

Truck and Worker Calendars

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Pathway: [Operations](#) > [Dispatch](#) > [Select Truck/Select Driver](#)

Truck Calendar

The Truck calendar presents truck-specific engine and route details. To enter truck and worker information for a particular day, simply right-click on the desired day and select from the options.

The screenshot displays the 'DISPATCH' interface. At the top, there are filters for 'FROM' (07/07/23), 'TO' (07/07/23), 'DIVISION' (CORPUS, DAYTON, HEARNE, HILLSBORO, HOUSTON, QAWASTE), and 'LINE OF BUSINESS' (Commercial). Below these are dropdown menus for 'Transport' and 'Select Route Sheet'. A table lists trucks with columns for ROUTE, TRUCK, DRIVER, DESTINATION, and TRANSPORTER. A list of trucks is shown, including COR 201-206 and HOU 201-206. A calendar for 'TRUCK: 953' is overlaid, showing a grid for July 2023. The calendar cells contain route information, such as 'Route: COR 203' and 'Start Engine Hours: 1010'. A red arrow points from the 'COR 203' entry in the truck list to the corresponding date in the calendar.

Record Engine Hours

To record a truck's engine hours at the start and end of each day, right-click on the corresponding day in the Truck calendar and choose the 'Record Engine Hours' option. In the event of a manual entry mistype, the Truck calendar will always default to display the smaller number as Engine Start and larger number as Engine End.

TRUCK: 951

July, 2023

SUN	MON	TUE	WED	THU	FRI
Jun 25	Jun 26 Route: COR 201	Jun 27 Route: COR 201	Jun 28	Jun 29 Route: COR 201	Jun 30 Route: COR 201
Jul 2 Route: COR 201	Jul 3 Route: COR 201	Jul 4			Jul 7
Jul 9 Route: COR 201	Jul 10 Route: COR 201	Jul 11 Route: COR 201			Jul 14
Jul 16 Route: COR 201	Jul 17 Route: COR 201	Jul 18			Jul 21

RECORD ENGINE HOURS FOR 951

DATE: 07/10/23

Start of Day End of Day

ENGINE HOURS:

NOTE:

SAVE

Add Availability Exception

Record Engine Hours

Record Worker Availability Exception

The Worker Availability Exception feature is used to record exceptions for workers, assigned to the same route as the truck, who are unable to work for reasons such as an illness.

TRUCK: 951

July, 2023

SUN	MON	TUE	WED	THU	FRI
Jun 25	Jun 26 Route: COR 201	Jun 27 Route: COR 201	Jun 28	Jun 29 Route: COR 201	Jun 30 Route: COR 201
Jul 2 Route: COR 201	Jul 3 Route: COR 201	Jul 4			Jul 7
Jul 9 Route: COR 201	Jul 10 Route: COR 201	Jul 11 Route: COR 201			Jul 14
Jul 16 Route: COR 201	Jul 17 Route: COR 201	Jul 18 Route: COR 201	Jul 19 Route: COR 201	Jul 20 Route: COR 201	Jul 21 Route: COR 201

ADD WORKER AVAILABILITY EXCEPTION

WORKER: 1143

TYPE:

START DATE: 07/10/2023

END DATE: 07/10/2023

NOTE:

SAVE

Add Availability Exception

Record Engine Hours

Field	Description
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Worker	Displays the list of workers (driver and helpers) assigned to the route. Select the worker the availability exception applies to from the drop down.
Type	Displays the available exception types. The type selected will display in parenthesis after the worker's name anywhere the worker's name displays in Operations.
Start Date	The date the worker's exception begins.
End Date	The date the worker's exception ends.
Note	Note that can be added to a worker's exception such as: "Driver tested positive for Covid, 5 day sick leave required." Only displays when the exception is opened.

Worker Calendar

The Worker Calendar displays the route assignments for a selected worker. To open the Worker Calendar, select the worker's name from the Dispatch screen - only workers assigned to a route are available for selection. To view a worker's availability schedule outside of the Dispatch screen, open [Worker Availability and Capability in Operations > Resource Scheduling](#).

The image shows two screenshots. The top screenshot is the 'DISPATCH' screen, which lists routes with columns for ROUTE, TRUCK, DRIVER, DESTINATION, and TRANSPORTER. A red arrow points from the 'Example Driver - Driver' entry in the Dispatch screen to the Worker Calendar. The bottom screenshot is the 'WORKER: EXAMPLE DRIVER - DRIVER' calendar, showing a grid of dates from June 25 to July 22, 2023. The calendar displays route assignments for 'COR 201 - Driver' highlighted in blue.

Screen Descriptions

The Worker Calendar displays a worker's schedule in the following ways:

- **Route Assigned:** Route displays highlighted in blue with the worker's role displayed.
- **Availability Exception Recorded:** Day is highlighted in red and the exception type is displayed.
- **Unavailable Days:** Days the worker is unavailable for scheduling display gray.

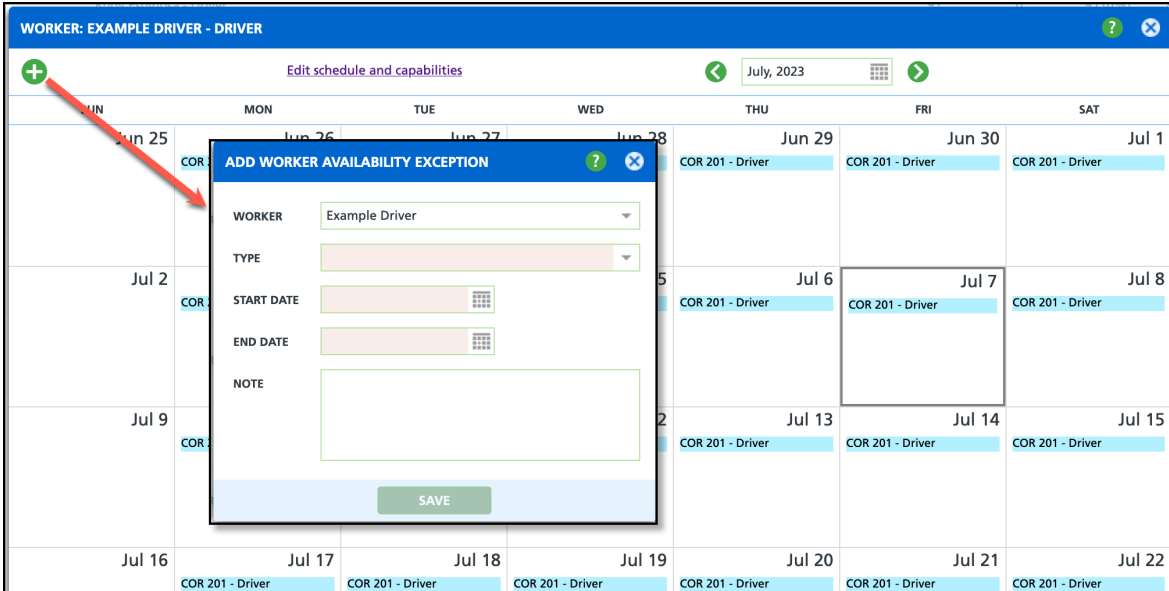
Add Worker Availability Exception

The Worker Availability Exception feature records the reason a worker is unavailable to work their route on a day they are assigned. This feature is particularly useful for reasons such as illness. Applying an exception will cause the

worker's name to appear in red in the Dispatch view, accompanied by the corresponding exception type.



If an exception is applied to a worker, they will continue to stay assigned to the route until an authorized user has removed them and assigned a new worker to take their place.



Field	Description
Worker	Displays a list of workers including the driver assigned to the route. Select the worker the availability exception applies to from the drop down list.
Type	Displays the available exception types and displays alongside the worker's name when assigning routes.
Start Date	The date the worker's exception begins.
End Date	The date the worker's exception ends.
Note	Note that can be added to a worker's exception such as: "Driver tested positive for Covid, 5 day sick leave required."

Edit Schedule and Capabilities

The Edit Schedule and Capabilities feature links users to the 'Worker Availability and Capability' screen, where they can view, edit, and add a worker's availability schedule. Review the [Worker Availability and Capability \(Resource Scheduling\)](#) article for more information about the screen's use and functionality.

WORKER: EXAMPLE DRIVER - DRIVER

Edit schedule and capabilities

July, 2023

SUN	MON	TUE	WED	THU	FRI	SAT
Jun 25	Jun 26	Jun 27	Jun 28	Jun 29	Jun 30	Jul 1
	COR 201 - Driver	COR 201 - Driver	COR 201 - Driver	COR 201 - Driver	COR 201 - Driver	COR 201 - Driver

WORKER AVAILABILITY AND CAPABILITY

DIVISION: All DEPARTMENT: All

Search

NAME ↑	CAPABILITIES	TYPE	EFFECTIVE DATE	END DATE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Example D... Driver	Commercial...	Weekly	01/01/2022		6:00 am - 6:00 pm 12 hours	12:51 am - 8:51 pm 20 hours	1:37 am - 7:37 pm 18 hours	12:31 am - 6:31 pm 18 hours	1:07 am - 5:07 pm 16 hours	12:19 am - 11:19 pm 23 hours	3:14 am - 12:14 pm 9 hours
Example D... Driver	Residential...	Weekly	01/01/2022			3:24 am - 7:24 pm 16 hours	3:18 am - 5:18 pm 14 hours	3:28 am - 6:28 pm 15 hours	3:25 am - 6:25 pm 15 hours	3:28 am - 5:28 pm 14 hours	3:42 am - 4:42 pm 13 hours
Example D... Admin-NS	Commercial...	Weekly	12/06/2022			5:00 am - 1:00 pm 8 hours	5:00 am - 1:00 pm 8 hours	5:00 am - 1:00 pm 8 hours			
Example D... Operations...	Commercial...	Weekly	01/01/2022		6:00 am - 6:00 pm 12 hours	9:00 am - 6:00 pm 9 hours	9:00 am - 6:00 pm 9 hours	9:00 am - 6:00 pm 9 hours	9:00 am - 6:00 pm 9 hours		7:15 am - 7:15 pm 12 hours
Example D... Driver	Residential	Weekly	01/01/2022		6:00 am - 6:00 pm 12 hours		4:52 am - 8:52 pm 16 hours	5:03 am - 8:03 pm 15 hours	5:00 am - 5:00 pm 12 hours	5:47 am - 8:47 pm 15 hours	
Example D... Driver	Residential...	Weekly	01/01/2022			6:01 am - 5:01 pm 11 hours	6:25 am - 3:25 pm 9 hours	5:34 am - 2:34 pm 9 hours	6:16 am - 6:16 pm 12 hours	6:05 am - 1:05 pm 7 hours	6:54 am - 5:54 pm 11 hours
Example D... Driver	Commercial...	Weekly	01/01/2022			6:08 am - 6:08 pm 12 hours	6:08 am - 4:08 pm 10 hours	6:07 am - 5:07 pm 11 hours	6:00 am - 6:00 pm 12 hours	6:09 am - 6:09 pm 12 hours	6:00 am - 4:00 pm 10 hours

Related Articles

[Worker Availability and Capability \(Resource Scheduling\)](#)
[Resource Calendar](#)