



Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 8/1/2013 (4)</b>					
8/1/2013 7:00 AM	90	Bus Gar	Email, Fuel Reports	checked email and stuck fuel tanks @ BCHS and VES, began working on fuel reports	
8/1/2013 8:30 AM	240	Bus Gar	Other (Provide Description)	finished up paint on van 20	
8/1/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/1/2013 1:00 PM	270	Bus Gar	Email, Logs, Travel, Vehicle Pick Up/Delivery	went to Roanoke picked up paper work on the new bus, picked up bus 3 brought it back, checked email, finished logs for today, took a short lunch, worked 11hrs.	
<b>Start : 8/5/2013 (5)</b>					
8/5/2013 7:00 AM	60	Bus Gar	Email, Other (Provide Description), Parts Ordering	checked email sent Daniel to Central Tire to get alignment on sil. Taurus, called Fishers to order parts for stock	
8/5/2013 8:00 AM	330	Bus Gar	Other (Provide Description)	worked on van 20, put back together, painted wheels and bumpers, spoke to Sharon about new busand in service	
8/5/2013 1:30 PM	30	Bus Gar	Lunch	took lunch break	
8/5/2013 2:00 PM	60	Bus Gar	Logs, Other (Provide Description)	continue putting van 20 back together, finished logs for today, worked 8hrs.	
8/5/2013 3:00 PM	120	Bus Gar	Vehicle Diagnostics, Vehicle Repair	went to BCHS switched buses out w/ David and repaired door on bus 4, would not close, worked 10hrs	
<b>Start : 8/6/2013 (2)</b>					
8/6/2013 7:00 AM	60	Bus Gar	Email, Other (Provide Description)	checked email and preped sil. Taurus before going to Roanoke	
8/6/2013 8:00 AM	420	Bus Gar	Email, Logs, Lunch, Travel, Vehicle Pick Up/Delivery	went to Va Truck picked up bus 5 and 18, picked up bus parts, took lunch break, came back and checked email and finished logs for today and yesterday, worked 8hrs.	
<b>Start : 8/7/2013 (3)</b>					
8/7/2013 7:00 AM	330	Bus Gar	Email, Phone - Others, Phone - Staff, Vehicle Repair	checked email -no service, worked on installing mirrors on van 20 and adjusting, spoke w/ Sharon about routes and in-service, spoke w/ Dewight about in-service and seats for the up coming year	
8/7/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/7/2013 1:00 PM	120	Bus Gar	Email, Logs, Phone - Staff, Shop Cleaning, Vehicle Diagnostics, Vehicle Repair	checked email, worked on agenda for drivers meeting, test and traded batteries from bus 1 to bus 3, started cleaning shop, finished logs for today, worked 8hrs.	
<b>Start : 8/8/2013 (2)</b>					
8/8/2013 7:30 AM	30	Bus Gar	Email, Other (Provide Description)	checked email, got work together for in-service,	
8/8/2013 8:00 AM	450	Bus Gar	Lunch, Meeting - Staff, Other (Provide Description)	had in-service, took lunch break, drug testing and helped with drivers picking up buses	
<b>Start : 8/9/2013 (4)</b>					
8/9/2013 7:30 AM	300	Bus Gar	Email, Phone - Staff, Vehicle Diagnostics, Vehicle Repair	checked email, worked on bus 18, 20, 19, 6 and 4, spoke w/ Patsy and schools about new stops and riders for nonresident students that will be attending this year	Bus 18; Bus 20; Bus 19; Bus 06; Bus 04
8/9/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/9/2013 1:00 PM	90	Bus Gar	Travel	took van 20 to Covington to get measured for lettering	

8/9/2013 2:30 PM	60	Bus Gar	Email, Logs, Phone - Staff, Shop Cleaning	spoke w/ Patsy and Sharon about bus pickups, checked email, worked on and emailed Patsy a new call list for inclement weather,took out trash, finished logs for today, worked 8hrs.	
<b>Start : 8/12/2013 (4)</b>					
8/12/2013 7:30 AM	300	Bus Gar	Email, Other (Provide Description), Phone - Others, Phone - Staff, Shop Cleaning	checked email, began working on shop cleaning, took calls about bus stops, spoke to a couple of people about being a sub driver, worked on per school stops and bus schedules, met w/ Wes to install radios in bus 18 and the silver Taurus	
8/12/2013 12:30 PM	30	Bus Gar	Lunch	lunch break	
8/12/2013 1:00 PM	120	Bus Gar	Route Review, Travel	went to Millboro to check about bus stops and turnarounds, spoke w/ land owners, met w/ school and gave Sharon the new info	
8/12/2013 3:00 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Phone - Staff	checked email, spoke w/ Sharon about route schedules, waited with Wes, finished logs for today, worked 9hrs	
<b>Start : 8/13/2013 (1)</b>					
8/13/2013 7:30 AM	540	Bus Gar	Email, Logs, Lunch, Meeting - Others, Meeting - Staff, Other (Provide Description), Shop Cleaning	checked email, spoke w/ Staff and others about bus routes and stops, worked on sports schedule, took lunch break, cleaned shop, met w/ Mr. Brown went over our chemical supplies, met w/ acouple drivers about routes, worked 9hrs.	
<b>Start : 8/14/2013 (3)</b>					
8/14/2013 7:30 AM	360	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Phone - Staff, Vehicle Diagnostics, Vehicle Repair	checked email, talked to Sonny and Betty as they picked up their bus, spoke to BCHS about bus stops,worked on bus 10	Bus 10
8/14/2013 1:30 PM	30	Bus Gar	Lunch	took lunch break	
8/14/2013 2:00 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Diagnostics	checked email, cleaned on office, put car seats from bus 6 to bus 10, finished logs for today, checked horn on bus 6, worked 8.5hrs.	
<b>Start : 8/15/2013 (3)</b>					
8/15/2013 7:00 AM	330	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Parts Ordering, Travel	checked email, emailed each school about issues drivers had from last year, programed new gps systems for each school, looked online about ordering first aid products, delivered gps to each school along with a sign out sheet	
8/15/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/15/2013 1:00 PM	120	Bus Gar	Athletic Schedules, Email, Logs, Phone - Staff, Route Review	looked at routes where VDOT has worked, spoke w/ Sarah about BCHS issues, checked email, finished sports schedule and set to drivers and SBO, finished logs for today, worked 8hrs.	
<b>Start : 8/16/2013 (3)</b>					
8/16/2013 7:30 AM	330	Bus Gar	Athletic Schedules, Email, Phone - Others, Phone - Staff, Shop Cleaning	checked email, helped Sharon find a driver for golf, spoke w/ parents about stop times, cleaned and rearranged shop	
8/16/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
8/16/2013 1:30 PM	120	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Travel	helped Robbie Weaver try to get the Beacher car started and tires pumped up so they can sale, checked email, helped Sandy go over bus stops, took parts back to Covington and picked up parts for stock, finished logs for toay, worked 8hrs.	
<b>Start : 8/19/2013 (5)</b>					
8/19/2013 7:30 AM	30	Bus Gar	Other (Provide Description)	reset school zone traffic lights	
8/19/2013 8:00 AM	180	Bus Gar	Other (Provide Description)	helped replace tiores on Hot Springs squad	
8/19/2013 11:00 AM	30	Bus Gar	Athletic Schedules, Other (Provide Description)	took calls about bus stops, athletic schedule, and car seat for Betty's bus	
8/19/2013 11:30 AM	210	Bus Gar	Lunch, Travel, Vehicle Pick Up/Delivery	went to Roanoke, took lunch break, picked up bus 19 and brought back	

8/19/2013 3:00 PM	60	Bus Gar	Logs, Other (Provide Description), Vehicle Pick Up/Delivery	met w/ Mary Rogers, took silver Taurus to BCHS dropped off for tomorrow, finished logs for today, worked 8.5hrs.	
<b>Start : 8/20/2013 (4)</b>					
8/20/2013 7:30 AM	90	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Phone - Others	checked email, monitor bus radio, checked and reset school zone lights, spoke w/ drivers about routes, made a work list for Daniel, spoke to Tim Tunning about routes	
8/20/2013 9:00 AM	240	Bus Gar	Other (Provide Description), Travel, Vehicle Diagnostics, Vehicle Repair	went to BCHS to get a saw, worked on bus 5 and 17 @ MES, cut brush out on Pig Run	Bus 05; Bus 17
8/20/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
8/20/2013 1:30 PM	120	Bus Gar	Athletic Schedules, Email, Logs, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	checked email, emailed Will and Sharon about sports schedule being wrong, worked on bus 18, checked school lights, monitor bus radio, finished logs for today, worked 8hrs	Bus 18
<b>Start : 8/21/2013 (5)</b>					
8/21/2013 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	checked email, monitor radio, checked school lights, made a work list for Daniel, spoke w/ drivers about brush and turnarounds	
8/21/2013 9:00 AM	210	Bus Gar	Meeting - Others, Other (Provide Description)	cut brush back on Mitchelltown road, met folks in Mtn Grove -ok a turnaround and cut back brush	
8/21/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/21/2013 1:00 PM	60	Bus Gar	Other (Provide Description), Phone - Staff	spoke to April -took restraint form green car and switched over to the blue one	
8/21/2013 2:00 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others, Phone - Staff	spoke w/ Sue -made calls as to what the problem was w/ old bus turnaround, checked email, spoke w/ driver about headstart student,finished logs for today, worked 8hrs	
<b>Start : 8/22/2013 (4)</b>					
8/22/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Phone - Staff	checked email, monitor bus radio, spoke w/ parents about stops, made a work list for Daniel	
8/22/2013 9:00 AM	240	Bus Gar	Other (Provide Description), Parts Ordering, Phone - Others, Travel, Vehicle Diagnostics	went to BCHS looked at bus 15 no power, spoke w/ Richard -engine fan not working on bus 2, called made a appointment for bus 15 and ordered parts for bus 2 and 3	
8/22/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
8/22/2013 1:30 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others	checked email, returned a call to a parent wanting times for bus stop, rewire and replaced plug on trailer, finished logs for today, worked 8hrs.	
<b>Start : 8/23/2013 (4)</b>					
8/23/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	checked email, monitor bus radio, made a work list	
8/23/2013 9:00 AM	240	Bus Gar	Purchase Orders, Vehicle Repair	helped Daniel replace fan clutch on bus 19, finishe Po's for this month	
8/23/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
8/23/2013 1:30 PM	120	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Repair	went to MES -test and replaced door switch on bus 17, checke email, finished logs for today, worked 8hrs.	
<b>Start : 8/26/2013 (6)</b>					
8/26/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	checked email, monitor bus radio, sent po's to SBO, made a work list for Daniel	
8/26/2013 9:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	helped Daniel work on bus 15	Bus 15
8/26/2013 10:30 AM	120	Bus Gar	Other (Provide Description), Travel	dropped van 20 off at Covington to get lettered	
8/26/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/26/2013 1:00 PM	60	Bus Gar	Travel, Vehicle Diagnostics, Vehicle Repair	went to Richard's house -test and replaced left brake light bulb	

8/26/2013 2:00 PM	90	Bus Gar	Email, Logs, Meeting - Staff, Phone - Others	checked email, took a call about a new stop, notified the driver, monitor radio, finished logs for today, worked 8hrs.	
<b>Start : 8/27/2013 (5)</b>					
8/27/2013 7:30 AM	90	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Phone - Staff	checked email, monitor bus radio, spoke w/ drivers about having bus signs put up, spoke w/ David about a bus stop, made a list of signs for VDOT to look at, met w/ Daniel about work for today	
8/27/2013 9:00 AM	120	Bus Gar	Meeting - Others, Other (Provide Description), Travel	looked at a couple of bus stops, went to Millboro to meet w/ Tim (VDOT) and go over issues w/ bus routes and stops	
8/27/2013 11:00 AM	120	Bus Gar	Meeting - Others, Other (Provide Description), Vehicle Repair	helped Daniel work on sand blasting front bumper on bus 3 so it could be painted, met w/ the new Ins. rep. and looked over the shop	
8/27/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
8/27/2013 1:30 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Repair	checked email, worked on bus 3, worked on Ranger, finished logs for today, worked 8hrs	Bus 03; 85-Truck-Ford Ranger-SAB
<b>Start : 8/28/2013 (2)</b>					
8/28/2013 7:30 AM	60	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	checked email, monitor bus radio, worked on a to do list for Daniel while I am gone today, met w/ drivers about schedules and concerns loading at VES <span style="color: green;">NEW</span>	
8/28/2013 8:30 AM	510	Bus Gar	Meeting - Staff, Travel, Vehicle Diagnostics	spent the day @ Western Branch trying to diag. bus 15 loss of power, met w/ Daniel after getting back to see what all had been done, worked 9.5hrs <span style="color: green;">NEW</span>	
<b>Start : 8/29/2013 (1)</b>					
8/29/2013 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	Daniel is off today, monitor bus radio, checked email and got caught up on logs from yesterday <span style="color: green;">NEW</span>	

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