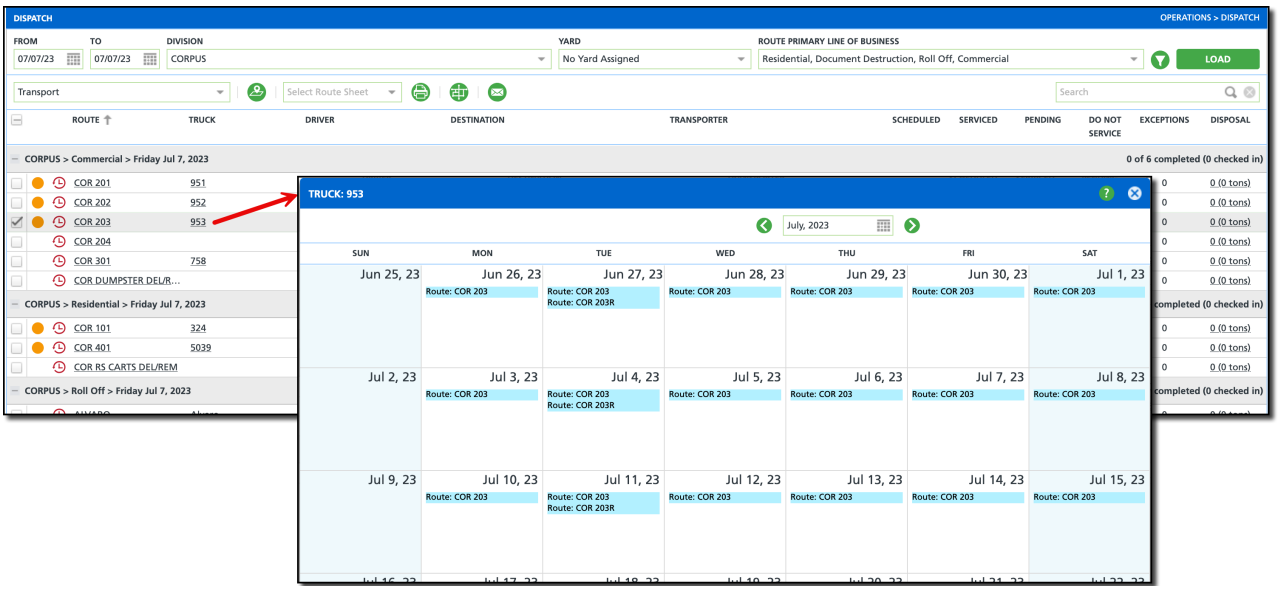
Truck and Worker Calendars

Last Modified on 06/30/2026 10:18 am PDT

Pathway: *Operations > Dispatch > Select Truck/Select Driver*

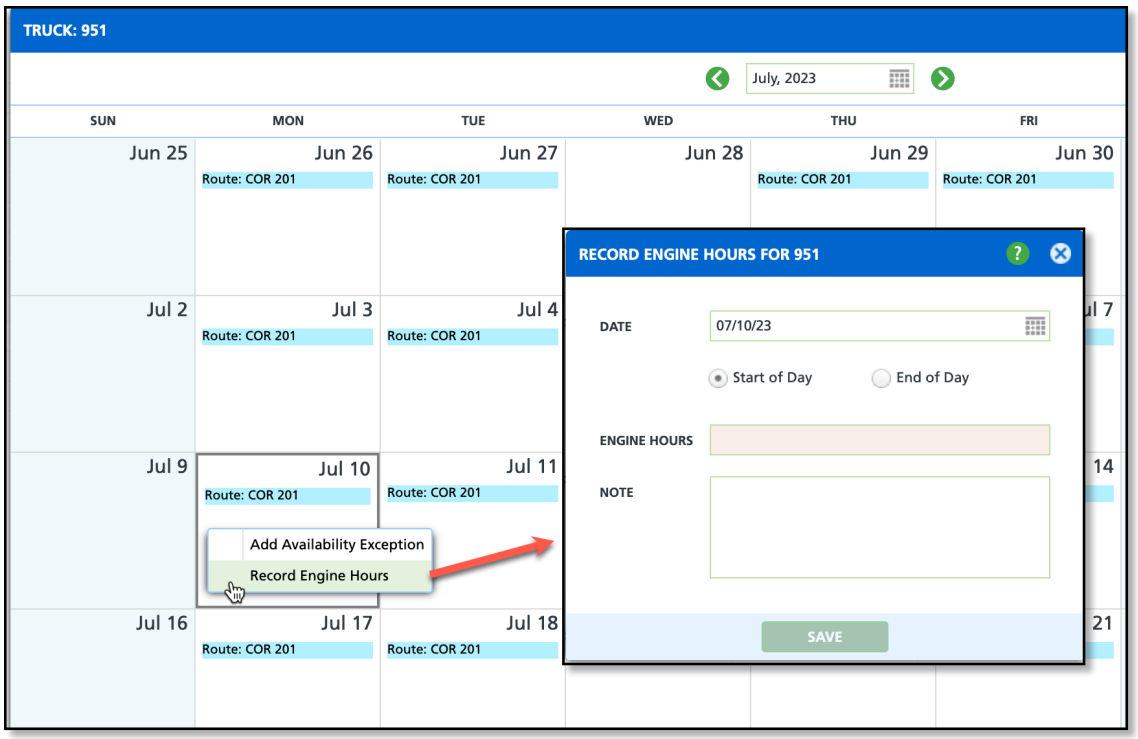
Truck Calendar

The Truck calendar can be accessed via the Dispatch screen and provides visibility into truck-specific engine and route details. Upon selection of a truck from the Dispatch screen, the calendar will display. Right-click within a day on the calendar to display the following options: Add Availability Exception and Record Engine Hours.



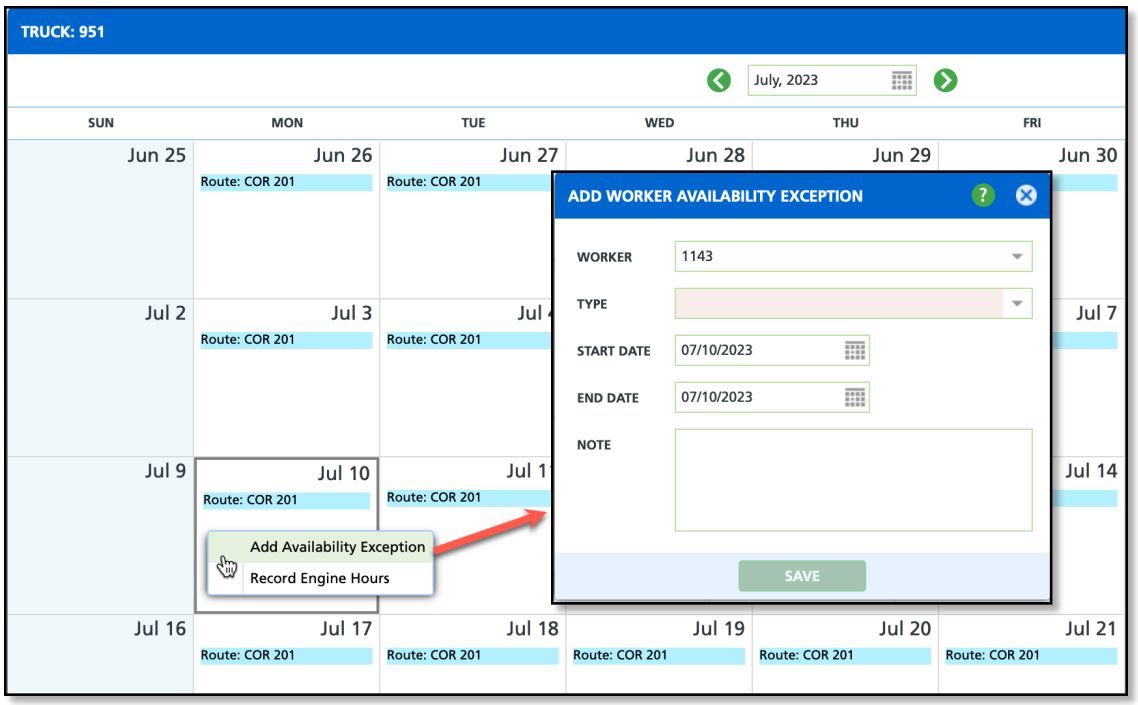
Record Engine Hours

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.



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.

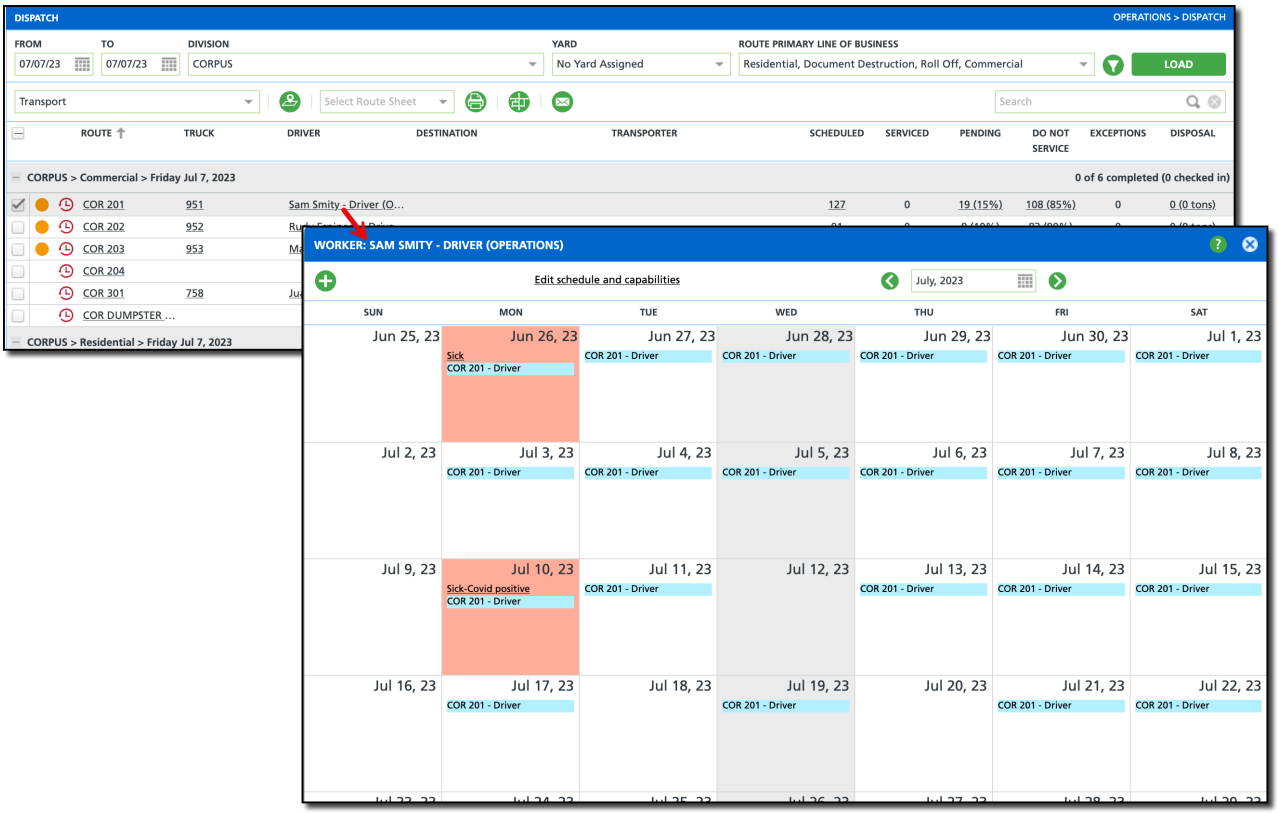


Field	Description
Worker	The list of workers (driver and helpers) assigned to the route. Select the worker the availability exception applies to from the drop down.

Type	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*.



Screen Descriptions

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

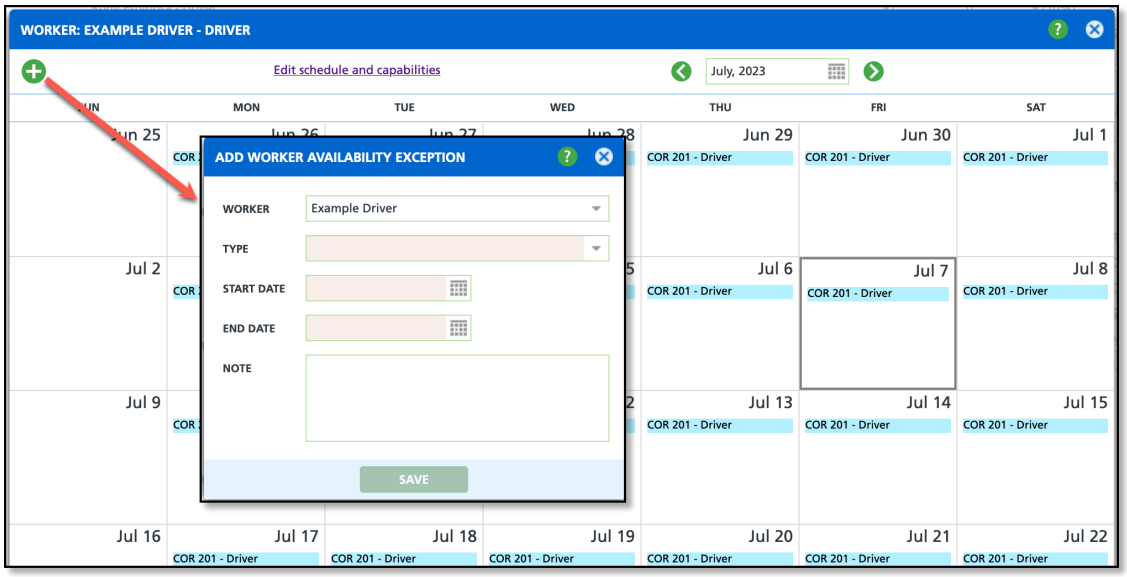
- **Route Assigned:** Route displays highlighted in blue with the worker's role displayed.
- **Availability Exception Recorded:** Day is highlighted in red and the exception type is displayed.
- **Unavailable Days:** Days the worker is unavailable for scheduling display gray.

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.

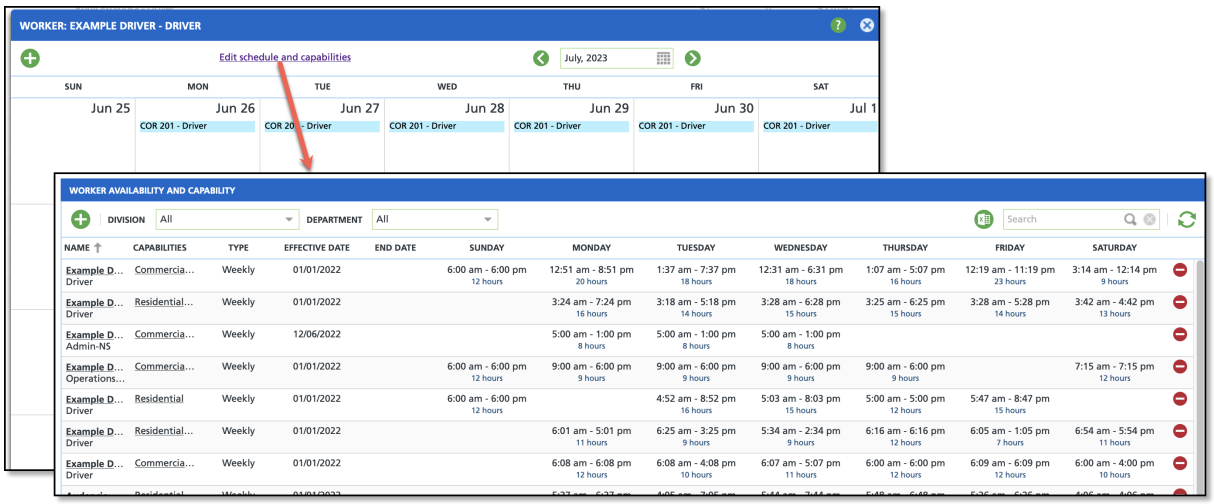
> If an exception is applied to a worker, they will continue to stay assigned to the route until an authorized user has removed them and assigned a new worker to take their place.



Field	Description
Worker	The list of workers including the driver assigned to the route. Select the worker the availability exception applies to from the drop down list.
Type	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.



Related Articles

Worker Availability and Capability (Resource Scheduling)

Resource Calendar