

# ATHENA TELEMATICS LIVE SUBSTITUTIONS

Education Logistics, Inc.

Training Guide



## Athena Telematics Live Substitutions Training Guide

2024 by Education Logistics, Inc

All rights reserved.

Date Modified: 10/01/24

Version: 1.64

EDULOG is a trademark of Education Logistics, Inc.

Education Logistics, Inc.

3000 Palmer St.

Missoula, Montana 59808

(406) 728-0893

https://www.edulog.com/

## TABLE OF CONTENTS

TELEMATICS LIVE SUBSTITUTIONS INTRODUCTION	3
LIVE SUBSTITUTIONS	3
Live Substitutions Overview	3
Getting Started	3
Vehicle Tab	6
Live Substitution User Stories	7
How to Substitute a vehicle to a route	7
Unassign a vehicle from a route	9
Live Substitutions Reflected in Parent Portal	9
Verify the change in Parent Portal	11

## **TELEMATICS LIVE SUBSTITUTIONS INTRODUCTION**

The Athena Telematics Live Substitutions Training Guide will provide you with explanations of the basic tools within Athena Telematics Live Substitution module, walk you through steps in managing live substitutions, as well as provide you with specific scenarios you may encounter as you begin to independently navigate the system.

There are several ways you can make substitutions. Substitutions can be done on the tablet and in Athena Telematics. This document will cover Live Substitutions in the Athena Telematics application.

For substitutions to work correctly, all routing should be in place in the Athena Routing and Planning application, which include finalized routes, vehicles, vehicle capacity, and vehicle-routes assignments.

Changes made to vehicle capacity and route load will only reflect overnight, unless you run a data sync, which can be done in Tools – Utilities – Telematics Utilities.

### LIVE SUBSTITUTIONS

#### **Live Substitutions Overview**

This module is for a live, ad-hoc vehicle-driver-route assignment that was not planned or anticipated. Any assignment in this module will override the assignment in the module Vehicles Route Assignment and Vehicles Planned Substitutions and will expire at midnight.

#### **Getting Started**

1. Log in to the system by entering "User Name," "Password" and click on the "Login" button.



2. Click on the "Telematics" module.



3. In the action bar (main menu), click on "Live Substitution" under "Data Management."

Data Management

- Routes in the Data Panel
  - a. All Routes and Vehicles/Drivers Assignment will be shown.
    - Route ID
    - Planned Vehicle: the vehicle has been assigned to the route before by using the "Vehicle Route Assignment" or "Planned Substitution" module
    - Sub Vehicle: the vehicle was assigned to the route by using the "Vehicle Planned Substitutions" module or is assigned in the "Live Substitution" module
    - Vehicle Status: shows the corresponding vehicle assignment status of the route
      - Normal: a vehicle is assigned to the route in the "Planned Vehicle" column and can handle the route
      - Substituted: vehicle missed or assigned to the route in the "Planned Vehicle" column but it cannot handle the route; however, there is a sub vehicle assigned in the "Sub Vehicle" column. Any time there is a vehicle in sub vehicle column it will show substituted. It does not matter if the other vehicle can accommodate the route or not.
      - Need Assignment: there is no vehicle in both the "Planned Vehicle" and "Sub Vehicle" columns

4

 Need Substitution: a vehicle is assigned to the route in the "Planned Vehicle" column but cannot handle the route and there is no vehicle assigned in the "Sub Vehicle" column **1** The Vehicle cannot handle the route due to conflict with another assignment route

- Planned Driver: the driver has been assigned to the route before by using the "Driver Route Assignment" module
- Sub Driver: the driver has been assigned to the route by using the "Driver Planned Substitutions" module or via drop and drag in the "Live Substitution" module
- Driver Status: shows the corresponding driver assignment status of the route
  - Normal: a driver is assigned to the route in the "Planned Driver" column and can handle the route
  - Substituted: driver missed or assigned to the route in the "Planned Driver" column but it cannot handle the route however there is a sub driver assigned in the "Sub Driver" column
  - Need Assignment: missing driver in both "Planned Driver" and "Sub Driver" columns
  - Need Substitution: a driver assigned to the route in the "Planned Driver" column but cannot handle the route and there is no vehicle driver in the "Sub Driver" column

A The Driver cannot handle the route due to conflict with another assignment route, absence, missing working hour record, deactivated, etc.

- Load
- NeedEnbl
- Start Time
- End Time

		Routes		Vehicle	Driver									
			Columns	]										
oute ID	Planned Vehicle	Sub Vehicle	Vehicle Status			All Available	Vehicles				<u></u>	Tak	en Out Of Ser	VICB ^
10000020	VH005		Normal					Availability	* 🔪 🥣	268/34	Grapvill			III Columna
14			Need Assign	Vehicle	pacity	NeedEnbl	Depot	00:00 08:00 16:00	23:5		Grantin	Vehicle	Date	Time
12			Need Assign	VH013					- <b>1</b> 24 - Y	1. 200	Presquile	VH032	07/29/	23:59:59
11000002			Need Assign	VH020					~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	BIC	Wildlife	VH001	07/11/	12:59:59
1000001	VEHICLE006		Need Subst	VH016	3				(1)		Refuge	VEHICLE006	06/10/	12:59:59
8601			Need Assign	VH009	i				$4 \leq \lambda$		(m)	VH003	06/28/	12:59:59
15	VH001		Need Subst	VH018						Y		VH028	07/13/2	12:59:59
16		VH008	Substituted	MH011	2					~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Hundred	VH029	06/13/2	12:59:59
177			Need Assign	VH025							harles City Dirt Riders	VH021	07/11/2	12:59:59
19			Need Assign	VH023					Garland	John Randolph		VEHCLE008	07/11/2	12:59:59
20			Need Assign	VH027					Of Rocks	Medical Center	Waterfront Park	VH014	07/11/2	12:59:59
2134çççççç			Need Assign							Rinn Q	1 A. 🔨	VH010	06/17/2	12:59:59
23			Need Assign						Carlo Carlo	Hopew	ell	VH031	07/29/2	23:59:59
24			Need Assign									VH017	06/17/2	12:59:59
25			Need Assign						1 ° 1		A 🔨 😁	VH035	07/09/2	23:59:59
29			Need Assign						/= <b></b>			Pu	t Back In Serv	vice 🗸
5			Need Assign									_		UII Column
T			Need Assign							4 × 2				III COlumni
	-								ruck	N i		venicle	Date	Time
	Substi	tution Records								600	de la compañía de la comp			
			Columns						Fort Lee	Car Car				
ction	Route ID Plan	ned Veh Sub Vehicle	Time Of 🔸											
Substituted	16	VH008	15:32:26						Petersburg					
									vational Battlene					
									5 1 m	Prince G	eorge		No Data	
											•• R 🗗			
									(410)	S La Contraction				
										100				
									100		. // <b>+</b> .			
									New	Bohemia	- A-10			

 The system will default to the "Vehicle" tab, but the user can switch between the "Vehicle" or "Driver" tab at any time.

#### Vehicle Tab

When the user switches to the "Vehicle" tab, all the information related to the Vehicle will be displayed.

All "Available Vehicles" panel in the middle shows all the available vehicles that can be assigned to the route with the following fields:

- Vehicle
- Capacity
- Depot
- Time Range from 00:00 to 23:59. There is a timeline to show with the colors as follows:



Red is when the vehicle is busy and blue is when the vehicle is not busy.

When the user hovers on the timeline, there is a tooltip to show the time range.

VH001	50	Depots 002	-					
MINHVH002	95			-	-			
H2	150			_	_	-		
NAMTEST	90			-	-	-		
NVH0108.01	80			-	_	-		
CHAUVH005	88	Depots 002		-	-	From	06:45 ar	n to 04:45 pm
NVH18001	85			-	-	_		
VEHCLE008	99			_		-		
CHAUVH001	99	Depots 002		-	-	-		
KTVN	80			_		-		
VH007	550	Depots 02		-	-	-		
VH017	88	Depots 002		-	-	-		

 Substitution Records in the bottom left show the history when the user assigns or unassigns any Route.

Substitution Records					
				Columns	
Action	Route ID	Planned Veh	Sub Vehicle	Time Of 🌵	
Substituted	16		VH008	15:32:26	

Education Logistics, Inc. Confidential Information. Do not communicate, disclose, or make available all or any part of this document without permission.

#### **Live Substitution User Stories**

The User Stories section of this guide will offer you scenarios that are applicable to some of the workflows you might encounter in your day-to-day tasks with Athena Substitutions. Some scenarios that will be discussed include:

- Substitute a vehicle to a route
- Unassign a vehicle from a route
- Verify changes in Parent Portal

#### How to Substitute a vehicle to a route

1. Once logged in, on the Athena Portal Home Page, select Telematics.



1. In the action bar (main menu), click on "Live Substitution" under "Data Management."



2. Drag a Vehicle from the "All Available Vehicles" panel. Drop it to the "Sub Vehicle" in the "Routes" panel

1 = 👌	Telemotics » Data	a Management »	Live Substitution						Activ	e Data Area: <b>plan</b> I Effec	tive on: 4/25/24 🛆
		Routes		^	Vehicle	Driver					
				Columns		AU /	wailable Mehiel	on		Taken Out Of Sensing	
Route ID	Planned Vehicle	Sub Vehicle	Vehicle Status	Planned Driver			valiable vehici			Taken Out Of Service	~ 
17			Need Assignment					Availability 🥠			Columns
18			Need Assignment		Vehicle	Capacity	Depot	00:00 08:00 16:00 23:59	Vehicle	Start Time	Projected End Time
20			Need Assignment		3423	60			1704	04/24/2024 11:41 PM	04/24/2024 11:59 PM
21			Need Assignment		3440	60					
22			Need Assignment		3441	60					
23			Need Assignment		3442	99					
27			Need Assignment		3443	60					
30			Need Assignment		3444	60					
31			Need Assignment		3445	60					
01	3440		Need Substitution		3451	60					
02	LP0003		Need Substitution		3452	60					
04	LPSM01		Need Substitution		3455	60					
08	3451		Need Substitution		356	99					
13	3423		Need Substitution		DEMOBUS01	99					
15	3445		Need Substitution		DEMOBUS02	99					
19	3441		Need Substitution		DEMOBUS03	99					
24	3444		Need Substitution		DEMOBUS04	99				Put Back In Service	
25	3442		Need Substitution		DEMOBUS05	99			_		III Columns
26	356		Need Substitution		DEMOBUS06	99			Vahiela		Actual End Time
28	1704		Need Substitution		DEMOBUS07	99			Venicie		Actual End Time
29	LP0002		Need Substitution		LP0001	60					
99	3452		Need Substitution		LP0002	60					
					LP0003	60					
		Substitution Records		^	LPSM01	0					
				Columns							
Action	Route ID	Plan Vehicle	Sub Vehicle	Time Of Change						No Data	
		No Data									

Planned Vehicle         Sub Vehicle         Vehicle Status         Planned Drive           17         Need Assignment         Vehicle Status         Vehicle Status         Vehicle Status           18         Need Assignment         34/2         34/2           20         Need Assignment         34/2           21         Need Assignment         34/2           22         Panned Vehicle         Need Assignment         34/2           23         Panned Vehicle         Need Assignment         34/2           24         Panned Assignment         34/3         34/3           25         Panned Assignment         34/4         34/4           26         Need Assignment         34/4         34/4           27         Panned Neide Statuturen         34/4         34/4           30         Panned Assignment         34/4         34/4           31         Panned Statuturen         34/4         34/4           34         Panned Statuturen         34/5           34/4         Need Statuturen         PervOstost           34/4         Need Statuturen         DetvOstost           34/4         Need Statuturen         DetvOstost           34/4         Need Statuturen <th>All Available Veh Capacity Depot 60 60 60 60 60 60 60 60 60 60</th> <th>hicles &gt;&gt; Availability ♥ 00:00 06:00 16:00 23:59</th> <th>Vehicle 1704</th> <th>Taken Out Of Service Start Time 04/24/2024 11:41 PM</th> <th>Projected End Time 04/24/2024 11:59 PM</th>	All Available Veh Capacity Depot 60 60 60 60 60 60 60 60 60 60	hicles >> Availability ♥ 00:00 06:00 16:00 23:59	Vehicle 1704	Taken Out Of Service Start Time 04/24/2024 11:41 PM	Projected End Time 04/24/2024 11:59 PM
Note ID         Planed Vehicle         Vubicle         Vehicle Status         Planed Driver           17         Need Assignment         Wehicle         Wehicle           18         Need Assignment         Wehicle         Wehicle           20         Need Assignment         3443           21         Need Assignment         3440           22         Need Assignment         3441           23         Need Assignment         3443           24         Need Assignment         3443           30         C         Need Assignment         3443           31         G         Need Assignment         3444           31         Persona         Need Assignment         3445           314         Need Assignment         3445         3445           314         Need Assignment         3456         3451           324         Persona         Statution         3452         3452           344         Need Statution         3452         3452         244         3453           344         Need Statution         DeVADIS02         3452         244         3453         2452         2452         2452         2452         2452         2452	Capacity         Depot           60         60           90         90           90         90           90         60           60         60           60         60           60         60           60         60           60         60	Availability 10	Vehicle 1704	Start Time 04/24/2024 11:41 PM	Projected End Time 04/24/2024 11:59 PM
Image: Substration         Image: Substration         Vehicle           18         Image: Substration         3423           20         Image: Substration         3423           21         Image: Substration         3423           22         Image: Substration         3443           23         Image: Substration         3443           24         Image: Substration         3443           25         Image: Substration         3443           26         Image: Substration         3443           27         Image: Substration         3444           30         Image: Substration         3443           31         Image: Substration         3445           26         Image: Substration         3451           27         Image: Substration         3451           3440         Image: Substration         3451           26         Image: Substration         3456           343         Image: Substration         3456           3443         Image: Substration         Image: Substration           3443         Image: Substration         Image: Substration           3443         Image: Substration         Image: Substration           3444	Capacity         Depot           60         60           60         60           99         60           60         60           60         60           60         60           60         60           60         60	00:00 08:00 16:00 23:59	Vehicle 1704	Start Time 04/24/2024 11:41 PM	Projected End Time 04/24/2024 11:59 PM
Deck         Interference         Sector         Sec	60 60 99 99 60 60 60 60		1704	04/24/2024 11:41 PM	04/24/2024 11:59 PM
21         Image: State Stat	60 60 99 60 60 60 60				
22         Need Assignment         3441           23         Need Assignment         3442           23         Need Assignment         3443           30         Need Assignment         3443           31         Need Assignment         3444           31         Need Assignment         3443           31         Need Assignment         3446           3440         Need Substitution         3451           32         LP0003         DEMOBUSOI         Substitution         3456           344         Need Substitution         3456         3452           323         Need Substitution         3456         3452           3443         Need Substitution         566         566           3441         Need Substitution         DEMOBUSOI         DEMOBUSOI           3443         Need Substitution         DEMOBUSOI         566           3443         Need Substitution         DEMOBUSOI         DEMOBUSOI           3444         Need Substitution         DEMOBUSOI         DEMOBUSOI           3444         Need Substitution         DEMOBUSOI         DEMOBUSOI           353         3442         Need Substitution         DEMOBUSOI           2	60 99 60 60 60 60				
23         Need Assignment         3442           27         Need Assignment         3443           28         Need Assignment         3443           30         Need Assignment         3443           31         Need Assignment         3443           31         Need Assignment         3443           31         Need Assignment         3443           32         LP0003         DEMOBUSO4         Substituted           340         Need Substitution         3451           343         Statilition         366           3441         Need Substitution         3456           3443         Need Substitution         DEMOBUSO1           3444         Need Substitution         DEMOBUSO1           3444         Need Substitution         DEMOBUSO3           3441         Need Substitution         DEMOBUSO3           24         Statution         DEMOBUSO3           3442         Need Substitution         DEMOBUSO3           24         Statution         DEMOBUSO3           24         Need Substitution         DEMOBUSO3           25         Statu         Need Substitution         DEMOBUSO3           26         Statution	99 60 60 60 60				
27         Image: Section of the s	60 60 60 60				
30         Image: State Stat	60 60 60				
31	60 60				
01         3440         Need Substitution         3451           02         LP000C         DEMOBLSO4         Substitution         3452           04         LPS001         Need Substitution         3456         3452           04         LPS001         Need Substitution         356         3452           05         3451         Need Substitution         356         365           13         3423         Need Substitution         DEMOBLSO2         DEMOBLSO2           15         3445         Need Substitution         DEMOBLSO2         DEMOBLSO3           19         3441         Need Substitution         DEMOBLSO3           24         3442         Need Substitution         DEMOBLSO5           25         3442         Need Substitution         DEMOBLSO5           26         356         Need Substitution         DEMOBLSO5           28         1704         Need Substitution         DEMOBLSO5           29         LP0002         Need Substitution         LP0002           99         3402         Need Substitution         LP0002           LP0002         Need Substitution         LP0002         LP0002           LP0002         Need Substitution         L	60				
C2         LPG003         DEMOBILISO4         Substitution         3452           C4         LPG001         Need Substitution         3456           C6         3451         Need Substitution         365           13         3423         Need Substitution         0.000           14         Need Substitution         0.000         0.000           15         3443         Need Substitution         0.000         0.000           16         3444         Need Substitution         0.000         0.000         0.000           24         3444         Need Substitution         0.000 </td <td></td> <td></td> <td></td> <td></td> <td></td>					
04         LPSM01         Need Substation         3455           06         3451         Need Substation         356           13         3423         Need Substation         DEWOBUS2           15         3445         Need Substation         DEWOBUS2           19         3441         Need Substation         DEWOBUS2           24         3444         Need Substation         DEWOBUS2           26         3462         Need Substation         DEWOBUS2           28         1704         Need Substation         DEWOBUS2           29         LPO02         Need Substation         DEWOBUS2           99         3452         Need Substation         DEWOBUS2           Substation         DEWOBUS2         Need Substation         DEWOBUS2           1704         Need Substation         DEWOBUS2         DEWOBUS2           29         LP002         Need Substation         LP002         LP002           100         Substation         LP002         LP002         LP002         LP002         LP003           100         Substation         LP002         LP003         LP003         LP003         LP003         LP003         LP003         LP003         LP003	60				
88         3451         Need Substitution         359           13         3423         Need Substitution         DEMOBILISO1           15         3445         Need Substitution         DEMOBILISO1           19         3441         Need Substitution         DEMOBILISO1           24         3444         Need Substitution         DEMOBILISO1           25         3442         Need Substitution         DEMOBILISO3           26         3644         Need Substitution         DEMOBILISO3           26         3442         Need Substitution         DEMOBILISO3           26         366         Need Substitution         DEMOBILISO3           28         1704         Need Substitution         DEMOBILISO3           29         LPD002         Need Substitution         DEMOBILISO3           20         Need Substitution         DEMOBILISO3         LPO002           20         Need Substitution         LP0002         LP0002           20         Need Substitution         LP0002         LP0002           20         Substitution Records         LP0002         LP0002           10         Substitution Records         LP0001         LP003	60				
13         14/23         Need Substruction         DEMORESON           15         3445         Need Substruction         DEMORESON           19         3441         Need Substruction         DEMORESON           24         3444         Need Substruction         DEMORESON           25         3442         Need Substruction         DEMORESON           26         3442         Need Substruction         DEMORESON           26         3442         Need Substruction         DEMORESON           26         3442         Need Substruction         DEMORESON           28         1704         Need Substruction         DEMORESON           29         3452         Need Substruction         LP0002           Substruction Records	99				
15         3445         Need Substitution         DEX/08/952           19         3441         Need Substitution         DEMOBI/S02           24         3444         Need Substitution         DEMOBI/S02           26         3442         Need Substitution         DEMOBI/S02           26         366         Need Substitution         DEMOBI/S02           28         1704         Need Substitution         DEMOBI/S02           29         LP002         Need Substitution         LP0001           29         3452         Need Substitution         LP0002           UP0002           Substitution Records	99				
19         341         Need Sketstuton         DEX/08/533           24         3444         Need Sketstuton         DEMOBISO4           25         3442         Need Sketstuton         DEMOBISO4           26         3442         Need Sketstuton         DEMOBISO4           26         3642         Need Sketstuton         DEMOBISO6           28         1704         Need Sketstuton         DEMOBISO6           29         LPOC2         Need Sketstuton         LPO001           29         LPOC2         Need Sketstuton         LPO02           20         Need Sketstuton         LPO01         LPO03           26         3452         Need Sketstuton         LPO03           27         LPOS04         Need Sketstuton         LPO03	99				
24         3444         Need Substruin         DEMOBILISAL           25         3442         Need Substruin         DEMOBILISAL           26         356         Need Substruin         DEMOBILISAL           28         1704         Need Substruin         DEMOBILISOF           29         LP002         Need Substruin         DEMOBILISOF           29         Substruin         LP0002         Need Substruin         LP0002           20         Need Substruin         LP0002         LP002         LP002           20         Substruin         LP002         LP002         LP002         LP002           30         3452         Need Substruin         LP002         LP002         LP002         LP003         LP301	99				
25         342         Need Sustainion         DEMOBI/256           26         356         Need Sustainion         DEMOBI/256           28         1704         Need Sustainion         DEMOBI/256           29         LP002         Need Sustainion         LP0001           99         3452         Need Sustainion         LP0002           Substitution Records	99			Put Back In Service	
56         56         Need Substation         DEMORISOB           28         1704         Need Substation         DEMORISOF           26         LP002         Need Substation         LP0001           36         LP002         Need Substation         LP0002           99         3452         Need Substation         LP0002           UP0002           Substation Records	99		_		Colu
28         1704         Need Substitution         DEVORUSOr           29         LP0002         Need Substitution         LP0001           99         3462         Need Substitution         LP0002           Substitution Records	99		Vehicle		Actual End Time
29         LP0002         Need Substitution         LP0001           99         3452         Need Substitution         LP0002           Substitution Records	99				
99 3452 Need Substruction LP0002 Substruction Records LP5003 LP5M01	60				
Substitution Records	60				
LPSM01	60				
	0				
Action Route ID Plan Vehicle Sub Vehicle Time Of Change					
Subetituted 02 I P0003 DEMORUS04 04:09.4M				No Data	
Substituted 01 3440 3442 0-25 B M					

3. A confirmation window will appear. Determine if the vehicle is taken out of service or the vehicle is a space available for reassignment. Then select Replace.



It is recommended, that unless the vehicle is out of service for a long period of time and make

8

**Education Logistics, Inc.** Confidential Information. Do not communicate, disclose, or make available all or any part of this document without permission.

it a spare. Putting the vehicle back in service can be a hassle if you take it out.

4. The system will update the route and vehicle accordingly.

#### Unassign a vehicle from a route

- 1. Drop a Vehicle in the "Sub Vehicle" in the "Routes" panel.
- 2. Drag it to the "All Available Vehicles" or Taken Out of Service panel.
- 3. A confirmation window will appear. Select Move.



4. The route and vehicle will update accordingly.

#### Live Substitutions Reflected in Parent Portal

If your district has the setting activated to notify parents of a change in the bus serving their student, the parent will get a pop-up notification in the app and the message will also appear in their in-box on the home screen.

#### **Substitution in Athena Telematics**

1. Once logged in, on the Athena Portal Home Page, select Telematics.



2. In the action bar, under Data Management, select Live Substitution.



3. From the "All Available Vehicles" panel in the middle, select the vehicle. Then drag and drop the vehicle in the "Sub Vehicle Column" of the data panel on the left.

	Telematics » Data	a Management »	Live Substitution						Activ	ve Data Area: <b>plan</b> I Effec	tive on: 4/25/24 🛆
		Routes		^	Vehicle	Driver					
				Columns		All	Available Vehicl	les S		Taken Out Of Service	^
Route ID	Planned Vehicle	Sub Vehicle	Vehicle Status	Planned Driver				Availability 🏠			UII Columns
17			Need Assignment		Vahiala	Consolty	Denet	00:00 09:00 16:00 23:50	Vahiala	Start Time	Brainsted End Time
18			Need Assignment		venicie	Capacity	Depot	00:00 08:00 16:00 23:59	venicie	Start Time	Projected End Time
20			Need Assignment		3423	60			1704	04/24/2024 11:41 PM	04/24/2024 11:59 PM
21			Need Assignment		3440	60					
22			Need Assignment		3441	60					
23			Need Assignment		3442	99					
27			Need Assignment		3443	60					
30			Need Assignment		3444	60					
31			Need Assignment		3445	60					
01	3440		Need Substitution		3451	60					
02	LP0003		Need Substitution		3452	60					
04	LPSM01		Need Substitution		3455	60					
08	3451		Need Substitution		356	99					
13	3423		Need Substitution		DEMOBUS01	99					
15	3445		Need Substitution		DEMOBUS02	99					
19	3441		Need Substitution		DEMOBUS03	99					
24	3444		Need Substitution		DEMOBUS04	99				Put Back In Service	
25	3442		Need Substitution		DEMOBUS05	99					Columns
26	356		Need Substitution		DEMOBUS06	99			Vehicle		Actual End Time
28	1704		Need Substitution		DEMOBUS07	99					
29	LP0002		Need Substitution		LP0001	60					
99	3452		Need Substitution		LP0002	60					
		Substitution Descards			LP0003	60					
		Substitution Records	,	^	LPSM01	0					
				Columns							
Action	Route ID	Plan Vehicle	Sub Vehicle	Time Of Change						No Data	
		No Data									

- 4. Confirm the substitution.
- 5. You will see the vehicle highlighted in yellow, and Vehicle Status will display Substituted.

		Routes		^	Vehicle	Driver						
				Columns		All 4	wailable Vabicle	ia.	× 1		Taken Out Of Service	
oute ID	Planned Vehicle	Sub Vehicle	Vehicle Status	Planned Driver				·	Availability 🍄			
0			Need Assignment		Vehicle	Canacity	Depot	00:00 08:00	16:00 23:59	Vehicle	Start Time	Projected End Ti
0			Need Assignment		3423	60	a oper			1704	04/24/2024 11:41 PM	04/24/2024 11:5
1			Need Assignment		3440	60						
2			Need Assignment		3441	60						
2			Need Assignment		3442	99						
7			Need Assignment		3443	60						
1			Need Assignment		3444	60						
1			Need Assignment		3445	60						
1	3440		Need Substitution		3451	60						
2	L POOO3	DEMORUS04	Substituted		3452	60						
4	LPSM01	DEMODOCOV	Need Substitution		3455	60						
8	3451		Need Substitution		356	99		_				
3	3423		Need Substitution		DEMOBUS01	99						
5	3445		Need Substitution		DEMOBUS02	99						
9	3441		Need Substitution		DEMOBUS03	99						
4	3444		Need Substitution		DEMOBUS04	99		_			Put Back In Service	
5	3442		Need Substitution		DEMOBUS05	99						ſ
6	356		Need Substitution		DEMOBUS06	99		_		Vahiala		Actual End Tim
3	1704		Need Substitution		DEMOBUS07	99				venicie		Actual End Tim
9	LP0002		Need Substitution		LP0001	60						
9	3452		Need Substitution		LP0002	60						
		Cubalitation Decemb			LP0003	60						
		Substitution Records		^	LPSM01	0						
ting	Davida ID	Dise Vehicle	Cub Mahiala	Time Of Channe								
uon	Route ID	Plan venicle		Time of Change							No Data	
substituted	02	LP0003	DEMOBUSU4	04:09 AM								
	01	3440	3442	02:56 AW								

**Education Logistics, Inc.** Confidential Information. Do not communicate, disclose, or make available all or any part of this document without permission.

#### Verify the change in Parent Portal

- 1. Log in to the Parent Portal app.
- 2. On the Home screen, select the envelop icon for messages and notifications.

9:03 🔌	al 🗢 💷
EDULOG PARENT POR	TAL 📑
KRISTIN ALEXANDER From School trip	() ON
Pick-up 3:10PM Vehicle information BUS LP 010 / LP010	Drop-off 322PM Route code 23
Scheduled pick-up in 6 hours, 6 minu	tes.
KRISTIN ALEXANDER To School trip	 ON
Pick-up <b>7:38AM</b> Vehicle information BUS LP 010 / LP010	Drop-off <b>7:55AM</b> Route code 23
Scheduled drop-off 1 hour, 8 minutes	ago.
Home Student List Districts My	Bus More

#### 3. You will see a new message with a red dot.

4:0	6 🔌	II 후 <mark>3</mark> 1					
<	INBOX						
All	Message	Notification					
Today		<u> </u> Delete all					
	Message from School KRISTIN ALEXANDER - Your chil transportation has changed. I	<b>System</b> Id's assigned Please review th 11:18:02 AM					
	Message from School System KRISTIN ALEXANDER - Your child's assigned transportation has changed. Please review th 11:15:58 AM						
Yesterda	у						
	Message from School KRISTIN ALEXANDER - Your chil transportation has changed.	System Id's assigned Please review th 05:57:58 PM					
	Message from School System KRISTIN ALEXANDER - Your child's assigned transportation has changed. Please review th 05:57:58 PM						
Home	Student List Districts	My Bus More					

4. Select the message and it will inform you of the change.



5. On the Home screen, you should also see the new substitution bus in the trip information.