



Pupil Transportation > Transportation Director Log Monthly Report

Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 6/19/2013 (5)</b>					
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
<b>Start : 6/20/2013 (5)</b>					
6/20/2013 7:00 AM	180	Bus Gar	Email, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change, Vehicle Repair	checked email, helped Daniel work on bus 22, began inspection on bus 23	Bus 22; Bus 23
6/20/2013 10:00 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	finished inspection on bus 23	Bus 23
6/20/2013 12:00 PM	60	Bus Gar	Lunch	took lunch break	
6/20/2013 1:00 PM	90	Bus Gar	Phone - Staff, Vehicle Diagnostics, Vehicle Repair	spoke w/ Sue, meeting @ 3pm, repaired and lubed hand throttle cable on bus 23	
6/20/2013 2:30 PM	180	Bus Gar	Meeting - Staff, Travel	went to SBO to meet w/ Sue, went over evaluation for both Daniel and myself, came back, met w/ Daniel -went over his evaluation and signed to turn in to SBO, finished logs, worked 10.5hrs.	
<b>Start : 6/24/2013 (1)</b>					
6/24/2013 7:30 AM	600	Bus Gar	Leave - Vacation	VACATION LEAVE	
<b>Start : 6/25/2013 (1)</b>					
6/25/2013 7:30 AM	600	Bus Gar	Leave - Vacation	VACATION LEAVE	
<b>Start : 6/26/2013 (1)</b>					
6/26/2013 7:30 AM	600	Bus Gar	Leave - Vacation	VACATION LEAVE	
<b>Start : 6/27/2013 (1)</b>					
6/27/2013 7:30 AM	600	Bus Gar	Leave - Vacation	VACATION LEAVE	
<b>Start : 7/1/2013 (1)</b>					
7/1/2013 7:30 AM	600	Bus Gar	Leave - Vacation	VACATION LEAVE	
<b>Start : 7/2/2013 (1)</b>					
7/2/2013 7:30 AM	600	Bus Gar	Leave - Vacation	VACATION LEAVE	
<b>Start : 7/3/2013 (1)</b>					
7/3/2013 7:30 AM	600	Bus Gar	Leave - Vacation	VACATION LEAVE	

Start : 7/4/2013 (1)

7/4/2013 7:30 AM 600 Bus Gar Other (Provide Description) JULY 4th HOLIDAY NEW

Start : 7/8/2013 (7)

7/8/2013 7:00 AM 60 Bus Gar Other (Provide Description), Vehicle Diagnostics came in and helped Hershel w/ John Deere, quit and wouldn't restart, test battery seems low, jumped and brought back to the garage for Mark

7/8/2013 8:00 AM 240 Bus Gar Email, Fuel Reports, Phone - Staff, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change helped Daniel w/ Mercury, checked email and got caught up on paper work from where I was on Vac., finished MES fuel reports, spoke to Sharon about Ins. cards for cars and buses 07-Car-Mercury Montego-SAB

7/8/2013 12:00 PM 30 Bus Gar Logs worked on logs while Daniel took the Mercury back to SBO

7/8/2013 12:30 PM 60 Bus Gar Lunch took lunch break

7/8/2013 1:30 PM 60 Bus Gar Travel, Vehicle Diagnostics, Vehicle Repair test battery for the John Deere and replaced w/ a new one from Bath County Supply

7/8/2013 2:30 PM 30 Bus Gar Phone - Staff spoke w/ Sue about transportation and needs for this year

7/8/2013 3:00 PM 120 Bus Gar Logs, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change, Vehicle Repair helped Daniel work on sil. Taurus, internet down couldn't finish logs, worked 10hrs 05-Car-Ford Taurus Silver-SAB

Start : 7/9/2013 (6)

7/9/2013 7:00 AM 60 Bus Gar Email, Other (Provide Description), Phone - Staff worked on computer still no internet, spoke w/ Sandy about buses at VES for this year

7/9/2013 8:00 AM 120 Bus Gar Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change sent Daniel to MES to pick up a car, while I worked on blue GMC 07-Truck-GMC Blue-TRANS

7/9/2013 10:00 AM 120 Bus Gar Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change helped Daniel w/ green Taurus 00-Car-Ford Taurus Green-SAB

7/9/2013 12:00 PM 60 Bus Gar Lunch took lunch break

7/9/2013 1:00 PM 150 Bus Gar Vehicle Inspection, Vehicle Repair helped Daniel replace special ordered exhaust pipe on bus 7 and inspect

7/9/2013 3:30 PM 90 Bus Gar Email, Logs, Phone - Others, Shop Cleaning cleaned shop for tomorrow, checked email and finished logs for yesterday and today, called about bus that was repaired and new bus that was ordered worked 10hrs

Start : 7/10/2013 (6)

7/10/2013 7:00 AM 90 Bus Gar Email, Other (Provide Description) dropped papers off @ SBO, checked email

7/10/2013 8:30 AM 90 Bus Gar Vehicle Pick Up/Delivery Daniel and I went to MES to pick up 2 cars for inspection

7/10/2013 10:00 AM 150 Bus Gar Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change Daniel and I inspected and serviced both cars and ordered parts for both 93-Car-Ford Crown Vic -BG; 07-Truck-GMC White-MAINT

7/10/2013 12:30 PM 60 Bus Gar Lunch took lunch break

7/10/2013 1:30 PM 120 Bus Gar Vehicle Repair fix door on 07 GMC from MES 07-Truck-GMC White-MAINT

7/10/2013 3:30 PM 120 Bus Gar Email, Travel, Vehicle Pick Up/Delivery checked email, took cars back to MES and and brought 2 more back for service, took parts back to Covington for credit, worked 10.5hrs

Start : 7/11/2013 (5)

7/11/2013 7:00 AM	120	Bus Gar	Email, Logs	checked email and finished logs from yesterday, helped Daniel inspect contour	
7/11/2013 9:00 AM	240	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change, Vehicle Pick Up/Delivery	took Daniel picked up Impala and gold taurus for inspection	05-Car-Ford Taurus Gold-DRED
7/11/2013 1:00 PM	60	Bus Gar	Lunch	took lunch break	
7/11/2013 2:00 PM	120	Bus Gar	Vehicle Cleaning, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery	helped Daniel inspect Ford 500	07-Car-Ford 500-SUPT
7/11/2013 4:00 PM	60	Bus Gar	Email, Logs, Shop Cleaning	checked email, finished logs for today and cleaned shop, worked 10 hrs.	

Start : 7/15/2013 (4)

7/15/2013 7:00 AM	240	Bus Gar	Leave - Personal	took 4 hrs. personal	
7/15/2013 11:00 AM	60	Bus Gar	Other (Provide Description)	helped change a tire on the wast man. truck for Mat Adkins	
7/15/2013 12:00 PM	60	Bus Gar	Lunch	took lunch break	
7/15/2013 1:00 PM	240	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change, Vehicle Pick Up/Delivery	Daniel and I worked on BCHS trash truck and Ranger from SBO, checked email, finished logs for today, worked 6hrs	10-Truck-Chevy Silverado-BCHS; 85-Truck-Ford Ranger-SAB

Start : 7/16/2013 (5)

7/16/2013 7:00 AM	60	Bus Gar	Email, Other (Provide Description), Vehicle Pick Up/Delivery	checked email and adjust oil level on the 2010 trash truck before taking back to BCHS	
7/16/2013 8:00 AM	270	Bus Gar	Travel, Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair	Daniel and I went to Millboro to pick up the squad that was donated to the school, worked on and brought back to the garage	
7/16/2013 12:30 PM	60	Bus Gar	Lunch	took lunch break	
7/16/2013 1:30 PM	120	Bus Gar	Other (Provide Description), Parts Ordering	sent title to SBO, checked for and ordered parts for the S-10 and set up appts. for the 00 and 01 Taurus to get a front end alignment	
7/16/2013 3:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Shop Cleaning, Vehicle Inspection	checked over squad, cleaned shop, empty oil bucket, fueled both 00 and 01 Taurus before taking to central tire tomorrow, checked email and finished logs for today, worked 10hrs.	

Start : 7/17/2013 (3)

7/17/2013 7:00 AM	60	Bus Gar	Email, Other (Provide Description)	checked email and got cars ready to take to Verona for front end alignments	
7/17/2013 8:00 AM	420	Bus Gar	Lunch, Other (Provide Description), Parts Ordering, Travel	Daniel and I took 00 and 01 Taurus to Central Tire for alignments, took lunch break, went to Staunton Wrecking to look at a door for the 89 S-10	
7/17/2013 3:00 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	test and repaired w/ washer on 00 Taurus, took old batteries to Bath Co Supply for core, called and set up appt. for bus 3 trans. problems, checked email and went to do logs and no internet service, worked 10hrs.	

Start : 7/18/2013 (3)

7/18/2013 7:00 AM	90	Bus Gar	Email, Other (Provide Description)	checked email, still no service, put belt on mower @ SBO	
7/18/2013 8:30 AM	420	Bus Gar	Other (Provide Description), Travel, Vehicle Pick Up/Delivery	took 05 Taurus to Central Tire for alignment, took GMC to Staunton wrecking to pick up door for the S-10, took lunch break, took back wrong parts to Fishers	

7/18/2013 3:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Diagnostics	checked email from last 2 days, emailed LaWanda about a training schedule from her if needed,check 05 Taurus where Central said ball joint starting to get a little lose,worked on car and bus placement for this year,finished logs from last 2 days,work10hrs	
<b>Start : 7/22/2013 (4)</b>					
7/22/2013 7:00 AM	360	Bus Gar	Email, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Oil Change, Vehicle Pick Up/Delivery, Vehicle Repair	checked email, test and replaced both batteries in bus 2, brought van 20 in for service, went to BCHS to pick up a mower for VES to use, worked on 05 Taurus	Bus 02; Bus 20; 05-Car-Ford Taurus Silver-SAB
7/22/2013 1:00 PM	60	Bus Gar	Lunch	took lunch break	
7/22/2013 2:00 PM	120	Bus Gar	Other (Provide Description), Parts Ordering, Vehicle Repair	worked on 05 Taurus	05-Car-Ford Taurus Silver-SAB
7/22/2013 4:00 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	prep and primed a door getting ready to paint to replace RT side door on the 89 S-10, checked email, finished logs for today, worked 10 hrs.	
<b>Start : 7/23/2013 (4)</b>					
7/23/2013 7:00 AM	180	Bus Gar	Email, Other (Provide Description), Phone - Others, Phone - Staff	got mail from SBO, made calls spoke w/ Justin and Jeff about taking VES mower to Covington to get work done, loaded mower and sent Jeff with my truck while its raining, checked email	
7/23/2013 10:00 AM	60	Bus Gar	Other (Provide Description), Phone - Others, Phone - Staff	looked over bus driver applications and made calls to do a over the phone interview with the people I already know, called to check status on buses in Roanoke for repairs, helped Daniel inspect van 20	
7/23/2013 11:00 AM	60	Bus Gar	Lunch	took lunch break	
7/23/2013 12:00 PM	300	Bus Gar	Travel	took bus 3 to Roanoke for transmission repairs -still under warranty, finish logs for today, worked 10hrs.	
<b>Start : 7/24/2013 (3)</b>					
7/24/2013 7:00 AM	300	Bus Gar	Email, Other (Provide Description), Vehicle Repair	checked email, replaced and adjust door on S-10, replaced sway bar bushings on van 20, spoke to Stevie about routes and his physical	
7/24/2013 12:00 PM	60	Bus Gar	Lunch	took lunch break	
7/24/2013 1:00 PM	240	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Diagnostics, Vehicle Inspection, Vehicle Repair	worked on van 20, checked email, worked w/ Donna on Millbroro bus routes and new stops for this year, checked over 81 dump truck for inspection, prep cars for auction, finished logs for today, worked 10 hrs.	Bus 20; 81-Truck-Chevy 1 Ton-BCHS; 88-Car-Ford Escort-BG; 90-Car-Chevy Cavalier-TECH
<b>Start : 7/25/2013 (3)</b>					
7/25/2013 6:00 AM	240	Bus Gar	Email, Other (Provide Description), Phone - Staff, Vehicle Diagnostics, Vehicle Inspection, Vehicle Repair	checked email, worked on dump truck, S-10, cavalier, escort, bus 1, spoke w/ Va Truck, spoke w/ Sue	81-Truck-Chevy 1 Ton-BCHS; 89-Truck-Chevy S10-MES; 88-Car-Ford Escort-BG; 90-Car-Chevy Cavalier-TECH; Bus 01
7/25/2013 10:00 AM	240	Bus Gar	Lunch, Other (Provide Description), Vehicle Pick Up/Delivery	took bus 11 to Va Truck for repairs, picked up a pump we had repaired, took lunch break and came back	
7/25/2013 2:00 PM	120	Bus Gar	Email, Logs, Vehicle Cleaning, Vehicle Fluid Top Off	cleaned inside and out on impala and Mercury, topped off fuel, checked email, finished logs for today, worked 10hrs.	
<b>Start : 7/29/2013 (5)</b>					
7/29/2013 7:00 AM	60	Bus Gar	Email, Other (Provide Description)	checked email, sent Daniel to SBO to repair mower, made a work schedule	

7/29/2013 8:00 AM	300	Bus Gar	Other (Provide Description), Parts Ordering, Travel, Vehicle Pick Up/Delivery	hauled old tires to land fill, took Mercury back to SBO, picked up mower for repairs, went to Covington to get parts for van 20
7/29/2013 1:00 PM	60	Bus Gar	Lunch	took lunch break
7/29/2013 2:00 PM	120	Bus Gar	Vehicle Repair	worked on van 20
7/29/2013 4:00 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	spoke w/ Justin about PO's, checked email, spoke w/ Jimmie about bus stops, finished logs for today, worked 10hrs

**Start : 7/30/2013 (4)**

7/30/2013 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Purchase Orders	checked email, finished PO's for July, worked on mower from SBO
7/30/2013 9:00 AM	180	Bus Gar	Other (Provide Description)	Daniel and I finished sanding and washed van 20
7/30/2013 12:00 PM	60	Bus Gar	Lunch	took lunch break
7/30/2013 1:00 PM	240	Bus Gar	Email, Logs, Other (Provide Description), Phone - Staff	worked on taping van 20, spoke w/ Sandy about new bus stops, checked email, finished logs for today, worked 10 hrs

**Start : 7/31/2013 (5)**

7/31/2013 7:00 AM	150	Bus Gar	Email, Other (Provide Description), Phone - Others, Travel	checked email, looked at a couple new bus stops, left a message for VDOT to cut back roads, called about bus status of the ones being repaired <b>NEW</b>
7/31/2013 9:30 AM	240	Bus Gar	Other (Provide Description)	preped and began painting van 20 until it looked like rain moving in <b>NEW</b>
7/31/2013 1:30 PM	60	Bus Gar	Lunch	took lunch break <b>NEW</b>
7/31/2013 2:30 PM	60	Bus Gar	Email, Logs, Phone - Others	got caught up on email, logs and called about new radio for the new bus to be installed <b>NEW</b>
7/31/2013 3:30 PM	90	Bus Gar	Email, Logs, Shop Cleaning	cleaned up supplies from painting today, checked email and finished logs for today, worked 10hrs. <b>NEW</b>

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