

GIRO SelfService

Replacement for DASweb coming Summer 2026

What's happening?

We are transitioning from our existing Duty Allocation System (DAS) to a new system provided by **GIRO**.

What is GIRO?

GIRO is a software solution designed to plan, schedule, and manage high quality public transport services. It is tailored to meet operational needs and improve efficiency across daily operations. The scheduling elements of GIRO have been used by Lothian's Commercial team since 1987 and we are now the first UK bus operator to implement the daily operations functionality of this system.

What does this mean for me?

Instead of accessing your duty information, swaps, and holiday requests through DASweb, you will now use a new portal called **SelfService**.

SelfService will allow you to:

- View your duties
- Request or manage duty swaps
- Request late time payments
- Manage your overtime availability and view details and duties available for overtime
- Submit and track holiday requests

How do I access the new SelfService portal?

As GIRO rolls out across each garage, access to **DASweb** will be switched off. After this time, you will need to use the new **SelfService** portal instead. Details of when your garage will switch from DASweb to SelfService will be communicated nearer the time – please keep an eye on your garage noticeboards for more information.

You can access SelfService using the link or QR code below

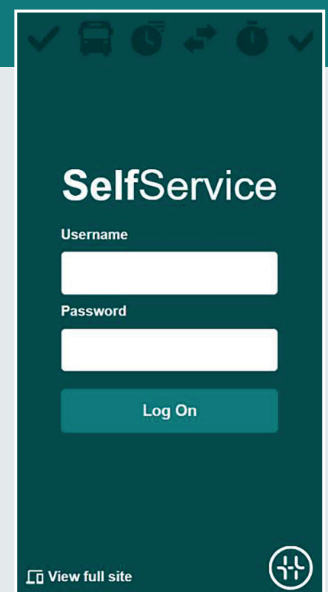


selfservice.lothianbuses.co.uk/SelfService2025

Login with the details:

Username: Your payroll number

Password: Your sign on number
(payroll number + ticket machine PIN)



The screenshot shows the SelfService login interface. At the top, there are navigation icons for home, messages, and user profile. The main heading is 'SelfService'. Below it are two input fields: 'Username' and 'Password'. A 'Log On' button is positioned below the password field. At the bottom left, there is a link to 'View full site', and at the bottom right, there is a help icon.

From your garage's go-live date, when you arrive to sign on for your duty, the sign on kiosks will look different. Please continue to use your current sign on number to report for work.



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1. First login and setup

- **Add to home screen:** When prompted, follow the steps to save a shortcut to your home screen for quick access.
- **Enable notifications:** Accept notifications to receive swap requests, messages and updates.

2. Assignments view (Your roster)

- On login, the **Assignments view** displays your duties by day.
- **Colour coding** shows overtime, days off, holidays and absences.
- **Icons** indicate service messages, holiday requests, late time and workday acknowledgement.
Use the **Legend** to understand all icons.

3. Changes to your workday (Workday acknowledgement)

- A **yellow exclamation** ⚠️ means something has changed and your acknowledgement is required.
- Open **Workday Details** to automatically acknowledge changes (e.g. duty changes or overtime) and that you will now be undertaking what you have been assigned for on that day.
- Once acknowledged, a **green tick** will appear and Supervisors will be notified.
- If changes are required, please speak to a Supervisor.
- If allocated overtime you cannot do, apply an **RDR absence** (minimum **72 hours'** notice).

4. Viewing workday details

- Tap a workday to see full duty details.
- Select the **green arrow** to expand piece details:
 - Shows trips, services and first terminus.
 - Confirms which **side of the road** to take your bus over – **please check carefully**.

5. Workday options (Three dots :)

Access the following from the three dots on the right of a workday:

Delay Requests (Late Time)

- Must be submitted within **2 days**.
- Select + and follow the steps.

Overtime Availability

- Select + next to OT Availability to advise:
 - **Full Day, Not Available** or **Criteria** (before/after duty or between specific times)
- This will help Supervisors to offer suitable overtime or avoid allocating it when you are unavailable.

Overtime Preferences

- Use **Pref. OT Pieces** (individual pieces (details)) or **Pref. Workdays** (full duties) to bid for specific pieces of work.
- Select + and tap 👍 on preferred work (multiple selections allowed).
- Overtime may be allocated based on these preferences.

6. Work exchanges (Swapping duties)

Swap with a colleague

- Go to **Work Exchanges** → **Create Exchange**.
- Enter colleague payroll number or name.
- Select day(s) to swap → **Done**.
- The colleague is notified and if accepted and compliant, the swap is applied automatically.

No Swap Partner?

- Select **Create Notice**.
- Enter desired start/finish criteria.
- Select **Done** to publish and then colleagues can view notices and create an exchange with you.

