



Start	Minutes	Location	Topic	Short Description	Vehicle
Start : 12/24/2012 (1)					
12/24/2012 7:00 AM	0	Bus Gar	Other (Provide Description)	Holiday	
Start : 12/25/2012 (1)					
12/25/2012 7:00 AM	0	Bus Gar	Other (Provide Description)	Holiday	
Start : 12/26/2012 (1)					
12/26/2012 7:00 AM	0	Bus Gar	Leave - Vacation, Other (Provide Description)	Vac.	
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 (4)					
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
1/4/2013 10:00 AM	300	Bus Gar	Travel	went to Roanoke to pick up a fuel pump for bus 3 and one for stock, picked up parts for snow plow blade	
1/4/2013 3:00 PM	30	Bus Gar	Lunch	took lunch break	



1/4/2013 3:30 PM 90 Bus Gar Email, Fuel Reports, Logs emailed pictures of bus 7 to Sharon, worked on fuel report, finished logs for today, worked 9.5hrs

Start : 1/7/2013 (5)

1/7/2013 7:30 AM 90 Bus Gar Email, Other (Provide Description), Vehicle Repair monitor bus radio, checked email and put all new bolts in the cutting edge on snow plow before going to BCHS

1/7/2013 9:00 AM 270 Bus Gar Other (Provide Description) worked on plowing and spreading gravel on the ice in the BCHS back parking lot

1/7/2013 1:30 PM 30 Bus Gar Lunch took lunch break

1/7/2013 2:00 PM 90 Bus Gar Logs, Meeting - Staff, Other (Provide Description), Payroll Report took off snow plow, cleaned, lubed and put salt spreader away, looked over and signed payroll report for Dec., finished logs for today, have a meeting @ MES at 7pm

1/7/2013 7:00 PM 210 Bus Gar Meeting - Staff went to board meeting @ MES and present budget -3.5hrs

Start : 1/8/2013 (7)

1/8/2013 7:30 AM 60 Bus Gar Email, Other (Provide Description) monitor bus radio and checked email

1/8/2013 8:30 AM 60 Bus Gar Parts Ordering, Vehicle Diagnostics worked on bus 4 Bus 04

1/8/2013 9:30 AM 60 Bus Gar Vehicle Diagnostics, Vehicle Repair worked on bus 15 Bus 15

1/8/2013 10:30 AM 90 Bus Gar Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair inspect bus 8 Bus 08

1/8/2013 12:00 PM 30 Bus Gar Lunch lunch break

1/8/2013 12:30 PM 150 Bus Gar Meeting - Staff, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair met w/ Richard -dropped off bus 1 for inspection Bus 01

1/8/2013 3:00 PM 60 Bus Gar Logs finished logs for today and yesterday, worked 8.5hrs

Start : 1/9/2013 (5)

1/9/2013 7:30 AM 60 Bus Gar Email, Other (Provide Description) monitored bus radio and checked email

1/9/2013 8:30 AM 150 Bus Gar Phone - Others, Travel, Vehicle Diagnostics went to BCHS -got bus 15, called Sonny Merryman about the loss of power on bus 15 after they worked on it, worked on bus 15 Bus 15

1/9/2013 11:00 AM 90 Bus Gar Vehicle Repair began working on bus 3 Bus 03

1/9/2013 12:30 PM 30 Bus Gar Lunch lunch break

1/9/2013 1:00 PM 150 Bus Gar Athletic Schedules, Other (Provide Description), Phone - Others, Vehicle Pick Up/Delivery, Vehicle Repair made changes to Sports schedule, finished bus 3, took 15 back to BCHS and picked up car, met w/ Snap-On, worked 8hrs. Bus 03

Start : 1/10/2013 (4)

1/10/2013 7:30 AM 90 Bus Gar Email, Logs, Other (Provide Description) monitor bus radio, finish logs from yesterday, made a work schedule for Daniel and checked email

1/10/2013 9:00 AM 270 Bus Gar Vehicle Pick Up/Delivery went to Staunton dropped off Mark's truck for repairs

1/10/2013 1:30 PM 30 Bus Gar Lunch took lunch break

1/10/2013 2:00 PM 90 Bus Gar Athletic Schedules, Logs, Phone - Others, Phone - Staff made changes to sports schedule, spoke w/ Les and Darin about camera system for bus 3, finished logs for today, worked 8hrs.





Start : 1/11/2013 (4)

1/11/2013 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Purchase Orders	monitor bus radio, made out po for GMC, checked email and made a work list for Daniel	
1/11/2013 9:00 AM	270	Bus Gar	Other (Provide Description), Travel, Vehicle Pick Up/Delivery	dropped off papers @ SBO, picked up GMC @ Staunton, picked up supplies @ Lowes	
1/11/2013 1:30 PM	30	Bus Gar	Lunch	took lunch break	
1/11/2013 2:00 PM	60	Bus Gar	Logs, Other (Provide Description), Vehicle Repair	helped Mark unload supplies @ VES, install tool box on GMC, finished logs for today, worked 8hrs.	

Start : 1/14/2013 (5)

1/14/2013 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Purchase Orders	early release, monitor bus radio, no internet service, type a new po for GMC bed liner, put up stock order	
1/14/2013 9:00 AM	180	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	inspect bus 15 and made repairs	Bus 15
1/14/2013 12:00 PM	30	Bus Gar	Lunch	took lunch break	
1/14/2013 12:30 PM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery	picked up car from SBO -checked over	07-Car-Mercury Montego-SAB
1/14/2013 1:30 PM	90	Bus Gar	Athletic Schedules, Phone - Others, Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 16, set up appt. @ Sonny merryman to have bus 15 looked at, spoke w/ Will about travel schedule, finished logs for today, worked 8hrs.	Bus 16

Start : 1/15/2013 (1)

1/15/2013 7:00 AM	480	Bus Gar	Lunch, Travel, Vehicle Pick Up/Delivery	switch out buses and took bus 15 to Lynchburg for repairs, took lunch break and came back to the garage and locked up, worked 8hrs	
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Start : 1/16/2013 (7)

1/16/2013 4:45 AM	60	Bus Gar	Road Check: Weather	checked weather and temp. -spoke w/ Paul - School 2hrs Late -notified drivers	
1/16/2013 7:00 AM	60	Bus Gar	Road Check: Weather	checked road and weather conditions -no change we will go with a 2hr. delay	
1/16/2013 8:00 AM	150	Bus Gar	Email, Logs	checked email from yesterday, worked on logs, monitored bus radio and install new wipers on Mercury	
1/16/2013 10:30 AM	180	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 19 and inspect, Daniel came in late	Bus 19
1/16/2013 1:30 PM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 2	Bus 02
1/16/2013 2:30 PM	30	Bus Gar	Lunch	took lunch break	
1/16/2013 3:00 PM	30	Bus Gar	Logs, Road Check: Weather	checked weather for tomorrow, finished logs, ordered parts for bus 3, worked 9.5 hrs	

Start : 1/17/2013 (8)

1/17/2013 4:45 AM	45	Bus Gar	Road Check: Weather	checked roads and weather reports, school on time	
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1/17/2013 7:00 AM	120	Bus Gar	Email, Logs, Other (Provide Description), Road Check: Weather, Vehicle Inspection	monitor radio and weather, checked email, install plow, spreader, and fueled blue GMC and checked over in case storm hits	07-Truck-GMC Blue-TRANS
1/17/2013 9:00 AM	90	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Repair	worked on bus 10	Bus 10
1/17/2013 10:30 AM	30	Bus Gar	Phone - Staff, Road Check: Weather	checked weather, spoke with Paul and notified drivers of a early release at 12:30	
1/17/2013 11:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	helped Daniel work on bus 3, spoke with drivers before school let out.	Bus 03
1/17/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
1/17/2013 1:00 PM	120	Bus Gar	Parts Ordering, Phone - Staff	got 01 Taurus, called and ordered brakes, had drivers call in and notified schools when last on showed up, finished logs, worked 9.5hrs	
1/17/2013 8:30 PM	45	Bus Gar	Road Check: Weather	checked weather and road reports, spoke w/ Paul -notified drivers School 2hrs late	

Start : 1/18/2013 (5)

1/18/2013 7:00 AM	120	Bus Gar	Other (Provide Description), Road Check: Weather	checked roads, weather and cleared parking lot at VES	
1/18/2013 9:00 AM	180	Bus Gar	Other (Provide Description), Parts Ordering, Vehicle Diagnostics	took spreader off, cleaned and put away, worked on bus 16 and ordered parts	Bus 16
1/18/2013 12:00 PM	60	Bus Gar	Other (Provide Description)	worked on a letter for bus 2 and 3 about revising their stops on delayed openings and early releases and hand delivered to the drivers	
1/18/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
1/18/2013 1:30 PM	120	Bus Gar	Athletic Schedules, Email, Logs, Vehicle Repair	revised sports schedule, checked email, helped Daniel start working on 01 Taurus, finished logs for today, worked 8.5hrs	

Start : 1/21/2013 (3)

1/21/2013 7:00 AM	240	Bus Gar	Other (Provide Description), Travel	No school - pupil holiday, went to Roanoke to get parts to work on bus 16	
1/21/2013 11:00 AM	210	Bus Gar	Email, Logs, Vehicle Pick Up/Delivery, Vehicle Repair	spoke w/ Paul about weather for tomorrow,helped Daniel begin working on bus 16, took 01 Taurus back to BCHS, checked email, finished logs, took lunch, worked 8hrs	Bus 16
1/21/2013 5:30 PM	40	Bus Gar	Phone - Staff, Road Check: Weather	checked weather reports, spoke w/ Paul and notified drivers school would be 2hrs late due to cold weather, worked 40min.	

Start : 1/22/2013 (5)

1/22/2013 7:00 AM	180	Bus Gar	Email, Other (Provide Description), Parts Ordering, Phone - Others, Road Check: Weather, Vehicle Diagnostics	school 2hrs late due to cold, checked email, weather reports and worked on bus 16, called about the status of bus 7-ready	Bus 16
1/22/2013 10:00 AM	240	Bus Gar	Other (Provide Description), Travel, Vehicle Pick Up/Delivery	went to Roanoke, dropped Daniel off to get bus 7, went to Magic City to pick up parts for bus 16	
1/22/2013 2:00 PM	30	Bus Gar	Lunch	took lunch break	
1/22/2013 2:30 PM	60	Bus Gar	Email, Logs, Phone - Others, Phone - Staff	spoke with a parent about snow routes, checked email and weather reports for tomorrow, spoke w/ Paul about our plans for school tomorrow, finished logs for today, worked 8hrs	





1/22/2013 5:30 PM	60	Bus Gar	Phone - Staff, Road Check: Weather	checked weather, spoke w/ Paul, school 2hrs delay -cold, notified and helped look for subs worked 1hr.	
Start : 1/23/2013 (5)					
1/23/2013 7:30 AM	30	Bus Gar	Email, Road Check: Weather	checked weather reports and email	
1/23/2013 8:00 AM	60	Bus Gar	Logs, Purchase Orders	worked on po's and logs from last night and today	
1/23/2013 9:00 AM	180	Bus Gar	Other (Provide Description), Phone - Others, Phone - Staff, Route Review, Vehicle Diagnostics	started bus 16 -had a major fuel leak, cleaned and ran diag. found leak and called for parts, spoke w/ parent about bus stop, looked at and spoke w/ drive, changed stop	Bus 16
1/23/2013 12:00 PM	30	Bus Gar	Lunch	took lunch break	
1/23/2013 12:30 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Road Check: Weather, Vehicle Inspection	checked email,checked over bus 7 before taking out on a trip, finished logs, checked weather reports, left on trip to PMHS, wroked 8hrs.	
Start : 1/24/2013 (2)					
1/24/2013 4:45 AM	375	Bus Gar	Other (Provide Description), Phone - Staff, Road Check: Weather	checked roads and weather conditions - notified drivers school 2hrs. late, began plowing and salting parking lots, checked roads and weather conditions again spoke w/ Sue and notified drivers that school was closed, finish plowing	
1/24/2013 7:00 PM	60	Bus Gar	Road Check: Weather	checked roads and parking lot conditions for tomorrow	
Start : 1/25/2013 (5)					
1/25/2013 5:00 AM	120	Bus Gar	Phone - Staff, Road Check: Weather	checked weather -notified drivers school 2hrs late due to temp., checked weather a final time spoke w/ Sue - school closed due to weather conditions coming and the likely hood of a early release	
1/25/2013 8:00 AM	60	Bus Gar	Email, Logs, Parts Ordering, Phone - Staff	spoke w/ Daniel explained the plan for today and to get to work asap, finished logs from yesterday, checked email and ordered parts for stock	
1/25/2013 9:00 AM	120	Bus Gar	Vehicle Repair	finished working on bus 7	Bus 07
1/25/2013 11:00 AM	120	Bus Gar	Vehicle Repair	helped Daniel replace wheel bearings in 89 S-10	
1/25/2013 1:00 PM	120	Bus Gar	Logs, Other (Provide Description)	wired and mounted a strobe light on 2013 GMC, finished logs, no lunch break	
Start : 1/28/2013 (5)					
1/28/2013 4:45 AM	30	Bus Gar	Road Check: Weather	checked roads and weather conditions spoke w/ Sue and notified drivers school 2hrs late	
1/28/2013 6:45 AM	45	Bus Gar	Road Check: Weather	checked roads and reports, spoke w/ Sue and notified drivers school closed	
1/28/2013 7:30 AM	150	Bus Gar	Other (Provide Description), Road Check: Weather	spoke w/ Sue rec. 12 month come in late due to icy parking lots, decided 12 month people come in at 10am, notified Daniel, salted parking lots at SBO and VES	
1/28/2013 10:00 AM	150	Bus Gar	Athletic Schedules, Email, Vehicle Inspection	checked email, Will made changes to sports schedule, updated schedule, helped Daniel inspect bus 23	Bus 23
1/28/2013 12:30 PM	75	Bus Gar	Logs, Other (Provide Description)	cleaned salt off spreader, finished logs for today worked 8hrs, No Lunch Break	
Start : 1/29/2013 (2)					



1/29/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Vehicle Inspection	checked email, monitor bus radio, start inspection on bus 22, made a work list for Daniel	Bus 22
1/29/2013 9:00 AM	390	Bus Gar	Logs, Travel, Vehicle Cleaning, Vehicle Fluid Top Off, Vehicle Pick Up/Delivery	took Jimmie to Lynchburg to pick up bus 15, brought Impala back cleaned outside and topped off fluids, finished logs for today, worked 8hrs.	

Start : 1/30/2013 (6)

1/30/2013 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	checked email and monitored bus radio	
1/30/2013 8:30 AM	60	Bus Gar	Other (Provide Description)	went over reports and files	
1/30/2013 9:30 AM	120	Bus Gar	Vehicle Repair	worked on bus 15	Bus 15
1/30/2013 11:30 AM	30	Bus Gar	Lunch	took lunch break	
1/30/2013 12:00 PM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 5	Bus 05
1/30/2013 1:30 PM	120	Bus Gar	Athletic Schedules, Logs, Other (Provide Description), Phone - Staff	checked weather reports, spoke w/ Paul and notified driver that all after school activities have been canceled, monitor bus radio, finished logs for today, worked 8hrs.	

Start : 1/31/2013 (6)

1/31/2013 4:45 AM	45	Bus Gar	Road Check: Weather	checked roads and weather conditions, spoke w/ Paul and notified drivers school 2 hrs late NEW	
1/31/2013 7:00 AM	60	Bus Gar	Road Check: Weather	monitor weather and road conditions, spoke w/ Paul -school going on a 2hr delay NEW	
1/31/2013 8:00 AM	120	Bus Gar	Email, Other (Provide Description), Road Check: Weather	checked email, monitor bus radio and weather NEW	
1/31/2013 10:00 AM	120	Bus Gar	Shop Cleaning	put tools away, start cleaning on shop NEW	
1/31/2013 12:00 PM	30	Bus Gar	Lunch	took lunch break NEW	
1/31/2013 12:30 PM	180	Bus Gar	Athletic Schedules, Logs, Other (Provide Description), Road Check: Weather, Shop Cleaning	checked on road condition for the route bus was taking for BBB trip, notified driver, cleaned shop, monitor bus radio and weather on computer, finished logs for today, worked 9.25hrs NEW	

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