



Start	Minutes	Location	Topic	Short Description	Vehicle
Start : 3/1/2013 (6)					
3/1/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitored bus radio and checked email, went over work that needs to be done	
3/1/2013 9:00 AM	90	Bus Gar	Fuel Tank Measurement	stuck fuel tanks @ BCHS and VES to begin fuel reports	
3/1/2013 10:30 AM	60	Bus Gar	Other (Provide Description)	watched and went over a new training video sent to us to use	
3/1/2013 11:30 AM	60	Bus Gar	Phone - Others	on the phone w/ Jack Lindsay discussing transportation for his son and the changes that had been made and the reasons behind it	
3/1/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
3/1/2013 1:00 PM	150	Bus Gar	Meeting - Staff, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	met Larry, went over any concerns transporting students to Covington by car, helped Daniel inspect bus 1 before taking back, worked 8hrs.	Bus 01
Start : 3/4/2013 (6)					
3/4/2013 7:30 AM	90	Bus Gar	Email, Logs, Other (Provide Description)	monitored bus radio, checked email, finished logs from Friday, sent Will another email asking about Spring travel schedule	
3/4/2013 9:00 AM	120	Bus Gar	Meeting - Staff, Travel	went to SBO met w/ Jane and drivers along with Dwight about preschool transportation, spoke to Daniel about inspections	
3/4/2013 11:00 AM	120	Bus Gar	Athletic Schedules, Email, Fuel Reports	finished fuel reports, worked on spring sports travel schedule, emailed a copy to Will and LaWanda	
3/4/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
3/4/2013 1:30 PM	60	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 2 and repair	
3/4/2013 2:30 PM	60	Bus Gar	Logs, Other (Provide Description)	made an extention for the trailer wires, checked lights in school zone, finished logs for today, worked 8hrs	
Start : 3/5/2013 (6)					
3/5/2013 4:45 AM	60	Bus Gar	Road Check: Weather	checked weather reports amd forecast -school on time	
3/5/2013 7:30 AM	150	Bus Gar	Email, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Repair	monitor bus radio, checked email, looked at weather forecast and radar, prep truck for weather to come	
3/5/2013 10:00 AM	150	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 5 and 6	
3/5/2013 12:30 PM	60	Bus Gar	Lunch, Meeting - Others	met and had lunch w/ John from Central tire	
3/5/2013 1:30 PM	120	Bus Gar	Other (Provide Description)	install plow, spoke w/ schools and drivers about trips and weather, worked 9hrs	
3/5/2013 8:00 PM	60	Bus Gar	Road Check: Weather	checked road and weather conditions -spoke w/ Sue and notified drivers school would be closed tomorrow	
Start : 3/6/2013 (2)					

3/6/2013 9:30 AM	480	Bus Gar	Other (Provide Description)	SCHOOL CLOSED. spent all day at VES plowing w/o lunch break -worked 8.5hrs
3/6/2013 6:00 PM	60	Bus Gar	Phone - Staff, Road Check: Weather	spoke w/ Sue and notified drivers School will be closed tomorrow
Start : 3/7/2013 (4)				
3/7/2013 8:30 AM	210	Bus Gar	Other (Provide Description)	SCHOOL CLOSED. Helped plow and clean walks at SBO
3/7/2013 12:00 PM	30	Bus Gar	Lunch	took lunch break
3/7/2013 12:30 PM	240	Bus Gar	Road Check: Weather	checked road conditions and power
3/7/2013 6:00 PM	60	Bus Gar	Phone - Staff	spoke w/ Sue and notified drivers No School tomorrow due to power and road conditions
Start : 3/8/2013 (1)				
3/8/2013 7:30 AM	480	Bus Gar	Other (Provide Description)	SCHOOL CLOSED -12 month employees off
Start : 3/11/2013 (5)				
3/11/2013 7:00 AM	300	Bus Gar	Email, Other (Provide Description), Phone - Staff	checked email, worked on parking lots at VES, spoke w/ Kevin about a car to drive for Mary, cleaned and put away plow, spreader and blue GMC
3/11/2013 12:00 PM	30	Bus Gar	Lunch	took lunch break
3/11/2013 12:30 PM	60	Bus Gar	Phone - Others, Phone - Staff, Vehicle Diagnostics, Vehicle Repair	test and replaced backup light bulb in blue GMC, spoke w/ Mrs. Johnson had to call driver for an emergency release
3/11/2013 1:30 PM	30	Bus Gar	Meeting - Staff, Route Review	met w/ Sue looked at a bus turnaround
3/11/2013 2:00 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	spoke to Sharon about payroll and trips, worked on emails, finished logs for today, worked 8hrs.
Start : 3/12/2013 (5)				
3/12/2013 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	monitor bus radio, went over driver reports to send to SAB and checked email
3/12/2013 8:30 AM	240	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect and diag. wiper problem on bus 11, called around and ordered part
3/12/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break
3/12/2013 1:00 PM	150	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Phone - Staff, Travel	spoke w/ Sharon-looked over date for our last in-service, spoke w/ drivers, spoke with Will and trips are canceled -notified drivers, schedule other trips, typed a memo to all drivers reminding them about evacuation drills and hand delivered, worked 8hrs
3/12/2013 5:00 PM	30	Bus Gar	Phone - Others	spoke w/ a parent about a bus stop and problems they were having on the bus
Start : 3/13/2013 (6)				
3/13/2013 7:00 AM	120	Bus Gar	Email, Logs, Other (Provide Description), Phone - Staff	got a call that Camron needed to come to VES first this morning, notified the driver, monitored bus radio, checked email, finished logs from yesterday
3/13/2013 9:00 AM	120	Bus Gar	Email, Phone - Staff, Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 13, spoke w/ Jane and Tammy about pre-school meeting @ MES tonight, spoke w/ Sue about weather, after school activities and a bus stop
3/13/2013 11:00 AM	60	Bus Gar	Other (Provide Description), Route Review	spoke w/ Sue about bus turnaround
3/13/2013 12:00 PM	30	Bus Gar	Lunch	took lunch break

3/13/2013 12:30 PM	120	Bus Gar	Meeting - Others, Vehicle Repair	met w/ Fred from ECCI, helped Daniel replace wiper motor on bus 11
3/13/2013 2:30 PM	90	Bus Gar	Logs, Meeting - Staff, Other (Provide Description), Route Review	met w/ Bev about bus stop, finished logs for today, monitor bus radio, met Bev at bus stop and video per Sue -worked 9hrs.
Start : 3/14/2013 (1)				
3/14/2013 7:30 AM	480	Bus Gar	Other (Provide Description)	Off -worked last Wed. while other 12month were off
Start : 3/15/2013 (1)				
3/15/2013 7:30 AM	480	Bus Gar	Other (Provide Description)	Off -worked last Thurs. while other 12month were off
Start : 3/18/2013 (2)				
3/18/2013 4:45 AM	90	Bus Gar	Road Check: Weather	checked roads and weather -spoke to Sue notified drivers -no school -ice
3/18/2013 7:30 AM	480	Bus Gar	Other (Provide Description)	SCHOOL CLOSED. Off -No School due to Ice - worked 9.5hrs
Start : 3/19/2013 (6)				
3/19/2013 4:45 AM	60	Bus Gar	Road Check: Weather	checked roads and weather -school on regular schedule
3/19/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitored bus radio, worked on emails from last week
3/19/2013 9:00 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 19 and top off fluids
3/19/2013 11:00 AM	60	Bus Gar	Other (Provide Description)	spoke w/ Will and worked on changes to sports schedule
3/19/2013 12:00 PM	30	Bus Gar	Lunch	took lunch break
3/19/2013 12:30 PM	180	Bus Gar	Meeting - Staff	met w/ Daniel and went over work that could be and needed to be done, met w/ drives -collected evacuation drill forms, worked on logs from last week, called VDOT about trees on Millcreek, worked 9hrs
Start : 3/20/2013 (5)				
3/20/2013 7:30 AM	90	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, checked email, worked on logs from this week, scheduled buses to be worked on today, worked on more changes to the trip schedule
3/20/2013 9:00 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 15, top off fluids and repair horn
3/20/2013 11:00 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	test and replaced back-up light bulb on BCHS trash truck, helped Daniel inspect bus 17, top off fluids and repair dimmer switch
3/20/2013 1:00 PM	30	Bus Gar	Lunch	took lunch
3/20/2013 1:30 PM	120	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Repair	worked on emails, worked on a letter of recommendation to email, helped Daniel finish repairs to bus 2, test and repaired turn signal switch, finished logs for today, worked 8hrs.
Start : 3/21/2013 (6)				
3/21/2013 4:45 AM	60	Bus Gar	Road Check: Weather	checked weather -school on regular schedule
3/21/2013 7:30 AM	90	Bus Gar	Email, Fuel Reports, Other (Provide Description)	monitored bus radio, checked email and finished fuel report for MES
3/21/2013 9:00 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 23, top off fluids and repair rear door

3/21/2013 11:00 AM	60	Bus Gar	Meeting - Staff	met w/ Les and copied a video of a bus stop onto a cd to send to Sue
3/21/2013 12:00 PM	30	Bus Gar	Lunch	took lunch break
3/21/2013 12:30 PM	180	Bus Gar	Logs, Meeting - Staff, Other (Provide Description), Shop Cleaning	met w/ Larry about training, spoke w/ LaWanda to get a training schedule for next week, spoke w/ Dickie about driving, cleaned shop, finished logs, worked 9hrs.
Start : 3/22/2013 (5)				
3/22/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Phone - Staff	monitored bus radio, checked email, spoke to Allison and Richard about a injury that occurred on the bus yesterday
3/22/2013 9:00 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 22 and top off fluids
3/22/2013 11:00 AM	60	Bus Gar	Vehicle Inspection	inspect inside of bus 14 front to back looking for a screw that a student got a injury from yesterday afternoon -nothing found
3/22/2013 12:00 PM	60	Bus Gar	Lunch	took lunch break
3/22/2013 1:00 PM	180	Bus Gar	Email, Logs, Other (Provide Description), Shop Cleaning	checked email, cleaned shop, bleach and cleaned restroom, put plow on -calling for snow, finished logs, worked 8.5hrs
Start : 3/24/2013 (1)				
3/24/2013 7:45 PM	30	Bus Gar	Phone - Staff	spoke w/ Sue -notified drivers school closed tomorrow NEW
Start : 3/25/2013 (1)				
3/25/2013 8:00 AM	600	Bus Gar	Other (Provide Description)	SCHOOL CLOSED. Plowed VES, bus garage and bus turnarounds, checked roads and spoke w/ Sue -school back to reg. schedule tomorrow worked all day NEW
Start : 3/26/2013 (7)				
3/26/2013 4:30 AM	30	Bus Gar	Phone - Staff	spoke w/ Sue -school on reg. schedule NEW
3/26/2013 6:00 AM	30	Bus Gar	Phone - Staff	calls from drivers -making sure school is on time NEW
3/26/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email and worked on getting supplies for bus driver training to start today NEW
3/26/2013 9:00 AM	210	Bus Gar	Logs, Other (Provide Description), Phone - Staff, Purchase Orders	met w/ new drivers for training, gave LaWanda supplies and instructions for training, worked on PO's, finished logs from last 2 days, worked on sports schedule NEW
3/26/2013 12:30 PM	60	Bus Gar	Phone - Staff, Travel	spoke to Sharon about driver first aid training, took PO's to SAB NEW
3/26/2013 1:30 PM	30	Bus Gar	Lunch	took lunch break NEW
3/26/2013 2:00 PM	90	Bus Gar	Logs, Phone - Staff, Shop Cleaning	spoke to Billy and Selena about getting some of the supplies they need to finish their training, cleaned up, finished logs for today, worked 9hrs. NEW
Start : 3/27/2013 (2)				
3/27/2013 6:00 AM	30	Bus Gar	Road Check: Weather	checked weather -spoke w/ Sue -school on reg. schedule NEW
3/27/2013 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitored bus radio, checked email, worked on leave request, made a list of work I need Daniel to do today, worked on travel schedule NEW

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