinosa		
COR 203	CORPUS	Commercial	953	Marco Hurtado		
COR 203R	CORPUS	Commercial	953	Marco Hurtado		
COR 204	CORPUS	Commercial				
COR 205	CORPUS	Commercial		Elias Lugo		
COR 301	CORPUS	Commercial		Juan Bonilla		
COR 302	CORPUS	Roll Off	759	Oscar Ortega		
COR 303	CORPUS	Roll Off	750	Jeremy Walker		

Permissions

The following permissions are required to use the Route Setup screen:

Permission ID	Permission Name
24	Setup \ Operations

Route Setup Filters

Use the filtering options displayed at the top of the screen to limit the routes that display.

Filter	Description
Division	Filters to display only the routes assigned to the Division selected.
LOB	Filters to display only the routes assigned to the Line of Business selected.

Add Route

Add Route is used to create new routes for assigning and servicing sites from. To edit an existing route, double click on the route record you would like to edit and the Edit Route screen will display.

ROUTE SETUP

+

DIVISION

All

LOB

All

NAME

DIVISION

LOB

DEFAULT TRUCK

DEFAULT DRIVER

DEFAULT HELPER 1

DEFAULT DISPOSALLOCATION

DEFAULT TRA

ALVARO

COR 101

COR 102

COR 102

COR 201

COR 202

COR 203

COR 203R

COR 204

COR 205

COR 301

COR 302

COR 303

COR 304

COR 305

COR 306

COR 307

COR 308

COR 401

COR 402

COR DUMPSTER D...

COR RS CARTS DEL...

COR TEMP HOLDING

COR-RMW-1

DAY 101

DAY 101

DAY 102

ADD ROUTE

NAME

ACTIVE

Yes

DEFAULT DESCRIPTION

LINE OF BUSINESS

DIVISION

DEFAULT DISPOSAL LOCATION

EXTERNAL ID

DEFAULT TRANSPORTER

DEFAULT TRUCK

SUPERVISOR

DEFAULT DRIVER

HOLIDAY SCHEDULE

DEFAULT HELPER 1

EXCLUDE HEALTH SCORE

No

DEFAULT HELPER 2

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

MAP AREA

START YARD

END YARD

START TIME

MAXIMUM HOURS

DEFAULT DESCRIPTION

DEFAULT TRUCK

DEFAULT DRIVER

SAVE

Add Route Field Descriptions

Fields	Descriptions
Name <i>Required</i>	The name of the route.
Default Description	Option to add a customized label that will display in parenthesis after the route name in dispatch.
Division <i>Required</i>	The Division the route is assigned to. Routes can only be assigned to sites in the same division.
External ID	The external identification number used for mapping and importing a route.
Default Truck	Option to assign a specific truck to route. Default truck assignments display in Dispatch where they can be edited as needed. For more details on trucks, see Truck Setup . Note: A selection from Division and Line of Business are required for trucks to display in the selection drop down.
Default Driver	Option to assign a specific driver to a route. Default driver assignments display in Dispatch where they can be edited as needed.
Default Helper 1 and 2	Option to assign a helper or assistant to the route. Default helper assignments display in Dispatch where they can be edited as needed.
Active	Indicates if the route is active or inactive. Inactive routes do not display in the Route drop down field in <i>Add/Edit Service Record</i> .

Primary Line Of Business <i>Required</i>	The Line of Business the route is assigned and allows for filtering on the Dispatch screen and in reports.
Default Disposal Location	Option to assign a default disposal location to a route. A selection here populates the Destination / Origin field on the <i>Add Route Disposal</i> screen in Dispatch (Disposal column). For more details on disposal locations, see Facility Setup .
Default Transporter	Option to assign a default transporter to identify the company that will be picking up and transporting the waste. <i>*Applies to regulated waste.</i>
Supervisor	Indicates who will manage the route and any task assignments that come back from the driver.
Holiday Schedule	The Holiday Schedule the route will follow. Helps prevent dispatch operators from scheduling the route on a day that is an observed holiday.
Exclude Health Score	
Weekday Tabs	
Start Yard	The Yard the truck will be leaving from to begin the route for that day. Additional setup is required in <i>Setup > Operations > Yard</i> .
End Yard	The Yard the truck will return to after the route is complete for that day. Additional setup is required in <i>Setup > Operations > Yard</i> .
Start Time	Indicates the time the route will start on that specific day.
Maximum Hours	Indicates the maximum amount of time to service the route and establishes a time frame using the time entered in Start Time.
Default Description	Option to add a default description specific to a day of the week. When a description is added, it will display in parenthesis behind the route name in Dispatch.
Default Truck	Option to assign a default truck to a route for a specific day of the week.
Default Driver	Option to assign a default driver to a route for a specific day of the week.

Add Route

1. Select the **green +** to open the Add Route tool.
2. Complete the following required fields:
 - Enter the **Name** for the Route.
 - Select the **Division** the Route is assigned to.
 - Set the **Line Of Business** for this Route.
3. Complete additional fields based on your company's setup requirements.
4. Click **Save** when finished.

Add/Remove Line of Business

In certain cases, trucks may be equipped to handle multiple lines of business on the same route (for example, a shredding truck servicing sharps). When this occurs, additional lines of business can be assigned from the **Add/Remove Line of Business** tab. To add one, select a route from the upper grid to display the tab in the lower grid, then use the toggle buttons to add or remove lines of business as needed.

ROUTE SETUP

SETUP > OPERATIONS > ROUTE

DIVISION

All

LOB

All

Search

NAME

DIVISION

LOB

DEFAULT TRUCK

DEFAULT DRIVER

DEFAULT HELPER 1

DEFAULT DISPOSALLOCATION

DEFAULT TRANSPORTER

SUPERVISOR

ACTIVE

DAY 204

DAYTON

Commercial

Michael Thomps...

Yes

DAY 205

DAYTON

Commercial

Michael Thomps...

Yes

DAY 301

DAYTON

Roll Off

771

George Jones

Dave Roberts

Yes

DAY 302

DAYTON

Roll Off

James Hort...

Julio Esqueda

Dave Roberts

Yes

DAY 303

DAYTON

Roll Off

770

Matt Barnett

Dave Roberts

Yes

DAY 304

DAYTON

Roll Off

Test2 Dispat...

Dave Roberts

Yes

DAY 305

DAYTON

Roll Off

CEFE LF

QA Transporter

Michael Thomps...

Yes

DAY 401

DAYTON

Residential

3R2

Marcus Pete

Michael Thmnns

Yes

Add/Remove Line of Business

ID

LINE OF BUSINESS NAME

DOCDEST

Document Destruction

FEL

Commercial

HAZ

Hazardous Material

INACTIVE

INACTIVE LOB

LF

Landfill

MEDICAL

Medical Waste

MISC

Miscellaneous

RESI

Residential

RO

Roll Off

SCALE

Scale

UO

Used Oil Collection