

ATHENA TELEMATICS DRIVER ROUTE ASSIGNMENTS

Education Logistics, Inc.

Training Guide



Athena Telematics Driver Route Assignments Training Guide

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Date Modified: 10/28/24

Version: 1.65.27

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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.



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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.

Tracking
Vehicles on Routes
Detection
ර On-Time Status
Vehicles Management
😫 Route Assignment
Planned Substitutions
Drivers Management
▲ Route Assignment
음 Planned Substitutions
Data Management
${\cal C}$ Live Substitution
⑦ Clock In Monitor
Utilities
🖒 Clocked Configuration
Reporting
Rollout Sheet Report
Edulog Standard Report
School Arrivals
Home

Hamburger Icon

You can open and close the action bar by selecting the hamburger icon at the top left.



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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

	Telemo	atics » Drive	ers Managen	nent » Ro	ute Assignme	nt														A	Active	Data	Area	: plan	I Effe	ective	e on:	7/27/	22 8
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177			MTWUF		06:58 AM		03:20 F	M		08:22									From	Time			To Time						
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2134çççççç			MTWUF		07:00 AM		04:28 F	M		09:28									Drive	r ID			Driver N	ame		Li	c. Expire	d	
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2896		MELODY	BAILEY -																										
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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.

	Telem	atics » Drive	ers Manager	ment » Ro	ute Assignme	nt														A	ctive	Data	Area	: plan	l Effe	ective	e on:	7/27/	22 8
					D	river-Ro	ute Assign	iment			- e							>					Ass	ignmen	t Detail				>
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2257		NANCY	McSWAIN																										
2859		DEBORAH	Tss																										
2880		KIMBERLY	MATTHEWS																										
2896		MELODY	BAILEY -																										
6E		6F	6L																										
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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.

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2896		MELODY	BAILEY -																										
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Step 3: Click on the "Unassign" button in the confirmation pop-up to unassign the Driver from the selected Route.

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2880 2296 6E 9E DEMO04 DEMO05 DEM05 DEM02 DEM02 DEM03 DEM04	KAMBERLY MELODY GF SF FDEMO4 FDEMO5 FDEMO5 FDEMO5 FDEMO2 FDEMO4 FDEMO4	NATTHEWS BALEY - 6L 8L UDEMO4 LDEMO5 LDEMO5 LDEMO5 LDEMO2 LDEMO3 LDEMO3																						

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

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1000002c			MTWUF		07:45 AM		04:13 PM			08:28										From	n Time			To Tim	0					
177			MTWUF		06:58 AM		03:20 PM			08:22									- 1	02:1	15 PM			02:48	PM					
20			MTWUF		06:55 AM		03:59 PM			09:04										Drive	er ID			Driver	Name			Lic. Exp	ired	
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11		2968	MTWUF		07:00 AM		04:10 PM			09:10																				
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1011		Henry	Mitchell																											
1012		Daniel	Thomas																											
10E		10F	10L																											
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2257		NANCY	MCSWAIN																											
2859		DEBORAH	TSS																											
2880		KIMBERLY	MATTHEWS																											
2896		MELODY	BAILEY -																											
6E		6F	6L																											

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".

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177			MTWUF		06:58 AM		03:20 Pt	N		08:22								- 1	02:15	5 PM		C	2:48 PM						
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1012		Daniel	Thomas																										
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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.

	Telemo	atics » Driv	ers Manager	ment » Ro	ute Assignme	nt																A	Active	e Dat	ta Ai	rea: p	olan	I Eff	ectiv	e on	: 7/2	7/22	8
					D	river-Rou	ute Assig	nment	Conf	irmatio	n									>						Assigr	nment	Detail					>
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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	10.0	0 11.0	0 12	00 13	•00	14:00	15:00	16:00	174	00 1	8.00	19-00	20:00	0 211	00 25	Ava	ailabili 23:00	23:59
1007Mbot	Houte ID	IAN JER 14/	CONSIAN	Trequency	LIC. Expired	00.00	01.00	02.00	00.00	04.00	00.00	00.00	07.00	00.00	00.00	10.0	0 11.0	0 12.			14.00	10.00	10.0			0.00	10.00	20.00					20.00
1011		Henry	Mitchell																														
1012		Daniel	Thomas																														
10F		10F																															
134		134	134																														
13E		13F	13L																														
1466		ANDREA1	MCCRIM																														
2257		NANCY	McSWAIN																														
2859		DEBORAH	Tss																														
2880		KIMBERLY	MATTHEWS																														
2896		MELODY	BAILEY -																														
6E		6F	6L																														

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.

= 3	Telematics » Drive	ers Management » R	oute Assignmer	nt						A	ctive Data	a Area: pla	n I Effec	tive on:	7/27/2	22 8
			Dr	river-Route Assignmen	Confirmation				>			Assignme	nt Detail			>
Route ID 1000001 1000002c 177	Driver ID	Frequency MTWUF MTWUF MTWUF	From Time 02:15 PM 07:45 AM 06:58 AM	To Time 02:48 PM 04:13 PM 03:20 PM	On Route 10BB , replace the curre alternative Driver	are you sure ent Driver 10 r 1007What	e you want to 15 with the is Lorem Ip?	assign Driv Special E	er III Columns d	Route ID 10BB From Time 07:06 AM		Frequency MTWUF To Time 04:05 PM				
20 2134çççççç 22 29		MTWUF MTWUF MTWUF	06:55 AM 07:00 AM 07:09 AM	03:59 PM 04:28 PM 02:34 PM 10:30 PM	Car	ncel Rep	lace 4			Driver ID 1015		Driver Name 1015, Le		Lic. Expire 1688097	d 600000	
H15 1088 11	1015 2968	MTF MTWUF MTWUF	07:30 AM 07:06 AM 07:00 AM	07:30 AM 04:05 PM 04:10 PM	00:00 08:59 09:10											
14 15 16	h22 DEMO01 2386	MTWUF MTWUF MTWUF	07:44 AM 09:30 PM 07:03 AM	04:00 PM 10:30 PM 04:33 PM	08:16 01:00 09:30											
18	2503	MIWUF	06:46 AM	04:06 PM	09:20 D	river Availabili	lv									^
							,						+ Assign D	Driver –	Unassig Availa	n Route bility 🍣
Driver ID 1007What 1011 1012 10E 134 13E 1466 2257 2859 2880 2886 6E	Rote ID First Name JAVKS W. Hony Danel 10F 134 134 ANDREA1 NANOY DEBORMH KIMERKY MELODY 6F	Last Name Prequency CONEWN Michael Thomas 10L 13L MCCRIM MCCRIM MCSWAN Tas MATTHEWS BALEY - 0L	Lic. Expired	01:00 01:00 02:00	03:00 04:00 05:00	06:00 07:0	00:00 00:30	9 10:00 11:00	12:00 13:00	14:00 15:00	16:00 17:00	18:00 19:0	20:00	21:00 22:	0 23:0	0 23:59

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

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											٩	Find Driv	er Avail	ability -	– Unass	ign Drive	III Col	umns											
Route ID		Driver ID	Frequen	су	From Time		To Time		Durat	ion		Depo	ot		Sp	ecial Ed			Route	1D			Frequer	icy IE					
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177			MTWUF		06:58 AM		03:20 PM		08:22	2									From	Time			To Time						
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11		2968	MTWUF		07:00 AM		04:10 PM		09:10	0																			
14		h22	MTWUF		07:44 AM		04:00 PM		08:16	3																			
15		DEMO01	MTWUF		09:30 PM		10:30 PM		01:00)																			
16		2386	MTWUF		07:03 AM		04:33 PM		09:30)																			
18		2503	MTWUF	-	06:46 AM		04:06 PM		09:20	0																			
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Driver ID	Boute ID	First Name	Last Name	Frequency	Lic Expired	00.00	01:00 02:0	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	204	00 21	00 22	00 23	2:00 23:59
1011	Houtenb	Henry	Mitchell	riequency	LIC. Expired	00.00	01.00 02.0		04.00	00.00	00.00	01.00	00.00	00.00	10.00	11.00	12.00	10.00	14.00	10.00	10.00		10.01	10.00		00 21		.00 20	1 1
1012		Daniel	Thomas																										
10F		10F	10																										
134		134	134																										
13E		13F	13L																										
1466		ANDREA1	MCCRIM																										
2257		NANCY	McSWAIN																										
2859		DEBORAH	Tss																										
2880		KIMBERLY	MATTHEWS																										
2896		MELODY	BALEY -																										
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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.

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					D	river-Ro	ute Assignmen	t								>				Ass	signmen	t Detail				>
										٩	Find Driver A	Availability	/ — Un	nassign Driver	Colu	nns										
Route ID	Dr	iver ID	Frequer	су	From Time		To Time		Duration		Depot			Special Ed		10	OUTE ID			Hrequen MTWI	ICY IF					
1000002c			MTWUF	-	07:45 AM		04:13 PM		08:28								00000				· .					
177			MTWUF	-	06:58 AM		03:20 PM		08:22							Fr	rom Tim	8		To Time						
20			MTWUF	-	06:55 AM		03:59 PM		09:04							03	2:15 P	м		02:48 F	PM					
2134çççççç			MTWUF		07:00 AM		04:28 PM		09:28							D	Iriver ID			Driver N	lame		Lic.	Expired		
22			MTWUF		07:09 AM		02:34 PM		07:25							. 10	011			Henry,	Mitchell	1				
29			MTWUF		09:30 PM		10:30 PM		01:00																	
H15			MTF		07:30 AM		07:30 AM		00:00																	
1000001	1	011	MTWUF		02:15 PM		02:48 PM		00:33																	
10BB	1	015	MTWUF	-	07:06 AM		04:05 PM		08:59																	
11	2	968	MTWUF	-	07:00 AM		04:10 PM		09:10																	
14	h	22	MTWUF	-	07:44 AM		04:00 PM		08:16																	
15	C	EMO01	MTWUF		09:30 PM		10:30 PM		01:00																	
16	2	386	MTWUF		07:03 AM		04:33 PM		09:30																	
18	2	503	MTWUF		06:46 AM		04:06 PM		09:20																	
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MTOOS	Route ID	MinhTOF	Name	Frequency	07/91/9094	00.00	01.00 02.00	03.00	04.00 03.00	00.00	07.00 08	.00 09.	00 10.	.00 11.00	12.00	1410	00 15	.00 10	.00 17.0	/ 10.00	19.00	20.00	21.00	22.00	23.0	.0 23.39
1000		APULEY	HENDRIC		07/31/2024																					
1002		ADRILLET	OLSEN a11		06/28/2024																					
h24	TO1	first24	last24	MTWUE	06/01/2025																					
h30	H1000002	f30	130	MTWUF	06/01/2030	-				-	-						_									
h23	H12	frst23	last23	MTWUF	06/01/2025													_								
DEMO01	15	FDEMO1	LDEMO1	MTWUF																				-		
1846	KHUONG	SONIA	SANCHEZ	MTWUE							-															
12E	7	12EN	12LN	MTWUE																						
1008	19	BOBIN	PEACE	MTWUE																						
1982	23	PAULA	SHACKEL	MTWUE							-															
1000	5	William	Anderson	MTWUE	09/18/2026																					
	-																									

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

= 3	Telemat	ics » Driv	ers Manager	nent » Ro	ute Assignmer	nt															A	ctive	Data	Area	a: pla i	n I Eff	fective	on:	7/27	22
Driver-Route Assignment								Confirmation								slan Drive	r I me	>	Assignment Detail										>	
Route ID 1000002c	Dri	iver ID	Frequen MTWUF	icy -	From Time 07:45 AM		To Time 04:13 PM	M	Are y T01	you sur from Dr	e you river h	want t 1 24 ?	o unas	ssign R	loute	Sr	pecial Ed			Rout 100	e ID 0001			Frequer MTWU	ncy JF					
177 20 2134ççççççç			MTWUF		06:55 AM 03:59 PM 07:00 AM 04:28 PM				Cancel Unassign 3									02:1	ISPM		02:48 PM					c. Expire				
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11 14	2968 h22		MTWUF		07:00 AM 07:44 AM		04:10 PM 04:00 PM	N N	09:10 08:16																					
15 16 18	2386 2503		MTWUF		09:30 PM 07:03 AM 06:46 AM	09:30																								
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																							+ Assi	gn Drive	36	Unassi Avail	gn Route ability 🎝			
Driver ID	Route ID	First Name	Last Name	Frequency	Lic. Expired	00:00	01:00 02	2:00	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	0 19:0	0 20:0	0 21:00	22:0	00 23;	00 23:59
MT005		MinhT05	Nguyen		07/31/2024																									
1002		ASHLEY	HENDRIC		06/29/2024																									
1003		AMY	OLSEN s11		06/01/2023																									
n24		TrSt24	18ST24	MIWUF	06/01/2025								_																	
h30	H100002	13U 6mt0.9	13U	MINUT	06/01/2030																									
DEMO01	15	EDEMO1	LDEMO1	MTWLE	00/01/2025																									
1846	KHUONG	SONA	SANCHEZ	MTWUE																										
12E	7	12FN	12LN	MTWUE																										
1008	19	ROBIN	PEACE	MTWUE																										
1982	23	PAULA	SHACKEL	MTWUF										-								-								
1000	5	William	Anderson	MTWUF	09/18/2026									-									-							

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

					D	river-Ro	ute Assianmen	1													Assi		Route T	01 is suc	cessfull	y remov	
										Q	Find Drive	r Availa	bility -	- Unassign Dr	iver	Colum	15					۴	from Dr	iver n24			
Route ID		Driver ID	Frequer	icy	From Time		To Time		Duration		Depo			Special	Ed		Rou	te ID			Frequency	y.					
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177			MTWUF		06:58 AM		03:20 PM		08:22								From	n Time			To Time						
20			MTWUF	2	06:55 AM		03:59 PM		09:04								02:	15 PM			02:48 PI	М					
2134çççççç			MTWUF		07:00 AM		04:28 PM		09:28								Driv	er ID			Driver Nar	me		Lic. i	Expired		
22			MTWUF		07:09 AM		02:34 PM		07:25								101	1			Henry, N	Aitchell					
29			MTWUF		09:30 PM		10:30 PM		01:00								1										
H15			MTF		07:30 AM		07:30 AM		00:00																		
TO1			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																		
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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																								
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