



Pupil Transportation » Transportation Director Log Monthly Report

Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 7/31/2012 (3)</b>					
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
<b>Start : 8/1/2012 (5)</b>					
8/1/2012 7:30 AM	30	Bus Gar	Email, Other (Provide Description)	checked email, sent Daniel to MES to switch out cars	
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	
8/1/2012 12:00 PM	30	Bus Gar	Lunch	took lunch break	
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 Western 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	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	
<b>Start : 8/2/2012 (4)</b>					
8/2/2012 7:30 AM	300	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics	checked email, worked on blue GMC check eng. light on, spoke w/ Patsy about logs, spoke w/ Sharon about in-service, took a load of used tires to the dump	07-Truck-GMC Blue-TRANS
8/2/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/2/2012 1:00 PM	120	Bus Gar	Logs, Meeting - Others, Other (Provide Description)	helped Mark get trailer, met w/ Mr. Brown about supplies, made copies of things to go over for the drivers at the in-service, worked on logs	
8/2/2012 3:00 PM	150	Bus Gar	Route Review	went to look at a new bus stop and a possible turn around if needed in Mountain Grove, worked 10 hrs.	
<b>Start : 8/6/2012 (2)</b>					
8/6/2012 7:30 AM	120	Bus Gar	Email, Other (Provide Description), Parts Ordering	checked email, made calls set up an appointment for 97 Contour, made calls about the new bus to be picked up, ordered another set of brake rotors for 00 Taurus, spoke w/ Sharon Fry about routes	
8/6/2012 9:30 AM	480	Bus Gar	Email, Logs, Travel, Vehicle Pick Up/Delivery	took Contour to Magic City for repairs, picked up new bus noticed engine brake wasn't working properly, took bus back for repairs, answered emails, finished logs for today, worked 10hrs. and No Lunch.	
<b>Start : 8/7/2012 (2)</b>					
8/7/2012 7:00 AM	90	Bus Gar	Email, Other (Provide Description)	checked email, put together forms for In-Service	
8/7/2012 8:30 AM	420	Bus Gar	Inservice - Presentation, Inservice - Attendance, Logs, Lunch	had Bus Driver In-Service, done logs for today, worked 8hrs.	
<b>Start : 8/8/2012 (4)</b>					
8/8/2012 7:30 AM	180	Bus Gar	Other (Provide Description), Vehicle Pick Up/Delivery	got a call from driver of a light out on bus 22, got bus @ BCHS repaired and took back to SBO	Bus 22
8/8/2012 10:30 AM	120	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics	replaced rotors on green taurus, still has vibration, call and took old rotors back to Fishers to have machined	
8/8/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/8/2012 1:00 PM	150	Bus Gar	Logs, Other (Provide Description)	prep new bus, called and set up an appointment to install radio on Friday, finished logs, worked 8hrs.	Bus 12
<b>Start : 8/9/2012 (5)</b>					
8/9/2012 7:30 AM	120	Bus Gar	Email, Vehicle Repair	checked email, install rotors on green taurus, sent Daniel to Fishers to return parts	
8/9/2012 9:30 AM	60	Bus Gar	Vehicle Diagnostics	going to check bus stop in bus 2 -bus wont start	Bus 02
8/9/2012 10:30 AM	120	Bus Gar	Meeting - Staff, Route Review	called LaWanda, took bus 2 to Mountain Grove, checked on a new stop/ changing an existing stop	
8/9/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/9/2012 1:00 PM	150	Bus Gar	Logs, Other (Provide Description), Vehicle Diagnostics	brought in bus 2 -ran diag. does need batteries, changed gas filter to the pump out by the dock, met w/ Mark from NAPA, spoke w/ Magic City about Contour, began installing both batteries in bus 2, finished logs for today, worked 8hrs	
<b>Start : 8/10/2012 (3)</b>					
8/10/2012 7:00 AM	300	Bus Gar	Email, Other (Provide Description), Phone - Others	checked and reset school traffic lights, checked email, took drums off of the green Taurus for Fisher's to machine, spoke w/ Sharon about title for the new bus, began checking other buses for starting and air pressure	
8/10/2012 12:00 PM	30	Bus Gar	Lunch	took lunch break	
8/10/2012 12:30 PM	150	Bus Gar	Email	worked on email, finished checking other buses, brought in bus 18 began stripping and getting ready for the auction, finished logs, worked 8hrs.	
<b>Start : 8/13/2012 (6)</b>					
8/13/2012 7:00 AM	180	Bus Gar	Shop Cleaning, Vehicle Repair	replaced rear drums on green Taurus and cleaned shop	
8/13/2012 10:00 AM	120	Bus Gar	Other (Provide Description), Vehicle Repair	sent Daniel out to test drive while I worked on bus 2	Bus 02

8/13/2012 12:00 PM	30	Bus Gar	Email, Phone - Staff	spoke w/ Sue about Transportation needs and relayed the info to Sharon to put out to the drivers	
8/13/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/13/2012 1:00 PM	60	Bus Gar	Other (Provide Description)	spoke w/ Claude, buffed hood on bus 2 to bring out the paint	
8/13/2012 2:00 PM	60	Bus Gar	Logs, Other (Provide Description)	pulled in bus 18 -prep for auction, finished logs for today, worked 8hrs.	
<b>Start : 8/14/2012 (4)</b>					
8/14/2012 8:00 AM	120	Bus Gar	Shop Cleaning	cleaned up around the shop	
8/14/2012 10:00 AM	150	Bus Gar	Email, Other (Provide Description), Phone - Staff	checked email, spoke w/ Sharon about drivers for trips and notified drivers, began working on bus 18 preping for auction	
8/14/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/14/2012 1:00 PM	180	Bus Gar	Email, Logs, Other (Provide Description), Parts Ordering, Phone - Others, Route Review	finished bus 18, answered calls about new stops, checked email, ordered winter tires and stock, went to BCHS checked inspection on dump truck -needs this month, finished logs for today, worked 8hrs.	
<b>Start : 8/15/2012 (3)</b>					
8/15/2012 7:30 AM	360	Bus Gar	Email, Other (Provide Description), Vehicle Cleaning	checked email, went to BCHS picked up ton truck, began cleaning equipment van #20 - cleaned and bleached inside from top to bottom, washed outside	
8/15/2012 1:30 PM	30	Bus Gar	Lunch	took lunch break	
8/15/2012 2:00 PM	90	Bus Gar	Email, Logs, Other (Provide Description)	worked on van 20 -cleaned windows, painted wheels, fueled and parked, checked emails, finished logs for today, worked 8hrs.	
<b>Start : 8/16/2012 (4)</b>					
8/16/2012 7:30 AM	120	Bus Gar	Email, Phone - Others, Vehicle Fluid Top Off	checked email, checked over green taurus before sending to MES for the school year, called Tim at VDOT about bus stop signs and road hazards before school begins	
8/16/2012 9:30 AM	240	Bus Gar	Vehicle Pick Up/Delivery	went to Magic City to pick up contour	
8/16/2012 1:30 PM	30	Bus Gar	Lunch	took lunch break	
8/16/2012 2:00 PM	120	Bus Gar	Email, Logs, Vehicle Cleaning	checked email, worked on buffing hood on bus 11, finished logs for today, worked 8.5hrs.	
<b>Start : 8/17/2012 (3)</b>					
8/17/2012 7:30 AM	120	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off	checked email, helped clean bus 4 before going out, checked over 97 contour and topped off fluids before going on the road when school starts, answered calls about bus stops	
8/17/2012 9:30 AM	360	Bus Gar	Travel	went to Harrisonburg to pick up snow plow parts -work done under warranty, took lunch break, got stuck in road construction	
8/17/2012 3:30 PM	30	Bus Gar	Logs, Phone - Others	took calls about bus stops, finished logs for today, worked 8.5hrs.	
<b>Start : 8/20/2012 (6)</b>					
8/20/2012 7:30 AM	120	Bus Gar	Email, Vehicle Fluid Top Off	checked program on school zone times again, checked over van 20 topped off fluids and parked after being on a trip, checked email	
8/20/2012 9:30 AM	60	Bus Gar	Phone - Others, Phone - Staff	spoke to and returned calls to parents and drivers about new stops	
8/20/2012 10:30 AM	120	Bus Gar	Route Review	looked at new stops in Millboro, checked sight distance	
8/20/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/20/2012 1:00 PM	90	Bus Gar	Phone - Others, Phone - Staff, Route Review	spoke w/ Justin about new policies, spoke w/ Parents about changing a bus stop in Mountain Grove, notified car drivers where to pick up their cars and keys, notified driver of bus stop change, call Tim @ VDOT left a message about signs	
8/20/2012 2:30 PM	60	Bus Gar	Email, Logs, Vehicle Diagnostics	checked white GMC -ordered brakes and rotors, checked email, finished logs for today, worked 8hrs.	
<b>Start : 8/21/2012 (4)</b>					
8/21/2012 7:30 AM	330	Bus Gar	Email, Parts Ordering, Phone - Others, Phone - Staff, Reports, Shop Cleaning	checked email, on the phone w/parents about bus stops, on the phone w/Jane about bus aid bus driver and about a harness for 1 of the cars, on the phone trying to find and order the right harness, worked on mileage report for the year, clean shop	
8/21/2012 1:00 PM	30	Bus Gar	Lunch	took lunch break	
8/21/2012 1:30 PM	120	Bus Gar	Athletic Schedules, Email, Logs, Phone - Others, Phone - Staff, Vehicle Diagnostics	took more calls about bus stops, update sports schedule, worked on bus 1, checked email, schedule band trips, worked on logs	Bus 01
8/21/2012 3:30 PM	60	Bus Gar	Logs, Meeting - Staff	met w/Betty about bus route, stops and aid, finished logs for today, worked 8.75hrs	
<b>Start : 8/22/2012 (3)</b>					
8/22/2012 7:30 AM	330	Bus Gar	Email, Other (Provide Description), Phone - Others, Phone - Staff, Vehicle Repair	checked email, put stock away, reset school zone lights, spoke w/parents and schools about bus stops, VDOT about signs, worked on white GMC	07-Truck-GMC White-MAINT
8/22/2012 1:00 PM	30	Bus Gar	Lunch	took lunch break	
8/22/2012 1:30 PM	120	Bus Gar	Athletic Schedules, Logs, Other (Provide Description), Phone - Staff	took calls about bus stops, work on hood on bus 22, finished logs for today, sent Daniel to Windy Cove to repair wipers on bus 5, worked 8 hrs.	
<b>Start : 8/23/2012 (3)</b>					
8/23/2012 7:30 AM	300	Bus Gar	Email, Meeting - Others, Other (Provide Description), Phone - Others, Vehicle Diagnostics, Vehicle Repair	Checked school zone lights, met w/ tire guy, met w/ officer Weaver, spoke w/ schools, parents and drivers about bus stops, VDOT called putting up signs today, checked email, worked on bus 5	Bus 05
8/23/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/23/2012 1:00 PM	150	Bus Gar	Athletic Schedules, Email, Logs, Other (Provide Description)	checked email, looked for parts for bus 5, switch out buses w/ LaWanda and Betty until part comes in, reassign drivers to cover trips, checked traffic lights, finished logs for today, worked 8hrs	
<b>Start : 8/24/2012 (3)</b>					
8/24/2012 7:30 AM	300	Bus Gar	Athletic Schedules, Email, Meeting - Staff, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	checked email, met w/ Sonny and LaWanda about trips, went to BCHS picked up bus 15 for repairs	Bus 15
8/24/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	

8/24/2012 1:00 PM	150	Bus Gar	Email, Logs, Vehicle Pick Up/Delivery, Vehicle Repair	took bus 15 back to BCHS, worked on bus 5, checked email, gave Sonny address to Richmond for VB, finished logs for today, worked 8hrs.	Bus 05
<b>Start : 8/27/2012 (5)</b>					
8/27/2012 7:30 AM	120	Bus Gar	Email, Purchase Orders	checked email and worked on PO's	
8/27/2012 9:30 AM	150	Bus Gar	Other (Provide Description)	worked on trailer -replaced tires, ran diag. and ran new wires from plug to RT rear lights	
8/27/2012 12:00 PM	120	Bus Gar	Other (Provide Description), Phone - Staff	spoke w/ Sonny -involved in a tractor accident, worked on finding drivers to cover route and trips -may be out for a while, met w/ Billy -repaired diesel nozzle at BCHS	
8/27/2012 2:00 PM	30	Bus Gar	Lunch	took lunch break	
8/27/2012 2:30 PM	60	Bus Gar	Logs, Vehicle Cleaning, Vehicle Repair	checked over bus 4 handling -adjust air pressure, finished logs for today, worked 8hrs.	
<b>Start : 8/28/2012 (5)</b>					
8/28/2012 7:30 AM	210	Bus Gar	Email, Other (Provide Description), Phone - Staff, Reports	checked email, work on VES John Deere mower deck, called to check status on Sonny, worked on filing reports	
8/28/2012 11:00 AM	120	Bus Gar	Other (Provide Description), Travel, Vehicle Repair	went to MES install front flaps on bus 12, checked mileage on bus 17 and S-10 for reports	
8/28/2012 1:00 PM	30	Bus Gar	Phone - Staff	called to get status on new truck	
8/28/2012 1:30 PM	30	Bus Gar	Lunch	took lunch break	
8/28/2012 2:00 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Repair	checked bus 8 where Daniel repaired exhaust noise, checked email, ordered front pads and rotors for blue GMC, finished logs for today, worked 8hrs	
<b>Start : 8/29/2012 (3)</b>					
8/29/2012 7:30 AM	330	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Phone - Staff, Vehicle Repair	checked email, met with LaWanda to begin training, spoke w/ Sharon about trips, spoke w/ Jane and Justin about a invoice, replaced front brakes and rotors on 07 blue GMC	
8/29/2012 1:00 PM	30	Bus Gar	Lunch	took lunch break	
8/29/2012 1:30 PM	60	Bus Gar	Email, Logs, Vehicle Cleaning	checked email, cleaned and preped bus 4 before heading out on a trip, finished logs, leaving to take Sonny's trip	
<b>Start : 8/30/2012 (5)</b>					
8/30/2012 7:30 AM	180	Bus Gar	Email, Other (Provide Description), Phone - Others, Phone - Staff, Route Review	checked email, spoke to Kim from VDOT about a route closing, spoke w/ Twila about a line down on her route, checked both routes and made calls to inform people involved and made arrangements to have these things taken care of <span style="color: green;">NEW</span>	
8/30/2012 10:30 AM	60	Bus Gar	Meeting - Others	met w/ Shawn from fishers went over a stock order <span style="color: green;">NEW</span>	
8/30/2012 11:30 AM	30	Bus Gar	Phone - Others	spoke w/ a parent about wanting a car seat put on bus 6 for her child <span style="color: green;">NEW</span>	
8/30/2012 12:00 PM	30	Bus Gar	Lunch	took lunch break <span style="color: green;">NEW</span>	
8/30/2012 12:30 PM	180	Bus Gar	Logs, Other (Provide Description), Phone - Staff, Vehicle Repair	met w/ Mike PSA about water leak, called to check on Sonny, adjust storage door on bus 4, spoke w/ Lumina about bus arrival times, spoke w/ David about putting a car seat on bus 6, finished logs for today, worked 8hrs. <span style="color: green;">NEW</span>	
<b>Start : 8/31/2012 (3)</b>					
8/31/2012 7:30 AM	270	Bus Gar	Email, Logs, Other (Provide Description), Travel, Vehicle Cleaning, Vehicle Diagnostics	checked email, helped clean bus 2 before going out on a trip, installed car seat on bus 6, ran diag. on blue GMC -check engine, went to BC Supply got batteries for test tool, done todays logs for Patsy <span style="color: green;">NEW</span>	
8/31/2012 12:00 PM	30	Bus Gar	Lunch	took lunch break <span style="color: green;">NEW</span>	
8/31/2012 12:30 PM	180	Bus Gar	Shop Cleaning, Vehicle Repair	continue working on blue GMC, clean shop for the week <span style="color: green;">NEW</span>	

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