

Chapter 8

Using the Employee Check-In Software

Keeping track of when drivers show up for various bus routes is very difficult for many school districts. This can be a particularly challenging management task because of several factors, including:

- Most drivers work two to three split shifts during a day, so they report to work more than once a day.
- Various drivers report to work at different times of the day. For example, many drivers drive a morning bus route, but not all of them start at the same time. Some start an hour or more later than others, resulting in drivers coming to work in waves over an hour's period of time just for the morning shift.
- Not all drivers drive the same routes every day. Drivers may drive at different times at different days, or they may not even perform the routes on some days. Also, schools may have regular early outs that also alter the driver's schedule.

If your main goal is efficiently transporting children to and from school...

Due to factors such as those listed above, it is not uncommon to now and then miss a driver that didn't show up for work and didn't call in sick. For many school districts, the first that anyone knows of it happening is when the parents of the children that were supposed to be driven by the absent driver start calling and asking where the bus is. By the time a substitute driver is dispatched, the children are critically late, and the Transportation Department seems to be unorganized.

Fortunately, T.O.M. has a solution! The Employee Check-In feature was specifically designed to solve this problem. It gives your Transportation Department a critical "head's up" notice when one of your drivers has not reported for work when he was expected to.

How does it work?

The Employee Check-In feature was designed to allow you to enter all of your drivers' various bus routes for each day and then throughout the day you can "create a shift" of drivers that are supposed to check-in during that time. This list of drivers is all initially marked as "out."

Then either the drivers can check-in at a workstation that is running a special check-in software program, or a dispatcher can check-in the driver through the Master Check-In Management routine.

During this Check-In process, the various dispatcher's and managers can have the Check-In status screen running on their computer that will give them up-to-the-minute check-in status of all drivers expected in during that time period. This routine also alerts the various people if a driver is late reporting for work. The alert gives your department the time it needs to determine the drivers' status, and, if need be, quickly find a substitute driver to perform the missing driver's route before the students become critically late.



The Employee Check-In software consists of two parts:

- **Employees check in as they arrive for their shifts.** As employees check in, they can view messages that have been added to the system for them specifically or for all employees.
 - » For example, you could add a message to Paul Bekis's record stating that he needs to see his supervisor after his shift. When he checks in for his shift, the message displays, and he can confirm he has seen it.
 - » You can also add messages to the system for all employees. For example, you could add a system-wide message informing all employees that an all hands meeting has been scheduled for Wednesday, September 22.
- **You can track employees as they check in for their shifts.** After you start a new shift, you can view employee records for all employees who have a bus route during a shift. To help you visually distinguish between employees who have checked in and employees who have not, all entries on the Employee Check-In screen are color coded:
 - » **Green.** Indicates employees who have checked in.
 - » **Black.** Indicates employees who have not checked in but are not late.
 - » **Orange.** Indicates employees who are late.
 - » **Red.** Indicates employees who are critically late.



Where can I learn more about these features

You can learn more about the employee check-in process in Chapter 10.

① **T.O.M Tip**

Additionally, you can learn more about creating new shifts in Chapter 9, what the dispatcher sees in Chapter 12, and creating reports in Chapter 12.

How do I get started using the software?

You need to do the following before using the Check-In software:

1. **Set up runs or routes.** Chapter 7 discussed how you can set up routes in the Employee Management system or use routes you already set up in the T.O.M. Field Trip Administration software or the T.O.M. GIS Routing software.
2. **Set up shifts.** You can select File>Shifts in the Employee Management system to create shifts. This is discussed in detail in Chapter 9 of the Getting Started section.
3. **Change employee PIN numbers if you do not want to use the system-assigned PIN.** When you add an employee to the Employee Management System, it automatically assigns an employee identification number to the employee, and that number is used by default for the employee PIN number. You can change that number if you want to, but you will probably find it is easier from a management standpoint just to use the default identification numbers.



What do I do next?

After you complete the steps listed above, you can begin using this feature. Be sure to read chapters 9 through 12, though, so you have a better understanding of how your part of the software fits with the part the employees use when they check in for their shifts.

- **Chapter 9.** Explains how to create a new shift and add district-wide and employee-specific messages to the system. When employees check in, they see these messages.
- **Chapter 10.** Explains how employees check in to the system and what they see when they are checking in.
- **Chapter 11.** Explains how to supervise the checking in process and how to manually check employees in to the system in case they are unable to check themselves in.
- **Chapter 12.** Explains how to work with archived check-in records, including searching them, generating and printing reports from them, and purging them.