



Pupil Transportation ▶ Transportation Director Log Monthly Report

Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 1/31/2014 (6)</b>					
1/31/2014 5:00 AM	30	Bus Gar	Road Check: Weather	checked temp. spoke w/ Sue -school on time	
1/31/2014 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, find sub and driver to cover a rescheduled trip	
1/31/2014 9:00 AM	90	Bus Gar	Vehicle Repair	repaired a broken mirror bracket on bus 6	
1/31/2014 10:30 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 22	Bus 22
1/31/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
1/31/2014 1:00 PM	180	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair	picked up bus 2 for repairs, repaired bus 2, hand out check stubs, checked email, took bus 2 back, finished logs, worked 9hrs	Bus 02
<b>Start : 2/3/2014 (3)</b>					
2/3/2014 5:00 AM	60	Bus Gar	Road Check: Weather	checked weather, spoke w/ Sue and notified drivers school 2hrs late	
2/3/2014 7:30 AM	60	Bus Gar	Phone - Others, Phone - Staff, Road Check: Weather	got calls about flooding, checked weather and roads, spoke w/ Sue and notified drivers school is now closed and 11th day policy states 12 month employees can stay home	
2/3/2014 12:00 PM	210	Bus Gar	Other (Provide Description), Road Check: Weather	checked road conditions for tomorrow, made route adjustments and notified Sue, worked 5.5hrs	
<b>Start : 2/4/2014 (5)</b>					
2/4/2014 5:00 AM	60	Bus Gar	Phone - Staff, Road Check: Weather	checked weather and road conditions, spoke w/ Sue - notified drivers school 2hrs late, due to ice	
2/4/2014 8:30 AM	120	Bus Gar	Email, Fuel Reports, Other (Provide Description)	stuck fuel tanks and replaced charts @ BCHS and VES, monitor bus radio and checked email	
2/4/2014 10:30 AM	150	Bus Gar	Fuel Reports, Reports, Vehicle Inspection	collect and turned in driver reports, hepled Daniel inspect bus 6, finished fuel reports	
2/4/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	
2/4/2014 1:30 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Phone - Staff, Road Check: Weather	spoke w/ Sue, looked at weather for this afternoon, checked email, notified drivers no afternoon activities, monitor bus radio, finished logs, worked 8hrs	
<b>Start : 2/5/2014 (2)</b>					
2/5/2014 5:00 AM	60	Bus Gar	Phone - Others, Phone - Staff, Road Check: Weather	checked roads and weather reports, spoke w/ Sue - notified drivers 2hrs late due to ice	
2/5/2014 6:00 AM	150	Bus Gar	Phone - Others, Phone - Staff, Road Check: Weather	kept a check on roads and weater, tempature not coming up like reports said, made some calls, spoke w/ Sue -notified drivers school closed due to ice -12 month not required to come in	
<b>Start : 2/6/2014 (4)</b>					
2/6/2014 5:00 AM	60	Bus Gar	Phone - Staff, Road Check: Weather	checked roads and weather, spoke w/ Sue -school on time	
2/6/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list for Daniel, checked over blue GMC before leaving for Roanoke	
2/6/2014 9:00 AM	60	Bus Gar	Vehicle Inspection	helped Daniel inspect and top off fluids on bus 14	
2/6/2014 10:00 AM	330	Bus Gar	Other (Provide Description), Parts Ordering, Travel, Vehicle Pick Up/Delivery	took a driver with me to Roanoke to pick up Contour, took lunch break, stopped to get and order plow parts, met with Daniel, worked 9hrs	

Start : 2/7/2014 (7)

2/7/2014 5:30 AM	30	Bus Gar	Phone - Staff, Road Check: Weather	checked weather, spoke w/ Sue -school on time	
2/7/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list, worked on some bills	
2/7/2014 9:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 5 and top off fluids, set up appointment for front end alignment	
2/7/2014 10:30 AM	150	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 8	Bus 08
2/7/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	
2/7/2014 1:30 PM	30	Bus Gar	Meeting - Others	met w/ ECCI rep. and placed a order	
2/7/2014 2:00 PM	150	Bus Gar	Logs, Vehicle Diagnostics, Vehicle Repair	test and replaced defrost motor and repaired wiring on bus 14, finished logs for this week, worked 9.5hrs	

Start : 2/10/2014 (7)

2/10/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list	
2/10/2014 9:00 AM	150	Bus Gar	Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 10	Bus 10
2/10/2014 11:30 AM	60	Bus Gar	Phone - Staff, Vehicle Diagnostics	spoke w/ Sue about repairs to bus 23, helped Daniel work on bus 3	Bus 03
2/10/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
2/10/2014 1:00 PM	60	Bus Gar	Meeting - Others, Vehicle Repair	met w/ DWight about placing safety stickers marking fire extinguisher and seat belt cutter, finished wiring bus 3	
2/10/2014 2:00 PM	60	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 11	Bus 11
2/10/2014 3:00 PM	30	Bus Gar	Logs, Other (Provide Description)	monitor bus radio, checked email, finished logs for today, ordered parts for bus 23, worked 8hrs	

Start : 2/11/2014 (6)

2/11/2014 7:30 AM	90	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	monitor bus radio, made a work list for today, checked email, spoke w/ a driver about a couple issues	
2/11/2014 9:00 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 18	Bus 18
2/11/2014 10:00 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	hepled Daniel inspect bus 12	Bus 12
2/11/2014 11:00 AM	150	Bus Gar	Meeting - Others, Other (Provide Description)	met w/ Billy from Whiting Jamison and worked on some issues	
2/11/2014 1:30 PM	30	Bus Gar	Lunch	took lunch break	
2/11/2014 2:00 PM	120	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	helped Daniel inspect bus 2, checked email, found trip driver and sub for this afternoon, repaired plow pump for blue GMC, finished logs, worked 8.5hrs	

Start : 2/12/2014 (8)

2/12/2014 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics	monitor bus radio, checked email, worked on diag. plow on blue GMC	
2/12/2014 9:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel work on bus 19	Bus 19
2/12/2014 10:30 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	helped Daniel work on bus 11	Bus 11
2/12/2014 12:00 PM	30	Bus Gar	Vehicle Repair	replaced RT front tire on silver Taurus	
2/12/2014 12:30 PM	30	Bus Gar	Lunch, Other (Provide Description)	early release -12:30 -took lunch	

2/12/2014 1:00 PM	60	Bus Gar	Vehicle Repair	finished snow plow on blue GMC, had drivers call in per Sue, and put up stock order	
2/12/2014 2:00 PM	15	Bus Gar	Other (Provide Description)	notified Sue last bus was in safe	
2/12/2014 2:15 PM	45	Bus Gar	Athletic Schedules, Email, Logs	checked email, spoke w/ Will and contact drivers for possible trips next week, finished logs, worked 8hrs.	
<b>Start : 2/13/2014 (1)</b>					
2/13/2014 3:00 PM	240	Bus Gar	Other (Provide Description)	No School due to snow, plowed @ SBO and VES worked 4hrs	
<b>Start : 2/14/2014 (1)</b>					
2/14/2014 6:00 AM	600	Bus Gar	Other (Provide Description)	No School due to snow -plowed SBO, VES and 2bus turnarounds, worked 10hrs	
<b>Start : 2/15/2014 (1)</b>					
2/15/2014 10:00 AM	300	Bus Gar	Other (Provide Description), Phone - Staff	more snow -plowed VES and SBO -notified Sue someone needs to take care of BCHS, worked 5hrs	
<b>Start : 2/16/2014 (1)</b>					
2/16/2014 12:30 PM	300	Bus Gar	Phone - Staff, Road Check: Weather	checked roads and weather conditions, spoke w/ Sue, notified drivers school will be 2hrs late on Monday, worked 4hrs	
<b>Start : 2/17/2014 (3)</b>					
2/17/2014 7:00 AM	120	Bus Gar	Phone - Staff, Travel	school 2hrs late, got a call from a driver -missing bus keys, got extra set from garage and took to the bus	
2/17/2014 9:00 AM	360	Bus Gar	Meeting - Others, Meeting - Staff	met w/ the driver and trooper hoping to find keys to the bus or keep a watch for them, notified drivers where keys should be kept	
2/17/2014 3:00 PM	120	Bus Gar	Other (Provide Description), Phone - Staff	plowed a bus turn-around next to Highland, called a driver about problems they were having, spoke to Sue to bring her up to speed on todays events, worked 10hrs and no lunch	
<b>Start : 2/18/2014 (6)</b>					
2/18/2014 5:00 AM	60	Bus Gar	Phone - Staff, Road Check: Weather	checked roads and weather, spoke w/ Sue and notified drivers - school 2hrs late due to more snow	
2/18/2014 6:30 AM	240	Bus Gar	Other (Provide Description)	plowed and salted lots @ VES and SBO, kept a watch on road conditions, school remains on a 2hr delay	
2/18/2014 10:30 AM	150	Bus Gar	Vehicle Cleaning, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 17	Bus 17
2/18/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	
2/18/2014 1:30 PM	90	Bus Gar	Vehicle Cleaning	tried to clean snow off bus 3 and 16 before going out this afternoon	
2/18/2014 3:00 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, checked email, finished logs from 2/13 -today, worked 10.5hrs	
<b>Start : 2/19/2014 (6)</b>					
2/19/2014 5:00 AM	60	Bus Gar	Phone - Staff, Road Check: Weather	checked weather, spoke w/ a couple of drivers, notified Sue and drivers 2hr delay due to ice	
2/19/2014 7:00 AM	210	Bus Gar	Other (Provide Description), Phone - Others, Phone - Staff, Road Check: Weather	called VDOT about roads, spoke w/ drivers about Pig Run and other routes, went to Millboro to help with icy conditions on Pig Run	
2/19/2014 10:30 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Repair	helped Daniel test and replace t-stat on bus 11	
2/19/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
2/19/2014 1:00 PM	60	Bus Gar	Vehicle Repair	helped Daniel mount and balance 2 tires on silver Taurus	
2/19/2014 2:00 PM	60	Bus Gar	Email, Logs, Parts Ordering	ordered parts for bus 10, checked email, finished logs for today, worked 9hrs.	

Start : 2/20/2014 (1)

2/20/2014 7:30 AM 480 Bus Gar Other (Provide Description) spoke w/ Sue -teacher work day, took 8hrs off in place of time worked plowing snow

Start : 2/21/2014 (6)

2/21/2014 5:00 AM 60 Bus Gar Road Check: Weather made calls checking for high water before sending buses out, school on reg. schedule  
 2/21/2014 7:30 AM 90 Bus Gar Other (Provide Description), Phone - Others monitor bus radio, checked email, received a call about high water, spoke w/ a couple of drivers about routes  
 2/21/2014 9:00 AM 150 Bus Gar Phone - Staff, Road Check: Weather spoke w/ Sue, checked high water reports in Millboro  
 2/21/2014 11:30 AM 120 Bus Gar Meeting - Others met w/ 2 gentlemen from VOSH for a inspection of the shop and tools  
 2/21/2014 1:30 PM 30 Bus Gar Lunch took lunch break  
 2/21/2014 2:00 PM 60 Bus Gar Other (Provide Description), Shop Cleaning monitor bus radio and cleaned shop, worked 8.5hrs


Start : 2/24/2014 (6)

2/24/2014 7:30 AM 90 Bus Gar Email, Logs, Other (Provide Description) monitor bus radio, spoke w/ Sue about servicing Ford 500, checked email, worked on logs from Friday  
 2/24/2014 9:00 AM 60 Bus Gar Other (Provide Description) dropped off papers @ SBO  
 2/24/2014 10:00 AM 90 Bus Gar Vehicle Fluid Top Off, Vehicle Inspection helped Daniel inspect bus 22  
 2/24/2014 11:30 AM 120 Bus Gar Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery picked up Ford 500, checked over for service, reset light, inspect -seems ok and took back  
 2/24/2014 1:30 PM 30 Bus Gar Lunch took lunch break  
 2/24/2014 2:00 PM 90 Bus Gar Email, Logs, Other (Provide Description) put tools away, checked email and finished logs for last week and today, worked 8hrs

Start : 2/25/2014 (5)

2/25/2014 7:30 AM 120 Bus Gar Email, Other (Provide Description), Purchase Orders monitor bus radio, checked email, finished PO's and took to SBO  
 2/25/2014 9:30 AM 120 Bus Gar Meeting - Others met w/ Trooper Hipps about missing bus keys  
 2/25/2014 11:30 AM 120 Bus Gar Meeting - Others, Vehicle Repair helped Daniel replace tie rod and set toe on bus 23  
 2/25/2014 1:30 PM 30 Bus Gar Lunch took lunch break  
 2/25/2014 2:00 PM 90 Bus Gar Logs, Parts Ordering, Vehicle Repair helped Daniel replaced all 4 tires on 2013 GMC, ordered oil, finished logs, worked 8hrs

Start : 2/26/2014 (8)

2/26/2014 5:00 AM 60 Bus Gar Road Check: Weather checked weather conditions, school on regular schedule  
 2/26/2014 7:30 AM 150 Bus Gar Email, Other (Provide Description) monitor bus radio, salt parking lot @ VES, checked email, spoke w/ drivers, salt parking lot @ SBO  
 2/26/2014 10:00 AM 60 Bus Gar Email, Other (Provide Description), Parts Ordering went on-line to check on a few warranty issues and were to take our new buses for repairs, emailed bluebird, spoke w/ a service rep. will return our call  
 2/26/2014 11:00 AM 60 Bus Gar Other (Provide Description) took parts back to bath co. supply to exchange  
 2/26/2014 12:00 PM 90 Bus Gar Other (Provide Description) worked on getting all tools and equipment up to VOSH regulation  
 2/26/2014 1:30 PM 30 Bus Gar Lunch took lunch break  
 2/26/2014 2:00 PM 90 Bus Gar Email, Logs, Other (Provide Description), Parts Ordering, Shop Cleaning continue working on tools and equipment, clean on parts room, order new tools for shop, checked email, finished logs for today, worked 9hrs  
 2/26/2014 7:30 PM 60 Bus Gar Phone - Staff spoke w/ Sue and notified drivers school will be on a 2hr delay tomorrow due to temp. 

Start : 2/27/2014 (5)

2/27/2014 8:00 AM	150	Bus Gar	Email, Fuel Reports, Logs, Other (Provide Description)	checked email, worked on log from last night, monitor bus radio, worked on MES fuel report
2/27/2014 10:30 AM	120	Bus Gar	Meeting - Others	met w/ Fisher's about tools ordered for shop and credit sent back
2/27/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break
2/27/2014 1:00 PM	150	Bus Gar	Email, Logs, Meeting - Others, Vehicle Repair	met w/ Sonny Merryman rep. delivered parts, met w/ Bluebird rep. delivered parts, replaced radio in bus 18, checked email, finished logs for today, gave Daniel a website from VOSH to review for training
2/27/2014 6:00 PM	150	Bus Gar	Road Check: Weather	watched weather and other reports to see if temp. will be a factor for tomorrow, spoke w/ Sue -will need to check again in the morning

**Start : 2/28/2014 (6)**

2/28/2014 4:30 AM	60	Bus Gar	Road Check: Weather	checked temp. spoke w/ Sue -school on regular schedule	
2/28/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, went to SBO got pay stubs to hand out to drivers	
2/28/2014 9:00 AM	270	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change, Vehicle Repair	helped Daniel work on bus 7	Bus 07
2/28/2014 1:30 PM	30	Bus Gar	Parts Ordering	ordered filters to put back in stock	
2/28/2014 2:00 PM	30	Bus Gar	Lunch	took lunch break	
2/28/2014 2:30 PM	60	Bus Gar	Email, Logs, Shop Cleaning	finished logs for today, checked email, cleaned shop floors, worked 9hrs	

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