



Pupil Transportation ▶ Transportation Director Log Monthly Report

Start	Minutes	Location	Topic	Short Description	Vehicle
Start : 1/6/2014 (6)					
1/6/2014 5:00 AM	30	Bus Gar	Road Check: Weather	checked weather -seems ok, school on reg. schedule	
1/6/2014 7:15 AM	105	Bus Gar	Other (Provide Description), Phone - Others, Phone - Staff	monitor bus radio, bus 15 stuck on Pig Run due to ice, notified VDOT, checked -no internet service, notified Mark no heat at bus garage	
1/6/2014 9:00 AM	180	Bus Gar	Other (Provide Description), Road Check: Weather	went to MES to meet Billy checked bus 14 will start and took a cord so it could be plugged up for cold weather, checked Pig Run after VDOT worked the road -seems to be in good shape now	
1/6/2014 12:00 PM	30	Bus Gar	Meeting - Others	met w/ Mat Adkins about renting his heater to keep pipes from freezing	
1/6/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
1/6/2014 1:00 PM	195	Bus Gar	Athletic Schedules, Fuel Reports, Fuel Tank Measurement, Phone - Others, Phone - Staff, Road Check: Weather	checked weather reports, spoke w/ Sue- due to cold temps.- all activities canceled for today and school closed tomorrow, notified driver and reschedule trips, worked on fuel reports, monitor bus radio, worked 9.5hrs	
Start : 1/7/2014 (3)					
1/7/2014 9:00 AM	270	Bus Gar	Fuel Reports, Meeting - Staff, Other (Provide Description)	still no heat @ bus garage, work on outlets outside of the bus garage to make sure buses will start if needed, met w/ Harold and gave him antifreeze for his bus, finished fuel reports and took to SBO	
1/7/2014 1:30 PM	30	Bus Gar	Lunch	took lunch break	
1/7/2014 2:00 PM	120	Bus Gar	Other (Provide Description), Phone - Staff, Road Check: Weather	checked fuel pumps to make sure they work under these cold conditions, checked weather reports, spoke w/ Sue and due to heat and water problems school closed Wed. too, notified drivers	
Start : 1/8/2014 (4)					
1/8/2014 7:30 AM	270	Bus Gar	Athletic Schedules, Email, Shop Cleaning	still no internet, still no heat, cleaned shop, spoke w/ Will wants to have trips that were scheduled, notified drivers and ask that they come in early for bus inspection as well	
1/8/2014 12:00 PM	30	Bus Gar	Lunch	took lunch break	
1/8/2014 12:30 PM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	inspect bus 8 and repaired coolant leak before going out on a trip	
1/8/2014 2:00 PM	180	Bus Gar	Other (Provide Description), Phone - Staff	received a call nursing home was being evacuated and needed our help getting them to BCHS, ran handicap bus to help out	
Start : 1/9/2014 (5)					
1/9/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, still no internet, school on reg. schedule, made a work list	
1/9/2014 9:00 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel work on bus 6	
1/9/2014 11:00 AM	90	Bus Gar	Other (Provide Description)	took snow plow and spreader off the blue GMC, cleaned and lubed salt spreader to help prevent rust	
1/9/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
1/9/2014 1:00 PM	150	Bus Gar	Road Check: Weather, Vehicle Cleaning, Vehicle Fluid Top Off	cleaned blue GMC-washed and topped off fluids, checked weather reports for tonight and Fri.	
Start : 1/10/2014 (5)					

1/10/2014 4:00 AM	30	Bus Gar	Road Check: Weather	freezing rain temperature around 30	
1/10/2014 5:30 AM	30	Bus Gar	Phone - Staff, Road Check: Weather	checked weather, spoke w/ Paul and notified drivers schools 2hrs late	
1/10/2014 7:30 AM	60	Bus Gar	Phone - Staff, Road Check: Weather	checked road and weather reports, spoke w/ Paul and notified drivers school closed due to ice	
1/10/2014 8:30 AM	120	Bus Gar	Other (Provide Description)	came in hooked up spreader and salted parking lots @ VES and SBO	
1/10/2014 10:30 AM	240	Bus Gar	Other (Provide Description)	worked 4hrs. and notified Paul I wasn't feeling well went home sick -used 4hrs. sick leave	
Start : 1/13/2014 (4)					
1/13/2014 7:30 AM	210	Bus Gar	Email, Logs, Meeting - Staff, Other (Provide Description), Phone - Staff	monitor bus radio, checked email- still no internet, made a work list for Daniel, went home and worked on logs from last week, met Paul @ bus garage replaced a computer box and restored internet	
1/13/2014 11:00 AM	120	Bus Gar	Travel, Vehicle Diagnostics, Vehicle Repair	helped Daniel work on bus 8, replaced in-line fuel filter and went to Bath Co Supply to find a by-pass	
1/13/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	
1/13/2014 1:30 PM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	helped Daniel inspect bus 7, checked email, made arrangements for Daniel to get a car from SBO to take inspection test Wed.	Bus 07
Start : 1/14/2014 (5)					
1/14/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list	
1/14/2014 9:00 AM	180	Bus Gar	Logs, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 10, finished logs from last week, put away stock order	Bus 10
1/14/2014 12:00 PM	30	Bus Gar	Lunch	took lunch break	
1/14/2014 12:30 PM	60	Bus Gar	Parts Ordering, Travel	went to Bath Co Supply- picked out and ordered new key lock boxes for spare buses	
1/14/2014 1:30 PM	150	Bus Gar	Logs, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 11, hand out pay stubs, checked email, monitor bus radio while Daniel picked up a car from SBO,finished logs for today, worked 8.5hrs	
Start : 1/15/2014 (8)					
1/15/2014 5:00 AM	30	Bus Gar	Road Check: Weather	checked weather -school on regular schedule	
1/15/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email and made a work list	
1/15/2014 9:00 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair	worked on bus 6, took back to BCHS and picked up bus 15, Daniel went to Salem to take his inspection renew test	Bus 06
1/15/2014 10:00 AM	120	Bus Gar	Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 15, took mail to SBO	Bus 15
1/15/2014 12:00 PM	60	Bus Gar	Vehicle Repair	replaced RT rear inside tire on bus 15	
1/15/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	
1/15/2014 1:30 PM	90	Bus Gar	Other (Provide Description), Phone - Staff, Road Check: Weather	took a ride to check roads and weather, checked computer reports, spoke w/ Paul, notified drivers all after school activities are canceled	
1/15/2014 3:00 PM	30	Bus Gar	Email, Logs	checked email, finished logs for today, worked 8.5hrs	
Start : 1/16/2014 (8)					
1/16/2014 5:00 AM	45	Bus Gar	Phone - Staff, Road Check: Weather	made calls -checked roads and weather conditions, spoke w/ Paul school on regular schedule	
1/16/2014 7:30 AM	60	Bus Gar	Other (Provide Description)	monitor bus radio, put salt on parking lots @ VES and SBO	
1/16/2014 8:30 AM	30	Bus Gar	Email, Other (Provide Description)	checked email and made a work list	

1/16/2014 9:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 12	Bus 12
1/16/2014 10:30 AM	120	Bus Gar	Meeting - Others	met w/ Billy from Whiting Jamison @ BCHS to check diesel tank for water and treat that tank plus bus 2 and 8 for algi	
1/16/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
1/16/2014 1:00 PM	120	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Phone - Staff, Vehicle Cleaning, Vehicle Fluid Top Off, Vehicle Inspection	spoke w/ Will, found drivers to cover trips and routes, helped Daniel inspect and clean bus 13, met w/ Drivers -handed out W2 forms	Bus 13
1/16/2014 3:00 PM	30	Bus Gar	Logs, Other (Provide Description)	monitor bus radio, finished logs for today, announce early release for tomorrow and no school Monday, worked 8.75hrs	
Start : 1/17/2014 (6)					
1/17/2014 7:30 AM	60	Bus Gar	Email, Other (Provide Description), Phone - Others, Phone - Staff	early release 12:30, monitor bus radio, checked email, spoke w/ parent about an item left on the bus from last night, notified driver to take the item to the office	
1/17/2014 8:30 AM	150	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 19	Bus 19
1/17/2014 11:00 AM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 18 and topped off fluids	
1/17/2014 12:00 PM	30	Bus Gar	Lunch	took lunch break	
1/17/2014 12:30 PM	30	Bus Gar	Vehicle Cleaning	cleaned salt from blue GMC and spreader	
1/17/2014 1:00 PM	150	Bus Gar	Logs, Other (Provide Description), Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair	monitor bus radio, picked up bus 2 for repairs and took back, checked email, finished logs for today, worked 8hrs	Bus 02
Start : 1/19/2014 (1)					
1/19/2014 3:00 PM	120	Bus Gar	Other (Provide Description)	plowed and salted SBO -worked 2hrs	
Start : 1/20/2014 (4)					
1/20/2014 7:00 AM	90	Bus Gar	Email, Other (Provide Description)	Holiday - No School, cleaned snow around here and checked email before taking 97 contour to Roanoke	
1/20/2014 8:30 AM	240	Bus Gar	Other (Provide Description), Travel, Vehicle Pick Up/Delivery	fueled contour met with Sharon and dropped car off at Magic City and came straight back	
1/20/2014 12:30 PM	150	Bus Gar	Other (Provide Description), Phone - Staff	spoke w/ Sharon updated our bus fleet as to what engines and transmissions they all have for the CIP, left 2.5 hrs early due to no lunch and worked 2hrs on Sunday	
1/20/2014 5:00 PM	30	Bus Gar	Other (Provide Description)	got a message, notified drivers no school tomorrow due to snow	
Start : 1/21/2014 (4)					
1/21/2014 7:00 AM	60	Bus Gar	Phone - Staff, Road Check: Weather	checked weather and parking lots, received a message not to come in but plan to clear lots when snow stops	
1/21/2014 12:00 PM	60	Bus Gar	Phone - Staff, Road Check: Weather	checked weather, spoke to staff by phone and due to snow fall we will wait until 8am and clear lots	
1/21/2014 5:30 PM	30	Bus Gar	Phone - Staff	received message and notified drivers no school tomorrow	
1/21/2014 7:00 PM	120	Bus Gar	Other (Provide Description)	plowed SBO so workers could get in early, worked 4.5hrs	
Start : 1/22/2014 (2)					
1/22/2014 8:00 AM	540	Bus Gar	Other (Provide Description), Vehicle Repair	plowed and salted VES lots, took lunch break, installed key box and plugged in spare bus @ MES, salted SBO and VES lots again, spoke w/ VDOT and notified Paul roads are not in good shape, worked 9hrs	

1/22/2014 5:00 PM	30	Bus Gar	Other (Provide Description)	got message and notified drivers due to road conditions -no school tomorrow
Start : 1/23/2014 (7)				
1/23/2014 8:00 AM	120	Bus Gar	Other (Provide Description)	plow and salt VES lots from overnight snow
1/23/2014 10:00 AM	120	Bus Gar	Athletic Schedules, Email, Logs, Phone - Others	revised trip schedule, called about contour, catch up on logs from Sunday until yesterday, caught up on emails
1/23/2014 12:00 PM	30	Bus Gar	Lunch	took lunch break
1/23/2014 12:30 PM	60	Bus Gar	Parts Ordering, Vehicle Diagnostics	helped Daniel diag. heater on dump truck and order parts.
1/23/2014 1:30 PM	90	Bus Gar	Meeting - Staff	went to SBO Admin. Meeting
1/23/2014 3:00 PM	150	Bus Gar	Logs, Meeting - Staff, Other (Provide Description), Road Check: Weather, Vehicle Repair	had a call w/ update on contour, install new lock boxes on all the spares, checked road conditions for tomorrow, plowed another bus turn around, notified Sue and Paul before budget meeting, notified drivers school is closed
1/23/2014 5:30 PM	30	Bus Gar	Meeting - Staff	present budget to the Board. worked 10hrs.
Start : 1/24/2014 (2)				
1/24/2014 8:00 AM	180	Bus Gar	Email, Meeting - Others, Other (Provide Description)	checked BCHS parking lot, checked email and finished logs from yesterday, met with Fisher's rep to go over our fleet list
1/24/2014 11:00 AM	60	Bus Gar	Logs, Shop Cleaning	cleaned shop, finished logs for today, left early due to over time, worked 8hrs
Start : 1/26/2014 (1)				
1/26/2014 4:00 PM	150	Bus Gar	Other (Provide Description), Road Check: Weather	checked roads and weather conditions, spoke w/ VDOT, checked parking lots, spoke w/ Paul and notified drivers school will be on a 2hr delay, worked 2.5hrs
Start : 1/27/2014 (5)				
1/27/2014 6:30 AM	60	Bus Gar	Other (Provide Description), Phone - Staff, Road Check: Weather	checked roads and weather conditions -school still on for a 2hr delay, spoke w/ Paul to confirm, spoke w/ Jimmy about driving
1/27/2014 8:00 AM	150	Bus Gar	Other (Provide Description), Vehicle Cleaning	monitored bus radio, plowed parking lots at VES, cleaned blue GMC and checked for any leaks
1/27/2014 10:30 AM	120	Bus Gar	Other (Provide Description)	plowed bus turnaround below trailer park and below BCHS
1/27/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break
1/27/2014 1:00 PM	150	Bus Gar	Email, Logs, Other (Provide Description), Parts Ordering, Phone - Others	plowed bus turn around in Little Valley, ordered tires for stock, checked email, finished logs for today, worked 8.5hrs
Start : 1/28/2014 (7)				
1/28/2014 4:15 AM	15	Bus Gar	Phone - Staff, Road Check: Weather	checked weather, spoke w/ Sue decided to do a 2hr delay due to temp.
1/28/2014 5:00 AM	120	Bus Gar	Phone - Staff	made calls to drivers, worked with Richard on taking DSLCC on reg. schedule
1/28/2014 8:00 AM	150	Bus Gar	Email, Other (Provide Description), Purchase Orders	adjust air pressure on bus 4, checked email and finished PO's to send to SBO
1/28/2014 10:30 AM	120	Bus Gar	Other (Provide Description), Parts Ordering, Vehicle Diagnostics, Vehicle Inspection	diag. bus 22 water in fuel light on -ordered parts, helped Daniel inspect bus 17, took parts to Covington for credit
1/28/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break
1/28/2014 1:00 PM	135	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Repair	helped Daniel work on bus 4 check for air leak, bus 14 checked for fuel leak found drain on filter loose, checked email, finished logs, worked 9.5hrs
1/28/2014 8:00 PM	150	Bus Gar	Other (Provide Description), Phone - Staff, Road Check: Weather	checked roads and weather, spoke w/ Sue -notified drivers school will be closed, went to BCHS plowed hill for trip bus coming back from Covington, worked 2.5hrs NEW

Start : 1/29/2014 (2)

1/29/2014 7:00 AM	420	Bus Gar	Lunch, Other (Provide Description)	plowed and salted SBO and VES, plowed turnarounds, took lunch break, 7.5hrs NEW
1/29/2014 5:00 PM	30	Bus Gar	Phone - Others, Phone - Staff, Road Check: Weather	spoke w/ VDOT, checked weather, spoke w/ Sue - school on regular schedule for tomorrow NEW

Start : 1/30/2014 (5)

1/30/2014 5:00 AM	30	Bus Gar	Road Check: Weather	checked weather seems ok -school on reg. schedule NEW
1/30/2014 6:30 AM	120	Bus Gar	Other (Provide Description), Phone - Others, Travel	got calls about bus problems, coordinate drivers and route changes to make sure all students were picked up and all buses made it in safely, notified VDOT of some road conditions NEW
1/30/2014 8:30 AM	300	Bus Gar	Phone - Staff, Vehicle Diagnostics, Vehicle Repair	began diag. each bus and making repairs, treated each fuel tank on every bus, spoke to Sue and a member of the Board about weather, roads, tempature and how the call was and is made during these conditions NEW
1/30/2014 1:30 PM	30	Bus Gar	Lunch	took lunch break NEW
1/30/2014 2:00 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Phone - Staff	helped Daniel diag. and fix problem w/ bus 19-leak, checked email, spoke w/ driver about a trip tomorrow, spoke with Sue and made a plan for tomorrow and when we will talk, finished logs, worked 9hrs NEW

[Add new event](#)