



Pupil Transportation ▶ Transportation Director Log Monthly Report

Start	Minutes	Location	Topic	Short Description	Vehicle
Start : 10/1/2012 (3)					
10/1/2012 7:30 AM	360	Bus Gar	Email, Fuel Reports, Reports, Travel, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	checked email, stuck tanks @ VES, went to BCHS stuck tanks and worked on fuel reports, worked on driver reports to turn in, worked on bus 15 and bus 1	Bus 15; Bus 01
10/1/2012 1:30 PM	30	Bus Gar	Lunch	took lunch break	
10/1/2012 2:00 PM	90	Bus Gar	Email, Logs, Phone - Others, Phone - Staff, Vehicle Diagnostics, Vehicle Inspection	spoke w/ Justin about new truck situation, looked over van 20, spoke w/ and emailed Tim @ Sonny Merryman about bus 15, VES called wanted Daniel to transport a student that missed the bus, finished logs for today, worked 8hrs.	Bus 20
Start : 10/2/2012 (3)					
10/2/2012 7:30 AM	300	Bus Gar	Email, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery	checked email, ordered parts for both GMC pick ups, spoke w/ LaWanda about training, took bus 23 to BCHS for training in the morning, inspect bus 2	Bus 02
10/2/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/2/2012 1:00 PM	150	Bus Gar	Logs, Other (Provide Description), Phone - Staff, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	made calls to cover route, went to BCHS picked up bus 3 and took back, finished logs for today, worked 8hrs.	Bus 03
Start : 10/3/2012 (5)					
10/3/2012 7:30 AM	180	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	checked email, inspect bus 4, took trip papers to BCHS, worked on bus 12 while at BCHS	Bus 04; Bus 12
10/3/2012 10:30 AM	180	Bus Gar	Other (Provide Description), Vehicle Diagnostics, Vehicle Inspection	went to MES to meet LaWanda and Heidi to help finish training, met w/ Mrs. Hicklin about the MES fuel report, worked on bus 14	Bus 14
10/3/2012 1:30 PM	30	Bus Gar	Meeting - Staff	met w/ Justin and signed papers to order a new truck	
10/3/2012 2:00 PM	30	Bus Gar	Lunch	took lunch break	
10/3/2012 2:30 PM	90	Bus Gar	Meeting - Others, Meeting - Staff, Other (Provide Description)	Helped Mark work on school zone lights, met Sharon Wells @ BCHS gave her a trip paper, met w/ Snap-On guy, worked 8.5hrs	
Start : 10/4/2012 (5)					
10/4/2012 7:30 AM	210	Bus Gar	Email, Other (Provide Description), Parts Ordering	checked Park LN and bus turn around was blocked, notified driver, school and students/parents, re-route bus for this morning, checked email, typed up a po took to justin, ordered parts for bus 23	
10/4/2012 11:00 AM	30	Bus Gar	Other (Provide Description)	attend funeral as respect to Jimmie and Hershel	
10/4/2012 11:30 AM	180	Bus Gar	Meeting - Staff, Travel	met w/ Sonny about his return back to work	
10/4/2012 2:30 PM	30	Bus Gar	Lunch	took lunch break	
10/4/2012 3:00 PM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on White GMC, test and replaced strobe light assy. worked 8.5hrs	
Start : 10/5/2012 (5)					
10/5/2012 7:30 AM	120	Bus Gar	Email, Logs, Other (Provide Description), Travel	Daniel is off today, picked up parts for bus 8, checked email and finished logs from yesterday	
10/5/2012 9:30 AM	330	Bus Gar	Vehicle Cleaning, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	worked on bus 8 before going out on a trip	Bus 08
10/5/2012 3:00 PM	30	Bus Gar	Lunch	took lunch break, worked 8hrs.	
10/5/2012 4:30 PM	30	Bus Gar	Phone - Staff	spoke to Amy about behavior on bus 3 -had a sub driver	
10/5/2012 5:30 PM	60	Bus Gar	Other (Provide Description), Phone - Staff	got a call from Steve that the gate @ garage was broken, came over and repaired before going to the game	
Start : 10/8/2012 (5)					
10/8/2012 7:30 AM	180	Bus Gar	Parts Ordering, Travel, Vehicle Diagnostics	went to MES to check bus 12, spoke to David about S-10 -coolant leak, called and set up appointment for bus 8, helped Sharon w/ Transportation report, worked on logs	Bus 12; 89-Truck-Chevy S10-MES; Bus 08

10/8/2012 10:30 AM	120	Bus Gar	Other (Provide Description), Parts Ordering, Phone - Staff	start working on blue GMC taking old parts off, spoke to Richard about his run on Friday, left a message for Amy about what was said, ordered more parts for blue GMC	07-Truck-GMC Blue -TRANS
10/8/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/8/2012 1:00 PM	120	Bus Gar	Other (Provide Description), Vehicle Repair	began putting blue GMC back together, still waiting on dipstick tube	07-Truck-GMC Blue -TRANS
10/8/2012 3:00 PM	30	Bus Gar	Logs	finished logs for today, worked 8hrs.	
Start : 10/9/2012 (5)					
10/9/2012 7:30 AM	120	Bus Gar	Email, Other (Provide Description)	checked email, began looking at things we need in transportation to be added to the budget, spoke to Sue and Justin about buses and other items for the budget,	
10/9/2012 9:30 AM	210	Bus Gar	Email, Vehicle Repair	emailed Sue about the training status of our subs, began working on blue GMC	07-Truck-GMC Blue -TRANS
10/9/2012 1:00 PM	30	Bus Gar	Lunch	took lunch break	
10/9/2012 1:30 PM	90	Bus Gar	Other (Provide Description), Parts Ordering	ordered parts for blue GMC, ordered seat glue for bus seats, worked on calibrating our tire balance machine	
10/9/2012 3:00 PM	30	Bus Gar	Logs	finished logs for today, worked 8hrs.	
Start : 10/10/2012 (4)					
10/10/2012 7:30 AM	300	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	checked email, inspect and repaired bus 10, spoke w/ DWight about car seats for the buses	Bus 10
10/10/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/10/2012 1:00 PM	150	Bus Gar	Meeting - Staff, Vehicle Pick Up/Delivery, Vehicle Repair	helped Daniel fix S-10, met w/ DWight dropped his truck off at Twila's so he could ride her route, worked 8hrs	
10/10/2012 5:30 PM	60	Bus Gar	Phone - Staff	spoke w/ Twila about DWight riding with her	
Start : 10/11/2012 (4)					
10/11/2012 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	checked email, spoke to drivers about flu shot and bus problems	
10/11/2012 9:00 AM	240	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	inspect bus 11, repair bus 6 and bus 8	Bus 11; Bus 06; Bus 08
10/11/2012 1:00 PM	30	Bus Gar	Lunch	took lunch break	
10/11/2012 1:30 PM	120	Bus Gar	Email, Logs, Vehicle Cleaning, Vehicle Fluid Top Off	checked email, checked bus 4 before going out on a trip, finished logs for yesterday and today worked 8hrs	Bus 04
Start : 10/12/2012 (3)					
10/12/2012 7:30 AM	360	Bus Gar	Email, Other (Provide Description), Travel, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	checked email, found driver for River Mont, inspect bus 12, 13, 16 and worked on bus 3 @ BCHS	Bus 12; Bus 13; Bus 03; Bus 16
10/12/2012 1:30 PM	30	Bus Gar	Lunch	took lunch break	
10/12/2012 2:00 PM	90	Bus Gar	Email, Other (Provide Description), Vehicle Inspection, Vehicle Repair	checked email, checked on a invoice that was sent back, inspect bus 15, finished logs for today, worked 8hrs.	Bus 15
Start : 10/15/2012 (2)					
10/15/2012 7:30 AM	180	Bus Gar	Email, Meeting - Staff, Route Review	checked email, looked at a bus stop for Mrs. Hicklin, spoke to Jimmie about taking bus 15 to Sonny Merryman	
10/15/2012 10:30 AM	420	Bus Gar	Travel, Vehicle Pick Up/Delivery	Jimmie and I took bus 15 to Sonny Merryman and dropped off for repairs, worked 10hrs.	
Start : 10/16/2012 (3)					
10/16/2012 7:30 AM	360	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	checked email, called to set up repairs and towing for bus 10, looked at and ordered seat back covers for bus 6, inspect bus 22, met w/ tow driver for bus 10, worked on logs from yesterday	Bus 22
10/16/2012 1:30 PM	30	Bus Gar	Lunch	took lunch break	
10/16/2012 2:00 PM	90	Bus Gar	Logs, Shop Cleaning	start cleaning shop for auction, finished logs for today, worked 8hrs.	
Start : 10/17/2012 (2)					
10/17/2012 7:30 AM	120	Bus Gar	Email, Vehicle Diagnostics, Vehicle Repair	checked email, worked on bus 3	Bus 03
10/17/2012 9:30 AM	360	Bus Gar	Auction, Other (Provide Description)	moved stuff from BCHS and MES for auction, helped Mark w/ school zone lights, worked 8hrs and no lunch break	
Start : 10/18/2012 (4)					

10/18/2012 7:30 AM	360	Bus Gar	Auction, Email, Other (Provide Description)	checked email, helped move stuff for auction, worked on office	
10/18/2012 1:30 PM	30	Bus Gar	Lunch	took lunch break	
10/18/2012 2:00 PM	60	Bus Gar	Auction	work on auction stuff	
10/18/2012 3:00 PM	60	Bus Gar	Logs, Other (Provide Description)	took students from VES to BCHS to catch bus 6, finished logs, worked 8.5hrs	
Start : 10/19/2012 (4)					
10/19/2012 7:30 AM	180	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	checked email, worked on 97 Contour and inspect bus 19	97-Car-Ford Contour-SAB; Bus 19
10/19/2012 10:30 AM	150	Bus Gar	Auction, Meeting - Others, Other (Provide Description)	worked on stuff for auction, met Billy from Whitting's-replaced fuel hose @ BCHS, took Contour dropped off @ BCHS, met w/ a guy about the auction	
10/19/2012 1:00 PM	30	Bus Gar	Lunch	took lunch break	
10/19/2012 1:30 PM	180	Bus Gar	Auction	worked on stuff for the auction, moved vehicles to front of garage to be sold tomorrow, worked 9hrs.	
Start : 10/20/2012 (1)					
10/20/2012 8:00 AM	480	Bus Gar	Auction	Mark and I worked auction	
Start : 10/22/2012 (1)					
10/22/2012 7:30 AM	480	Bus Gar	Email, Other (Provide Description), Vehicle Pick Up/Delivery	checked email, gathered forms from drivers to turn in, took Jimmie to Lynchburg to pick up bus 15, spoke with Sonny about return date, worked 8hrs	
Start : 10/23/2012 (3)					
10/23/2012 7:30 AM	120	Bus Gar	Email, Logs, Other (Provide Description), Reports	checked email, got driver reports ready to send to SBO, finished logs from Monday and made a list for Daniel	
10/23/2012 9:30 AM	300	Bus Gar	Vehicle Pick Up/Delivery	took LaWanda to pick up bus 10 -got back to Iron Gate and had to send bus back -having the same problems.	
10/23/2012 2:30 PM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	test and replaced DTRL switch on bus 15, worked 8hrs.	
Start : 10/24/2012 (3)					
10/24/2012 7:30 AM	300	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	checked email, worked on BCHS trash truck, finished logs from Tuesday, looked at trees that need trimmed on a couple of routes	10-Truck-Chevy Silverado-BCHS
10/24/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/24/2012 1:00 PM	150	Bus Gar	Email, Other (Provide Description), Shop Cleaning	emailed Jane to meet w/ Steve about some concerns he is having about the River Mont students, cleaned office, went to SBO to check Cavalier for no start -worked 8hrs	
Start : 10/25/2012 (1)					
10/25/2012 7:30 AM	480	Bus Gar	Lunch, Other (Provide Description), Vehicle Cleaning, Vehicle Fluid Top Off, Vehicle Inspection	no internet, cleaned and preped bus 4 and 22 before going out on a trip, took lunch break, checked over and topped off bus 14 before going on a route, worked 8hrs	
Start : 10/26/2012 (1)					
10/26/2012 7:30 AM	480	Bus Gar	Leave - Administrative	took day off in place of working the auction	
Start : 10/28/2012 (1)					
10/28/2012 2:00 PM	240	Bus Gar	Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	preped, topped off fluids and put snow blade on dump truck, preped, installed snow tires and blade on blue GMC, worked 4hrs	
Start : 10/29/2012 (4)					
10/29/2012 5:00 AM	360	Bus Gar	Other (Provide Description), Phone - Staff, Road Check: Weather, Vehicle Repair	checked weather conditions, spoke w/ Paul, notified drivers that school is closed, no internet, worked on white GMC	07-Truck-GMC White-MAINT
10/29/2012 11:00 AM	30	Bus Gar	Lunch	took lunch	
10/29/2012 11:30 AM	240	Bus Gar	Other (Provide Description)	finished working on white GMC, worked 10.5hrs	07-Truck-GMC White-MAINT
10/29/2012 7:00 PM	30	Bus Gar	Phone - Staff	notified drivers school will be closed	
Start : 10/30/2012 (3)					
10/30/2012 7:30 AM	300	Bus Gar	Email, Road Check: Weather, Travel	No School, checked email, spoke w/ Daniel sent him to MES to get bus 17, took LaWanda to Roanoke to get bus 10	
10/30/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	

10/30/2012 1:00 PM	150	Bus Gar	Logs, Vehicle Diagnostics, Vehicle Repair	worked on bus 17, worked on logs from last week, worked 8hrs	
Start : 10/31/2012 (6)					
10/31/2012 6:30 AM	30	Bus Gar	Phone - Staff	got a call -bus 6 wont charge -told driver what to do - bus started charging NEW	
10/31/2012 7:30 AM	120	Bus Gar	Email, Purchase Orders, Vehicle Diagnostics	checked email, worked on a couple PO's, began diag. on bus 6 NEW	
10/31/2012 9:30 AM	90	Bus Gar	Meeting - Staff	met w/ Sharon to go over transportation report NEW	
10/31/2012 11:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 2 NEW	Bus 02
10/31/2012 12:30 PM	30	Bus Gar	Lunch	lunch NEW	
10/31/2012 1:00 PM	210	Bus Gar	Athletic Schedules, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	worked on bus 6, 97 contour, 90 cavalier and trade out cars, worked 9.5hrs NEW	Bus 06; 97-Car-Ford Contour-SAB; 90-Car-Chevy Cavalier-TECH

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