



Pupil Transportation ▶ Transportation Director Log Mon

Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 6/3/2013 (6)</b>					
6/3/2013 7:30 AM	90	Bus Gar	Email, Fuel Tank Measurement, Other (Provide Description), Reports	monitor bus radio, called VDOT about a tree on Rt 601, collect driver reports, checked email, stick tanks @ BCHS and put up new fuel sheets	
6/3/2013 9:00 AM	210	Bus Gar	Other (Provide Description)	changed fuel filter on gas pump @ BCHS and helped Mark cut brush from fuel dock	
6/3/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
6/3/2013 1:00 PM	60	Bus Gar	Other (Provide Description)	finished cutting brush from fuel dock at BCHS for today	
6/3/2013 2:00 PM	60	Bus Gar	Other (Provide Description)	sprayed fuel dock @ BCHS where we had cut	
6/3/2013 3:00 PM	60	Bus Gar	Email, Fuel Tank Measurement, Logs, Travel	came back to garage, stick fuel tanks, checked email, finished logs for today, worked 8.5hrs	
<b>Start : 6/4/2013 (4)</b>					
6/4/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Reports	monitor bus radio, checked email worked on driver reports to send to SBO	
6/4/2013 9:00 AM	240	Bus Gar	Other (Provide Description), Travel, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel State inspect and make repairs to bus 3, spoke to Justin about budget and parts ordering, took parts to Covington to exchange	Bus 03
6/4/2013 1:00 PM	120	Bus Gar	Email, Phone - Others, Phone - Staff	called about new bus pricing, checked email, called and set up appt. for Larry @ DMV	
6/4/2013 3:00 PM	30	Bus Gar	Lunch	took lunch break -worked 8hrs.	
<b>Start : 6/5/2013 (5)</b>					
6/5/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Reports, Travel	monitor bus radio, checked BCHS fuel dock where brush was cut back, collect driver reports to be sent to SBO, spoke w/ Tammy about using bus 4 next week, checked email	
6/5/2013 9:00 AM	150	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change	helped Daniel service bus 4 and state inspect	
6/5/2013 11:30 AM	60	Bus Gar	Fuel Reports	worked on fuel reports for BCHS	
6/5/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
6/5/2013 1:00 PM	150	Bus Gar	Email, Fuel Reports, Logs, Phone - Others, Reports, Travel	went to BCHS to get driver reports to finish fuel reports for VES, checked and emailed Va. Truck about a new bus price, called Kenny about fixing a couple of driveways, finished logs for today, worked 8hrs.	
<b>Start : 6/6/2013 (4)</b>					
6/6/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, spoke to Kenny about fixing a driveway for us	

6/6/2013 9:00 AM	210	Bus Gar	Other (Provide Description), Route Review, Vehicle Inspection	checked pricing on a new bus, helped Daniel bus 6, went to Millboro to look at repairs to a bus turnaround
6/6/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break
6/6/2013 1:00 PM	150	Bus Gar	Email, Logs, Payroll Report, Phone - Others, Vehicle Fluid Top Off, Vehicle Oil Change	checked over payroll report, helped Daniel service new GMC, spoke w/ Robert about specs on the new bus, finished logs for today, wroked 8hrs
<b>Start : 6/7/2013 (4)</b>				
6/7/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, accident in Hot Springs, notified drivers, checked email
6/7/2013 9:00 AM	270	Bus Gar	Email, Other (Provide Description), Phone - Others, Phone - Staff, Shop Cleaning	emailed Sue specs on a new bus, worked in tire balancer -trying to calibrate, made calls, cleaned shop, spoke w/ Sandy about trips, spoke w/ Les about transportation next week for the River Mont students
6/7/2013 1:30 PM	30	Bus Gar	Lunch	took lunch break
6/7/2013 2:00 PM	90	Bus Gar	Email, Logs, Meeting - Staff, Phone - Staff, Shop Cleaning	finish cleaning shop, spoke w/ Sue about the new bus, spoke to drivers as they came in about a few concerns, checked email and finsihed logs, worked 8hrs.
<b>Start : 6/10/2013 (4)</b>				
6/10/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Phone - Staff	monitor bus radio, spoke w/ Les and notified driver of changes with River Mont students, checked email, made a work list
6/10/2013 9:00 AM	180	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect and checked over bus 8 for state inspection, adjust wiper blades and topped off fluids
6/10/2013 12:00 PM	30	Bus Gar	Lunch	took lunch break
6/10/2013 12:30 PM	180	Bus Gar	Email, Logs, Phone - Others, Phone - Staff, Vehicle Fluid Top Off, Vehicle Inspection	called Justin to check on fuel bids, called to check on inspection book that was ordered, ordered bus tires and oil, hepled Daniel inspect and check over bus 10 for state inspection and topped off fluids, finished logs for today, worked 8hrs.
<b>Start : 6/11/2013 (3)</b>				
6/11/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, spoke w/ Les will need me to drive a trip today, made work list for Daniel
6/11/2013 9:00 AM	360	Bus Gar	Other (Provide Description)	took pre-school to Douthat w/ Steve
6/11/2013 3:00 PM	30	Bus Gar	Email, Logs, Other (Provide Description)	called for prices, checked email, finished logs, worked 8hrs.
<b>Start : 6/12/2013 (3)</b>				
6/12/2013 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list for Daniel,
6/12/2013 8:30 AM	60	Bus Gar	Meeting - Staff	met w/ David about trips and how he felt like he had been done wrong all year
6/12/2013 9:30 AM	390	Bus Gar	Lunch, Meeting - Others, Other (Provide Description), Travel	went to Va. Truck, met w/ Robert about a new bus, looked at buses they have in stock, took lunch break, met w/ Jenet about work to bus 4, met w/ Mat about repairs to bus doors and painting a couple of hoods this summer, worked 8.5hrs

Start : 6/13/2013 (5)

6/13/2013 7:00 AM	120	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, reset traffic lights, last day of school 12:30 release, checked email, finished logs from yesterday
6/13/2013 9:00 AM	60	Bus Gar	Meeting - Staff	met w/ a few drivers at Country Cafe for a last day of school breakfast
6/13/2013 10:00 AM	120	Bus Gar	Other (Provide Description), Parts Ordering	called and done some parts ordering, began shuffling buses and making room for this afternoon
6/13/2013 12:00 PM	30	Bus Gar	Meeting - Others	met w/ drivers and handed out pay stubs
6/13/2013 12:30 PM	210	Bus Gar	Email, Fuel Tank Measurement, Logs, Other (Provide Description), Phone - Others	monitor bus radio, spoke to Kenny about a driveway repair for next week, met w/ Justin about bills,stick tanks at BCHS and VES to order fuel to top off tanks,spoke to drivers as they turned their bus in for the summer,finished logs for today, worked 9hrs

Start : 6/14/2013 (3)


6/14/2013 7:30 AM	30	Bus Gar	Email, Reports	checked email, gather driver reports to drop off @ SBO
6/14/2013 8:00 AM	210	Bus Gar	Meeting - Staff, Travel	met w/ Larry, went over pre-trip before going to DMV and doing road test and getting his lic.
6/14/2013 11:30 AM	300	Bus Gar	Email, Logs, Lunch, Travel, Vehicle Pick Up/Delivery	took bus 4 to Roanoke to finish repairs, took lunch break, checked email and finished logs for today, worked 9hrs.






Start : 6/17/2013 (6)

6/17/2013 7:00 AM	60	Bus Gar	Email, Reports	checked email and went over driver reports before sending over to SBO
6/17/2013 8:00 AM	240	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel repair and inspect bus 13 Bus 13
6/17/2013 12:00 PM	60	Bus Gar	Lunch	took lunch break
6/17/2013 1:00 PM	90	Bus Gar	Vehicle Inspection	state inspect bus 6
6/17/2013 2:30 PM	60	Bus Gar	Vehicle Inspection	helped Daniel inspect bus 8
6/17/2013 3:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	worked on bus 5, checked email, finished logs for today, worked 10hrs Bus 05

Start : 6/18/2013 (5)

6/18/2013 7:00 AM	240	Bus Gar	Email, Parts Ordering, Vehicle Diagnostics, Vehicle Repair	checked email, helped Daniel work on bus 11 for inspection Bus 11
6/18/2013 11:00 AM	90	Bus Gar	Vehicle Repair	helped Daniel work on bus 5 for inspection Bus 05
6/18/2013 12:30 PM	60	Bus Gar	Lunch	took lunch break
6/18/2013 1:30 PM	60	Bus Gar	Parts Ordering, Travel	went to Fisher's to pick up drums and took old muffler so Danny could order a replacement
6/18/2013 2:30 PM	150	Bus Gar	Email, Logs, Meeting - Others, Phone - Staff, Vehicle Repair	worked on bus 11, spoke w/ Sue about invoices, worked on PO's, met w/ Kenny about driveway repairs, checked email, spoke w/ Va. Truck about repairs and bus ready for pick up, finished logs, worked 10hrs Bus 11

 **Start : 6/19/2013** (5)

6/19/2013 7:00 AM	300	Bus Gar	Email, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Oil Change, Vehicle Repair	checked email, began inspection on bus 19, helped Daniel work on bus 11 	Bus 19; Bus 11
6/19/2013 12:00 PM	60	Bus Gar	Purchase Orders	gathered all invoices and sent to Justin for the year 	
6/19/2013 1:00 PM	60	Bus Gar	Lunch	took lunch break 	
6/19/2013 2:00 PM	60	Bus Gar	Vehicle Inspection	finished state inspection on bus 19 	
6/19/2013 3:00 PM	120	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Oil Change, Vehicle Repair	worked on bus 17, helped Daniel work on bus 15, checked email, finished logs, worked 10hrs 	Bus 17; Bus 15

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