

Commonwealth of Virginia



The following individual
is hereby recognized as a certified
Virginia School Bus Driver Instructor
by the satisfactory completion of the
Instructor Workshop for School Bus Driver Trainers
conducted by the
Virginia Department of Education.

Certification Number: 1308

Ronnie M Liptrap Jr.

Issue Date: 06-14-2012

Expiration Date: 06-14-2017

Kent C. Dickey
Deputy Superintendent of Finance

June J. Eanes
Director, Support Services

Michelle L. Brown
Associate Director, Support Services

A. F. [Signature]
Transportation Specialist, Support Services

Bath County Public Schools



Pupil Transportation ▶ Transportation Director L

| <input type="checkbox"/> Start | Minutes | Location | Topic | Short Description | Vehicle |
|---|---------|----------|---|--|---------|
| Start : 5/28/2012 (1) | | | | | |
| 5/28/2012 7:30 AM | 480 | Bus Gar | Other (Provide Description) | Holiday -off | |
| Start : 5/29/2012 (2) | | | | | |
| 5/29/2012 7:30 AM | 60 | Bus Gar | Email, Other (Provide Description) | monitor bus radio and checked email | |
| <input checked="" type="checkbox"/> 5/29/2012 8:30 AM | 420 | Bus Gar | Other (Provide Description) | BCHS band to MES and VES | |
| Start : 5/30/2012 (5) | | | | | |
| 5/30/2012 7:30 AM | 60 | Bus Gar | Email, Other (Provide Description) | monitor bus radio and checked email | |
| 5/30/2012 8:30 AM | 240 | Bus Gar | Other (Provide Description) | install new pins in snow plow, lubed and put back together | |
| 5/30/2012 12:30 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 5/30/2012 1:00 PM | 90 | Bus Gar | Vehicle Diagnostics, Vehicle Repair | worked on bus 13 -cross arm | Bus 13 |
| 5/30/2012 2:30 PM | 60 | Bus Gar | Logs, Purchase Orders | spoke w/ Justin about po's -made some changes, finished logs for today, checked on fuel pumps not working at MES, worked 8hrs. | |
| Start : 5/31/2012 (4) | | | | | |
| 5/31/2012 7:30 AM | 60 | Bus Gar | Email, Other (Provide Description) | checked email -on internet service, monitored bus radio | |
| 5/31/2012 8:30 AM | 330 | Bus Gar | Vehicle Diagnostics, Vehicle Repair | worked on bus 19 | Bus 19 |
| 5/31/2012 2:00 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 5/31/2012 2:30 PM | 60 | Bus Gar | Logs, Shop Cleaning | cleaned shop and worked on logs -still no internet service, worked 8hrs. | |
| Start : 6/1/2012 (6) | | | | | |
| 6/1/2012 7:30 AM | 60 | Bus Gar | Email, Other (Provide Description) | monitor bus radio and checked email -still no internet service | |
| 6/1/2012 8:30 AM | 60 | Bus Gar | Reports | worked on driver reports and time sheets to be sent to SAB | |
| 6/1/2012 9:30 AM | 210 | Bus Gar | Other (Provide Description) | worked on bus 4 prep before it leaves to go to Richmond tomorrow, cleaned and remounted fire extinguisher for better access | Bus 04 |
| 6/1/2012 1:00 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/1/2012 1:30 PM | 30 | Bus Gar | Meeting - Staff | met w/ Paul -repaired my computer | |
| 6/1/2012 2:00 PM | 90 | Bus Gar | Fuel Reports, Logs | worked on fuel reports, stuck tanks @ BCHS and VES, finished logs from yesterday and today, worked 8hrs. | |
| Start : 6/4/2012 (4) | | | | | |
| 6/4/2012 7:30 AM | 60 | Bus Gar | Email, Other (Provide Description) | monitor bus radio and checked email | |
| 6/4/2012 8:30 AM | 270 | Bus Gar | Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair | bus 4 -performed yearly inspection | Bus 04 |
| 6/4/2012 1:00 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/4/2012 1:30 PM | 105 | Bus Gar | Logs, Other (Provide Description), Travel | worked on printer will not print, finished logs for today, left to meet w/ Sue at SAB | |
| Start : 6/5/2012 (5) | | | | | |

| | | | | | |
|------------------------------|-----|---------|---|---|--|
| 6/5/2012 7:30 AM | 90 | Bus Gar | Email, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair | last day of school!, checked email, monitored bus radio and weld on VES tractor | |
| 6/5/2012 9:00 AM | 60 | Bus Gar | Vehicle Inspection | helped Daniel start inspection on bus 1 | Bus 01 |
| 6/5/2012 10:00 AM | 180 | Bus Gar | Meeting - Staff, Other (Provide Description), Reports | worked on drivers reports, spoke w/ trooper Martin about doing our inspections online and getting me set up, met with Paul to get our printer worked on to print off our inspections | |
| 6/5/2012 1:00 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/5/2012 1:30 PM | 120 | Bus Gar | Fuel Reports, Logs, Other (Provide Description) | still on Daniel bus 1 is in the garage and no work is being done, finished fuel reports, finished logs for today, spoke with drivers dropping buses off for the summer and worked 8hrs. | |
| Start : 6/6/2012 (4) | | | | | |
| 6/6/2012 7:30 AM | 90 | Bus Gar | Email, Other (Provide Description) | checked email and caught up on some paper work | |
| 6/6/2012 9:00 AM | 270 | Bus Gar | Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair | worked on inspecting bus 2 and installing new seat covers | Bus 02 |
| 6/6/2012 1:30 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/6/2012 2:00 PM | 90 | Bus Gar | Meeting - Others, Other (Provide Description) | reprogrammed school traffic lights, met w/ Chance from snap-on, worked on seat covers on bus 8, finished logs for today, worked 8hrs. | |
| Start : 6/7/2012 (4) | | | | | |
| 6/7/2012 7:30 AM | 120 | Bus Gar | Email, Other (Provide Description), Vehicle Repair | dropped off papers at SAB, checked email and covered seats on bus 8 | Bus 08 |
| 6/7/2012 9:30 AM | 150 | Bus Gar | Parts Ordering, Phone - Staff, Vehicle Fluid Top Off, Vehicle Inspection | worked on bus 6 -needs all new exhaust, called Justin before ordering parts | Bus 06 |
| 6/7/2012 12:00 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/7/2012 12:30 PM | 180 | Bus Gar | Logs, Meeting - Others, Meeting - Staff, Other (Provide Description), Purchase Orders | met w/ Justin about budget, called MES to order fuel left a message, worked on po's, met w/ Fred about shop supplies, priced a floor jack we need, finished logs for today, worked 8hrs. | |
| Start : 6/8/2012 (4) | | | | | |
| 6/8/2012 7:30 AM | 120 | Bus Gar | Email, Other (Provide Description), Phone - Staff, Purchase Orders, Travel | got po's and other reports together took to SAB, checked email, worked on price and size of a new bus jack, spoke w/ Sue got some personal issues to take care of | |
| 6/8/2012 9:30 AM | 240 | Bus Gar | Leave - Vacation | took 1/2 day vac. | |
| 6/8/2012 1:30 PM | 150 | Bus Gar | Logs, Other (Provide Description), Shop Cleaning | sent Sue a message, called and left a message to let her know i was back at work, looked over work that had been done today, cleaned shop, took out trash and finished logs for today, worked 1/2 day | |
| 6/8/2012 4:00 PM | 30 | Bus Gar | Meeting - Others | met w/ Paul @ the bus garage before leaving for the day | |
| Start : 6/11/2012 (3) | | | | | |
| 6/11/2012 7:30 AM | 330 | Bus Gar | Email, Travel, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair | checked email, worked on bus 10, called for parts quote, helped Daniel inspect and service bus 7, went to VES to switch out cars with the crown vic -ign. switch is locked up | Bus 10; Bus 07; 93-Car-Ford Crown Vic-BG |
| 6/11/2012 1:00 PM | 45 | Bus Gar | Email, Phone - Staff | gathered everything for training class, spoke w/ Sharon on the phone, checked email | |
| 6/11/2012 1:45 PM | 225 | Bus Gar | Logs, Meeting - Staff, Travel, Vehicle Fluid Top Off, Vehicle Inspection | work on bus 3 and topped off fluids, finished logs for today before leaving to see Sharon to get info before goin out of town for training, met w/ Sue, no lunch break, working 10hrs. | |
| Start : 6/12/2012 (1) | | | | | |
| 6/12/2012 7:30 AM | 600 | Bus Gar | Other (Provide Description) | Halifax for training | |
| Start : 6/13/2012 (1) | | | | | |
| 6/13/2012 7:30 AM | 600 | Bus Gar | Other (Provide Description) | Halifax for training | |

Start : 6/14/2012 (1)

6/14/2012 7:30 AM 600 Bus Gar Other (Provide Description) Halifax for training

Start : 6/18/2012 (5)

6/18/2012 7:30 AM 60 Bus Gar Logs, Other (Provide Description) got caught up on logs and other paper work from last week

6/18/2012 8:30 AM 210 Bus Gar Vehicle Repair helped Daniel install new exhaust on bus 6 Bus 06

6/18/2012 12:00 PM 60 Bus Gar Lunch, Meeting - Staff took lunch break and spoke w/ Justin about invoices

6/18/2012 1:00 PM 270 Bus Gar Other (Provide Description), Vehicle Repair Paul in and out working on internet, worked on bus 3 - install 3 used seats, 2 new seat bottom covers and 1 seat back cover, moved buses around back to separate the inspected ones from the ones that haven't been done Bus 03

6/18/2012 5:30 PM 30 Bus Gar Logs finished logs for today, worked 10.5hrs

Start : 6/19/2012 (6)

6/19/2012 7:30 AM 270 Bus Gar Phone - Staff, Purchase Orders, Vehicle Repair worked on bus 16 -covered seats, spoke w/ Paul no internet -can not send inspections to Richmond, spoke w/ Justin, worked on po's, covered seats on bus 5 Bus 16; Bus 05

6/19/2012 12:00 PM 30 Bus Gar Lunch took lunch break

6/19/2012 12:30 PM 180 Bus Gar Parts Ordering, Phone - Others, Purchase Orders worked on getting parts, prices and invoices together for Justin, checked suppliers to make sure our accounts were clear

6/19/2012 3:00 PM 0 Bus Gar Other (Provide Description) Daniel left for the day, while I was on a call

6/19/2012 3:30 PM 105 Bus Gar Other (Provide Description), Phone - Others worked with Sonny Merryman to get a invoice faxed, Paul came in to work on my internet, finally got it up and going

6/19/2012 5:15 PM 15 Bus Gar Logs, Other (Provide Description) finished logs for today, cleaned up for today, worked 10hrs

Start : 6/20/2012 (8)

6/20/2012 7:30 AM 60 Bus Gar Meeting - Staff, Purchase Orders met w/ Justin went over po's and travel expenses NEW

6/20/2012 8:30 AM 90 Bus Gar Travel, Vehicle Pick Up/Delivery went to MES picked up bus 23 for the summer NEW Bus 23

6/20/2012 10:00 AM 120 Bus Gar Other (Provide Description), Vehicle Inspection helped Daniel inspect bus 14 and made a list of seats to be covered, worked on Daniel's computer will not print inspections to his printer NEW

6/20/2012 12:00 PM 30 Bus Gar Lunch took lunch break NEW

6/20/2012 12:30 PM 90 Bus Gar Meeting - Others met w/ Chance from Snap-On went over our new scan tool and basic use NEW

6/20/2012 2:00 PM 60 Bus Gar Phone - Others made calls to Sonny Merryman and Va Truck to make sure we have a zero balance including the bills waiting to be paid NEW

6/20/2012 3:00 PM 45 Bus Gar Phone - Staff on the phone with Paul trying to get Daniel's printer to work NEW

6/20/2012 3:45 PM 105 Bus Gar Logs, Other (Provide Description), Shop Cleaning Worked with new scan tool looking at options and charged before plugging to a car, cleaned up shop, finished logs for today, worked 10hrs. NEW

Start : 6/21/2012 (3)

6/21/2012 7:30 AM 270 Bus Gar Email, Logs, Other (Provide Description), Phone - Others, Phone - Staff, Vehicle Diagnostics, Vehicle Inspection, Vehicle Repair checked email, worked on bus 19 -inspect, repaired interior lights, made a list on bus 14, spoke w/ Danny from Fishers still have outstanding bills from Mertz, spoke w/ Justin wants me to do a po for those invoices, spoke w/ Patsy wants logs by noon, NEW Bus 14; Bus 19

6/21/2012 12:00 PM 30 Bus Gar Logs, Lunch finished logs for today, lunch break NEW

6/21/2012 12:30 PM 300 Bus Gar Shop Cleaning, Vehicle Inspection finish inspection on bus 19, start inspection on bus 13, clean shop, work 10hrs. NEW

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