



Pupil Transportation ▶ Transportation Director Log

Start	Minutes	Location	Topic	Short Description	Vehicle
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 prepared 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	
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	
10/31/2012 9:30 AM	90	Bus Gar	Meeting - Staff	met w/ Sharon to go over transportation report	
10/31/2012 11:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 2	Bus 02
10/31/2012 12:30 PM	30	Bus Gar	Lunch	lunch	



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	Bus 06; 97-Car -Ford Contour-SAB; 90-Car-Chevy Cavalier -TECH
Start : 11/1/2012 (1)					
11/1/2012 7:30 AM	480	Bus Gar	Email, Fuel Reports, Logs, Other (Provide Description), Vehicle Repair	checked email, monitor bus radio, stick tanks and begin working on fuel reports, worked on logs, worked on John Deere from VES, worked 8hrs 	
Start : 11/2/2012 (1)					
11/2/2012 7:30 AM	480	Bus Gar	Email, Lunch, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	checked email, monitor bus radio, took lunch break, worked on bus inspections,worked 8hrs	
Start : 11/5/2012 (1)					
11/5/2012 7:00 AM	480	Bus Gar	Leave - Vacation	VACATION	
Start : 11/6/2012 (1)					
11/6/2012 7:00 AM	480	Bus Gar	Leave - Vacation	VACATION	
Start : 11/7/2012 (1)					
11/7/2012 7:00 AM	480	Bus Gar	Leave - Vacation	VACATION	
Start : 11/8/2012 (1)					
11/8/2012 7:00 AM	480	Bus Gar	Leave - Vacation	VACATION	
Start : 11/9/2012 (1)					
11/9/2012 7:00 AM	480	Bus Gar	Leave - Vacation	VACATION	
Start : 11/12/2012 (5)					
11/12/2012 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	monitor bus radio, program school zone lights and catch up on emails	
11/12/2012 8:30 AM	90	Bus Gar	Meeting - Others	met with rep from Kingmor Supplies	
11/12/2012 10:00 AM	180	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped daniel inspect bus 7	Bus 07
11/12/2012 1:00 PM	30	Bus Gar	Lunch	took lunch break	
11/12/2012 1:30 PM	150	Bus Gar	Logs, Other (Provide Description)	catch up on paper work from last week, finished logs from today, worked 8.5hrs.	
Start : 11/13/2012 (3)					
11/13/2012 7:30 AM	150	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	notified drivers that needed to be at SBO for drug testing, checked email and monitor bus radio, went to SBO for testing and to meet w/ Justin	
11/13/2012 10:00 AM	270	Bus Gar	Other (Provide Description), Phone - Staff, Travel, Vehicle Pick Up/Delivery	spoke w/ Donna-MES radio not working, took Daniel to pick up bus 17, test radio -went to Covington picked up and installed new radio, met Daniel dropped off bus 17	
11/13/2012 2:30 PM	60	Bus Gar	Other (Provide Description), Travel	took bus 4 on a Band trip, picked up students at VES -notified SBO of	



students playing in the road causing a safety issue, picked up students at BCHS and MES, worked 8hrs.

Start : 11/14/2012 (6)

11/14/2012 7:30 AM	90	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, worked on logs from yesterday, scheduled buses to work on, checked email	
11/14/2012 9:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 3	Bus 03
11/14/2012 10:30 AM	60	Bus Gar	Vehicle Inspection	worked on bus 16	Bus 16
11/14/2012 11:30 AM	30	Bus Gar	Phone - Staff	spoke w/ Les about a safety issue we are having at VES loading zone	
11/14/2012 12:00 PM	30	Bus Gar	Lunch	took lunch	
11/14/2012 12:30 PM	180	Bus Gar	Parts Ordering, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change	helped Daniel w/ bus 16, 01 Taurus and ordered parts, worked 8hrs.	Bus 16; 01-Car -Ford Taurus Blue-SAB

Start : 11/15/2012 (4)

11/15/2012 7:30 AM	90	Bus Gar	Email, Meeting - Others, Other (Provide Description)	monitor bus radio, met w/ Inspection Trooper, checked email and scheduled buses to be worked on	
11/15/2012 9:00 AM	240	Bus Gar	Other (Provide Description), Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	worked on bus 2, sent Daniel to get bus 12, ordered parts for bus 2	Bus 02; Bus 12
11/15/2012 1:00 PM	30	Bus Gar	Lunch	took lunch break	
11/15/2012 1:30 PM	120	Bus Gar	Athletic Schedules, Fuel Reports, Logs	worked on travel schedule, logs from yesterday and fuel report, finished logs for today, worked 8hrs	

Start : 11/16/2012 (2)

11/16/2012 7:30 AM	120	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	checked email, monitor bus radio, put together a work schedule for Daniel and went over with him before leaving NEW	
11/16/2012 9:30 AM	360	Bus Gar	Travel, Vehicle Pick Up/Delivery	took bus 22 to Roanoke to have repairs while we are off NEW	

Start : 11/19/2012 (1)

11/19/2012 7:30 AM	480	Bus Gar	Leave - Vacation	VACATION	
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Start : 11/20/2012 (1)

11/20/2012 7:00 AM	480	Bus Gar	Leave - Vacation	VACATION	
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Start : 11/21/2012 (1)

11/21/2012 7:00 AM	480	Bus Gar	Leave - Vacation	VACATION	
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Start : 11/22/2012 (1)

11/22/2012 7:00 AM	480	Bus Gar	Other (Provide Description)	Holiday	
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Start : 11/23/2012 (1)

11/23/2012 7:00 AM	480	Bus Gar	Other (Provide Description)	Holiday	
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Start : 11/26/2012 (4)



11/26/2012 7:30 AM	60	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	monitor bus radio, checked email and spoke to LaWanda about her bus	
11/26/2012 8:30 AM	240	Bus Gar	Fuel Reports, Parts Ordering, Phone - Staff, Vehicle Diagnostics	spoke w/ Sonny about his bus and his return, worked on bus 2, called around trying to order parts for bus 2, finished fuel reports for Oct.	Bus 02
11/26/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	
11/26/2012 1:00 PM	150	Bus Gar	Email, Fuel Reports, Fuel Tank Measurement, Logs, Phone - Others, Phone - Staff, Vehicle Diagnostics, Vehicle Repair	picked up bus 15 from BCHS ran diag., checked fuel tanks @ BCHS and ordered fuel, worked on budget, finished logs for today, worked 8hrs	

Start : 11/27/2012 (3)

11/27/2012 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Phone - Others	monitor bus radio, checked email and set up an appointment to have fuel pumps at BCHS checked tomorrow	
11/27/2012 9:00 AM	330	Bus Gar	Other (Provide Description), Travel	went to Roanoke- picked up parts for bus 2 and waited for repairs to be finished on bus 22 and brought back	
11/27/2012 2:30 PM	60	Bus Gar	Email, Logs, Phone - Others, Phone - Staff	checked email, returned call to railroad about a road being closed Thursday, notified Sue, Sheriff's office and driver but it shouldnt effect us, finished logs for today, worked 8hrs.	

Start : 11/28/2012 (5)

11/28/2012 7:30 AM	120	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others, Phone - Staff	checked email, monitor bus radio, worked on getting logs caught up for the month, spoke with drivers w/ bus issues and called VDOT about some route concerns NEW	
11/28/2012 9:30 AM	150	Bus Gar	Other (Provide Description), Phone - Staff	spoke w/ Justin and worked on budget NEW	
11/28/2012 12:00 PM	30	Bus Gar	Lunch	took lunch NEW	
11/28/2012 12:30 PM	120	Bus Gar	Other (Provide Description)	met w/ Whitings and worked on fuel pump at BCHS NEW	
11/28/2012 2:30 PM	90	Bus Gar	Email, Logs, Purchase Orders	worked on po's and logs, worked 8.5hrs NEW	

Start : 11/29/2012 (4)

11/29/2012 7:30 AM	90	Bus Gar	Email, Phone - Others, Purchase Orders	monitor bus radio, checked email and finished po's to be sent to SBO NEW	
11/29/2012 9:00 AM	180	Bus Gar	Other (Provide Description)	worked on budget, made calls for pricing NEW	
11/29/2012 12:00 PM	30	Bus Gar	Lunch	took lunch NEW	
11/29/2012 12:30 PM	180	Bus Gar	Email, Logs, Other (Provide Description), Payroll Report, Phone - Others	checked email, continue to work on budget and making calls, spoke w/ Les about trips, finished logs for today, worked 8hrs NEW	

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