



Start	Minutes	Location	Topic	Short Description	Vehicle
Start : 8/31/2012 (3)					
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	
8/31/2012 12:00 PM	30	Bus Gar	Lunch	took lunch break	
8/31/2012 12:30 PM	180	Bus Gar	Shop Cleaning, Vehicle Repair	continue working on blue GMC, clean shop for the week	
Start : 9/4/2012 (6)					
9/4/2012 7:30 AM	60	Bus Gar	Other (Provide Description)	got a call on the radio of a car accident on route 42 -this happened at a bus stop -notified sheriff's dept. and spoke to the driver after his route had been completed	
9/4/2012 8:30 AM	120	Bus Gar	Email, Fuel Reports, Fuel Tank Measurement	checked email, stuck fuel tanks @ VES and worked on fuel report	
9/4/2012 10:30 AM	120	Bus Gar	Fuel Reports, Fuel Tank Measurement, Phone - Staff	spoke w/ Timmy needs a driver, called looking for a driver, stuck fuel tanks @ BCHS	
9/4/2012 12:30 PM	60	Bus Gar	Other (Provide Description), Vehicle Inspection	spoke to Richard- will sub, helped Daniel inspect bus 1	
9/4/2012 1:30 PM	30	Bus Gar	Lunch	took lunch break	
9/4/2012 2:00 PM	90	Bus Gar	Logs, Vehicle Repair	helped Daniel put tires on bus 1, finished logs for today, worked 8hrs.	
Start : 9/5/2012 (5)					
9/5/2012 7:30 AM	60	Bus Gar	Email, Fuel Reports	checked email, can not send anything out, worked on fuel reports and called bus 2 in for inspection	
9/5/2012 8:30 AM	240	Bus Gar	Phone - Staff, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on Escort -dead battery, worked on inspecting bus 2, also worked on trying to help find a driver for Susan	Bus 02: 88-Car-Ford Escort-BG
9/5/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/5/2012 1:00 PM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 5	
9/5/2012 2:30 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	worked on finding someone to cover Susan, checked email finished logs for today, worked 8hrs.	
Start : 9/6/2012 (4)					
9/6/2012 7:30 AM	300	Bus Gar	Athletic Schedules, Email, Fuel Reports, Other (Provide Description), Payroll Report, Vehicle Diagnostics, Vehicle Repair	worked on blue GMC -ordered parts, finished fuel reports, worked sports schedule, looked over payroll report and made changes to inclement weather routes and call list before going out, met w/ Roger and Dale -needed cleaning supplies for their trash truck	
9/6/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/6/2012 1:00 PM	30	Bus Gar	Parts Ordering	ordered parts for BCHS trash truck	
9/6/2012 1:30 PM	120	Bus Gar	Logs, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 6 and topped off fluids, took trimmer and trimmed weeds and brush in the bus lot, finished logs for today, worked 8hrs.	
Start : 9/7/2012 (3)					
9/7/2012 7:30 AM	300	Bus Gar	Email, Other (Provide Description), Travel, Vehicle Diagnostics	checked email, got a call to check green Taurus for a noise, called to check on Sonny, went to Covington to order new locks for the gas pumps	
9/7/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/7/2012 1:00 PM	150	Bus Gar	Email, Logs, Meeting - Staff, Phone - Staff, Shop Cleaning	checked email, met w/ Betty about a student riding the bus and having a aid starting Monday, spoke w/ Sue and passed info on to the driver, cleaned shop, finished logs, worked 8hrs.	
Start : 9/10/2012 (3)					
9/10/2012 7:30 AM	300	Bus Gar	Email, Other (Provide Description), Phone - Staff, Travel, Vehicle Diagnostics, Vehicle Repair	checked email, spoke w/ Timmy about his route and contacting VDOT, looked for drivers to cover routes this week, spoke w/ Patsy about revising snow routes, went to MES worked on fuel pump and bus 23	Bus 23
9/10/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/10/2012 1:00 PM	150	Bus Gar	Logs, Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 8 and 14, finished logs for today, worked 8hrs.	
Start : 9/11/2012 (3)					
9/11/2012 7:30 AM	270	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	checked email, worked on green Taurus, worked on bus 5, called Sonny Merryman about a invoice and ordering parts, spoke w/Betty about her bus	00-Car-Ford Taurus Green-SAB; Bus 05
9/11/2012 12:00 PM	30	Bus Gar	Lunch	took lunch break	
9/11/2012 12:30 PM	180	Bus Gar	Athletic Schedules, Logs, Other (Provide Description), Phone - Staff, Travel, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	spoke w/ John about tires for GMC, went to BCHS- installed vent shades on trash truck, spoke to Sarah about using a bus for Friday night, helped Daniel inspect bus 11 -took back to VES, finished logs for today, worked 8hrs.	Bus 11
Start : 9/12/2012 (1)					
9/12/2012 7:30 AM	480	Bus Gar	Other (Provide Description)	out all day	
Start : 9/13/2012 (5)					
9/13/2012 7:30 AM	240	Bus Gar	Email, Other (Provide Description), Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	checked email, ordered new locks for the fuel tanks, helped inspect and repair windows on bus 12, met w/ Shawn from Fishers	Bus 12
9/13/2012 11:30 AM	120	Bus Gar	Parts Ordering, Vehicle Diagnostics	worked on bus 11 heater -test and replaced motor and ordered a new fan	

9/13/2012 1:30 PM	30	Bus Gar	Lunch	took lunch break	
9/13/2012 2:00 PM	90	Bus Gar	Logs, Other (Provide Description), Phone - Staff	made calls and helped look for drivers to cover routes, finished logs for today, cleaned windows and got bus 4 ready to take a trip, worked 8hrs.	
9/13/2012 10:40 PM	60	Bus Gar	Phone - Staff	got a call from April that Mary needs a driver -made calls and found a car driver	
Start : 9/14/2012 (3)					
9/14/2012 7:30 AM	270	Bus Gar	Email, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	checked email, inspect bus 22 and began inspection on bus 15	Bus 22; Bus 15
9/14/2012 12:00 PM	30	Bus Gar	Lunch	took lunch break	
9/14/2012 12:30 PM	180	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	finished bus 15, inspect bus 7, checked email, finished logs, hand out pay checks, cleaned shop, worked 8hrs.	Bus 15; Bus 07
Start : 9/17/2012 (5)					
9/17/2012 7:30 AM	150	Bus Gar	Email, Other (Provide Description), Phone - Others, Phone - Staff	checked email, emailed Sue to respond to a sub situation, found a sub for Tammy's route, spoke to Tammy about finding her own sub, spoke to Mr. Dooley -cant sub right now due to hours at other job, spoke to Susan Plecker -gotta go look at a truck	
9/17/2012 10:00 AM	30	Bus Gar	Other (Provide Description)	called VDOT about a tree on Douthat and brush on Timmy's route	
9/17/2012 10:30 AM	180	Bus Gar	Meeting - Others, Travel	went to Millboro to meet w/ Susan Plecker and met w/ Tim at VDOT	
9/17/2012 1:30 PM	30	Bus Gar	Lunch	took lunch break	
9/17/2012 2:00 PM	90	Bus Gar	Email, Logs, Vehicle Diagnostics	checked lights on blue GMC, made sure routes were covered, checked email, notified driver of trip change, finished logs for today, worked 8hrs.	
Start : 9/18/2012 (5)					
9/18/2012 6:30 AM	240	Bus Gar	Email, Other (Provide Description), Road Check: Weather, Vehicle Diagnostics	got a call about a tree across the road, notified VDOT, ended up re-routing buses so all the students would be picked up, kept an eye on road and weather conditions, stayed in close contact w/ Highland who closed early and Alleghany, worked on bus 7	Bus 07
9/18/2012 10:30 AM	180	Bus Gar	Meeting - Others, Phone - Others, Travel	met w/ Mike from VDOT, went to Roanoke to pick up drums, called VDOT to keep a check on the weather	
9/18/2012 1:30 PM	60	Bus Gar	Vehicle Repair	worked on bus 7	Bus 07
9/18/2012 2:30 PM	30	Bus Gar	Lunch	took lunch break	
9/18/2012 3:00 PM	30	Bus Gar	Logs	finished logs for today, checked on trip schedule, worked 9hrs	
Start : 9/19/2012 (4)					
9/19/2012 7:30 AM	300	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Phone - Others, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Oil Change, Vehicle Repair	checked email, worked on blue GMC, revised sports schedule, worked on escort and worked on Impala, spoke w/ Tim-VDOT about what routes they were working on	07-Truck-GMC Blue -TRANS; 88-Car-Ford Escort-BG
9/19/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/19/2012 1:00 PM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 19	
9/19/2012 2:30 PM	60	Bus Gar	Athletic Schedules, Logs, Shop Cleaning, Vehicle Diagnostics, Vehicle Repair	took sports schedules to BCHS, VES for drivers, cleaned shop, finished logs for today, worked on bus 1,worked 8hrs	Bus 01
Start : 9/20/2012 (7)					
9/20/2012 7:30 AM	120	Bus Gar	Email, Other (Provide Description), Phone - Others, Phone - Staff	checked email, spoke to Stevie about bus 11 -check eng Lt., spoke w/ Tim-VDOT and Timmy Black about roads that were cut back, met w/ driver from Central Tire- delivered tires for white GMC	
9/20/2012 9:30 AM	120	Bus Gar	Route Review, Travel	went to Millboro checked route and where VDOT has cut and what still needs to be done	
9/20/2012 11:30 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Pick Up/Delivery	picked up bus 11 from VES and put on Computer	
9/20/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/20/2012 1:00 PM	90	Bus Gar	Vehicle Diagnostics	worked on bus11 -checked codes- all codes are inactive at this time reset computer	
9/20/2012 2:30 PM	30	Bus Gar	Other (Provide Description), Vehicle Pick Up/Delivery	took bus 11 back to VES -met w/ Stevie to tell him what we found and what to look for if the check eng. Lt. comes back on	
9/20/2012 3:00 PM	30	Bus Gar	Logs, Other (Provide Description)	got a call -School Zone Lts. not working again -notified Mark so he could make some calls, finished logs for today, worked 8hrs.	
Start : 9/21/2012 (6)					
9/21/2012 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Parts Ordering	checked email, called fishers and ordered paint to undercoat blue GMC before plowing snow	
9/21/2012 9:00 AM	60	Bus Gar	Travel	went to Fishers to pick up paint	
9/21/2012 10:00 AM	180	Bus Gar	Other (Provide Description), Vehicle Repair	worked on and cleaned paint sprayer, painted under blue GMC and cleaned sprayer before putting away	
9/21/2012 1:00 PM	30	Bus Gar	Lunch	took lunch break	
9/21/2012 1:30 PM	90	Bus Gar	Vehicle Cleaning	washed and waxed blue GMC for winter	
9/21/2012 3:00 PM	30	Bus Gar	Logs, Vehicle Repair	installed new RT tail light lens on blue GMC, finished logs for today, worked 8hrs	
Start : 9/24/2012 (3)					
9/24/2012 7:30 AM	300	Bus Gar	Email, Other (Provide Description), Phone - Others	checked email, got a call about payment on bus 12, notified courthouse and sbp to get payment made, took keys to new fuel pump locks to BCHS and VES for the drivers, called Fishers and Sonny MerryMan for parts, install car seat on bus 6	
9/24/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/24/2012 1:00 PM	150	Bus Gar	Logs, Other (Provide Description), Phone - Staff, Shop Cleaning, Vehicle Repair	put parts on Escort- runs fine now, cleaned shop/ empty trash, made appt. w/ Heidi to finish up training this week, finished logs for today, worked 8hrs.	

Start : 9/25/2012 (3)

9/25/2012 7:30 AM	300	Bus Gar	Email, Other (Provide Description), Phone - Others, Phone - Staff, Purchase Orders	checked email, worked on purchase orders, got a call about the S-10 towed in last night, went to Jerry's to check out the damage and take pictures, spoke w/ LaWanda about training Heidi, spoke with Sue about S-10 and changing locks on the fuel pumps
9/25/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break
9/25/2012 1:00 PM	150	Bus Gar	Email, Logs, Other (Provide Description), Purchase Orders	made calls to order bus parts and to check on invoices, finished po's, made a list of keys and sent Sue a copy, finished log for today, worked 8hrs.

Start : 9/26/2012 (3)

9/26/2012 7:30 AM	300	Bus Gar	Email, Other (Provide Description), Travel, Vehicle Inspection	checked email, went to Jerry's picked up S-10, checked over and took back to MES
9/26/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break
9/26/2012 1:00 PM	150	Bus Gar	Logs, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 17, got a call need to cover a trip, finished logs for today, left to take CC trip, worked 8hrs.

Start : 9/27/2012 (5)

9/27/2012 7:30 AM	270	Bus Gar	Auction, Email, Other (Provide Description), Vehicle Repair	checked email, spoke to Stevie about bus 11, spoke to LaWanda about bus 2, spoke w/ Patsy about auction, finished up po's to turn in, took car out to LaWanda's for Heidi to use after training NEW	Bus 02
9/27/2012 12:00 PM	60	Bus Gar	Auction, Purchase Orders	typed up items for auction and sent po's over to Justin NEW	
9/27/2012 1:00 PM	30	Bus Gar	Lunch	took lunch break NEW	
9/27/2012 1:30 PM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	sent Daniel to BCHS to set computer up on bus 3, helped Daniel fix oil leak on bus 11 NEW	
9/27/2012 3:00 PM	30	Bus Gar	Logs	finished logs for the day, worked 8hrs. NEW	

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