





Start	Minutes	Location	Topic	Short Description	Vehicle
Start : 9/30/2013 (4)					
9/30/2013 7:00 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, made a work list for today, checked email	
9/30/2013 9:00 AM	210	Bus Gar	Other (Provide Description), Reports	moved and refueled spare buses and took out reports to send to SBO	
9/30/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
9/30/2013 1:00 PM	120	Bus Gar	Auction, Email, Logs, Other (Provide Description), Shop Cleaning	Cleaned sold auction items out of shop and put outside, hand pay stubs to drivers, checked email, finished logs for today, worked 8hrs.	
Start : 10/1/2013 (4)					
10/1/2013 7:30 AM	180	Bus Gar	Athletic Schedules, Email, Fuel Reports, Fuel Tank Measurement, Other (Provide Description)	monitor bus radio, checked email, made a work list, stuck fuel tanks at VES and BCHS, checked changes with sports schedule and notified drivers, worked on fuel reports	
10/1/2013 10:30 AM	120	Bus Gar	Reports, Vehicle Diagnostics, Vehicle Repair	worked on driver's reports, helped Daniel - worked on bus 4 and bus 10	Bus 04; Bus 10
10/1/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/1/2013 1:00 PM	150	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel work on bus 2, checked email, finished logs for today, worked 8hrs.	Bus 02
Start : 10/2/2013 (2)					
10/2/2013 9:30 AM	270	Bus Gar	Lunch, Travel, Vehicle Pick Up/Delivery	took bus 15 to Roanoke and dropped off for repairs, took lunch break and came back to the garage	
10/2/2013 2:00 PM	90	Bus Gar	Athletic Schedules, Email, Logs, Other (Provide Description), Vehicle Repair	worked on bus 8, checked email, worked on travel schedules, notified drivers, finished logs, worked 8hrs	
Start : 10/3/2013 (3)					
10/3/2013 9:30 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 22	Bus 22
10/3/2013 10:30 AM	240	Bus Gar	Email, Other (Provide Description), Travel, Vehicle Repair	checked email, went to BC Supply picked up parts for bus 8, worked on bus 8	Bus 08
10/3/2013 2:30 PM	30	Bus Gar	Lunch, Other (Provide Description)	took lunch break, worked 8hrs.	
Start : 10/4/2013 (4)					
10/4/2013 7:30 AM	90	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others, Phone - Staff	monitor bus radio, checked email, finished logs from yesterday, spoke to Betty about inspection, called about bus 15 (not ready)	
10/4/2013 9:00 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 4 and repair wiring	Bus 04
10/4/2013 11:00 AM	225	Bus Gar	Lunch, Meeting - Staff, Phone - Others, Travel	spoke w/ Hershel, went to Staunton, picked up glass, had lunch and came back	89-Truck-Chevy S10-MES
10/4/2013 2:45 PM	75	Bus Gar	Email, Logs, Phone - Others, Vehicle Repair	replaced back glass, checked email, finished logs for today checked status on bus 15, worked 8.5hrs	
Start : 10/7/2013 (4)					

10/7/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Phone - Others	monitor bus radio, notified VDOT of a tree down, notified both MES and BCHS that driver is running late, made a work list and a contact list for drivers	
10/7/2013 9:00 AM	240	Bus Gar	Athletic Schedules, Phone - Staff, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 11, bus 6, bus 5 and bus 12	Bus 11; Bus 06; Bus 05; Bus 12
10/7/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
10/7/2013 1:30 PM	120	Bus Gar	Email, Lunch, Other (Provide Description), Phone - Staff, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	spoke to Sharon about damage to the Impala, worked on bus 3, checked email, called about bus 15, finished logs for today, worked 8hrs.	Bus 03
Start : 10/8/2013 (3)					
10/8/2013 7:30 AM	150	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	monitor bus radio, checked email, made work list, spoke w/ drivers, worked on bus 18 and bus 22	Bus 18; Bus 22
10/8/2013 10:00 AM	300	Bus Gar	Lunch, Travel, Vehicle Pick Up/Delivery	took extra key to Covington silver car had keys locked in it, went to Roanoke to pick up bus 15 and get parts for bus 3, took bus 15 back- still not right, took lunch break, came back to garage	
10/8/2013 3:00 PM	60	Bus Gar	Email, Logs, Meeting - Staff	met with Daniel, checked email, finished logs, worked 8.5hrs	
Start : 10/9/2013 (5)					
10/9/2013 7:30 AM	90	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	monitor bus radio, made work list, checked email, spoke with drivers about buses	
10/9/2013 9:00 AM	60	Bus Gar	Vehicle Diagnostics	worked on bus 3	Bus 03
10/9/2013 10:00 AM	30	Bus Gar	Phone - Others	on the phone w/ Western Branch about bus 15	
10/9/2013 10:30 AM	240	Bus Gar	Lunch, Travel, Vehicle Pick Up/Delivery	took Mark to Staunton to pick up his truck, took lunch break, came back to garage	
10/9/2013 2:30 PM	60	Bus Gar	Email, Logs, Vehicle Diagnostics	helped Daniel look @ bus 18, emailed Crystal about the info on the new camera system on bus 6, finished logs for today, worked 8hrs.	
Start : 10/10/2013 (3)					
10/10/2013 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list for today	
10/10/2013 8:30 AM	360	Bus Gar	Lunch, Travel, Vehicle Pick Up/Delivery	took Sonny to Western Branch to get test drive and pick up bus 15, test drove -put bus back on computer cleared code brought back to garage, took lunch break	
10/10/2013 2:30 PM	60	Bus Gar	Email, Logs, Meeting - Staff, Phone - Others	made calls, Whitings is coming up tomorrow to treat tanks for algae, checked email, met with Daniel told him the plan to change all fuel filters, finished logs for today, worked 8hrs.	
Start : 10/11/2013 (1)					
10/11/2013 7:30 AM	510	Bus Gar	Email, Lunch, Meeting - Others, Travel, Vehicle Diagnostics, Vehicle Pick Up/Delivery	checked email, worked on bus 15, met w/ Billy to treat diesel tanks, took bus 15 to Western Branch, took lunch break, came back to the garage, worked 8.5hrs	Bus 15
Start : 10/14/2013 (5)					
10/14/2013 7:30 AM	120	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	monitor bus radio, checked email, made a work list, worked on bus 6	Bus 06
10/14/2013 9:30 AM	180	Bus Gar	Fuel Reports, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 7, finished fuel report for MES	Bus 07
10/14/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/14/2013 1:00 PM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 13	

10/14/2013 2:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others, Phone - Staff	on the phone checking status of bus 15, checked emails, finished logs from today and Friday worked 8.5hrs	
Start : 10/15/2013 (5)					
10/15/2013 7:30 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, made a work list, checked email, repaired trailer wheel and tire	
10/15/2013 10:30 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 17 and replaced stop sign sticker	
10/15/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/15/2013 1:00 PM	90	Bus Gar	Vehicle Repair	worked on bus 3	Bus 03
10/15/2013 2:30 PM	60	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Inspection	helped Daniel start inspection on bus 16, checked email, finished logs for today, worked 8hrs	
Start : 10/16/2013 (5)					
10/16/2013 7:30 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list, replaced 1 trailer tire	
10/16/2013 9:30 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 16	Bus 16
10/16/2013 11:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 18	Bus 18
10/16/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/16/2013 1:00 PM	180	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Repair	helped Daniel put snow tires on bus 18, install strobe light on 13 GMC and rewired, replaced brake light bulb on 85 Ranger, checked email, finished logs for today, worked 8.5hrs	
Start : 10/17/2013 (4)					
10/17/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list	
10/17/2013 9:00 AM	210	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	checked over bus 22 -ordered new tires, went to BCHS got green Taurus put on computer for check engine light and topped off fluids before taking back, went to SBO got new Impala to check over	
10/17/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/17/2013 1:00 PM	150	Bus Gar	Email, Logs, Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 19, checked email, finished logs for today, worked 8hrs	
Start : 10/18/2013 (2)					
10/18/2013 7:30 AM	60	Bus Gar	Email, Other (Provide Description), Phone - Others, Phone - Staff	monitored bus radio, checked email, Daniel called in sick, called Western Branch, bus 15 is ready	
10/18/2013 8:30 AM	330	Bus Gar	Email, Lunch, Other (Provide Description), Travel	emailed Dwight- wants to ride a bus today, took Ronnie to get bus 15, took Paul -(service guy) for a test drive, bus still not right, will take another bus down the first of the week to compare, took lunch break	
Start : 10/21/2013 (6)					
10/21/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor radio, checked email, made work list	
10/21/2013 9:00 AM	120	Bus Gar	Vehicle Cleaning, Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel check over new Impala, cleaned and took back to SBO	
10/21/2013 11:00 AM	90	Bus Gar	Parts Ordering, Vehicle Diagnostics	ran diag. on bus 8 called and ordered exhaust manifold gskt. and studs	
10/21/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/21/2013 1:00 PM	120	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair	worked on 93 Crown Vic. test battery, called and replaced old battery	

10/21/2013 3:00 PM	60	Bus Gar	Meeting - Staff	talked to Daniel about what all we need to get done	
Start : 10/22/2013 (6)					
10/22/2013 7:30 AM	90	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, checke email, finshed logs from yesterday, made a work list for today	
10/22/2013 9:00 AM	90	Bus Gar	Vehicle Diagnostics	took bus 6 on a test drive to check noise in drive train	
10/22/2013 10:30 AM	60	Bus Gar	Travel	went to BCHS looking for the trailer, called Mark and left a message	
10/22/2013 11:30 AM	90	Bus Gar	Other (Provide Description)	took blue Impala to Covington for an est. to repair damage	
10/22/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
10/22/2013 1:30 PM	120	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Repair	worked on bus 11, bus 19, checked email, made appointment to take bus 19 to Roanoke, finished logs, worked 8hrs	Bus 11; Bus 19
Start : 10/23/2013 (3)					
10/23/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Phone - Others	monitor bus radio, checked email, made calls checking on bus 15	
10/23/2013 9:00 AM	330	Bus Gar	Lunch, Meeting - Others, Other (Provide Description), Travel	sent Daniel to Roanoke so they could compare bus 19 to bus 15, took parts back to Covington, went to Central tire to pick up tires for bus 22, met w/ John for lunch	
10/23/2013 2:30 PM	60	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Phone - Staff	met w/ staff, notified drivers of early release tomorrow, call BCHS no activities due to a alarm, notified drivers, checked email, unload tires, worked 8hrs.	
Start : 10/24/2013 (4)					
10/24/2013 7:00 AM	120	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, checked email, finished logs form yesterday, remind drivers of early release, made a work list	
10/24/2013 9:00 AM	210	Bus Gar	Meeting - Staff, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	met w/ Sharon, helped Daniel work on bus 22	Bus 22
10/24/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break -early release 12:30	
10/24/2013 1:00 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Shop Cleaning	monitor bus radio, cleaned shop, checked email, finished logs for today, worked 8hrs.	
Start : 10/25/2013 (5)					
10/25/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list	
10/25/2013 9:00 AM	150	Bus Gar	Other (Provide Description), Travel	went to Roanoke to take back cores and to check status of bus 15	
10/25/2013 11:30 AM	90	Bus Gar	Other (Provide Description)	helped Daniel mount and balance front tires on bus 22	
10/25/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
10/25/2013 1:30 PM	150	Bus Gar	Email, Logs, Other (Provide Description)	helped Daniel replace all 4 tires on the rear of bus 22, checked email, spoke w/ Sarah about BCHS students getting loaded, finished logs, worked 8.5hrs.	
Start : 10/28/2013 (5)					
10/28/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, on internet, worked on computer, checked email, made a work list	
10/28/2013 9:00 AM	150	Bus Gar	Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 23 and repair	Bus 23
10/28/2013 11:30 AM	90	Bus Gar	Other (Provide Description), Vehicle Diagnostics	took bus 23 to MES, diag. bus 12, came back to garage for parts	Bus 12
10/28/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	

10/28/2013 1:30 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Travel, Vehicle Repair	went back to MES, repaired bus 12, brought back bus 14 for inspection, checked email, finished logs, worked 8hrs	
Start : 10/29/2013 (4)					
10/29/2013 7:30 AM	150	Bus Gar	Email, Other (Provide Description), Purchase Orders	monitor bus radio, checked email, called for status on bus 15, made a work list, finished po's and took to SBO along w/est. on blue Impala	
10/29/2013 10:00 AM	150	Bus Gar	Meeting - Others, Vehicle Fluid Top Off, Vehicle Oil Change	met w/ Sharon and signed transportation report, helped Daniel change oil and top off BCHS trash truck	
10/29/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/29/2013 1:00 PM	150	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Oil Change	helped Daniel service Maint. GMC, Trans. GMC, adjust tire pressure on bus 22, checked email, finished logs for today, worked 8hrs.	
Start : 10/30/2013 (3)					
10/30/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Repair	monitor bus radio, checked email, made work list, prep 97 Contour before taking Sonny to Roanoke to pick up bus 15	97-Car-Ford Contour-SAB
10/30/2013 9:00 AM	300	Bus Gar	Lunch, Other (Provide Description), Travel, Vehicle Pick Up/Delivery	went to Roanoke to test drive and pick up bus 15, took lunch break	
10/30/2013 2:00 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others, Vehicle Diagnostics, Vehicle Repair	worked on bus 22, went to Warm Springs looked at Ranger, called Jerry to have towed, checked email, finished logs for today, worked 8.5hrs	
Start : 10/31/2013 (5)					
10/31/2013 7:30 AM	120	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Repair	monitor bus radio, checked email, made a work list, checked over van 20- topped off fluids and replaced 1 marker light bulbs 	
10/31/2013 9:30 AM	120	Bus Gar	Other (Provide Description), Vehicle Fluid Top Off, Vehicle Pick Up/Delivery	picked up and delivered Ford 500 -checked over for winter, topped off fluids, install winter tires 	
10/31/2013 11:30 AM	90	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Repair	worked on Ranger 	85-Truck-Ford Ranger-SAB
10/31/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break 	
10/31/2013 1:30 PM	120	Bus Gar	Email, Fuel Reports, Fuel Tank Measurement, Logs, Other (Provide Description)	stuck fuel tanks @ VES and BCHS, hand out check stubs, checked email, begin working on fuel reports, finished logs for today, worked 8hrs 	

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