Chapter 7

Working with Employee Routes

The Employee Managements system allows you to enter an employee's daily bus run times or routes. The T.O.M. Employee Management software uses these bus run times for the Employee Check-In Feature. The Check-In Feature will assist you in determining which of your bus drivers have checked in for a daily shift and which have not. The Check-In Feature uses these employee bus runs to determine exactly when each driver is to start a bus run and then subtracts an amount of time set by you in your Employee Check-In Options from that start time to determine each employee's check-in time for a shift. These employee bus runs are the foundation for the Check-In Feature. You can NOT use the Employee Check-In Feature until all of your drivers' bus runs are entered.

These route times can be used for informational reporting purposes and considered by T.O.M. when automatically assigning drivers to field trips.

In summary, the Employee Bus Runs are used by the T.O.M. Employee Management Software for:

- Use in the Employee Check-In Feature to determine when each driver is expected to check-in throughout the day.
- For informational purposes for the employee's record of activity.

What is the difference between a run and a route?

Basically, they are the same thing, and many times both terms are used interchangebly in this manual. S

- Specifically, Gecko defines a *bus run* as a single trip that a driver makes to pick up a group of students and take them either to school or back to their bus stops or home.
- A *bus route* is generally thought of as the group of bus runs that a driver performs for a single day.

For the purposes of the Check-In Feature and the use of this information by the Field Trip Administration software, either term can and will be used.

Does this work with the T.O.M. Field Trip Administration software?

These bus runs are also used in the T.O.M. Field Trip Administration Software (they are known as Employee Routes in that software product). If you already have the T.O.M. Field Trip Administration software and have entered the Employee Runs (or Routes as they are known in the Field Trip software), then your Employee Management software will automatically use them and you do NOT need to enter them again.

When you change a bus run in either the Employee Management or the Field Trip Administration software, the other software product immediately sees the change because both software products use the same database!

Does this work with the T.O.M. GIS Routing software?

If you are also using the T.O.M. GIS Routing software product, then you can import the bus runs that you create in the T.O.M. GIS Routing software automatically, and both the T.O.M. Field Trip Administration and the T.O.M. Employee Management software recognize these imported employee bus runs. Just another way T.O.M. takes you to easy street!

What's in this chapter?

This chapter explains how to manage employee runs, including how to add, edit, and delete them. In this chapter, the following topics should help you set up and maintain your district's bus runs:

- Viewing an Employee's Runs
- Adding a Run
- Copying an Existing Run to Another Day
- Editing Runs
- Deleting Runs

To learn more about how T.O.M. can use employee routes when automatically assigning drivers to field trips see *Employee Route Hours* in the section *The Assignment Section* in *Chapter 4 - District Options* in your T.O.M. Field Trip Administration software's *Getting Started* Manual.

Viewing an Employee's Runs

1. Click the Employees tab.

2. Click the Reset button to clear the screen. The Employee Management system clears the screen.

3. Select the search criteria.

4. Click the Find Now button to retrieve all the employee records in the database that match your selected criteria.
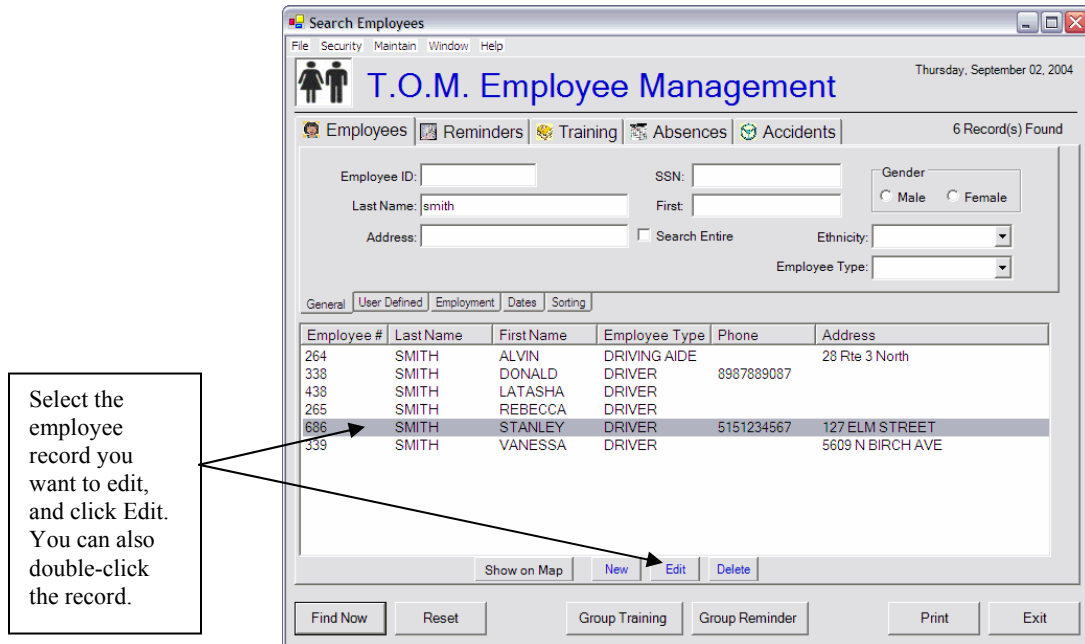
    Figure 7-1 shows using Smith as the search criteria:

Figure 7-1. Search results of Smith

5. To view the Employee screen:

- Double-click the employee's record.

OR

- Select the employee record, and click Edit.

6. Click Routes to view the runs assigned to the selected employee (Figure 7-2).
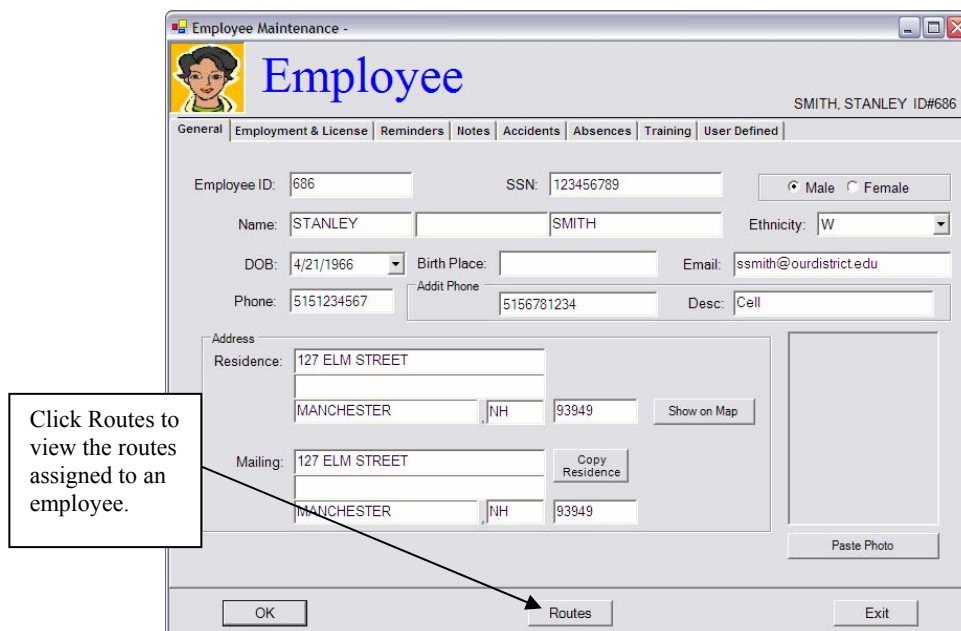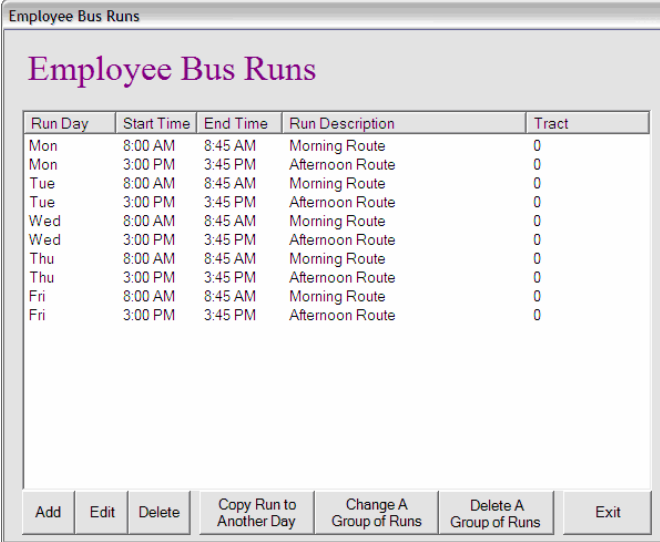

Figure 7-2. Accessing runs assigned to employees

The Employee Management system displays runs that have been assigned to the employee (Figure 7-3):

Figure 7-3. Viewing runs that have been assigned to an employee

Adding a Run

In this section, you will learn how to add an absence to the system. You will find a description for each field on the Employee Bus Run Screen after the procedure below.

Adding a Run

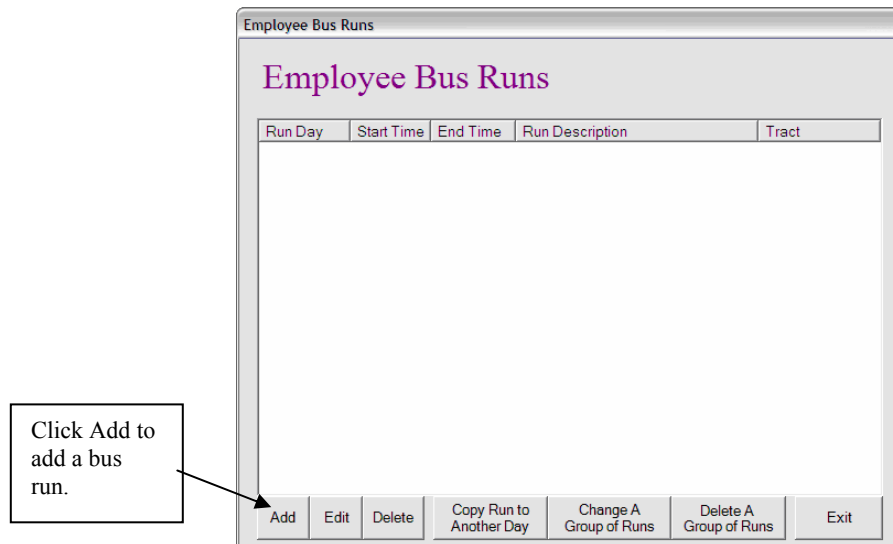1. Click the Add button. The Employee Management system displays the Employee Bus Run screen.

Click Add to add a bus run.

Figure 7-4. Adding a bus run

2.   Select or type in the information you want to save with the absence record. You are required to select the Run Day, Start Time, and End Time. For information about each field, see the Employee Bus Run Screen section.

When you are done, the screen should look similar to (Figure7-5):

Figure7-5. Adding bus runs

3.   Click the OK button to add the bus run to the system (Figure 7-6).

Figure 7-6. Viewing the added bus run

If you do not enter a tract number, the Employee Management system uses zero as the default value.

Employee Bus Run Screen

Figure 7-7. Employee Bus Run screen

	One of the fields I can enter information into is Tract #. What is this field used for?
ⓘ *T.O.M Tip*	If your school district has year-round classes or regularly scheduled early dismissals (such as every Friday at 1:00 p.m. instead of the usual 3:00 p.m.), you can use the tract number so that you can enter multiple sets of route times for the same day and differentiate them in T.O.M. This feature is primarily used in the T.O.M. Field Trip Administration software. When you use tract numbers, you can enter all the various route times for the various times of the year. You can then tell T.O.M. which tract number T.O.M. to use when determining if there is a conflict between a driver's route and a potential field trip assignment. You do this in the District Options section of T.O.M. For more information on telling T.O.M. which tract number T.O.M. is to consider the current tract number see Chapter 4 – "District Options" seen earlier in the T.O.M. Field Trip Administration *Getting Started Manual*.

You can add the following run information (see Figure 7-8) to the system:

- **Run Day.** Allows you to select the day the run is scheduled from the pull-down menu.
- **Run ID.** Allows you to type the run's identification code. The identification code can consist of up to 20 letters or numbers.
- **Tract #.** Allows you to type in the tract number for this run. If you do not add the tract number, the Employee Management system displays a zero for this field as its default value.
- **Description.** Allows you to enter up to a 50-character description for this run.
- **Start/End Time.** Allows you to enter or select the time the run is scheduled to begin and end. These are required fields.
  - » You can access the clock by clicking on the clock icon. Then, you can select the hour, the minute, and whether the time was a.m. or p.m. After you select the time and click OK, the Employee Management system closes the clock and displays the selected time.
  - » You can also type the time into these fields, but the Employee Management system requires that you use the format of hh:mm a.m/p.m. For example, to search for accidents occurring at 2:30 in the afternoon, you need to type 2:30 p.m. into the field.

NOTE: If you are using the route times to have T.O.M. assign field trips around conflicting routes, make sure you put a start and end time that reflects when the driver is NOT AVAILABLE. If you enter a start time and end time that only reflects when the driver is strictly driving the route, T.O.M. may assign a field trip with a departure time that is too close to the beginning or end of a route.

Figure 7-8. Employee Bus Run screen

Copying an Existing Run to Another Day

Entering the runs of every driver for every day can be a very time consuming and tedious job. Even with the quick and simple run data entry screen that T.O.M. provides, this job can be quite a chore. To help you save time, T.O.M. provides a feature that allows you to copy a run from one day of the week to some or all days of the week. This feature is very useful because many times a driver drives the same run every day of the week.

To copy an existing run to another day:

1. Add the run to the employee's record as described in the previous section.

2. Select the run you want to copy, and click the Copy Run to Another Day button (Figure 7-9).
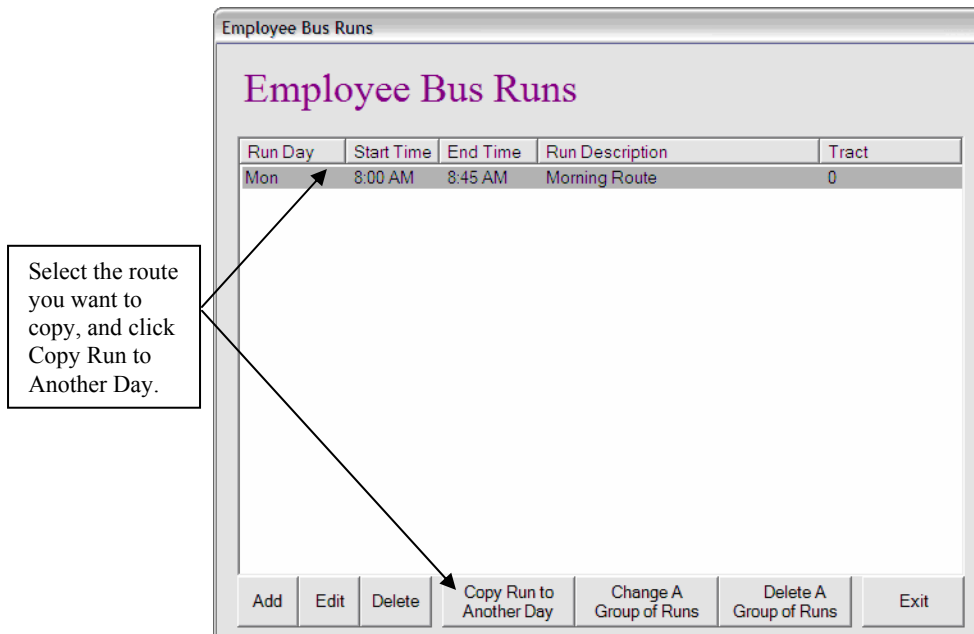
Select the route you want to copy, and click Copy Run to Another Day.

Figure 7-9. Selecting a run to copy to other days

The Employee Management system displays the Copy a Bus Run screen.

3. Select the days you want to copy the run to (Figure 7-10). By default, all days except the one for the run you selected are checked, but you can deselect any of the days or add Sunday or Saturday.

Figure 7-10. Copying an existing run to other days

4. Click the Copy Bus Run button. The Employee Management system adds the copied runs (Figure 7-11).

Monday's run copied to create the other runs.
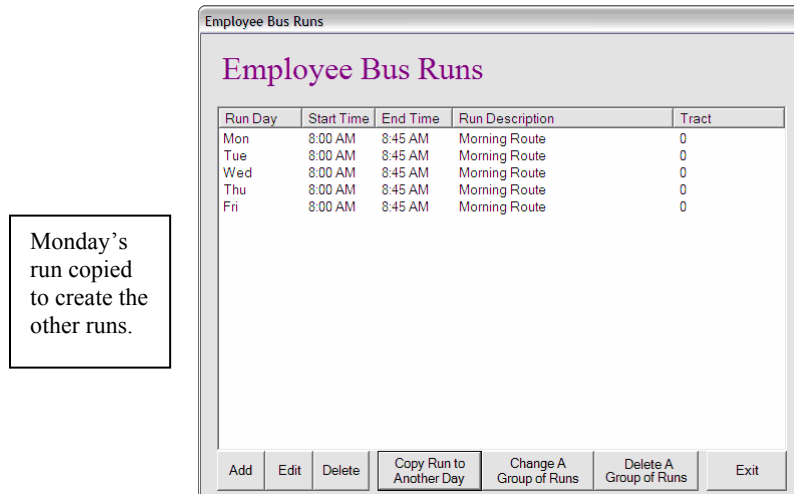
Figure 7-11. Runs added by copying an existing run

Editing Runs

There are two ways you can edit existing runs:

- Error! Reference source not found.**.** If you only need to change one run, you need to select the run, and click the Edit button on the Employee Bus Runs screen.
- **Editing a Group** of Runs**.** If you need to change several runs that start at the same time, you should use this feature because it not only saves you time but ensures that all the records for the scheduled run are changed.

Editing One Run

1. Select the run you want to edit.

Select the run you want to edit.

Click here to edit the selected bus run.
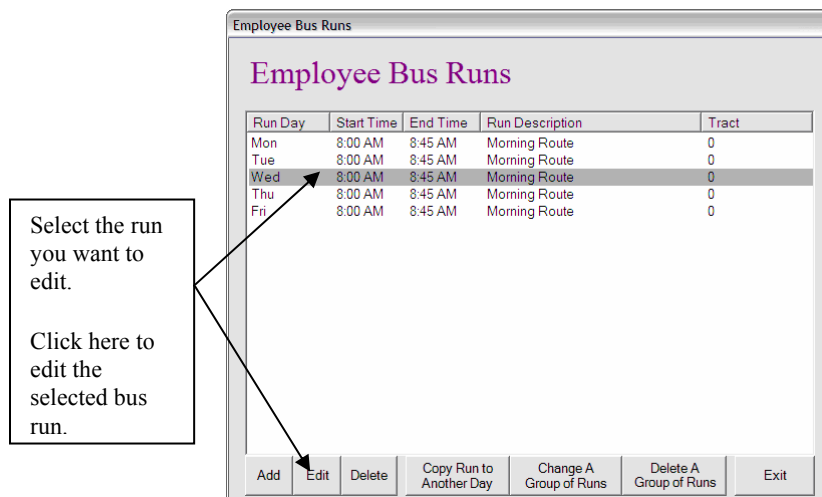
Figure 7-12. Selecting one bus run to edit

2. Click the Edit button. The Employee Management system displays the Employee Bus Run screen.

3. Change the fields you want to update for the run.

   When you are done, the screen should look similar to:

Figure 7-13. Changing the time for one record

4. Click the OK button. The Employee Management system updates the run.

Editing a Group of Runs

1. Click the Change a Group of Runs button.

Figure 7-14. Editing a group of runs

The Employee Management system displays the Employee Bus Run Group Change screen.

2. Select or type the Old Start Time OR Tract #, New Start Time, and New End Time.

    NOTE: You must complete Old Start Time OR Old Tract #, New Start Time, and New End Time. Description is not required. Also, you need to type in the Old Start Time or Old Tract # exactly as they appear on the Employee Bus Runs screen. If you do not, the Employee Management system does not update the group of runs.

    You screen should look similar to the following when you are done:

Figure 7-15. Sample group run change

3. Click the Change button. The Employee Management System updates the group of runs (Figure 7-16):

Figure 7-16. Viewing an updated group of runs

Deleting Runs

There are two ways you can delete existing runs:

- **Deleting One Run.** If you only need to delete one run, you need to select the run, and click the Delete button on the Employee Bus Runs screen.
- **Deleting a Group of Runs.** If you need to delete runs that start at the same time, occur on the same day, or have the same tract number, you should delete them as a group instead of one by one. This is also be easiest way to delete all runs from an employee's record.

Deleting One Run

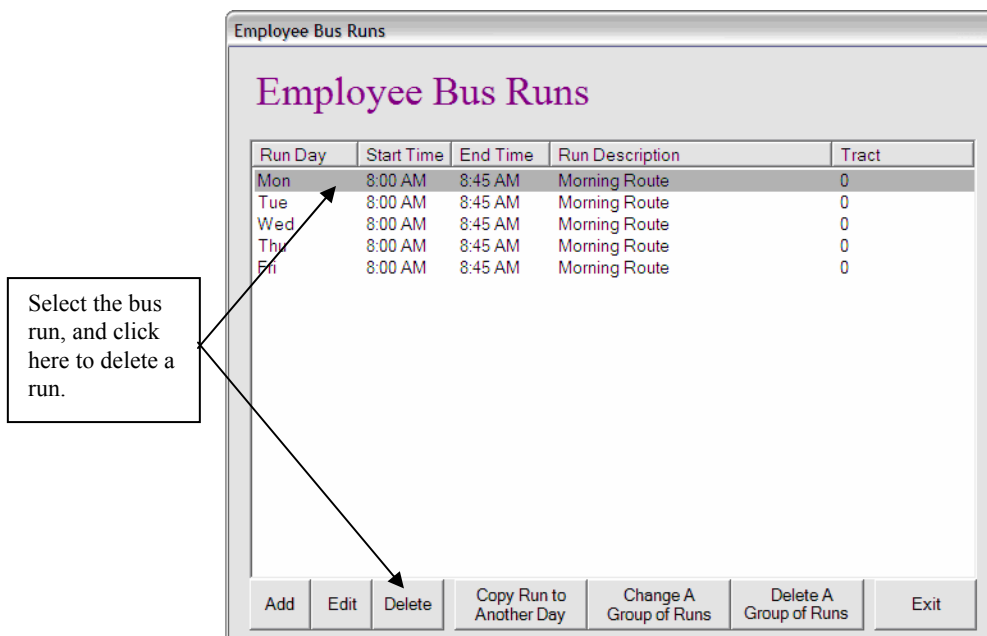1. Select the run you want to delete, and click the Delete button (Figure 7-17).

Select the bus run, and click here to delete a run.

Figure 7-17. Deleting one run

The Employee Management system asks if you want to delete the run.

2. Click Yes to delete the record. The Employee Management system deletes the run and updates the screen.

Deleting a Group of Runs

There are several ways you can delete a group of runs. You can delete all runs:

- That start at a particular time.
- On a particular day.

- Having a particular tract number.
- From the employee's record.

To delete a group of runs, complete only the applicable field on the Employee Bus Run Group Delete screen. For example, to delete all runs starting at 8:00 a.m., only complete the Starting Time field. Also, to delete all the runs from the employee's record, leave all the fields blank.

To delete a group of runs:
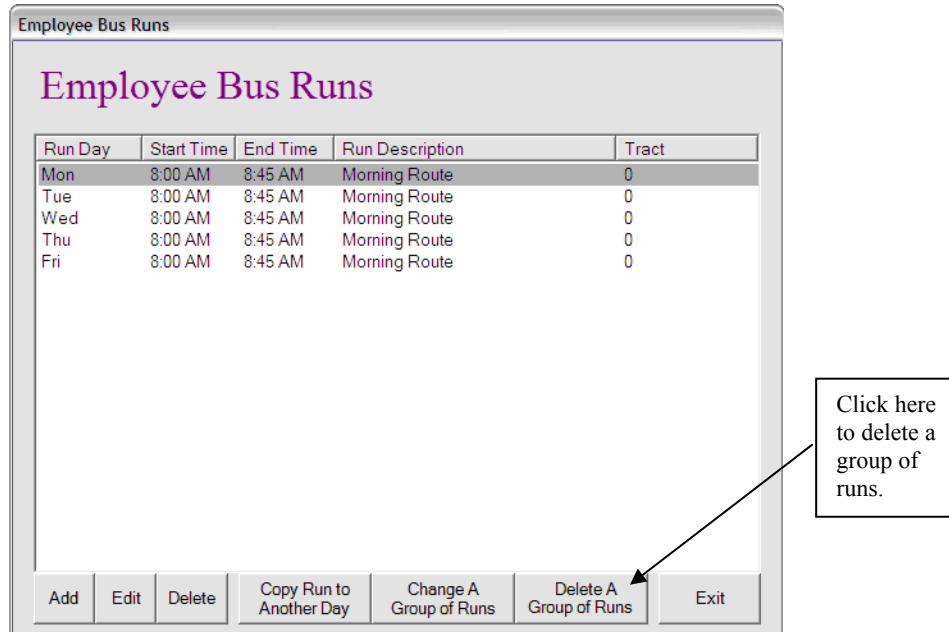
1. Click the Delete a Group of Runs button.

Figure 7-18. Deleting a group of bus runs

The Employee Management system displays the Employee Bus Run Group Delete screen (Figure 7-19.

Figure 7-19. Deleting a group of runs

2. To remove:

    - a group of runs from a particular day, select the day from the Route Day pull-down menu.
    - a group of runs having a particular tract number, type the tract number into this field.
    - all runs from the employee's record, leave all the fields blank.

    Figure 7-20 shows deleting all runs starting at 8:00 a.m.:

Figure 7-20. Deleting a group of runs at a particular time

8. Click the Delete button. The Employee Management system asks deletes the group run and updates the Employee Bus Run screen.