

Scheduling Driver Shifts

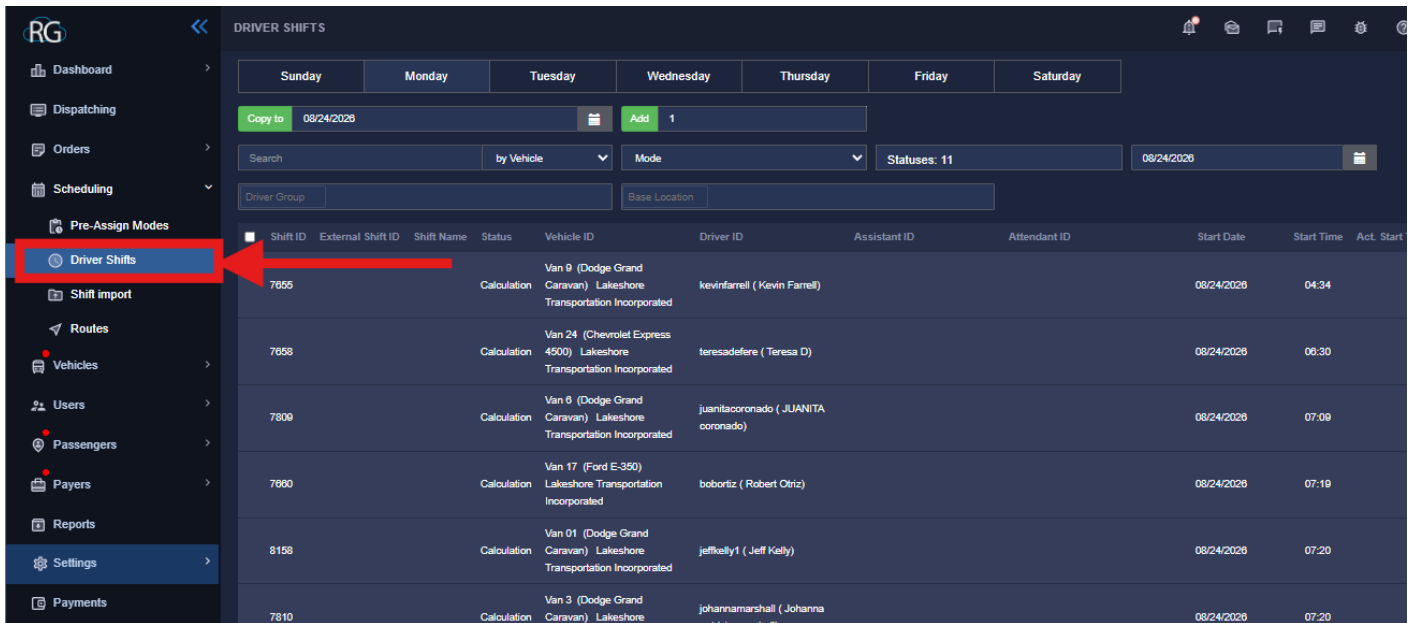
In this book we will go over how driver shifts work in RouteGenie and how we choose to do it at lakeshore

- [Driver Shifts Interface](#)

Driver Shifts Interface

Driver Shifts Interface

Lets start out by navigating to the Driver Shifts Interface, it is located on the left side navigation bar as shown below.



The screenshot shows the 'DRIVER SHIFTS' interface. On the left is a sidebar with navigation options: Dashboard, Dispatching, Orders, Scheduling, Pre-Assign Modes (highlighted), Driver Shifts (highlighted with a red box and arrow), Shift import, Routes, Vehicles, Users, Passengers, Payers, Reports, Settings, and Payments. The main area displays a table of shifts for the date 08/24/2026. The table has columns for Shift ID, External Shift ID, Shift Name, Status, Vehicle ID, Driver ID, Assistant ID, Attendant ID, Start Date, Start Time, and Act. Start. The table contains 6 rows of shift data.

Shift ID	External Shift ID	Shift Name	Status	Vehicle ID	Driver ID	Assistant ID	Attendant ID	Start Date	Start Time	Act. Start
7655		Calculation		Van 9 (Dodge Grand Caravan) Lakeshore Transportation Incorporated	kevinfarrell (Kevin Farrell)			08/24/2026	04:34	
7658		Calculation		Van 24 (Chevrolet Express 4500) Lakeshore Transportation Incorporated	teresadefere (Teresa D)			08/24/2026	06:30	
7809		Calculation		Van 6 (Dodge Grand Caravan) Lakeshore Transportation Incorporated	juanita coronado (JUANITA coronado)			08/24/2026	07:09	
7680		Calculation		Van 17 (Ford E-350) Lakeshore Transportation Incorporated	bobortiz (Robert Ortiz)			08/24/2026	07:19	
8158		Calculation		Van 01 (Dodge Grand Caravan) Lakeshore Transportation Incorporated	jeffkelly1 (Jeff Kelly)			08/24/2026	07:20	
7810		Calculation		Van 3 (Dodge Grand Caravan) Lakeshore Transportation Incorporated	johannamarshall (Johanna maria-morales)			08/24/2026	07:20	

This interface is a little bit deceiving because while you can set your driver shifts here as well as their vehicles it is not the way you want to do it. Think of this interface as a place to manage your driver shifts once they have been set in a pre assign.

In fact setting driver shifts ahead of schedule on this interface will cause problems when we apply the templates, for the templates to be applied best they must start from a blank day with no drivers or vehicles assigned.

Editing Driver Shifts and Vehicles

The best use of this interface is to simply edit the schedule, drivers, and vehicles. You will notice as you assign drivers and vehicles in a pre-assign a driver schedule will automatically be built for you here in the driver shifts interface and you can come here and make edits and changes even on the day of.

Changing Vehicles and Drivers

One of the easiest ways to change a vehicle or driver, especially if it is the day of the schedule, is to just pop in here and do it.

Changing Vehicle

Keep in mind to do it this way the vehicle you want must be unassigned

To change out a Vehicle simply go to the driver shifts interface, make sure you are on the correct day and then simply click on the green magnifying glass shown below in the red square.

You can then start typing in the vehicle you would like to swap for, keep in mind you must select it from the pop up list for the change to occur, simply typing the name will not work.

DRIVER SHIFTS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Copy to	08/28/2028			Add	1				
Search	by Vehicle			Mode	Statuses: 11				
Driver Group			Base Location						
☐ Shift ID	External Shift ID	Shift Name	Status	Vehicle ID	Driver ID	Assistant ID	Attendant ID	Start Date	Start Time
7683		Pre-Assigned	V 19 (Dodge Grand Caravan) Lakeshore Transportation Incorporated	Lakeshore	kevinfarrell (Kevin Farrell)			08/28/2028	04:34
7689		Pre-Assigned</							

Changing Driver

Keep in mind that if trips are assigned to a driver swapping them around may result in trips becoming unassigned

This is extremely similar, your simply just going to select the green magnifying glass next to the driver name instead (shown below).

All other steps are exactly the same. It is important to note that trips will not move around with the driver and this is best done with drivers who are unassigned already.

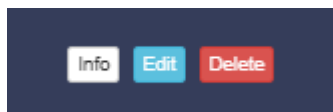
As you become more and more experienced you will discover little tricks when it comes to moving around drivers vehicles and their trips but these tricks or best taken advantage of in other interfaces like the dispatching screen and pre assign mode, while they can be effective in the Driver Shift interface it is much much more finicky and it should really only be used for scheduling and not shortcuts to re assign trips.

If you dont know what I mean by shortcuts yet, dont worry, you will discover it in time

DRIVER SHIFTS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Copy to 08/28/2028			Add 1						
Search	by Vehicle	Mode	Statutes: 11	08/28/2028					
Driver Group		Base Location							
Shift ID	External Shift ID	Shift Name	Status	Vehicle ID	Driver ID	Assistant ID	Attendant ID	Start Date	Start Time
7683		Pre-Assigned	Van 10 (Dodge Grand Caravan) Lakeshore Transportation Incorporated	Kevin Farrell (Kevin Farrell)				08/28/2028	04:34
7689		Pre-Assigned	Van 01 (Dodge Grand Caravan) Lakeshore Transportation Incorporated	Daryl J Jaeger (Daryl J Jaeger)				08/28/2028	05:15

Managing a Driver Shift



The buttons show above are found on the far right of the the driver shift entry and will allow you to gather information and manage a driver shift.

Wednesday	Thursday	Friday	Saturday								
1											
Mode	Statutes: 11	08/28/2028									
Location			Export schedule								
Assistant ID	Attendant ID	Start Date	Start Time	Act. Start Time	End Date	End Time	Act. End Time	Auto assign	Auto unassign	WC/XL WC	Actions
(Kevin Farrell)		08/28/2028	04:34		08/28/2028	17:01		No	No	0/0	Info Edit Delete
(Daryl J		08/28/2028	05:15		08/28/2028	19:00		No	No	0/0	Info Edit Delete
(Jason Flores)		08/28/2028	06:00		08/28/2028	20:49		No	No	0/0	Info Edit Delete

Info

Will open up an extended view of the driver shift allowing you to see historical information, assigned orders, shift information, etc.

Edit

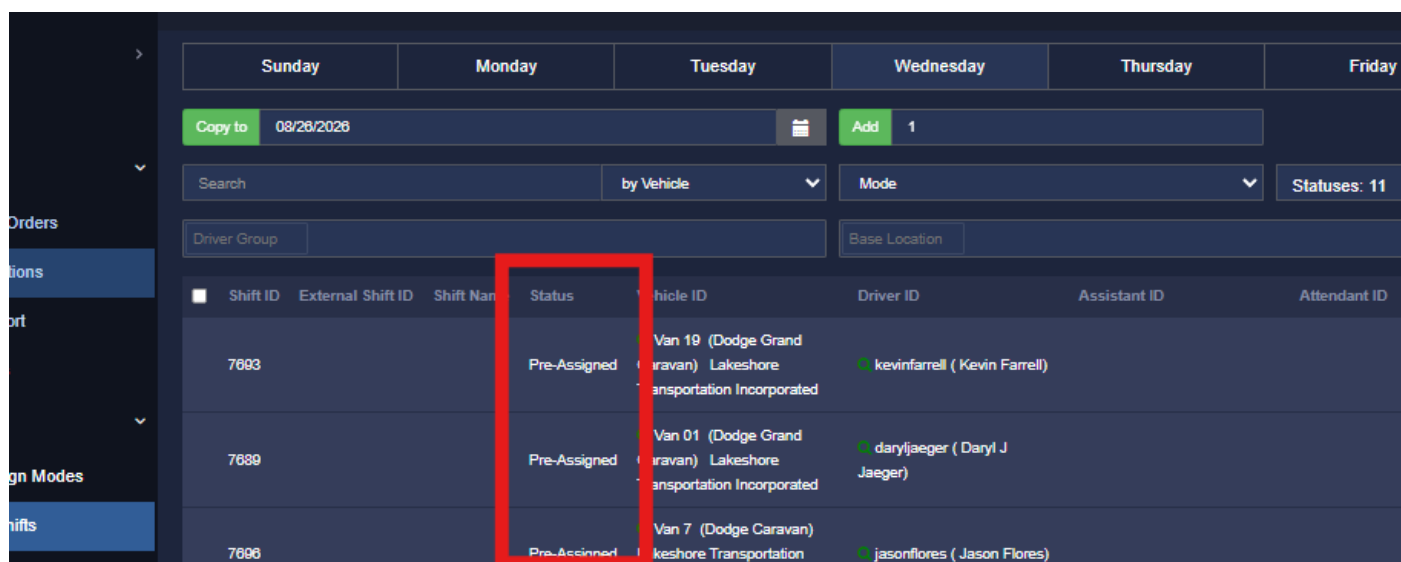
Clicking on Edit will open up the driver shift to changes, once clicked you will see all fields that are available for change become indicated as so on the left. What is available for change will often depend on where the pre assign is in its process. A green save button will also appear amongst the buttons, if you make any changes you must remember to select it.

Delete

It is what it says. Delete the shift. This can really come in handy when duplicate shifts are accidentally created which surprisingly happens much more than you would think.

Driver Shift Status

Another important thing to understand about this interface is the status, while it is pretty straightforward its important to know what it means.



Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Copy to		08/28/2026		Add		1			
Search			by Vehicle		Mode		Statuses: 11		
Driver Group					Base Location				
Shift ID	External Shift ID	Shift Name	Status	Vehicle ID	Driver ID	Assistant ID	Attendant ID		
7683			Pre-Assigned	Van 19 (Dodge Grand Caravan) Lakeshore Transportation Incorporated	kevinfarrell (Kevin Farrell)				
7689			Pre-Assigned	Van 01 (Dodge Grand Caravan) Lakeshore Transportation Incorporated	daryljaeger (Daryl J Jaeger)				
7696			Pre-Assigned	Van 7 (Dodge Caravan) Lakeshore Transportation	jasonflores (Jason Flores)				

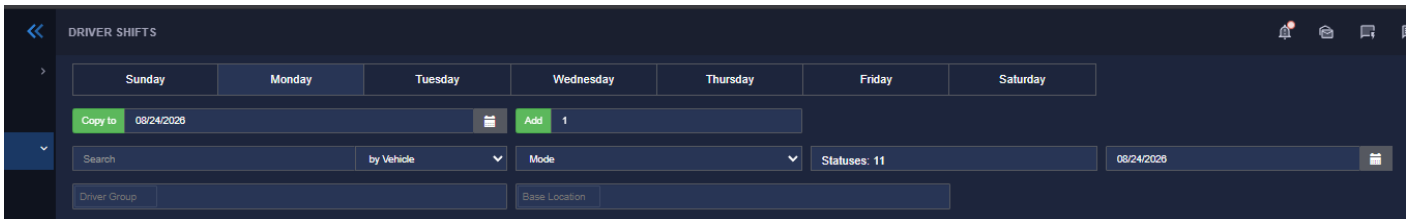
The two main ones you will see here are Pre-Assigned and In Calculation.

Pre-Assigned

The normal state for a driver shift

Creating Driver Shifts and Further Options

The last thing I am going to show you here in this interface is the cluster at the top of the page.



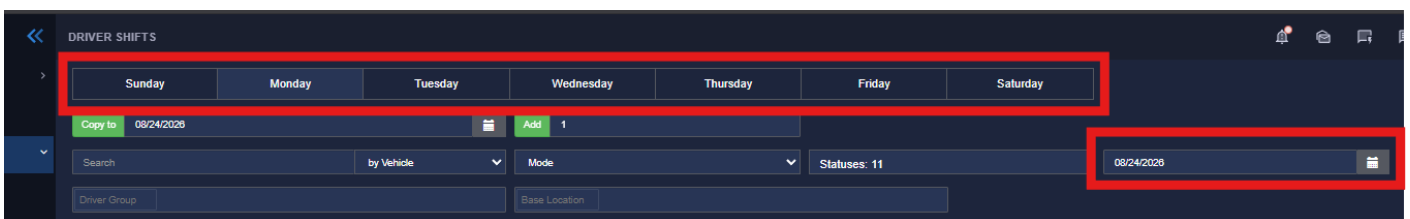
There is a lot going on here but we are simply going to ignore it all because we do not utilize any of it at Lakeshore. This is all used for creating driver shifts and cloning schedules but there is no point in bogging your mind down with it because we simply do not use this part of the system. We schedule shifts using templates in the pre assign, if we need to create an extra shift we create it in the pre assign or in dispatching if it is the day of.

Why Dont We Use This?

Well there are a lot of reasons but the biggest one is that we use templates. Scheduling drivers shifts this way does not work well with templates, not to mention it is simply not needed as the template will create the driver shifts for us automatically (with some human help). We did try scheduling using driver shifts instead of templates at one point which was just ultimately much more work and we also tried combining templates and driver shifts but that created more problems than anything. That being said we simply create our shifts in the pre assign.

Changing the day

The one thing you will use up here is the day selector and the calendar drop down.



These two options shown above will allow you to change the day and date of the schedule that is being shown and it is more or less self explanatory. The days select the day you want to show, if you need to go further out (or back) simply use the calendar drop down to select a further date.