



Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 12/2/2013 (6)</b>					
12/2/2013 7:30 AM	120	Bus Gar	Email, Fuel Reports, Other (Provide Description)	monitor bus radio, checked email, stuck fuel tanks @ BCHS and VES	
12/2/2013 9:30 AM	60	Bus Gar	Vehicle Inspection	checked over bus 23 before sending Larry over to switch out buses	
12/2/2013 10:30 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 3	Bus 03
12/2/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
12/2/2013 1:00 PM	90	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 2	
12/2/2013 2:30 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	checked email, ordered fuel, finished logs for today, worked 8hrs.	
<b>Start : 12/3/2013 (3)</b>					
12/3/2013 7:30 AM	150	Bus Gar	Email, Fuel Reports, Other (Provide Description)	monitor bus radio, checked email, finished fuel reports from November	
12/3/2013 10:00 AM	150	Bus Gar	Email, Other (Provide Description), Phone - Staff	worked on budget, spoke with Sue, emailed prices on bus camera systems	
12/3/2013 12:30 PM	180	Bus Gar	Athletic Schedules, Email, Logs, Shop Cleaning	worked on revised sports schedule, checked email, cleaned shop, finished logs for today, worked 8hrs -no lunch break	
<b>Start : 12/4/2013 (3)</b>					
12/4/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, worked on driver reports	
12/4/2013 9:00 AM	240	Bus Gar	Other (Provide Description), Travel	took drivers papers to BCHS and dropped off and dropped drivers papers at MES and picked up parts at Roanoke and Covington	
12/4/2013 1:00 PM	150	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 4, checked email, finished logs, worked 8hrs.	Bus 04
<b>Start : 12/5/2013 (5)</b>					
12/5/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Reports	monitor bus radio, checked email, worked on driver reports	
12/5/2013 9:00 AM	150	Bus Gar	Vehicle Diagnostics	worked on bus 5	Bus 05
12/5/2013 11:30 AM	60	Bus Gar	Vehicle Inspection	inspect bus 6	
12/5/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
12/5/2013 1:00 PM	150	Bus Gar	Email	emailed Crystal our policy on buses coming back to the school, worked on bus 6, checked 00 Taurus @ BCHS, checked email, finished logs, worked 8hrs.	Bus 06; 00-Car-Ford Taurus Green-SAB
<b>Start : 12/6/2013 (5)</b>					
12/6/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, worked on fuel reports, checked email, made a work list	
12/6/2013 9:00 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 8	Bus 08

12/6/2013 11:00 AM	90	Bus Gar	Meeting - Others, Phone - Others	met w/ a guy about becoming a sub bus/car driver, called DMV about changes that have been made on the driving test	
12/6/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
12/6/2013 1:00 PM	180	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Repair	helped Daniel work on bus 2, checked email, finished logs, worked 8.5hrs	Bus 02
<b>Start : 12/8/2013 (1)</b>					
12/8/2013 12:00 PM	60	Bus Gar	Phone - Staff	spoke with Sue, notified drivers school closed Monday due to ice and possible power outages, worked 1hr	
<b>Start : 12/9/2013 (1)</b>					
12/9/2013 8:00 AM	240	Bus Gar	Other (Provide Description)	employees told to come in @ noon, plowed SBO and BCHS	
<b>Start : 12/10/2013 (4)</b>					
12/10/2013 5:00 AM	30	Bus Gar	Other (Provide Description), Phone - Staff	checked weather, spoke w/ Sue and notified drivers school is closed	
12/10/2013 5:30 AM	300	Bus Gar	Other (Provide Description), Phone - Others, Phone - Staff, Travel	received a call we had an abandoned bus in Millboro from the Sheriff's office, notified Sue and made calls to confirm the bus was stolen, met the State Trooper along with Sheriff Deputies, helped Jerry get bus back to MES	
12/10/2013 10:30 AM	30	Bus Gar	Lunch	ate breakfast	
12/10/2013 11:00 AM	150	Bus Gar	Other (Provide Description), Vehicle Inspection	helped Daniel inspect bus 16, gave Sue update on stolen bus, took budget to SBO, worked 9hrs	
<b>Start : 12/11/2013 (6)</b>					
12/11/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, unthaw locks on fuel pump made a work list while daniel is off	
12/11/2013 9:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 11	
12/11/2013 10:30 AM	30	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 3 frozen stop sign -ok now	
12/11/2013 11:00 AM	150	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 7	Bus 07
12/11/2013 1:30 PM	30	Bus Gar	Lunch	took lunch break	
12/11/2013 2:00 PM	90	Bus Gar	Email, Logs, Other (Provide Description)	checked email, monitor bus radio, worked on logs, worked 8hrs	
<b>Start : 12/12/2013 (5)</b>					
12/12/2013 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email	
12/12/2013 8:30 AM	90	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 15	Bus 15
12/12/2013 10:00 AM	30	Bus Gar	Other (Provide Description), Vehicle Fluid Top Off	picked up Impala @ SBO worked on frozen lock @ BCHS and fueled car	
12/12/2013 10:30 AM	240	Bus Gar	Lunch, Travel, Vehicle Pick Up/Delivery	met Sharon @ SBO went to Lexington to pick up 2012 Impala from repairs, took lunch break and came back to garage	
12/12/2013 2:30 PM	90	Bus Gar	Email, Logs, Vehicle Repair	installed cap on bus 15, gave out checks, checked email, worked on logs for this week, worked 8.5hrs.	
<b>Start : 12/13/2013 (6)</b>					
12/13/2013 7:30 AM	90	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, checked email, worked on logs from this week	
12/13/2013 9:00 AM	150	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Repair	worked on bus 12	

12/13/2013 11:30 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on MES truck plow	07-Truck-GMC White-MAINT
12/13/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
12/13/2013 1:30 PM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 10 and topped off fluids	
12/13/2013 3:00 PM	120	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, took student home from VES (got on wrong bus) checked email, repaired radio on bus 3, finished logs for the week, stayed until 5 (Daniel out) worked 9.5hrs	
<b>Start : 12/15/2013 (1)</b>					
12/15/2013 2:00 PM	420	Bus Gar	Other (Provide Description), Phone - Staff	plowed VES, SBO, BCHS -spoke w/ Sue and notified drivers school 2hrs late, also helped find subs and explained weather schedules, worked 7hrs	
<b>Start : 12/16/2013 (4)</b>					
12/16/2013 7:30 AM	180	Bus Gar	Other (Provide Description), Phone - Others	worked on the snow plow on the blue GMC, got salt from Mark, salted VES, BCHS and SBO, called VDOT about a couple of routes that were still icy	
12/16/2013 10:30 AM	180	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Repair	worked on 81 dump truck	81-Truck-Chevy 1 Ton-BCHS
12/16/2013 1:30 PM	30	Bus Gar	Lunch	took lunch break	
12/16/2013 2:00 PM	180	Bus Gar	Email, Other (Provide Description), Shop Cleaning	checked email, cleaned shop and set up tables for our Christmas luncheon, worked 9.5hrs	
<b>Start : 12/17/2013 (5)</b>					
12/17/2013 7:30 AM	120	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, checked email, worked on logs, set up chairs for lunch	
12/17/2013 9:30 AM	180	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery	had a spare bus taken to MES to switch out buses, spoke to Sue about repairs, worked on bus 17	Bus 17
12/17/2013 12:30 PM	60	Bus Gar	Lunch	lunch with drivers	
12/17/2013 1:30 PM	30	Bus Gar	Other (Provide Description)	hand out gifts	
12/17/2013 2:00 PM	90	Bus Gar	Email, Logs, Shop Cleaning	cleaned shop after lunch, checked email, finished logs, worked 8hrs	
<b>Start : 12/18/2013 (5)</b>					
12/18/2013 5:00 AM	60	Bus Gar	Road Check: Weather	checked roads and weather conditions -school on reg. time	
12/18/2013 7:00 AM	120	Bus Gar	Other (Provide Description), Phone - Others, Phone - Staff	spoke w/ drivers, called VDOT about road conditions, put salt on VES lot, picked up salt from BCHS took to SBO and garage	
12/18/2013 9:00 AM	240	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	test and replaced battery in blue GMC, worked on bus 19	Bus 19
12/18/2013 1:00 PM	30	Bus Gar	Lunch	took lunch break	
12/18/2013 1:30 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	helped Daniel work on bus 3, checked over bus 23 damage and got quotes, checked email, finished logs, worked 9hrs.	
<b>Start : 12/19/2013 (4)</b>					
12/19/2013 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email	
12/19/2013 9:00 AM	210	Bus Gar	Fuel Reports, Meeting - Others, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 22, helped drivers w/ cleaning supplies, met w/ Fisher's rep to update supplies to stock for our fleet, finished fuel report for MES and took to SBO	
12/19/2013 12:30 PM	60	Bus Gar	Lunch	had Christmas lunch @ SBO	
12/19/2013 1:30 PM	210	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others, Shop Cleaning	checked email, monitor bus radio, spoke w/ someone about more driver training supplies, cleaned shop, finished logs, worked 9.5hrs	

Start : 12/20/2013 (5)

12/20/2013 7:00 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, early release 12:30, checked email, made a work list for today	
12/20/2013 9:00 AM	180	Bus Gar	Other (Provide Description), Reports, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	inspect bus 18, helped fix a employee's flat tire, typed and took a copy of my budget presentation to SBO	Bus 18
12/20/2013 12:00 PM	30	Bus Gar	Other (Provide Description), Phone - Staff	spoke w/ drivers before heading out for Christmas break, spoke w/ Sharon about my report of events the morning bus 23 was found	
12/20/2013 12:30 PM	30	Bus Gar	Lunch	took lunch break	
12/20/2013 1:00 PM	120	Bus Gar	Email, Logs, Reports	worked on report, logs, checked email, monitor radio, cleaned up shop, gone for the holidays, worked 8hrs	

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