



Start	Minutes	Location	Topic	Short Description	Vehicle
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	
11/29/2012 9:00 AM	180	Bus Gar	Other (Provide Description)	worked on budget, made calls for pricing	
11/29/2012 12:00 PM	30	Bus Gar	Lunch	took lunch	
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	
Start : 11/30/2012 (4)					
11/30/2012 7:30 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked pumps at BCHS, checked email and worked on budget	
11/30/2012 9:30 AM	150	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 17, worked on bus 10	Bus 17; Bus 10
11/30/2012 12:00 PM	30	Bus Gar	Logs	took lunch	
11/30/2012 12:30 PM	180	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change, Vehicle Repair	finished budget, helped Daniel w/bus 1, finished logs for today, worked 8hrs.	Bus 01
Start : 12/3/2012 (7)					
12/3/2012 7:30 AM	180	Bus Gar	Email, Other (Provide Description), Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	Daniel out today, checked email, monitored bus radio, went to SBO took silver Taurus to BCHS so Kevin could use it to go to Rivermont while I worked on the blue car, started inspection on bus 2	01-Car-Ford Taurus Blue -SAB
12/3/2012 10:30 AM	90	Bus Gar	Fuel Reports, Fuel Tank Measurement, Vehicle Pick Up/Delivery	took car to Jeff for alignment, stuck tanks at BCHS and VES	
12/3/2012 12:00 PM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	finished inspection on bus 2	Bus 02
12/3/2012 1:00 PM	30	Bus Gar	Lunch	took lunch	
12/3/2012 1:30 PM	90	Bus Gar	Vehicle Cleaning, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	inspect bus 3	Bus 03
12/3/2012 3:00 PM	60	Bus Gar	Vehicle Inspection	inspect bus 4	Bus 04
12/3/2012 4:00 PM	60	Bus Gar	Fuel Reports, Logs	worked on fuel reports, finished logs for today, worked 9.5hrs.	
Start : 12/4/2012 (9)					
12/4/2012 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Shop Cleaning	Daniel out on Vac., monitor bus radio, checked email, cleaned restroom and took out trash	
12/4/2012 9:00 AM	90	Bus Gar	Other (Provide Description), Phone - Others, Phone - Staff	spoke w/ Sue, called for est. on electronic fuel docks and set up times to meet for quotes, ordered fuel, called an applicant and referances before board meeting	



12/4/2012 10:30 AM	60	Bus Gar	Email, Other (Provide Description), Parts Ordering, Vehicle Diagnostics	emailed Sue my results, diag. bus 3 and ordered parts	Bus 03
12/4/2012 11:30 AM	60	Bus Gar	Vehicle Inspection	began inspection on bus 5	
12/4/2012 12:30 PM	30	Bus Gar	Lunch	took lunch	
12/4/2012 1:00 PM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Repair	worked on bus 5	Bus 05
12/4/2012 2:30 PM	30	Bus Gar	Phone - Staff	spoke w/ Sharon and driver to figure out payroll report for Oct.	
12/4/2012 3:00 PM	60	Bus Gar	Athletic Schedules, Logs	worked on trip schedule and notified drivers of changes, finished logs for today	
12/4/2012 4:00 PM	60	Bus Gar	Other (Provide Description)	monitor bus radio, called VDOT about school bus signs, worked 9.5hrs	

Start : 12/5/2012 (6)

12/5/2012 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	Daniel off, checked email and monitor bus radio	
12/5/2012 8:30 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	workded on bus 8	Bus 08
12/5/2012 10:30 AM	90	Bus Gar	Phone - Others, Phone - Staff	made calls found driver for Mary, spoke w/ Sharon Wells -made appt. for her bus, spoke w/ Sharon Fry about tags and ins for new truck	
12/5/2012 12:00 PM	60	Bus Gar	Lunch, Meeting - Others	took lunch/ Met w/ John from Central Tire and placed a order	
12/5/2012 1:00 PM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 6	Bus 06
12/5/2012 3:00 PM	210	Bus Gar	Logs, Other (Provide Description), Vehicle Diagnostics	monitor bus radio, worked on logs, communicate w/ bus 2 -having problems, worked 11hrs.	Bus 02

Start : 12/6/2012 (6)

12/6/2012 7:30 AM	90	Bus Gar	Email, Logs, Other (Provide Description), Parts Ordering, Phone - Staff	monitor bus radio, checked email, worked on bus 2, finished logs from yesterday, called to order parts	Bus 02
12/6/2012 9:00 AM	180	Bus Gar	Vehicle Repair	began working on bus 6	Bus 06
12/6/2012 12:00 PM	30	Bus Gar	Lunch	took lunch	
12/6/2012 12:30 PM	30	Bus Gar	Parts Ordering, Vehicle Diagnostics	diag. bus 5 and ordered parts	Bus 05
12/6/2012 1:00 PM	120	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 10	Bus 10
12/6/2012 3:00 PM	30	Bus Gar	Logs, Other (Provide Description)	monitor bus radio and finished logs, worked 8hrs.	

Start : 12/7/2012 (3)

12/7/2012 7:30 AM	120	Bus Gar	Email, Other (Provide Description), Phone - Others	checked email, monitored bus radio, called to check on parts ordered, set up appt. to meet w/ John from C-First on Tuesday, checked over bus 2 before taking to Roanoke	
12/7/2012 9:30 AM	330	Bus Gar	Lunch, Travel	took bus 2 and computer to Cummins to get checked out, took lunch break, checked status of bus 2 -need to leave until Monday	
12/7/2012 3:00 PM	60	Bus Gar	Logs, Phone - Staff	spoke to Heidi about damage to door on bus 7, spoke w/ Donna about radio at MES, finished logs for today, worked 8.5hrs	





Start : 12/10/2012 (5)

12/10/2012 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	Daniel off, monitor bus radio, checked email, test and replaced lic. plate light on bus 10	Bus 10
12/10/2012 9:00 AM	120	Bus Gar	Other (Provide Description), Travel	went to MES to check damage to bus 7, took boxes from SBO to drop off as well	Bus 07
12/10/2012 11:00 AM	60	Bus Gar	Other (Provide Description), Travel	check school radio @ MES, brought boxes back to VES from MES	
12/10/2012 12:00 PM	30	Bus Gar	Lunch	took lunch	
12/10/2012 12:30 PM	180	Bus Gar	Phone - Others, Phone - Staff, Vehicle Diagnostics	on the phone w/ Cummins about bus 2, also had to get a new password for Cummins Diag., test drove bus 3 has trans. issues, checked over bus 4 before going out on a trip, worked 8hrs.	

Start : 12/11/2012 (7)

12/11/2012 7:30 AM	60	Bus Gar	Email, Logs, Other (Provide Description)	Daniel off ,checked email, monitored bus radio and finished logs from yesterday	
12/11/2012 8:30 AM	90	Bus Gar	Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 11	Bus 11
12/11/2012 10:00 AM	60	Bus Gar	Phone - Others, Phone - Staff	made calls before meeting w/ C-First	
12/11/2012 11:00 AM	150	Bus Gar	Meeting - Others, Meeting - Staff	met w/ John from C-First looked at each fuel site to see about a new key system, spoke w/ Sharon -found a driver for Timmy who is out sick	
12/11/2012 1:30 PM	30	Bus Gar	Lunch	took lunch	
12/11/2012 2:00 PM	90	Bus Gar	Other (Provide Description), Phone - Others	spoke w/ Wes from Mtn. Elec. and sent a radio to MES w/ Jimmie to be installed	
12/11/2012 3:30 PM	90	Bus Gar	Logs, Other (Provide Description), Phone - Others, Phone - Staff	got a call from Wes -repeater is down and no radio communication for now, notified schools and SBO, finished logs and monitor phones, worked 9.5hrs.	

Start : 12/12/2012 (3)

12/12/2012 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	monitor bus radio and checked email	
12/12/2012 8:30 AM	360	Bus Gar	Travel, Vehicle Pick Up/Delivery	went to MES picked up bus 12, went to Va Truck, took lunch break, went to Cummins -met with Dave and picked up bus 2	Bus 03; Bus 12; Bus 02
12/12/2012 2:30 PM	60	Bus Gar	Other (Provide Description), Vehicle Diagnostics	met with drivers before they head out, checked bus 2 for any fuel leaks, worked 8hrs.	

Start : 12/13/2012 (6)

12/13/2012 7:30 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Repair	monitor radio, worked on bus 2 and checked email	Bus 02
12/13/2012 9:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 15	Bus 15
12/13/2012 10:30 AM	30	Bus Gar	Phone - Others, Phone - Staff	on phone w/ drivers, Justin @ SBO, and making appointments for work to be done as well as checking on things that are being worked on	
12/13/2012 11:00 AM	90	Bus Gar	Vehicle Diagnostics	worked on bus 2 check engine light	Bus 02
12/13/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break	





12/13/2012 1:00 PM	180	Bus Gar	Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	inspect bus 16, worked on bus 2, repaired flat on VES John Deere, worked 8.5hrs	Bus 16; Bus 02
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Start : 12/14/2012 (3)

12/14/2012 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics, Vehicle Inspection	Daniel off, monitored bus radio, checked email, re-test bus 2 before going out this afternoon, fueled trucks, got reports and paper work together to take to SBO	Bus 02
12/14/2012 9:00 AM	300	Bus Gar	Travel	took new truck to Shade equipment and dropped off to have the plow installed	
12/14/2012 2:00 PM	180	Bus Gar	Email, Logs, Other (Provide Description), Shop Cleaning	cleaned up shop, checked email, met w/ Mark to get some supplies, finished logs from yesterday, finished logs from today, worked 9.5hrs	

Start : 12/17/2012 (5)

12/17/2012 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Phone - Others	Daniel off, monitor bus radio, checked email, called -bus 3 ready for pick up	
12/17/2012 9:00 AM	180	Bus Gar	Other (Provide Description), Phone - Others, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	sent Steve and Jimmie to get bus 3, spoke w/ Patsy worked on getting prices for new fuel card system, inspect bus 13	Bus 13
12/17/2012 12:00 PM	30	Bus Gar	Lunch	took lunch break	
12/17/2012 12:30 PM	180	Bus Gar	Email, Other (Provide Description), Phone - Others, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	emailed Sue new fuel card info, called to check status of bus 12, inspect bus 22	Bus 22
12/17/2012 3:30 PM	90	Bus Gar	Logs, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	inspect bus 23, finished logs for today, worked 9.5hrs.	Bus 23

Start : 12/18/2012 (9)

12/18/2012 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	Daniel off, monitor bus radio and checked email	
12/18/2012 8:30 AM	60	Bus Gar	Shop Cleaning	went through old belts and hoses that no longer fit our fleet and sent back to Fishers with Jimmie	
12/18/2012 9:30 AM	30	Bus Gar	Vehicle Fluid Top Off, Vehicle Oil Change	worked on 2010 Silverado from BCHS	10-Truck-Chevy Silverado-BCHS
12/18/2012 10:00 AM	60	Bus Gar	Travel	took bus to VES to transport students to Nursing Home and back	
12/18/2012 11:00 AM	60	Bus Gar	Shop Cleaning	gathered tools and worked on cleaning the shop	
12/18/2012 12:00 PM	30	Bus Gar	Lunch	took lunch break	
12/18/2012 12:30 PM	150	Bus Gar	Meeting - Others	met w/ Terry from Four star to look at and discuss a new 2-key system at each fuel site	
12/18/2012 3:00 PM	30	Bus Gar	Logs, Phone - Staff	spoke w/ Paul and gave him Terry's number so they could discuss a communication system that we would need at each site, worked on logs for today	
12/18/2012 3:30 PM	90	Bus Gar	Logs, Shop Cleaning, Vehicle Repair	worked on John Deere from VES, clean up tools, finished logs for today, worked 9.5hrs	

Start : 12/19/2012 (7)



12/19/2012 7:30 AM	120	Bus Gar	Email, Other (Provide Description), Travel	monitor bus radio, checked email, made a list for Daniel to work on, spoke w/ Paul about communication to MES fuel site, went to MES -picked up bus 7 to take to Roanoke for repairs
12/19/2012 9:30 AM	210	Bus Gar	Travel, Vehicle Pick Up/Delivery	took bus 7 to Va Truck for repairs and picked up bus 12
12/19/2012 1:00 PM	30	Bus Gar	Lunch	took lunch break
12/19/2012 1:30 PM	30	Bus Gar	Vehicle Inspection	helped Daniel inspect bus 12 before taking back to MES
12/19/2012 2:00 PM	90	Bus Gar	Shop Cleaning	began cleaning on shop
12/19/2012 3:30 PM	60	Bus Gar	Meeting - Others	spoke w/ Trooper Elliot about the times on the school zone lights and putting signs on the hill where people can see as they leave the school and talked about a possible crosswalk at on Rt 220 in front of BCHS
12/19/2012 4:30 PM	30	Bus Gar	Shop Cleaning	finished cleaning shop, worked 9.5hrs
Start : 12/20/2012 (6)				
12/20/2012 7:30 AM	120	Bus Gar	Other (Provide Description)	set up for drivers luncheon today
12/20/2012 9:30 AM	60	Bus Gar	Other (Provide Description), Phone - Staff	worked on furnace /no heat, called Mark says he will stop by
12/20/2012 10:30 AM	30	Bus Gar	Logs	worked on logs from yesterday
12/20/2012 11:00 AM	90	Bus Gar	Other (Provide Description)	set up for drivers lunch
12/20/2012 12:30 PM	60	Bus Gar	Lunch	had lunch with drivers
12/20/2012 1:30 PM	120	Bus Gar	Logs, Shop Cleaning	cleaned shop, finished logs for today, worked 8hrs
Start : 12/21/2012 (5)				
12/21/2012 7:30 AM	150	Bus Gar	Email, Logs, Other (Provide Description), Purchase Orders	Daniel off, monitor bus radio, checked email, finished logs from yesterday, and finished po's
12/21/2012 10:00 AM	150	Bus Gar	Other (Provide Description)	started taking tools and equipment off the white GMC to put over on the new truck for Mark
12/21/2012 12:30 PM	30	Bus Gar	Lunch	took lunch break
12/21/2012 1:00 PM	210	Bus Gar	Other (Provide Description)	install radio and antenna on new truck, re-wire strobe light on white GMC, removed all switches and wires for spreader to be installed on new truck, installed plow on white GMC to get ready to take to MES
12/21/2012 4:30 PM	30	Bus Gar	Logs, Shop Cleaning	cleaned shop, finished logs for today, worked 9.5hrs
Start : 12/24/2012 (1)				
12/24/2012 7:00 AM	0	Bus Gar	Other (Provide Description)	Holiday NEW
Start : 12/25/2012 (1)				
12/25/2012 7:00 AM	0	Bus Gar	Other (Provide Description)	Holiday NEW
Start : 12/26/2012 (1)				
12/26/2012 7:00 AM	0	Bus Gar	Leave - Vacation, Other (Provide Description)	Vac. NEW
Start : 12/27/2012 (1)				





12/27/2012 7:00 AM	0	Bus Gar	Leave - Vacation	vac.	
Start : 12/28/2012 (1)					
12/28/2012 7:00 AM	0	Bus Gar	Leave - Vacation	vac.	
Start : 1/1/2013 (1)					
1/1/2013 9:30 AM	480	Bus Gar	Other (Provide Description)	worked on snow/ ice removal at VES and BCHS on a Holiday	
Start : 1/2/2013 (1)					
1/2/2013 7:00 AM	480	Bus Gar	Other (Provide Description)	Holiday Leave	
Start : 1/3/2013 (4)					
1/3/2013 7:30 AM	90	Bus Gar	Email, Fuel Reports	monitor bus radio, checked email and gathered reports and stick tanks @ VES and BCHS	
1/3/2013 9:00 AM	210	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 10	Bus 10
1/3/2013 12:30 PM	30	Bus Gar	Lunch	took lunch	
1/3/2013 1:00 PM	150	Bus Gar	Email, Meeting - Others, Parts Ordering, Vehicle Diagnostics, Vehicle Repair	worked on bus 16, ordered parts for bus 3, met w/ guys from Fishers, collect reports from drivers, worked 8hrs.	
Start : 1/4/2013 (1)					
1/4/2013 7:30 AM	150	Bus Gar	Other (Provide Description), Reports, Vehicle Diagnostics, Vehicle Repair	Daniel called in, monitor bus radio, prepare bus reports to turn in, checked email and forward Sharon pix and est. of bus 7, worked on bus 5 and 15, spoke with Patsy made changes to logs	Bus 05; Bus 15

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