

Chauffeur dispatch software: how assigning drivers and vehicles should work.

Use a familiar job. Mark what you have checked, note the gaps and agree the next step with your team.

1. See the whole day on one board.

- ☐ Find unassigned jobs without opening any booking.
- ☐ Check that leave and servicing show beside the work.
- ☐ Switch between a day view and a week view in a few clicks.

2. Catch clashes before they become promises.

- ☐ Test a clash on the vehicle with the driver free.
- ☐ Ask what the warning says and who can override it.
- ☐ Confirm an override leaves a record of why.

3. Allow for travel between jobs.

- ☐ Ask how travel between jobs is calculated.
- ☐ See the assumed time on the booking itself.
- ☐ Set a standard margin for airport pickups.

4. Match the vehicle to the job: seats, luggage and class.

- ☐ Record seats and luggage space for every vehicle.
- ☐ Check that the sold vehicle class is visible at assignment.
- ☐ Limit overrides to a named role and keep the reason.

5. Plan for changes after the job is assigned.

- ☐ Move a pickup and see whether clashes are re-checked.
- ☐ Confirm how a driver sees and acknowledges a change.
- ☐ Decide who moves the pickup when a flight is late.

6. Leave a clean handover and a record.

- ☐ List unassigned and unconfirmed jobs at each handover.
- ☐ Keep driver messages on the booking, not elsewhere.
- ☐ Check that reassignments leave a visible trail.

Our next step / owner / date

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