Trapeze™

Workforce Management Sign-In Terminal (SIT)

Operator sign-in made simple

A great service day starts with efficient and safe driver check-in. When you provide your operators with convenient, quick and contactless sign-in devices, you create a smooth start to their shift, not to mention to your dispatch operations.

With the Workforce Management (WM) Sign-In Terminal (SIT) module, you easily keep track of operators when they report for work and, as important, when they don't, enabling you to swiftly respond to last-minute schedule changes such as unexpected absences and late sign-ins.

SIT is adaptable to different forms of employee card readers using low-cost, readily available, and proven technologies – providing the option to use existing identification or access badges, or the employee's driver's license. It also provides your dispatchers with an effective tool for communicating pertinent work information and important messages to operators, while reducing crowding at sign-in time.

Overview

Ensure Compliance

- Validates and updates expiration date when scanning employee's driver's license
- Alerts employees of upcoming expiration of license or other certifications
- Automatically tracks operator hours for compliance with FRA and FTA regulations

Expand SIT Value with Integration

- Used with Employee Self-Service (ESS), employees can view their sign-in data, work assignment details, detours and paddles on their mobile devices
- Integrates with timekeeping rules for absence management, pay disqualifiers, and extra pay
- Easily tracks sign-in activity at multiple garages and terminals, even when unstaffed

Simplify Operator Sign-In

- Uses magnetic swipe card, tap, scan for effortless sign-in
- Enables dispatchers to send messages to operators on sign-in receipt, improving communications
- Option to print sign-in receipts for operator convenience

Manage Unexpected Shift Changes

- Automatically creates absences for late or missed sign-in
- Generates dispatch alerts for work at risk of a no-show
- Assists in filling the shift and recovering service as soon as possible

Agency Benefits

Increased Productivity

Clerks no longer need to manually check in drivers, allowing staff to focus on higher-priority tasks. Operators benefit from a convenient, efficient, and orderly sign-in process, helping optimize pullout and managing no-shows. Sign-in data integrates seamlessly with payroll and HR systems, ensuring accurate pay calculations, eliminating manual data entry, and creating auditable digital records.

Protected Service Lines

The SIT solution enables you to efficiently manage unplanned employee absences or tardiness. When an operator doesn't sign in - whether he or she calls in sick or is late for work – WM automatically opens up that work so staff can quickly fill a shift. Dispatchers can use work assignment assistance tools to quickly assign a replacement operator based on agency rotation rules.

Control costs with more accurate timekeeping—set rules for how early or late operators can sign in for scheduled work and automatically disqualify guarantees when employees are late or miss a shift.

Improved Communications

Automated system messages remind employees of important updates at sign-in, such as upcoming license expirations. Dispatchers can send urgent messages, which appear on sign-in receipts or in ESS, ensuring operators see them immediately and respond promptly, helping to address critical issues quickly and keep operations running smoothly.

Why SIT Makes Your Dispatch Day Easier

Convenience

- Automates processes integrating sign-in and dispatch activities such as open work, absence creation, and extra pay
- Provides alternative and contactless forms of communication between dispatch and operators

Accuracy

- Supports accurate timekeeping
- Enhances performance monitoring and disciplinary decisions using quantitative data
- Provides operators work details and vehicle information using printed receipts or ESS

Flexibility

- Multiple sign-in options, including swipe cards, proximity cards, licenses
- Option to manually adjust SIT data (e.g. modify sign-on/sign-off times) by authorized users

Safety

- Touchless sign-in (scan/tap, grab receipt, or view on mobile device)
- Provides latest information bulletins including detours

Connect with our Experts

Trapeze™