



Pupil Transportation ▶ Transportation Director Log Monthly

Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 8/30/2013 (4)</b>					
8/30/2013 7:30 AM	240	Bus Gar	Email, Other (Provide Description), Vehicle Pick Up/Delivery	monitor bus radio, checked email, made a work list, went to Covington picked up van 20	
8/30/2013 11:30 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	checked over van 20 and topped off fluids before Will picked up for football game	
8/30/2013 1:30 PM	30	Bus Gar	Lunch	took lunch break	
8/30/2013 2:00 PM	90	Bus Gar	Email, Shop Cleaning, Vehicle Repair	checked email, test and replaced fan clutch on bus 3, cleaned shop, worked 8hrs	
<b>Start : 9/2/2013 (1)</b>					
9/2/2013 7:30 AM	480	Bus Gar	Other (Provide Description)	Holiday	
<b>Start : 9/3/2013 (4)</b>					
9/3/2013 7:30 AM	270	Bus Gar	Email, Fuel Reports, Fuel Tank Measurement, Logs, Meeting - Others, Other (Provide Description), Reports, Vehicle Inspection	monitor bus radio, checked email, made a work list, measured tanks @ BCHS and VES, started fuel reports, collect drivers reports to turn in, inspect bus 3, finished logs from Friday and Monday, met w/ guys installing lights	
9/3/2013 12:00 PM	30	Bus Gar	Meeting - Staff	met w/ Richard as he dropped his bus off for inspection	
9/3/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/3/2013 1:00 PM	150	Bus Gar	Athletic Schedules, Email, Logs, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	replaced RT mirror on bus 3, helped Daniel inspect and replace marker light assy.,spoke to Lisa about changes to sports schedule, finished logs, worked 8hrs	
<b>Start : 9/4/2013 (4)</b>					
9/4/2013 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Meeting - Staff, Other (Provide Description)	monitor bus radio, checked email, worked on revising travel schedule, spoke to drivers about bus issues, made a work list	
9/4/2013 9:00 AM	240	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 19 -no heat, worked on bus 18 -inside mic don't work and shift indicator light don't work, inspect bus 4	Bus 19; Bus 18; Bus 04
9/4/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
9/4/2013 1:30 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Travel, Vehicle Diagnostics, Vehicle Repair	went to BCHS -test and adjust hood bumpers on 00 Taurus, checked email, worked on driver call list for Patsy, finished logs for today, worked 8hrs	
<b>Start : 9/5/2013 (3)</b>					
9/5/2013 7:30 AM	330	Bus Gar	Email, Other (Provide Description), Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	monitored bus radio, checked email, made a work list, worked on bus 10, 5, 18 and 22	Bus 10; Bus 05; Bus 18; Bus 22

9/5/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
9/5/2013 1:30 PM	120	Bus Gar	Email, Logs, Travel, Vehicle Cleaning	clean van 20 and install fire extin., checked email, finished logs, took Daniel to Expo to a Fisher's parts show	

**Start : 9/6/2013 (5)**

9/6/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Reports	monitor bus radio, checked email, made a work schedule, made copies of reports for drivers	
9/6/2013 9:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Inspection, Vehicle Repair	worked on bus 6	Bus 06
9/6/2013 10:30 AM	120	Bus Gar	Other (Provide Description), Vehicle Diagnostics	charged battery and checked over VES John Deere for battery not charging, looked at hydraulic leak	
9/6/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/6/2013 1:00 PM	150	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Diagnostics	put child seats on bus 4, met w/ Lori Ford to check adjustments, looked at bus 18 temp. seems a little high, checked email, finished logs for today, worked 8hrs	

**Start : 9/9/2013 (5)**

9/9/2013 7:30 AM	120	Bus Gar	Athletic Schedules, Email, Fuel Reports, Logs, Other (Provide Description), Reports	monitor bus radio, checked email, worked on fuel reports, gathered driver reports, checked departure time on travel schedule, worked on logs	
9/9/2013 9:30 AM	90	Bus Gar	Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	worked on reports and filing, helped Daniel inspect bus 7	
9/9/2013 11:00 AM	120	Bus Gar	Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	finished filing, helped Daniel inspect bus 8	
9/9/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
9/9/2013 1:30 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Diagnostics	checked email, went over snow routes etc. for winter, helped Daniel look over bus 18 for any problems with temp. and roadspeed, helped get H&M set up to hang lights, finished logs for today, worked 8hrs	

**Start : 9/10/2013 (6)**

9/10/2013 7:30 AM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked school zone lights, made a work list, checked email, took revised travel schedule to BCHS for the drivers	
9/10/2013 9:30 AM	90	Bus Gar	Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 12, top off and install 2 child seats	Bus 12
9/10/2013 11:00 AM	90	Bus Gar	Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 10,	Bus 10
9/10/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/10/2013 1:00 PM	90	Bus Gar	Vehicle Diagnostics	helped Daniel work on bus 18	Bus 18
9/10/2013 2:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others, Phone - Staff	spoke w/ Crystal about installing a camera on bus 6, called for quotes, checked emails, checked school zone lights -ok right now, finished logs for today, worked 8.5hrs.	

**Start : 9/11/2013 (6)**

9/11/2013 7:30 AM	90	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, check school zone lights, spoke w/ Sue about a bus stop, made a work list, met w/ driver to talk about bus stop	
9/11/2013 9:00 AM	180	Bus Gar	Other (Provide Description), Phone - Others, Phone - Staff, Route Review, Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 11, went w/ driver to check bus stop, notified Sue and both parents of the stop change	
9/11/2013 12:00 PM	60	Bus Gar	Email, Other (Provide Description)	emailed Sue the conversation between me and the parents, worked on down loading pictures to my computer	
9/11/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
9/11/2013 1:30 PM	30	Bus Gar	Other (Provide Description)	Rivermont called looking for a driver says today's an early release our information says 13th, looked for and found drivers to cover Rivermont route	
9/11/2013 2:00 PM	120	Bus Gar	Logs, Other (Provide Description), Vehicle Diagnostics	helped Daniel diag. bus 11, helped Daniel work on bus 19, met w/ driver to discuss final outcome on the bus stop, finished logs for today, worked 8.5hrs	
<b>Start : 9/12/2013 (4)</b>					
9/12/2013 7:30 AM	120	Bus Gar	Email, Other (Provide Description), Travel	monitor bus radio, checked email, made a work list for today, ran a lunch bag to BCHS that a student left on the bus	
9/12/2013 9:30 AM	210	Bus Gar	Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	helped Daniel work on bus 11 and bus 19	Bus 11; Bus 19
9/12/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
9/12/2013 1:30 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Pick Up/Delivery, Vehicle Repair	helped Daniel prep and paint bus 11, sent Sarah a copy of our travel schedule, took bus 11 back to VES, hand out pay stubs and finished logs for today, worked 8hrs.	
<b>Start : 9/13/2013 (4)</b>					
9/13/2013 7:30 AM	120	Bus Gar	Email, Meeting - Others, Other (Provide Description), Phone - Others, Phone - Staff	monitor bus radio, checked email, met bus 6 @ VES and spoke to the students about their conduct on the bus, spoke w/ Sharon- called Tim about getting some limbs cut out, spoke to David -LF stop light out, made a work list	
9/13/2013 9:30 AM	180	Bus Gar	Other (Provide Description), Parts Ordering, Vehicle Diagnostics, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	worked on bus 11 -test and ordered Daytime Running Light Control and replaced number on front bumper, helped Daniel start inspection on bus 14	
9/13/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/13/2013 1:00 PM	150	Bus Gar	Athletic Schedules, Email, Logs, Other (Provide Description), Shop Cleaning, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 14, checked email, worked on travel schedule, cleaned shop, finished logs, worked 8hrs	Bus 14
<b>Start : 9/16/2013 (5)</b>					
9/16/2013 7:00 AM	60	Bus Gar	Email, Other (Provide Description)	went to garage to explain the bus Grey would be driving and what to look for, monitor bus radio, checked email	
9/16/2013 8:00 AM	150	Bus Gar	Meeting - Others	met w/ James from Augusta Co. Schools, switched out buses and told him what I had done and what I recommended doing	
9/16/2013 10:30 AM	120	Bus Gar	Meeting - Staff	took Tammy's tools back to her in Millboro and thanked her for letting us use them	

9/16/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break
9/16/2013 1:00 PM	180	Bus Gar	Auction, Logs, Meeting - Others, Meeting - Staff	met w/ Mark about the auction, met w/ H&M about lights and rerouting recepticals for our welder, finished logs for today, worked 9hrs.

**Start : 9/17/2013 (6)**

9/17/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email and made a work list for today
9/17/2013 9:00 AM	60	Bus Gar	Auction, Email, Other (Provide Description)	went over things and made a list for the auction and emailed to Patsy
9/17/2013 10:00 AM	60	Bus Gar	Email, Phone - Others	on computer, got phone number to Environmental Options and made an appointment for them to pick up our used antifreeze
9/17/2013 11:00 AM	120	Bus Gar	Vehicle Inspection, Vehicle Pick Up/Delivery	got bus 17 from MES and helped Daniel inspect
9/17/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break
9/17/2013 1:30 PM	150	Bus Gar	Email, Logs, Meeting - Others, Parts Ordering, Reports, Shop Cleaning	gathered reports from spare buses, checked email, met w/ ECCI rep. and ordered parts, helped Daniel clean shop, finished logs for today, worked 8.5hrs.

**Start : 9/18/2013 (4)**

9/18/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, made a work list, spoke to Sue about a bus stop	
9/18/2013 9:00 AM	180	Bus Gar	Route Review, Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect and top off bus 18 and 19	
9/18/2013 12:00 PM	60	Bus Gar	Lunch, Other (Provide Description)	took lunch break, met new County Admin.	
9/18/2013 1:00 PM	150	Bus Gar	Email, Parts Ordering, Shop Cleaning, Vehicle Diagnostics	checked email, helped Daniel work on bus 3, cleaned shop, ordered parts for bus 3 and bus 18, worked 8hrs	Bus 03; Bus 18

**Start : 9/19/2013 (5)**

9/19/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Phone - Staff	monitor bus radio, David called bus 23 not charging, reroute buses to cover stops, checked email and made a work list	
9/19/2013 9:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 23	Bus 23
9/19/2013 10:30 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair	went to MES worked on bus 5, picked up bus 14 and brought back for repairs	Bus 05
9/19/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/19/2013 1:00 PM	150	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Pick Up/Delivery, Vehicle Repair	replaced tail pipe on bus 14 and took back to MES, monitor bus radio, finished logs, worked 8.5hrs	

**Start : 9/20/2013 (4)**

9/20/2013 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Reports	early release, checked email, notified drivers of the release, checked email, monitor radio, made a work list, made copies of driver reports	
9/20/2013 9:00 AM	210	Bus Gar	Logs, Vehicle Cleaning, Vehicle Repair	worked on bus 3 and worked on logs from Wednesday	Bus 03
9/20/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/20/2013 1:00 PM	120	Bus Gar	Email, Logs, Shop Cleaning, Vehicle Cleaning	cleaned shop, finished cleaning engine on bus 3, checked email, finished logs for today, worked 8hrs.	

Start : 9/23/2013 (4)

9/23/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a list for today	
9/23/2013 9:00 AM	210	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect and repair, bus 22 and 23	Bus 22; Bus 23
9/23/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/23/2013 1:00 PM	150	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Repair	replaced RT front seal on bus 18, cleaned brakes and drum, checked email, finished logs for today, worked 8hrs.	

Start : 9/24/2013 (4)

9/24/2013 7:30 AM	90	Bus Gar	Email, Meeting - Others, Other (Provide Description)	monitor bus radio, checked email, made a work list, met with H&M on hanging lights in garage	
9/24/2013 9:00 AM	240	Bus Gar	Other (Provide Description), Parts Ordering, Travel	took parts back to Roanoke and ordered more for bus 18 -warranty	
9/24/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
9/24/2013 1:30 PM	120	Bus Gar	Logs, Other (Provide Description), Purchase Orders, Vehicle Repair	helped Daniel work on bus 18, worked on po's, finished logs and checked email, worked 8hrs.	

Start : 9/25/2013 (5)

9/25/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, made a work list for today, checked email and picked up bus 3 @ BCHS	
9/25/2013 9:00 AM	120	Bus Gar	Meeting - Others, Vehicle Diagnostics, Vehicle Repair	met w/ H&M, test and replaced RT rear caution light on bus 23, met w/ DWight	
9/25/2013 11:00 AM	90	Bus Gar	Vehicle Repair	helped Daniel repair bus 18	
9/25/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/25/2013 1:00 PM	180	Bus Gar	Auction, Email, Logs, Other (Provide Description)	began cleaning shop for auction, put tools away, helped Mark load tools to take to BCHS, checked email, finished logs for today, worked 8.5hrs.	

Start : 9/26/2013 (5)

9/26/2013 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	monitor bus radio and checked email <span style="color: green;">NEW</span>	
9/26/2013 8:30 AM	60	Bus Gar	Auction	helped VES w/ auction materials <span style="color: green;">NEW</span>	
9/26/2013 9:30 AM	180	Bus Gar	Auction	helped haul stuff from MES over for the auction <span style="color: green;">NEW</span>	
9/26/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break <span style="color: green;">NEW</span>	
9/26/2013 1:00 PM	150	Bus Gar	Auction, Email, Logs	helped haul stuff for auction from BCHS and SBO, checked email, finished logs for today, worked 8hrs. <span style="color: green;">NEW</span>	

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