



Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 6/20/2012 (8)</b>					
6/20/2012 7:30 AM	60	Bus Gar	Meeting - Staff, Purchase Orders	met w/ Justin went over po's and travel expenses	
6/20/2012 8:30 AM	90	Bus Gar	Travel, Vehicle Pick Up/Delivery	went to MES picked up bus 23 for the summer	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	
6/20/2012 12:00 PM	30	Bus Gar	Lunch	took lunch break	
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	
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	
6/20/2012 3:00 PM	45	Bus Gar	Phone - Staff	on the phone with Paul trying to get Daniel's printer to work	
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.	
<b>Start : 6/21/2012 (3)</b>					
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,	Bus 14; Bus 19
6/21/2012 12:00 PM	30	Bus Gar	Logs, Lunch	finished logs for today, lunch break	
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.	
<b>Start : 6/25/2012 (5)</b>					
6/25/2012 7:30 AM	270	Bus Gar	Vehicle Cleaning, Vehicle Repair	worked on bus 13 -tires, wash and paint	Bus 13
6/25/2012 12:00 PM	30	Bus Gar	Lunch	took lunch break	
6/25/2012 12:30 PM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 19 -ran elec. trace to dome lights and repaired	Bus 19
6/25/2012 1:30 PM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	inspected bus 23	Bus 23
6/25/2012 3:30 PM	120	Bus Gar	Logs, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	took slack adjuster off of bus 23- sent Daniel to Cov. to match up part, inspected bus 22,finished logs for today, worked 10hrs.	Bus 22

**Start : 6/26/2012 (5)**

6/26/2012 7:30 AM	180	Bus Gar	Email, Other (Provide Description), Phone - Others	checked email, went over and made a list of parts and supplies needed to complete summer work on buses, spoke w/ Brenda @ DMV and set up an appointment to get Daniel his bus lic., sent Sue an email telling her where we would be
6/26/2012 10:30 AM	180	Bus Gar	Meeting - Others, Travel	took bus 6 to Roanoke for repairs, met with Justin at Western Branch and went over the problems we are having with bus 6 and what all we have checked
6/26/2012 1:30 PM	30	Bus Gar	Lunch	took lunch break
6/26/2012 2:00 PM	120	Bus Gar	Travel	drove back from Roanoke
6/26/2012 4:00 PM	90	Bus Gar	Email, Logs, Phone - Staff, Shop Cleaning	checked email, cleaned shop, spoke with LaWanda about her first day of class and gave her ideas on teaching in front of Adrian as well as what to expect, finished logs for today, worked 10hrs

**Start : 6/27/2012 (5)**

6/27/2012 7:30 AM	300	Bus Gar	Email, Travel, Vehicle Repair	checked email, worked on bus 16, worked on bus 22 and sent Daniel to Covington for parts	Bus 16; Bus 22
6/27/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
6/27/2012 1:00 PM	30	Bus Gar	Email	emailed Sharon about in-service, CPR and First Aid classes	
6/27/2012 1:30 PM	120	Bus Gar	Logs, Meeting - Others, Vehicle Inspection, Vehicle Repair	worked on bus 22, met w/ Chance from Snap-On, went over training for scan tool, worked on bus 22 and worked on logs	Bus 22
6/27/2012 3:30 PM	120	Bus Gar	Logs, Other (Provide Description), Phone - Others	finished logs, finished inspection on bus 23, spoke w/ Danny about getting parts for 93 Crown Vic, worked 10hrs	

**Start : 6/28/2012 (7)**

6/28/2012 7:30 AM	240	Bus Gar	Email, Vehicle Cleaning	checked email, waiting on parts for buses, cleaned blue 07 GMC	07-Truck-GMC Blue-TRANS
6/28/2012 11:30 AM	30	Bus Gar	Lunch	took lunch break	
6/28/2012 12:00 PM	30	Bus Gar	Other (Provide Description)	met w/ Kenny from Sonny Merryman dropped off parts	
6/28/2012 12:30 PM	60	Bus Gar	Vehicle Repair	worked on bus 10	Bus 10
6/28/2012 1:30 PM	60	Bus Gar	Logs, Other (Provide Description)	met w/ Tim from Central Tire, dropped off front bus tires and worked on logs	
6/28/2012 2:30 PM	60	Bus Gar	Travel	went to SBO drop off papers and pick up mail	
6/28/2012 3:30 PM	120	Bus Gar	Logs, Vehicle Repair	spoke w/ LaWanda about her training, mount and balanced 2 front tires, cleaned up, finished logs, worked 10hrs.	Bus 07

**Start : 6/29/2012 (1)**

6/29/2012 9:30 PM	120	Bus Gar	Other (Provide Description)	No Power -met Andy @ BCHS to set up fuel station for emergency crews
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**Start : 7/2/2012 (1)**

7/2/2012 7:30 AM	600	Bus Gar	Other (Provide Description)	still no power	
<b>Start : 7/3/2012 (6)</b>					
7/3/2012 7:30 AM	120	Bus Gar	Email, Fuel Tank Measurement, Other (Provide Description)	checked emails and went to BCHS to stick tanks and order fuel	
7/3/2012 9:30 AM	180	Bus Gar	Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery	went to SBO picked up Impala for inspection, had Jeff bring over trash truck from BCHS for inspection	10-Truck-Chevy Silverado-BCHS
7/3/2012 10:30 AM	10	Bus Gar	Phone - Staff	spoke w/ Sue says to look at CIP and call about a bus once she sends me a email	
7/3/2012 12:30 PM	60	Bus Gar	Lunch, Vehicle Pick Up/Delivery	took lunch break -dropped off Impala and picked up Mercury at SBO	
7/3/2012 1:30 PM	180	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change	inspect and serviced Mercury and gold Taurus	07-Car-Mercury Montego-SAB; 05-Car-Ford Taurus Gold-DRED
7/3/2012 4:30 PM	60	Bus Gar	Email, Logs, Vehicle Pick Up/Delivery	emailed Adrian about LaWanda's certificate, drop off gold Taurus @ BCHS, finish logs, drop off Mercury, worked 10hrs	
<b>Start : 7/9/2012 (7)</b>					
7/9/2012 7:30 AM	270	Bus Gar	Email, Fuel Reports, Other (Provide Description), Vehicle Inspection	checked email, worked on fuel reports, placed Ins. cards in cars and buses and helped Daniel with the inspection on the cavalier	
7/9/2012 12:00 PM	30	Bus Gar	Lunch	took lunch break	
7/9/2012 12:30 PM	90	Bus Gar	Vehicle Inspection	inspected 01 blue Taurus	
7/9/2012 2:00 PM	60	Bus Gar	Vehicle Diagnostics	worked on 07 blue GMC electrical problem, tracing wires no power to park lights	
7/9/2012 3:00 PM	30	Bus Gar	Logs	worked on logs	
7/9/2012 3:30 PM	60	Bus Gar	Phone - Staff, Vehicle Diagnostics	checked over 07 white GMC for exhaust leak, spoke w/ Patsy about CIP	07-Truck-GMC White-MAINT
7/9/2012 4:30 PM	60	Bus Gar	Email, Logs, Parts Ordering	emailed Claude about the CIP, called and ordered parts for bus 14 and white GMC, finished logs for today, worked 10hrs.	
<b>Start : 7/10/2012 (4)</b>					
7/10/2012 7:30 AM	240	Bus Gar	Email, Vehicle Fluid Top Off, Vehicle Oil Change	checked email, worked on 97 Contour, worked on 07 blue GMC	97-Car-Ford Contour-SAB; 07-Truck-GMC Blue-TRANS
7/10/2012 11:30 AM	30	Bus Gar	Email, Phone - Staff	emailed Sue about the quote on a new bus, spoke with Sue said get it ordered, emailed Claude saying we wanted the bus	
7/10/2012 12:00 PM	30	Bus Gar	Lunch	lunch break	
7/10/2012 12:30 PM	300	Bus Gar	Logs, Parts Ordering, Phone - Others, Travel, Vehicle Diagnostics, Vehicle Repair	put Ins. cards in cars at BCHS, worked on both 07 GMCs, worked on John Deere, ordered parts and made appointment at Burgland, emailed Sue with a update on ordering a bus, finished logs for today, worked 10hrs	07-Truck-GMC Blue-TRANS; 07-Truck-GMC White-MAINT

**Start : 7/11/2012 (7)**

7/11/2012 7:30 AM	300	Bus Gar	Email, Fuel Tank Measurement, Other (Provide Description), Travel, Vehicle Cleaning, Vehicle Repair	got mail at SBO, checked email, went to MES dropped off Ins. cards, stuck tanks at BCHS, cleaned/waxed Ford 500 and worked on white GMC	07-Car-Ford 500-SUPT; 07-Truck-GMC White-MAINT
7/11/2012 12:30 PM	5	Bus Gar	Email	spoke w/ Sue by email about the cost of repairs to the 500 -says she wants it done	
7/11/2012 12:35 PM	25	Bus Gar	Lunch	took lunch break	
7/11/2012 1:00 PM	90	Bus Gar	Parts Ordering, Vehicle Repair	worked on GMC, called Burgland and ordered a dip-stick tube	07-Truck-GMC White-MAINT
7/11/2012 2:30 PM	30	Bus Gar	Vehicle Pick Up/Delivery	took 500 to Glen's for repairs	
7/11/2012 3:00 PM	60	Bus Gar	Meeting - Others	met w/ Chance from Snap-on ordered a tool to take broken studs out of the engine on GMC	
7/11/2012 4:00 PM	90	Bus Gar	Logs, Vehicle Repair	worked on logs, installed plugs and wires on GMC, worked 10 hrs.	

**Start : 7/12/2012 (3)**

7/12/2012 7:30 AM	330	Bus Gar	Lunch, Other (Provide Description), Travel	went to MES picked up green Taurus, took blue GMC to Roanoke for repairs, took lunch break	
7/12/2012 1:00 PM	150	Bus Gar	Vehicle Repair	worked on white GMC	07-Truck-GMC White-MAINT
7/12/2012 3:30 PM	120	Bus Gar	Logs, Shop Cleaning, Vehicle Inspection, Vehicle Repair	cleaned shop, inspect Contour, finished logs, worked 10hrs	97-Car-Ford Contour-SAB

**Start : 7/16/2012 (7)**

7/16/2012 7:30 AM	300	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change, Vehicle Repair	checked email, worked on green Taurus	00-Car-Ford Taurus Green-SAB
7/16/2012 12:30 PM	60	Bus Gar	Meeting - Others	met w/ inspection Trooper Patric to explain the new online system	
7/16/2012 1:30 PM	30	Bus Gar	Lunch	took lunch break	
7/16/2012 2:00 PM	60	Bus Gar	Vehicle Diagnostics, Vehicle Inspection	worked on green Taurus	00-Car-Ford Taurus Green-SAB
7/16/2012 3:00 PM	30	Bus Gar	Travel	went to Glen's picked up Ford 500 took back to SBO, sent Daniel to Covington to get parts for the Taurus	
7/16/2012 3:30 PM	90	Bus Gar	Vehicle Repair	worked on green Taurus while Daniel was gone	00-Car-Ford Taurus Green-SAB
7/16/2012 5:00 PM	30	Bus Gar	Logs	finished logs for today, locked up, worked 10hrs.	

**Start : 7/17/2012 (6)**

7/17/2012 7:30 AM	210	Bus Gar	Email, Vehicle Repair	checked email, continue working on green Taurus	00-Car-Ford Taurus Green-SAB
7/17/2012 11:00 AM	30	Bus Gar	Phone - Staff	spoke w/ Sue about a few issues that came up in Mondays staff meeting	
7/17/2012 11:30 AM	30	Bus Gar	Lunch	took lunch break	

7/17/2012 12:00 PM	180	Bus Gar	Vehicle Diagnostics, Vehicle Repair	continue working on green Taurus	00-Car-Ford Taurus Green-SAB
7/17/2012 3:00 PM	60	Bus Gar	Vehicle Diagnostics	worked on 97 Contour	97-Car-Ford Contour-SAB
7/17/2012 4:00 PM	90	Bus Gar	Logs, Other (Provide Description), Route Review	finished logs for today, went over test w/ Daniel before going to DMV tomorrow, looked at a couple of new stops BCHS called me about today, worked 10hrs	
<b>Start : 7/18/2012 (3)</b>					
7/18/2012 7:30 AM	210	Bus Gar	Email, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery	checked email, went to SBO got Ranger for inspection and took back, worked on VES Ranger	85-Truck-Ford Ranger-SAB; 84-Truck-Ford Ranger-VES
7/18/2012 11:00 AM	240	Bus Gar	Lunch, Meeting - Others	took bus 4 to Covington took lunch break, went to DMV for Daniel to take test for bus license	
7/18/2012 3:00 PM	150	Bus Gar	Logs, Parts Ordering, Vehicle Diagnostics, Vehicle Repair	worked on 97 Contour -wrong part, ordered another sensor, worked on 84 ranger and test drive, finished logs for today, worked 10hrs.	97-Car-Ford Contour-SAB; 84-Truck-Ford Ranger-VES
<b>Start : 7/19/2012 (3)</b>					
7/19/2012 7:30 AM	240	Bus Gar	Email, Vehicle Diagnostics, Vehicle Inspection	checked email, worked on 00 Taurus, 97 Contour and 93 Crown Vic	00-Car-Ford Taurus Green-SAB; 97-Car-Ford Contour-SAB; 93-Car-Ford Crown Vic-BG
7/19/2012 11:30 AM	240	Bus Gar	Lunch, Travel	went to Roanoke took lunch break, picked up bus 6, blue GMC and parts at Magic City	
7/19/2012 3:30 PM	120	Bus Gar	Logs, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	worked on 00 Taurus, 97 Contour, finished logs, worked 10hrs	00-Car-Ford Taurus Green-SAB; 97-Car-Ford Contour-SAB
<b>Start : 7/23/2012 (4)</b>					
7/23/2012 7:30 AM	300	Bus Gar	Email, Phone - Others, Vehicle Pick Up/Delivery, Vehicle Repair	checked email, called Fishers -waiting on parts that should have been dropped off at 8am, went to MES to pick up silver Taurus to inspect before going out, worked on blue GMC	07-Truck-GMC Blue-TRANS
7/23/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
7/23/2012 1:00 PM	60	Bus Gar	Other (Provide Description)	worked on cleaning pipe outside to the water shut off valve for the baseball field for repairs	
7/23/2012 2:00 PM	210	Bus Gar	Other (Provide Description), Parts Ordering, Vehicle Diagnostics, Vehicle Repair	took silver Taurus to SBO so it can go out, worked on green Taurus before Paul uses tomorrow, ordered parts, cleaned shop, worked on getting inspection stickers off internet -didn't work, finished logs for today, worked 10hrs	00-Car-Ford Taurus Green-SAB
<b>Start : 7/24/2012 (9)</b>					
7/24/2012 7:30 AM	120	Bus Gar	Email, Travel, Vehicle Repair	checked email, helped Daniel work on 93 Crown Vic, went to SBO	93-Car-Ford Crown Vic-BG

7/24/2012 9:30 AM	60	Bus Gar	Other (Provide Description)	went to SBO -looked over sub rehire and application for sub driver	
7/24/2012 10:30 AM	90	Bus Gar	Other (Provide Description)	helped Daniel inspect van #20	
7/24/2012 12:00 PM	60	Bus Gar	Other (Provide Description)	wrote down items to go over in the driver in-service	
7/24/2012 1:00 PM	30	Bus Gar	Lunch	took lunch break	
7/24/2012 1:30 PM	120	Bus Gar	Purchase Orders, Shop Cleaning	cleaned restroom and took out all the trash, worked on po's	
7/24/2012 3:30 PM	30	Bus Gar	Logs	worked on logs	
7/24/2012 4:00 PM	60	Bus Gar	Other (Provide Description), Vehicle Repair	helped Daniel work on bus 14, made a appointment for bus 6	Bus 14
7/24/2012 5:00 PM	30	Bus Gar	Logs	finished logs, worked 10hrs	

**Start : 7/25/2012 (8)**

7/25/2012 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	checked email, finished bus 14, got a call to meet Sheriff Plecker in Mitchelltown	Bus 14
7/25/2012 8:30 AM	120	Bus Gar	Meeting - Others, Other (Provide Description)	met w/ Sheriff Plecker about bus stops and how the Sheriff's office were planning to patrol the problem areas, sent Daniel to get S-10 from MES	
7/25/2012 10:30 AM	90	Bus Gar	Other (Provide Description)	helped Daniel w/ inspection on S-10	
7/25/2012 12:00 PM	30	Bus Gar	Lunch	took lunch break	
7/25/2012 12:30 PM	90	Bus Gar	Other (Provide Description), Vehicle Diagnostics	tried to help Daniel diag. brake light problem w/ S-10	89-Truck-Chevy S10-MES
7/25/2012 2:00 PM	120	Bus Gar	Meeting - Others, Other (Provide Description)	went to SBO to interview Mr. Dooley for sub bus and car driver	
7/25/2012 4:00 PM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	brought in bus 3 and replaced RT broken fog light and rewired	
7/25/2012 5:00 PM	30	Bus Gar	Email, Logs	emailed Sharon about Mr. Dooley, finished logs for today, worked 10hrs.	

**Start : 7/26/2012 (3)**

7/26/2012 7:30 AM	450	Bus Gar	Other (Provide Description), Travel	met w/ Daniel gave him directions and recall papers to take with him to Sonny Merryman, got bus 6 ready and took to Central Tire to have frontend checked	
7/26/2012 3:00 PM	30	Bus Gar	Email	checked and answered email	
7/26/2012 3:30 PM	120	Bus Gar	Logs, Other (Provide Description)	finished logs for today, looked over sections in inspection manual before going to take the test, repair and weld a replacement seat back to replace another broken seat on bus 3, worked 10hrs.	

**Start : 7/30/2012 (5)**

7/30/2012 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Shop Cleaning	checked email, spoke to Bedford Trans. Director about Mr. Dooley, spoke w/ Mrs. Brarkley about a new bus stop	
7/30/2012 9:00 AM	150	Bus Gar	Other (Provide Description), Route Review	looked at bus stop, looked at a turn around and spoke to land owner	

7/30/2012 11:30 AM	90	Bus Gar	Vehicle Diagnostics	put computer 07 GMC -check eng. light on -ran diag. and ordered parts	
7/30/2012 1:00 PM	30	Bus Gar	Lunch	took lunch break	
7/30/2012 1:30 PM	240	Bus Gar	Logs, Parts Ordering, Vehicle Repair	drained oil from pit to waste oil tank out back, worked on bus 3, spoke w/ Sonny, replaced flat tire on S-10, finished logs for today, worked 10hrs	Bus 03

**Start : 7/31/2012 (3)**

7/31/2012 7:30 AM	330	Bus Gar	Email, Vehicle Repair	checked email, emailed Sue about pre-school students, worked on bus 3, 15 and 16	Bus 03; Bus 16; Bus 15
7/31/2012 1:00 PM	30	Bus Gar	Lunch	took lunch break	
7/31/2012 1:30 PM	240	Bus Gar	Logs, Vehicle Repair	worked on bus 15, finished logs for today, worked 10hrs	Bus 15

**Start : 8/1/2012 (5)**

8/1/2012 7:30 AM	30	Bus Gar	Email, Other (Provide Description)	checked email, sent Daniel to MES to switch out cars <span style="color: green;">NEW</span>	
8/1/2012 8:00 AM	240	Bus Gar	Other (Provide Description)	went to JRTC took test to update inspection license, went to DMV to update CDL med. card <span style="color: green;">NEW</span>	
8/1/2012 12:00 PM	30	Bus Gar	Lunch	took lunch break <span style="color: green;">NEW</span>	
8/1/2012 12:30 PM	210	Bus Gar	Fuel Reports, Fuel Tank Measurement, Phone - Others, Vehicle Pick Up/Delivery, Vehicle Repair	worked on blue GMC, called and checked status of the new bus, called Westren Branch about the invoice on bus 6, took Daniel to SBO to pick up green Taurus, stuck tanks at BCHS and VES, worked on fuel reports, met w/ Snap-On to get more tools we need <span style="color: green;">NEW</span>	07-Truck-GMC Blue-TRANS
8/1/2012 4:00 PM	90	Bus Gar	Logs, Other (Provide Description), Vehicle Repair	worked on agenda for in-service, finished logs for today, worked 10hrs <span style="color: green;">NEW</span>	

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