

# ATHENA TELEMATICS LIVE SUBSTITUTIONS

Education Logistics, Inc.

Training  
Guide

2024



# Athena Telematics Live Substitutions Training Guide

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# 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

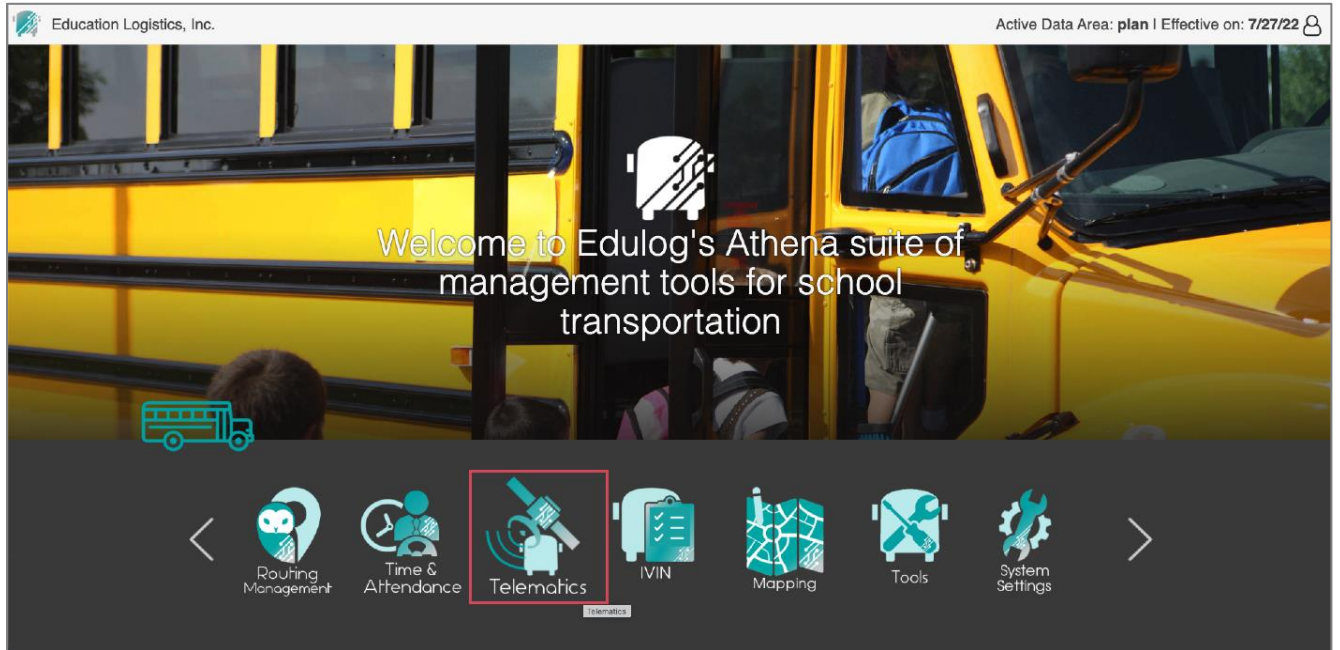
This module is for a live, ad-hoc vehicle-driver-route assignment that was not planned or anticipated. Any assignment in this module will override the assignment in the module Vehicles Route Assignment and Vehicles Planned Substitutions and will expire at midnight.

### Getting Started

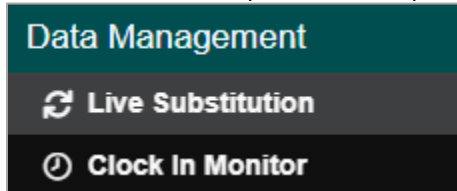
1. Log in to the system by entering “User Name,” “Password” and click on the “Login” button.



2. Click on the “Telematics” module.



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



- 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
      - 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

⚠ *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
- ⚠ *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

The screenshot displays the Telematics Live Substitution interface. The top navigation bar includes 'Telematics > Data Management > Live Substitution' and 'Active Data Area: plan | Effective on: 8/10/22'. The interface is divided into several sections:

- Routes:** A table with columns for Route ID, Planned Vehicle, Sub Vehicle, and Vehicle Status. Route 16 is highlighted in yellow, indicating a substitution.
- Vehicle/Driver Tabs:** The 'Vehicle' tab is active, showing a list of 'All Available Vehicles' with columns for Vehicle, Capacity, NeedEnbl, Depot, and Availability (00:00, 08:00, 16:00, 23:59).
- Map:** A map view showing the geographic location of the routes and vehicles.
- Taken Out Of Service:** A table listing vehicles that are out of service, including Vehicle ID, Date, and Time.
- Substitution Records:** A table showing the history of substitutions, with one record for Route ID 16, Planned Vehicle VEHICLE006, Sub Vehicle VH008, and Time Of 15:32:26.

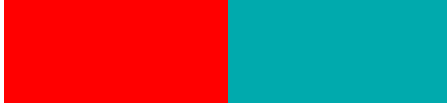
- The system will default to the “Vehicle” tab, but the user can switch between the “Vehicle” or “Driver” tab at any time.

## Vehicle Tab

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

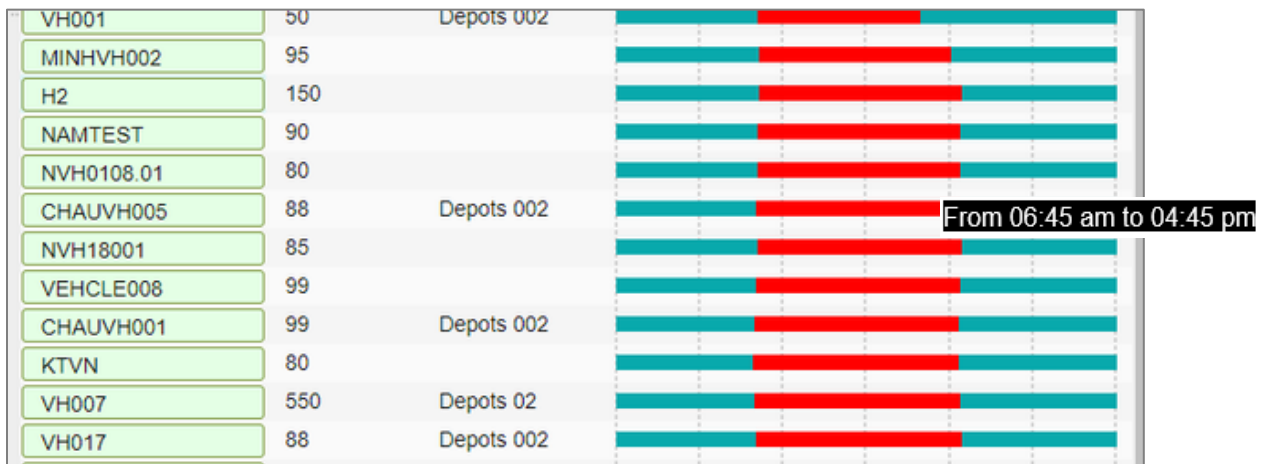
All “Available Vehicles” panel in the middle shows all the available vehicles that can be assigned to the route with the following fields:

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

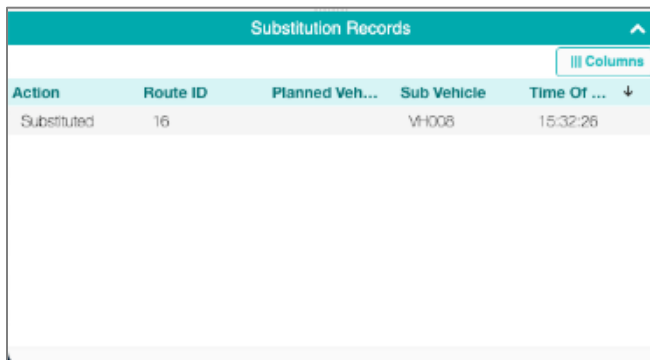


Red is when the vehicle is busy and blue is when the vehicle is not busy.

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



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



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



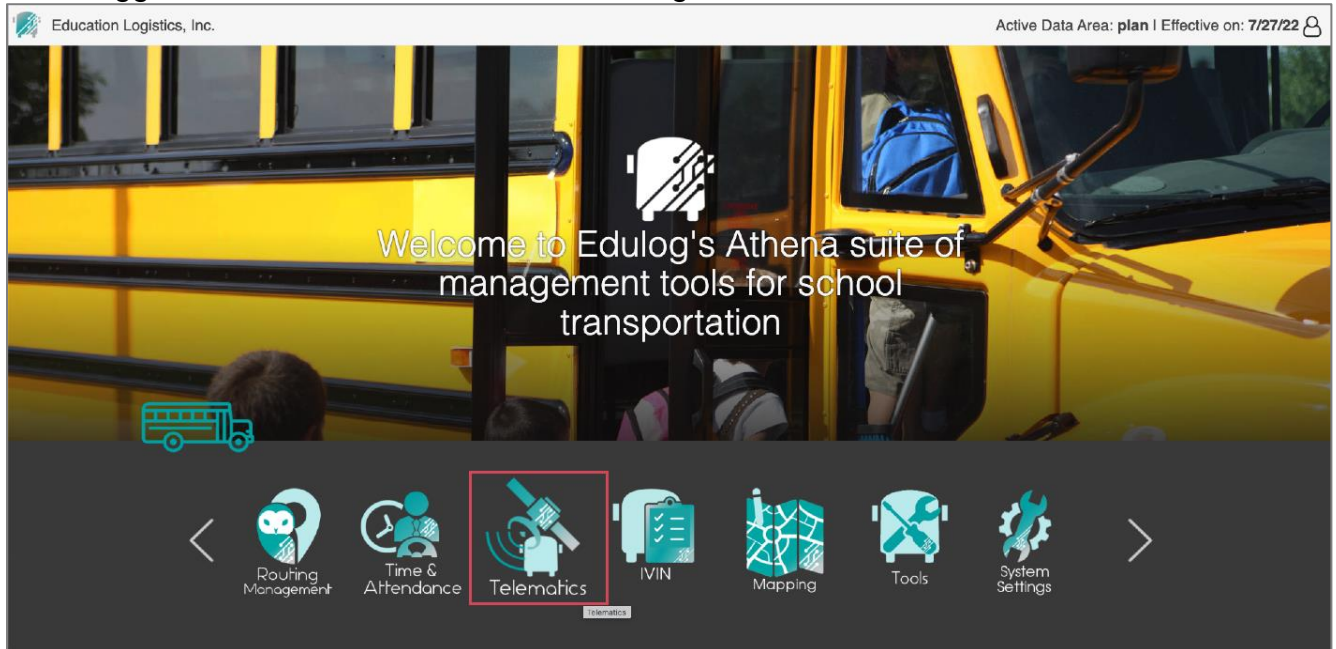
## Live Substitution User Stories

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:

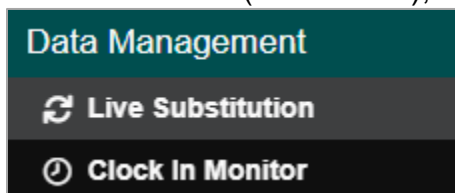
- Substitute a vehicle to a route
- Unassign a vehicle from a route
- Verify changes in Parent Portal

## 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



Telematics » Data Management » Live Substitution Active Data Area: plan I Effective on: 4/25/24

Route ID	Planned Vehicle	Sub Vehicle	Vehicle Status	Planned Driver
17			Need Assignment	
18			Need Assignment	
20			Need Assignment	
21			Need Assignment	
22			Need Assignment	
23			Need Assignment	
27			Need Assignment	
30			Need Assignment	
31			Need Assignment	
01	3440		Need Substitution	
02	LP0003		Need Substitution	
04	LPSM01		Need Substitution	
08	3451		Need Substitution	
13	3423		Need Substitution	
15	3445		Need Substitution	
19	3441		Need Substitution	
24	3444		Need Substitution	
25	3442		Need Substitution	
26	356		Need Substitution	
28	1704		Need Substitution	
29	LP0002		Need Substitution	
99	3452		Need Substitution	

Vehicle	Capacity	Depot	00:00	08:00	16:00	23:59
3423	60					
3440	60					
3441	60					
3442	99					
3443	60					
3444	60					
3445	60					
3451	60					
3452	60					
3455	60					
356	99					
DEMOBUS01	99					
DEMOBUS02	99					
DEMOBUS03	99					
DEMOBUS04	99					
DEMOBUS05	99					
DEMOBUS06	99					
DEMOBUS07	99					
LP0001	60					
LP0002	60					
LP0003	60					
LPSM01	0					

Vehicle	Start Time	Projected End Time
1704	04/24/2024 11:41 PM	04/24/2024 11:59 PM

Action	Route ID	Plan Vehicle	Sub Vehicle	Time Of Change
No Data				

Telematics » Data Management » Live Substitution Active Data Area: plan I Effective on: 4/25/24

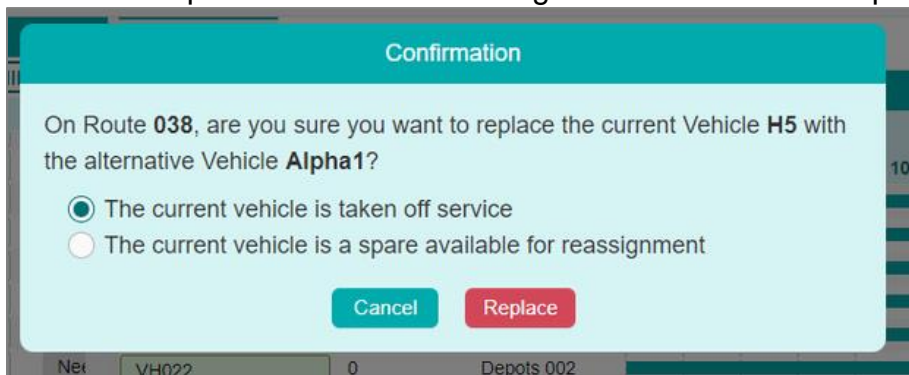
Route ID	Planned Vehicle	Sub Vehicle	Vehicle Status	Planned Driver
17			Need Assignment	
18			Need Assignment	
20			Need Assignment	
21			Need Assignment	
22			Need Assignment	
23			Need Assignment	
27			Need Assignment	
30			Need Assignment	
31			Need Assignment	
01	3440		Need Substitution	
02	LP0003	DEMOBUS04	Substituted	
04	LPSM01		Need Substitution	
08	3451		Need Substitution	
13	3423		Need Substitution	
15	3445		Need Substitution	
19	3441		Need Substitution	
24	3444		Need Substitution	
25	3442		Need Substitution	
26	356		Need Substitution	
28	1704		Need Substitution	
29	LP0002		Need Substitution	
99	3452		Need Substitution	

Vehicle	Capacity	Depot	00:00	08:00	16:00	23:59
3423	60					
3440	60					
3441	60					
3442	99					
3443	60					
3444	60					
3445	60					
3451	60					
3452	60					
3455	60					
356	99					
DEMOBUS01	99					
DEMOBUS02	99					
DEMOBUS03	99					
DEMOBUS04	99					
DEMOBUS05	99					
DEMOBUS06	99					
DEMOBUS07	99					
LP0001	60					
LP0002	60					
LP0003	60					
LPSM01	0					

Vehicle	Start Time	Projected End Time
1704	04/24/2024 11:41 PM	04/24/2024 11:59 PM

Action	Route ID	Plan Vehicle	Sub Vehicle	Time Of Change
Substituted	02	LP0003	DEMOBUS04	04:09 AM
Substituted	01	3440	3442	02:58 AM

- 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.



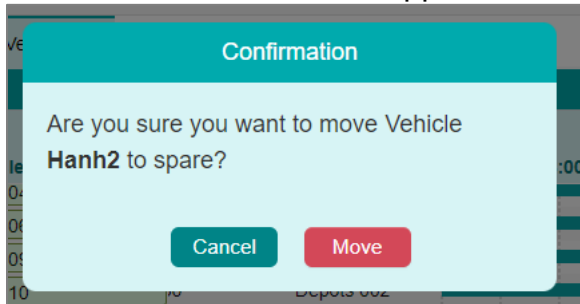
It is recommended, that unless the vehicle is out of service for a long period of time and make

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.



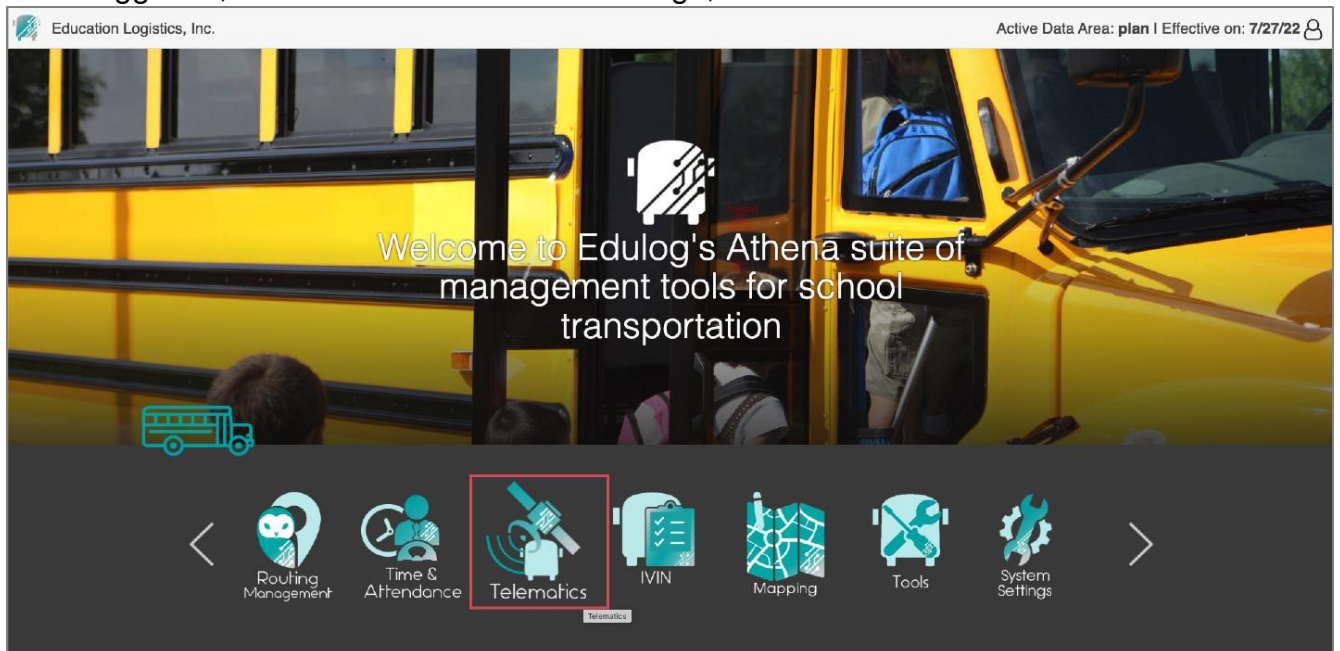
4. The route and vehicle will update accordingly.

### Live Substitutions Reflected in Parent Portal

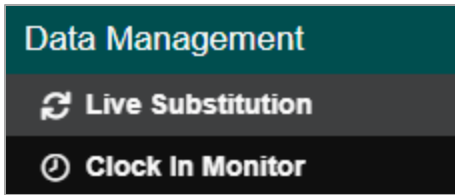
If your district has the setting activated to notify parents of a change in the bus serving their student, the parent will get a pop-up notification in the app and the message will also appear in their in-box on the home screen.

### 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.

The screenshot shows the 'Data Management > Live Substitution' interface. The 'Routes' table on the left has a 'Sub Vehicle' column. The 'All Available Vehicles' table in the center has vehicle 3452 highlighted in yellow. The 'Taken Out Of Service' table on the right is empty.

Route ID	Planned Vehicle	Sub Vehicle	Vehicle Status	Planned Driver
17			Need Assignment	
18			Need Assignment	
20			Need Assignment	
21			Need Assignment	
22			Need Assignment	
23			Need Assignment	
27			Need Assignment	
30			Need Assignment	
31			Need Assignment	
01	3440		Need Substitution	
02	LP0003		Need Substitution	
04	LPSM01		Need Substitution	
08	3451		Need Substitution	
13	3423		Need Substitution	
15	3445		Need Substitution	
19	3441		Need Substitution	
24	3444		Need Substitution	
25	3442		Need Substitution	
26	356		Need Substitution	
28	1704		Need Substitution	
29	LP0002		Need Substitution	
99	3452		Need Substitution	

Vehicle	Capacity	Depot	00:00	08:00	16:00	23:59
3423	60					
3440	60					
3441	60					
3442	99					
3443	60					
3444	60					
3445	60					
3451	60					
3452	60					
3455	60					
356	99					
DEMOBUS01	99					
DEMOBUS02	99					
DEMOBUS03	99					
DEMOBUS04	99					
DEMOBUS05	99					
DEMOBUS06	99					
DEMOBUS07	99					
LP0001	60					
LP0002	60					
LP0003	60					
LPSM01	0					

Vehicle	Start Time	Projected End Time
1704	04/24/2024 11:41 PM	04/24/2024 11:59 PM

Action	Route ID	Plan Vehicle	Sub Vehicle	Time Of Change
No Data				

4. Confirm the substitution.

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

The screenshot shows the same interface as before, but now route 02 is highlighted in yellow, and its 'Sub Vehicle' is DEMOBUS04 and 'Vehicle Status' is 'Substituted'. The 'Substitution Records' table at the bottom now contains two entries.

Route ID	Planned Vehicle	Sub Vehicle	Vehicle Status	Planned Driver
17			Need Assignment	
18			Need Assignment	
20			Need Assignment	
21			Need Assignment	
22			Need Assignment	
23			Need Assignment	
27			Need Assignment	
30			Need Assignment	
31			Need Assignment	
01	3440		Need Substitution	
02	LP0003	DEMOBUS04	Substituted	
04	LPSM01		Need Substitution	
08	3451		Need Substitution	
13	3423		Need Substitution	
15	3445		Need Substitution	
19	3441		Need Substitution	
24	3444		Need Substitution	
25	3442		Need Substitution	
26	356		Need Substitution	
28	1704		Need Substitution	
29	LP0002		Need Substitution	
99	3452		Need Substitution	

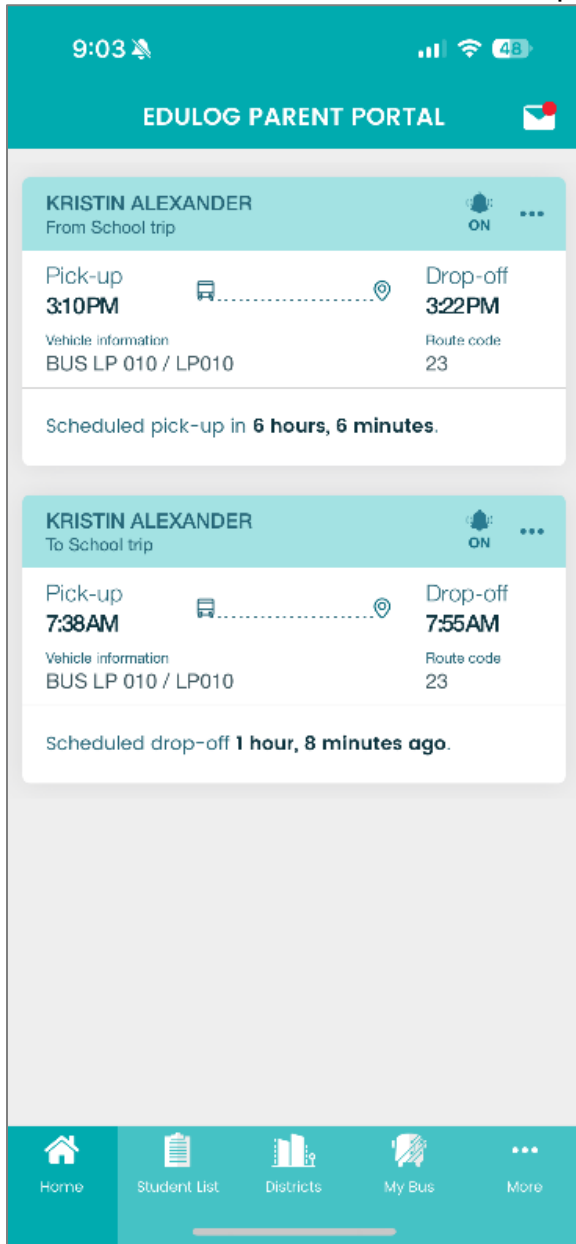
Vehicle	Capacity	Depot	00:00	08:00	16:00	23:59
3423	60					
3440	60					
3441	60					
3442	99					
3443	60					
3444	60					
3445	60					
3451	60					
3452	60					
3455	60					
356	99					
DEMOBUS01	99					
DEMOBUS02	99					
DEMOBUS03	99					
DEMOBUS04	99					
DEMOBUS05	99					
DEMOBUS06	99					
DEMOBUS07	99					
LP0001	60					
LP0002	60					
LP0003	60					
LPSM01	0					

Vehicle	Start Time	Projected End Time
1704	04/24/2024 11:41 PM	04/24/2024 11:59 PM

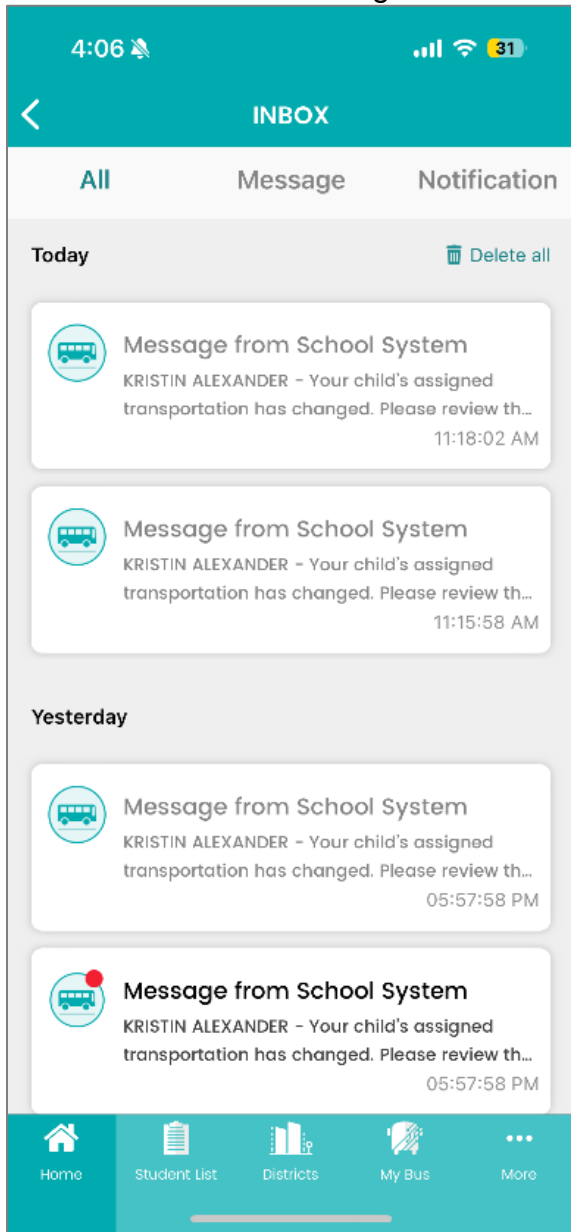
Action	Route ID	Plan Vehicle	Sub Vehicle	Time Of Change
Substituted	02	LP0003	DEMOBUS04	04:09 AM
Substituted	01	3440	3442	02:58 AM

## Verify the change in Parent Portal

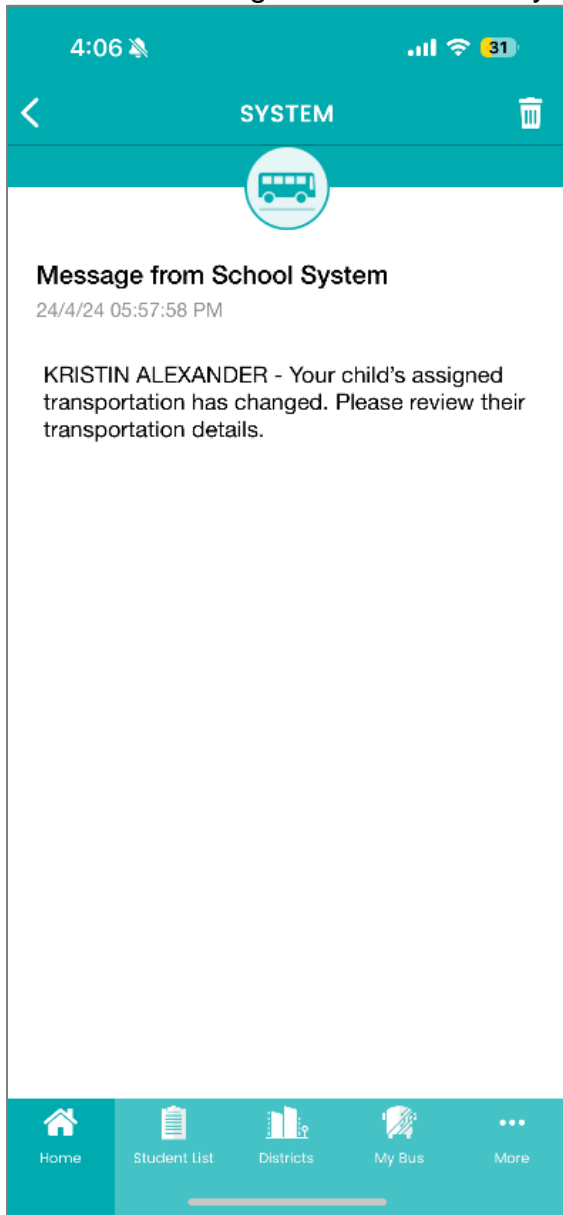
1. Log in to the Parent Portal app.
2. On the Home screen, select the envelop icon for messages and notifications.



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



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.