



Pupil Transportation ▶ Transportation Director Log

Start	Minutes	Location	Topic	Short Description	Vehicle
Start : 5/1/2013 (4)					
5/1/2013 7:30 AM	120	Bus Gar	Email, Other (Provide Description), Phone - Staff, Vehicle Diagnostics, Vehicle Repair	monitored bus radio, checked email, spoke to Sue about transportation/Ford 500, spoke w/ drivers -bus 10 missing, made calls, drove looking for bus 10, found broke down on Rt. 614, ran diag. fixed beside the road	
5/1/2013 9:30 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Pick Up/Delivery, Vehicle Repair	checked over Ford 500, and dropped off	
5/1/2013 11:00 AM	180	Bus Gar	Meeting - Staff, Other (Provide Description), Travel	went to Millboro, met w/ Billy to deliver papers and go over routes	
5/1/2013 2:00 PM	90	Bus Gar	Meeting - Others, Meeting - Staff, Other (Provide Description)	met with drivers, John from Central Tire and Chance from Snap-on, worked 8.5hrs -No Lunch	
Start : 5/2/2013 (8)					
5/2/2013 7:30 AM	90	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, checked email and finished logs from yesterday, made work list for today	
5/2/2013 9:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 2	
5/2/2013 10:30 AM	60	Bus Gar	Email, Phone - Others, Phone - Staff	spoke w/ Mr. Lewis @ James River, spoke w/ Dawn about taking day trips, emailed Sue about the transportation concerns	
5/2/2013 11:30 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Inspection	helped Daniel start inspection on bus 3, ran diag. on bus 16	
5/2/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/2/2013 1:00 PM	120	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 16 on power, made adjustments -test drove, made more adjustments	
5/2/2013 3:00 PM	60	Bus Gar	Logs, Other (Provide Description), Shop Cleaning	cleaned up tools, made calls for MES driver held up in construction, finished logs for today	
5/2/2013 5:30 PM	60	Bus Gar	Other (Provide Description)	found a clip for bus 16, came back to install and test drive, worked 9.5hrs.	
Start : 5/3/2013 (1)					
5/3/2013 7:30 AM	480	Bus Gar	Leave - Personal	took a personal day	
Start : 5/6/2013 (4)					
5/6/2013 7:30 AM	180	Bus Gar	Athletic Schedules, Email, Fuel Reports, Other (Provide Description)	monitored bus radio, checked email, worked on fuel reports and travel schedule	
5/6/2013 10:30 AM	180	Bus Gar	Parts Ordering, Phone - Staff, Vehicle Diagnostics	worked on 01 Taurus -brake light on, diag. and ordered parts	01-Car-Ford Taurus Blue -SAB
5/6/2013 1:30 PM	30	Bus Gar	Lunch	took lunch break	

5/6/2013 2:00 PM	120	Bus Gar	Email, Logs, Meeting - Staff, Phone - Staff, Reports	spoke w/ drivers about trip changes, looked over payroll report, emailed Sharon, monitored bus radio, finished logs for today, worked 8.75hrs.	
Start : 5/7/2013 (6)					
5/7/2013 5:00 AM	30	Bus Gar	Phone - Staff, Road Check: Weather	checked weather and road conditions due to heavy rain, spoke w/ Paul -school on reg. schedule	
5/7/2013 7:30 AM	90	Bus Gar	Email, Fuel Reports, Other (Provide Description), Road Check: Weather	monitored bus radio, checked weather, worked on fuel reports, checked email, made a work list for today	
5/7/2013 9:00 AM	210	Bus Gar	Vehicle Repair	hepled Daniel replace rear wheel cylinders and make 2 new brake lines on the 01 Taurus	
5/7/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/7/2013 1:00 PM	90	Bus Gar	Phone - Staff, Road Check: Weather, Vehicle Fluid Top Off, Vehicle Repair	spoke /w Paul after checking weather -no after school activities, helped Daniel bleed brake system and top off fluid	
5/7/2013 2:30 PM	60	Bus Gar	Email, Logs, Meeting - Staff, Phone - Staff	met w/ drivers to hand out mail, checked email, notified drivers no activity runs today, finished logs, worked 8.5hrs	
Start : 5/8/2013 (7)					
5/8/2013 5:00 AM	30	Bus Gar	Road Check: Weather	checked roads and weather conditions, spoke w/ Paul -school on reg. schedule	
5/8/2013 7:30 AM	120	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics	monitor bus radio, bus 11 alt. going out- not charging battery, had other drivers follow him to school in case of any problems, checked email, diag. bus 11 to make sure it was alt. not working	
5/8/2013 9:30 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped daniel inspect bus 5	Bus 05
5/8/2013 11:00 AM	90	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Repair	Daniel and I worked on bus 11	Bus 11
5/8/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/8/2013 1:00 PM	60	Bus Gar	Athletic Schedules, Email, Phone - Staff	spoke w/ Sue about transportation, checked email, worked on rescheduling trips	
5/8/2013 2:00 PM	90	Bus Gar	Fuel Reports, Fuel Tank Measurement, Logs, Vehicle Inspection	stick fuel tanks @ BCHS and VES, finished fuel reports, helped Daniel inspect bus 4, finished logs for today, worked 8.5hrs	
Start : 5/9/2013 (6)					
5/9/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made Daniel a work list	
5/9/2013 9:00 AM	60	Bus Gar	Vehicle Pick Up/Delivery	took Daniel to BCHS took winter chains off dump truck and brought it along with a load of gravel to the bus garage	
5/9/2013 10:00 AM	150	Bus Gar	Other (Provide Description)	worked on bus training w/ Larry	
5/9/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/9/2013 1:00 PM	90	Bus Gar	Other (Provide Description)	unload and spread gravel on garage parking lot	
5/9/2013 2:30 PM	90	Bus Gar	Other (Provide Description), Phone - Others, Phone - Staff	had a call of a tree down keeping 2 drivers from getting to their buses, called VDOT left a message, called Mark and had him help me w/ tree removal, everything cleared and back to garage at 4pm, worked 8.5hrs	

Start : 5/10/2013 (7)

5/10/2013 7:30 AM	90	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, checked email, made a work list for Daniel, finished logs from yesterday
5/10/2013 9:00 AM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 10
5/10/2013 10:00 AM	60	Bus Gar	Vehicle Cleaning, Vehicle Diagnostics, Vehicle Repair	cleaned and adjust door on bus 22
5/10/2013 11:00 AM	120	Bus Gar	Other (Provide Description)	worked on training Larry
5/10/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break
5/10/2013 1:30 PM	60	Bus Gar	Other (Provide Description)	went over pre-trip and monthly reports w/ Larry
5/10/2013 2:30 PM	60	Bus Gar	Logs, Shop Cleaning	cleaned shop and finished logs for today, worked 8.5hrs.

Start : 5/13/2013 (7)

5/13/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Shop Cleaning	monitored bus radio, checked email, made a work list for Daniel, loaded old tires from back to haul to recycling
5/13/2013 9:00 AM	60	Bus Gar	Shop Cleaning	cleaned shop and trash outside while waiting on bus 12
5/13/2013 10:00 AM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	bus 12 -helped Daniel inspect and top off
5/13/2013 11:00 AM	120	Bus Gar	Shop Cleaning, Travel	finished cleaning shop and hauled off trash
5/13/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break
5/13/2013 1:30 PM	60	Bus Gar	Vehicle Pick Up/Delivery	took Escort to BCHS for Jimmie to use
5/13/2013 2:30 PM	60	Bus Gar	Athletic Schedules, Email, Logs, Meeting - Others, Vehicle Inspection	checked email, made changes to sports schedule, met w/ Mr. Brown from ECCL., helped Daniel inspect bus 13, finished logs, worked 8hrs.

Start : 5/14/2013 (4)

5/14/2013 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Vehicle Pick Up/Delivery	monitor bus radio, checked email, worked on sports schedule, brought bus 15 down for inspection and repairs, made a work list for Daniel
5/14/2013 9:00 AM	210	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel adjust the clutch in bus 14, helped Daniel inspect and repair bus 15
5/14/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break
5/14/2013 1:00 PM	150	Bus Gar	Logs, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	repaired cross arm on bus 22, helped Daniel inspect bus 13, finished logs for today, worked 8hrs.

Start : 5/15/2013 (4)

5/15/2013 7:30 AM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Phone - Others	monitor bus radio, checked email, checked over sports schedule, made calls checking on all our accounts making sure everything is up to date, called Sonny Merryman about bus 15 loss of power
5/15/2013 9:30 AM	180	Bus Gar	Vehicle Cleaning, Vehicle Diagnostics, Vehicle Repair	helped Daniel work on bus 3
5/15/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break

5/15/2013 1:00 PM 150 Bus Gar Logs, Meeting - Staff, Phone - Staff, Route Review spoke w/ Sharon about inservice/contracts, cut brush in back lot and hauled to BCHS, hand out check stubs, finish logs for today, worked 8hrs.

Start : 5/16/2013 (6)

5/16/2013 7:30 AM 90 Bus Gar Email, Other (Provide Description), Phone - Staff monitor bus radio, checked email, spoke w/ Donna about MES using activity bus for a trip, made a work list

5/16/2013 9:00 AM 90 Bus Gar Vehicle Fluid Top Off checked over bus 10 before going out on a trip tomorrow, topped off fluids, painted front bumper and adjust tire pressures

5/16/2013 10:30 AM 150 Bus Gar Vehicle Diagnostics helped Daniel work on bus 2 -test drove to check gauge w/ computer for overheating and replaced gauge

5/16/2013 1:00 PM 30 Bus Gar Lunch took lunch break

5/16/2013 1:30 PM 60 Bus Gar Vehicle Diagnostics test drove bus 2 -gauge reads the same, called cummins and ordered a new sensor

5/16/2013 2:30 PM 60 Bus Gar Email, Logs, Meeting - Staff spoke w/ David about his bus, checked email, finished logs for today, worked 8hrs.

Start : 5/17/2013 (5)

5/17/2013 7:30 AM 90 Bus Gar Email, Other (Provide Description), Vehicle Cleaning monitored bus radio, checked email, helped Dawn clean bus 10 before going out on a trip

5/17/2013 9:00 AM 180 Bus Gar Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair helped Daniel inspect bus 16 and worked on trans. cable **Bus 16**

5/17/2013 12:00 PM 60 Bus Gar Shop Cleaning cleaned up tools

5/17/2013 1:00 PM 30 Bus Gar Lunch took lunch break

5/17/2013 1:30 PM 120 Bus Gar Logs, Meeting - Staff, Shop Cleaning cleaned shop, talked to David about trips and activity runs, stuck tanks and ordered fuel for the year, finished logs for today, worked 8hrs.

Start : 5/20/2013 (5)

5/20/2013 7:30 AM 120 Bus Gar Athletic Schedules, Email, Meeting - Staff, Other (Provide Description), Phone - Staff, Vehicle Pick Up/Delivery monitor bus radio, checked email, call car 36 has brake LT on, met w/ Sonny about tomorrows trip, took Crown Vic to BCHS picked up 00 Taurus to be checked, spoke W/ Timmy on phone

5/20/2013 9:30 AM 60 Bus Gar Parts Ordering, Vehicle Diagnostics checked over 00 Taurus and ordered parts

5/20/2013 10:30 AM 180 Bus Gar Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair helped Daniel inspect bus 17 and send back to MES, repaired Taurus and bled brake system **00-Car-Ford Taurus Green-SAB; Bus 17**

5/20/2013 1:30 PM 30 Bus Gar Lunch took lunch break

5/20/2013 2:00 PM 90 Bus Gar Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair checked bus 10 -brakes grab, cleaned one side and installed a new flare kit, took 00 Taurus back to BCHS and picked up Crown Vic, worked 8hrs.

Start : 5/21/2013 (5)

5/21/2013 7:30 AM 120 Bus Gar Athletic Schedules, Email, Logs, Meeting - Staff, Other (Provide Description) monitor bus radio, finish logs from yesterday, spoke w/ Will about trips for today, checked email, spoke w/ Steve about taking the trip to Covington

5/21/2013 9:30 AM 60 Bus Gar Vehicle Fluid Top Off, Vehicle Inspection helped Daniel inspect bus 19

5/21/2013 10:30 AM	120	Bus Gar	Email, Meeting - Others	met w/ Ruth to compare training from Agusta Co to ours, worked w/ Sarah on driver evaluations for BCHS	
5/21/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/21/2013 1:00 PM	150	Bus Gar	Athletic Schedules, Logs, Meeting - Staff, Phone - Staff, Vehicle Fluid Top Off, Vehicle Inspection	spoke w/ Will about sports schedule this week, helped Daniel inspect bus 22, met w/ Steve about soccer trip tomorrow, finished logs for today, worked 8hrs.	
Start : 5/22/2013 (5)					
5/22/2013 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, update travel schedule, made work schedule for Daniel, checked email	
5/22/2013 9:00 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Repair	flat tire on BCHS trash truck, test and replaced front tire -mount and balanced	
5/22/2013 11:00 AM	90	Bus Gar	Travel	went to MES to pick up bus 23 for inspection	
5/22/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/22/2013 1:00 PM	150	Bus Gar	Email, Logs, Meeting - Others, Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 23 and repair light, checked email, met w/ Chance from Snap-on to replace a couple of tools, finished logs for today, worked 8hrs.	
Start : 5/23/2013 (5)					
5/23/2013 7:30 AM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, made a work list for today, worked on finding drivers for routes and trips tomorrow	
5/23/2013 9:30 AM	120	Bus Gar	Vehicle Pick Up/Delivery, Vehicle Repair	replaced RT. mirror on bus 8 and took to BCHS and brought bus 19 down for repairs	
5/23/2013 11:30 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	got 97 Contour from BCHS and checked over before inspections, test and replaced lic. plate bulb	
5/23/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
5/23/2013 1:30 PM	180	Bus Gar	Email, Logs, Other (Provide Description), Parts Ordering, Vehicle Diagnostics	worked on bus 19 -Sonny Merryman sent the wrong part, reordered part for drive line, checked email, spoke to LaWanda about trip time, finished logs for today, went to SBO helped Daniel get Cavalier back to the garage, worked 9hrs.	
Start : 5/24/2013 (5)					
5/24/2013 9:00 AM	150	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	switched hrs. w/ Daniel so he could leave earlier, checked email, met w/ Daniel about work for today, worked on 01 Taurus	01-Car-Ford Taurus Blue -SAB
5/24/2013 11:30 AM	60	Bus Gar	Other (Provide Description)	put out a memo to drivers @ VES and BCHS along with wax to do their end of the year cleaning	
5/24/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/24/2013 1:00 PM	120	Bus Gar	Vehicle Repair	repaired bus 19 after parts came in on UPS	Bus 19
5/24/2013 3:00 PM	120	Bus Gar	Athletic Schedules, Email, Logs, Phone - Staff, Shop Cleaning	checked email, cleaned shop, spoke w/ Steve about travel schedule for Tues., finished logs and looked up trip directions, worked 8hrs	
Start : 5/27/2013 (1)					
5/27/2013 7:30 AM	480	Bus Gar	Other (Provide Description)	Holiday	
Start : 5/28/2013 (4)					

5/28/2013 7:30 AM	150	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitored bus radio, checked email, worked on PO's, got directions for soccer trip, emailed Sue my driver recommendations for next year	
5/28/2013 10:00 AM	180	Bus Gar	Travel, Vehicle Fluid Top Off, Vehicle Inspection	took cleaning supplies to MES drivers, helped Daniel check over bus 4 before going out on trips these next few days	
5/28/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
5/28/2013 1:30 PM	120	Bus Gar	Email, Logs, Shop Cleaning	worked on logs, still trying to get email to send, cleaned shop, worked 8hrs.	
Start : 5/29/2013 (6)					
5/29/2013 6:00 AM	15	Bus Gar	Phone - Staff	spoke to Sarah Rowe about the activity bus and being crowded for the senior trip	
5/29/2013 7:30 AM	90	Bus Gar	Email, Fuel Reports, Other (Provide Description)	monitor bus radio, worked on emails that wouldn't send yesterday, finished fuel report from MES	
5/29/2013 9:00 AM	150	Bus Gar	Meeting - Staff, Other (Provide Description), Parts Ordering, Vehicle Diagnostics, Vehicle Pick Up/Delivery	spoke w/ Daniel about work for today, went to SBO to pick up Ranger and repair riding mower, checked over Ranger and ordered parts	
5/29/2013 11:30 AM	60	Bus Gar	Shop Cleaning	began cleaning pit for inspections	
5/29/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/29/2013 1:00 PM	150	Bus Gar	Email, Logs, Meeting - Staff, Shop Cleaning	finished degreasing and washing out pit, called and checked w/ Steve about his trip down to Richmond w/ seniors, checked email and spoke to drivers about reports for Sharon, finished logs for today, worked 8.25hrs	
Start : 5/30/2013 (4)					
5/30/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Phone - Others, Phone - Staff	monitored bus radio, checked email, called Sheriff's office about an accident on Rt. 42, spoke w/ Timmy about the call NEW	
5/30/2013 9:00 AM	240	Bus Gar	Other (Provide Description)	finished my part of the bus training w/ Larry w/o kids NEW	
5/30/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break NEW	
5/30/2013 1:30 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Parts Ordering	worked on Ranger exhaust, reordered parts, checked email, finished logs for today, worked 8hrs NEW	85-Truck-Ford Ranger -SAB
Start : 5/31/2013 (5)					
5/31/2013 7:00 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, early release, checked email, called about parts, spoke w/ Daniel about worked for today NEW	
5/31/2013 9:00 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Repair	helped Daniel work on Cavalier, low volt light on NEW	90-Car-Chevy Cavalier-TECH
5/31/2013 11:00 AM	60	Bus Gar	Lunch, Meeting - Others	met w/ drivers/ had lunch NEW	
5/31/2013 12:00 PM	30	Bus Gar	Logs	finish logs for today per Patsy NEW	
5/31/2013 12:30 PM	150	Bus Gar	Email, Vehicle Inspection, Vehicle Repair	check email, monitor bus radio, help Daniel repair Ranger, worked 8hrs NEW	85-Truck-Ford Ranger -SAB

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