Deadheading a driver

There are two ways to put empty miles on a load:

1. The old way (not recommended) Change the driver's next location upon delivering a load. This will pop you into the mileager and let you calculate empty miles. They program will ask if you want to add these miles to the trip. You need to say Yes or these miles will be lost! The only time you would really want to do it this way is when you bring your truck back to the yard before sending it out on the next trip.

2. The new way (recommended). The second, and preferred way, is whenever you are delivering a driver on one load then sending him to pick up the next load is to leave the driver's default location to the previous delivery city. Then dispatch him to his next load and have him pickup at the new location. The program will automatically calculate the empty miles from the last delivery drop to the first pickup point and add the empty miles to his current trip.

The only time you would want to do a deadhead is when you need to move a driver/truck from one location to another and you are not actually hauling/billing a load. For example, when a driver is spotting trailers. Or, when a truck is broke down and you send a driver to pick it up and you are not billing anyone, but you need to pay a driver/truck for miles.

To do deadheads: Highlight the driver/truck. Hit D or press the <deadhead> button. Enter the leading manifest character, as well as making sure you have correct driver, truck and trailer (optional), second driver (optional). Then enter the starting location customer ID or just the city/state (F1 pop up is available here). Enter the date, time and zone (optional)). This will create a deadhead trip in the trip screen. Deliver this trip as usual. This method creates a trip to be paid, but no load will exist, since you will not be billing anyone.

Note: remember billing is based on loads and payment is based on trips.