ATHENA TELEMATICS DRIVER ROUTE ASSIGNMENTS

Education Logistics, Inc.

Training Guide

2024

Athena Telematics
Driver Route Assignments
Training Guide

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INTRODUCTION

The Athena Telematics Driver Route Assignments Training Guide will provide you with explanations of the basic tools within Athena Telematics, walk you through the procedures specific to the Driver Route Assignment module within the software.

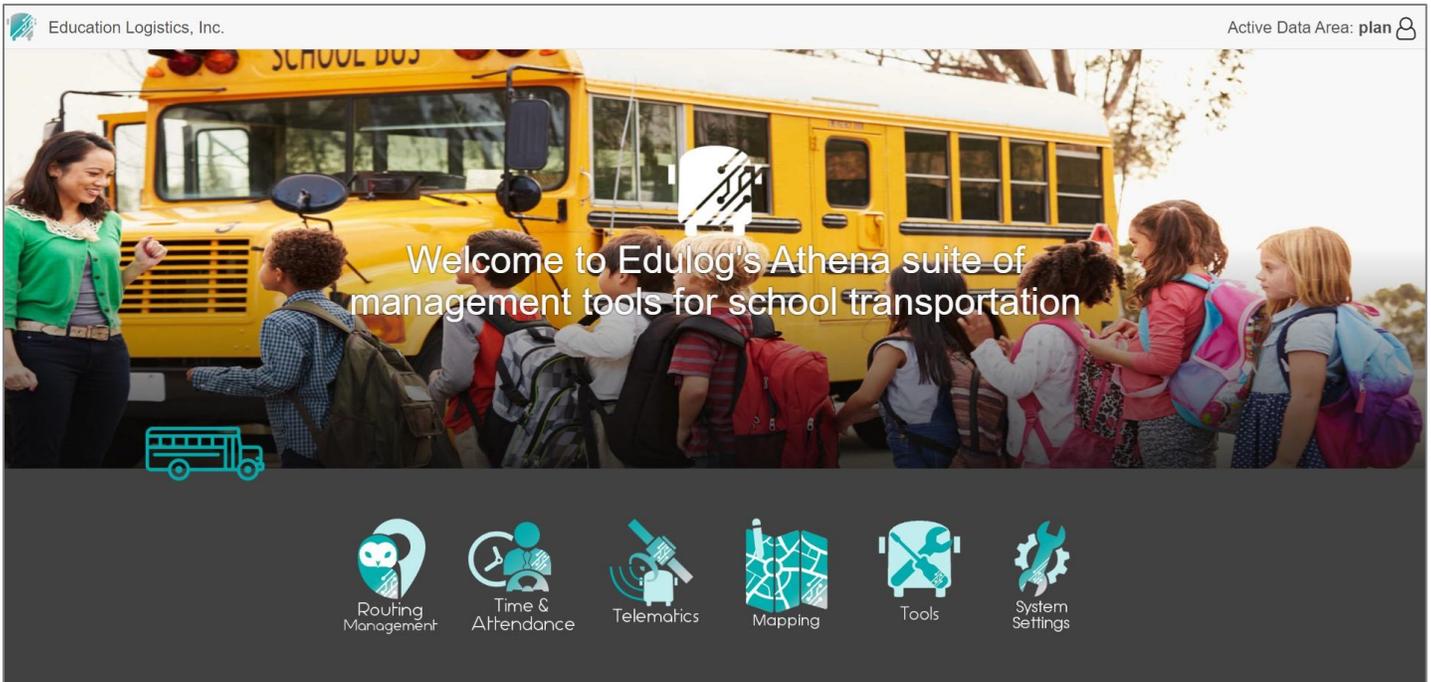# NAVIGATING THE VEHICLES ROUTE ASSIGNMENT MODULE

Login

At the Login page, enter your Username (email) and Password.

Athena Portal Home Page

Once logged in, you will be taken to the Athena Portal Home Page. At the bottom of this page are the Athena applications.

Telematics Application
Select the satellite icon to enter the Telematics application.

Action Bar Main Menu
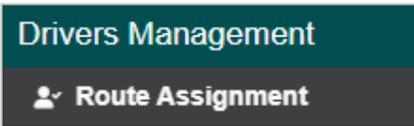The Telematics Action Bar will open. This is your main menu.
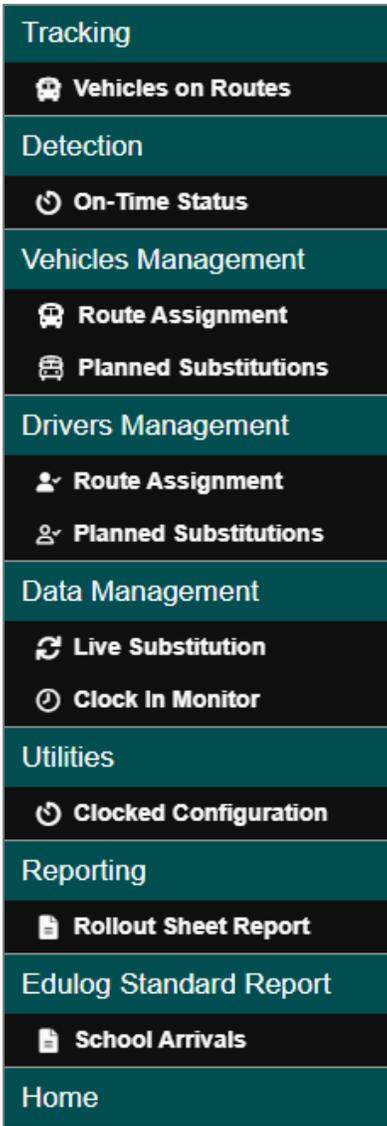
Hamburger Icon
You can open and close the action bar by selecting the hamburger icon at the top left.
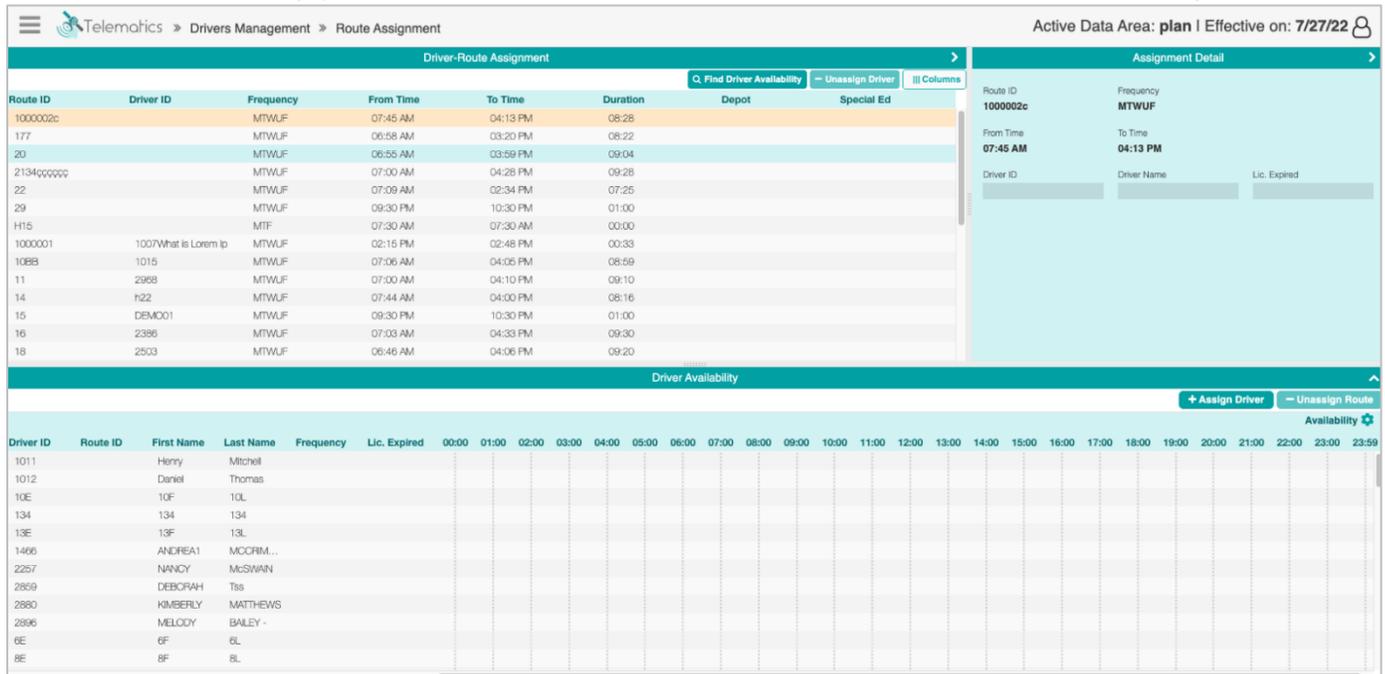
Telematics Modules
In the action bar, select Route Assignments under Driver Management.

Drivers Management
👤 **Route Assignment**

Route Assignment Module
All Routes and Drivers will be shown:
- Driver Route Assignment panel: show all the Routes and assigned Driver
- Assignment Detail panel: when the user clicks on any Route in the Driver Route Assignment panel, the details of that Route will be shown with information: Route ID; Frequency; From Time; To Time; Driver ID, Driver Name, Lic. Expired (if any)
- Drivers Availability panel: show all the Driver's information with the time availability

Find Driver Availability
Step 1: Select a Route in the Driver Route Assignment panel.
Step 2: Click on the "Find Driver Availability" button.

After clicking on the "Find Driver Availability" button, the Driver list in the Driver Availability panel will be sorted based on From Time To Time and Frequency of Route. The Drivers matching the best with those criteria will be shown at the top of the list.

Unassign Driver

Step 1: Select a Route that has an assigned Driver in the "Driver Route Assignment" panel. Then the "Unassign Driver" button in the "Driver Route Assignment" panel will be enabled.

Step 2: Click on the "Unassign Driver" button.

Step 3: Click on the "Unassign" button in the confirmation pop-up to unassign the Driver from the selected Route.

After unassigning the Driver, a successful message will be shown in the top right and the Route and Driver will be updated.

Assign Driver

Step 1: Select a Route that needs to assign the Driver in the "Driver Route Assignment" panel.

Step 2: Select the Driver that will be assigned to the Route. Then the "Assign Driver" button. The "Driver Availability" panel will be enabled.

Step 3: Click on the "Assign Driver".

Step 4: A confirmation pop-up will be shown.
If the selected Route does not have an assigned Driver, click on the "Assign" button in the confirmation pop-up to assign the selected Driver to the selected Route.

If the selected Route has an assigned Driver, click on the "Replace" button in the confirmation pop-up to remove the current assigned Driver then assign the selected Driver to the selected Route.

After assigning the Driver, a successful message will be shown in the top right, and the Route and Driver will be updated.

Unassign Route

Step 1: Select a Driver that was assigned to a Route in the "Driver Availability" panel. Then the "Unassign Route" button in the "Driver Availability" panel will be enabled.

Step 2: Click on the "Unassign Route" button.

Step 3: Click on the "Unassign" button in the confirmation pop-up to unassign the Route from the selected Driver.

After unassigning the Route, a successful message will be shown in the top right and the Route and Driver will be updated.

Successfully
✓ Route T01 is successfully removed from Driver h24

Driver-Route Assignment

🔍 Find Driver Availability — Unassign Driver ⫴ Columns

Route ID	Driver ID	Frequency	From Time	To Time	Duration	Depot	Special Ed
1000002c		MTWUF	07:45 AM	04:13 PM	08:28		
177		MTWUF	06:58 AM	03:20 PM	08:22		
20		MTWUF	06:55 AM	03:59 PM	09:04		
2134çẹẹẹẹẹ		MTWUF	07:00 AM	04:28 PM	09:28		
22		MTWUF	07:09 AM	02:34 PM	07:25		
29		MTWUF	09:30 PM	10:30 PM	01:00		
H15		MTF	07:30 AM	07:30 AM	00:00		
T01		MTWUF	07:45 AM	08:25 AM	00:40		
1000001	1011	MTWUF	02:15 PM	02:48 PM	00:33		
10BB	1015	MTWUF	07:06 AM	04:05 PM	08:59		
11	2968	MTWUF	07:00 AM	04:10 PM	09:10		
14	h22	MTWUF	07:44 AM	04:00 PM	08:16		
15	DEMO01	MTWUF	09:30 PM	10:30 PM	01:00		
16	2386	MTWUF	07:03 AM	04:33 PM	09:30		

Assign

Route ID		Frequency
1000001		**MTWUF**

From Time	To Time
02:15 PM	**02:48 PM**

Driver ID	Driver Name	Lic. Expired
1011	**Henry, Mitchell**	

Driver Availability

+ Assign Driver — Unassign Route

Availability ⚙

Driver ID	Route ID	First Name	Last Name	Frequency	Lic. Expired	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	23:59
h24		first24	last24		06/01/2025																									
1012		Daniel	Thomas																											
10E		10F	10L																											
134		134	134																												
13E		13F	13L																												
1466		ANDREA1	MCCRIM...																												
2257		NANCY	McSWAIN																												
2859		DEBORAH	Tss																												
2880		KIMBERLY	MATTHEWS																												
2896		MELODY	BAILEY -																												
6E		6F	6L																												
8E		8F	8L																												