



Start	Minutes	Location	Topic	Short Description	Vehicle
Start : 3/3/2014 (2)					
3/3/2014 9:00 AM	0	Bus Gar	Other (Provide Description)	school closed due to snow	
3/3/2014 2:00 PM	300	Bus Gar	Other (Provide Description), Phone - Staff	plowed VES, spoke w/ Sue, notified drivers school closed tomorrow due to snow	
Start : 3/4/2014 (3)					
3/4/2014 9:00 AM	0	Bus Gar	Other (Provide Description)	school closed due to snow	
3/4/2014 10:00 AM	300	Bus Gar	Other (Provide Description)	salt lots @ VES and SBO, plowed bus turn-arounds	
3/4/2014 8:00 PM	60	Bus Gar	Phone - Staff	spoke w/ Sue -notified drivers school will be late tomorrow	
Start : 3/5/2014 (3)					
3/5/2014 8:30 AM	210	Bus Gar	Email, Fuel Tank Measurement, Other (Provide Description), Travel	monitor bus radio, checked email, took fuel sheets to BCHS, went to Highland to plow bus turn-around	
3/5/2014 12:00 PM	30	Bus Gar	Lunch	took lunch break	
3/5/2014 12:30 PM	180	Bus Gar	Email, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 3, checked email, monitor bus radio, had Jimmie cover garage	Bus 03
Start : 3/6/2014 (4)					
3/6/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list	
3/6/2014 9:00 AM	210	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 11 and bus 5	Bus 11; Bus 05
3/6/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
3/6/2014 1:00 PM	150	Bus Gar	Email, Logs, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 6, checked email, worked on logs from this week, worked 8hrs	Bus 06
Start : 3/7/2014 (6)					
3/7/2014 5:00 AM	60	Bus Gar	Road Check: Weather	checked roads and weather, spoke with Sue school on reg. schedule	
3/7/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitored bus radio, checked email, went over statements from last month	
3/7/2014 9:00 AM	120	Bus Gar	Fuel Reports, Fuel Tank Measurement	stuck fuel tanks @ BCHS, VES and completed both fuel reports	
3/7/2014 11:00 AM	90	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 4	Bus 04
3/7/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
3/7/2014 1:30 PM	120	Bus Gar	Logs, Meeting - Staff, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 8, explained to a driver what leave and forms they need to bring in after attending court after discussing w/ Sue, met with ECCI rep., finished logs for today, worked 9hrs	
Start : 3/10/2014 (7)					
3/10/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list for today	
3/10/2014 9:00 AM	60	Bus Gar	Meeting - Others	met w/ Inspection Trooper talked about stickers and preformed a walk around of the shop	

3/10/2014 10:00 AM	120	Bus Gar	Meeting - Others, Other (Provide Description)	met w/ Trooper Elliott about school zone lights, times and putting some kind of a sign up to warn people leaving the school, ordered fuel for BCHS and VES	
3/10/2014 12:00 PM	30	Bus Gar	Lunch	took lunch break	
3/10/2014 12:30 PM	90	Bus Gar	Vehicle Cleaning, Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel work on bus 10	Bus 10
3/10/2014 2:00 PM	60	Bus Gar	Athletic Schedules, Vehicle Cleaning	rinsed off blue GMC, worked on travel schedule	
3/10/2014 3:00 PM	30	Bus Gar	Athletic Schedules, Logs	worked on sports schedule, finished logs for today, worked 8hrs	
Start : 3/11/2014 (5)					
3/11/2014 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, finished trip schedule	
3/11/2014 9:00 AM	150	Bus Gar	Meeting - Others, Travel, Vehicle Diagnostics	handed out spring sport schedules @ BCHS and MES, took computer to MES to run diag. on bus 5, met w/ Cummins rep. @ bus garage	
3/11/2014 11:30 AM	90	Bus Gar	Travel, Vehicle Repair	took speed sensor back to MES and installed on bus 5	
3/11/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	
3/11/2014 1:30 PM	120	Bus Gar	Email, Logs, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 11, checked email, finished logs, worked 8hrs	Bus 11
Start : 3/12/2014 (3)					
3/12/2014 7:30 AM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, made a work list, revised trip schedule	
3/12/2014 9:30 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 12	Bus 12
3/12/2014 11:00 AM	270	Bus Gar	Parts Ordering, Travel, Vehicle Pick Up/Delivery	went to Roanoke to get snow plow wire harness for 07 GMC, ordered parts from Cummins, took lunch break, went to SBO and picked up crown vic for repairs, worked 8hrs	
Start : 3/13/2014 (2)					
3/13/2014 8:30 AM	180	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics	school on 2hr delay, monitor bus radio, checked email, ran diag. on silver Taurus brakes and ordered parts	
3/13/2014 11:30 AM	240	Bus Gar	Email, Logs, Vehicle Repair	ran new wire harness for snow plow on 07 GMC, checked email, worked on logs	
Start : 3/14/2014 (2)					
3/14/2014 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made work list for Daniel while I am out	
3/14/2014 8:30 AM	420	Bus Gar	Email, Logs, Vehicle Pick Up/Delivery, Vehicle Repair	went to MES picked up bus 5 for repairs, checked email, finished logs for today, worked 8hrs.	Bus 05
Start : 3/17/2014 (2)					
3/17/2014 7:30 AM	300	Bus Gar	Other (Provide Description)	school closed due to snow	
3/17/2014 12:30 PM	300	Bus Gar	Other (Provide Description), Phone - Staff, Road Check: Weather	met UPS guy to get part for my plow, worked on plow wrong part, checked roads and weather, spoke w/ Sue and made calls -school 2 hrs. late tomorrow -worked 5hrs	
Start : 3/18/2014 (5)					
3/18/2014 7:00 AM	120	Bus Gar	Phone - Staff, Road Check: Weather	school 2hrs late, checked roads and weather spoke w/ Sue and no changes	
3/18/2014 9:00 AM	240	Bus Gar	Lunch, Other (Provide Description), Parts Ordering, Travel	went to Cavalier Equipment to return wrong plow part and called Myers plow Inc and helped look up the right part that I needed and stopped for lunch	

3/18/2014 1:00 PM	120	Bus Gar	Other (Provide Description), Phone - Others, Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel w/ bus 18, got body # for Carter to do a warrenty claim
3/18/2014 3:00 PM	30	Bus Gar	Other (Provide Description), Phone - Staff	got a call bus 7 has a oil leak from the filter, got tools and parts together and sent Daniel to Millboro to make repairs
3/18/2014 3:30 PM	120	Bus Gar	Other (Provide Description), Vehicle Diagnostics	got a call about green Taurus having car problems, took a car from garage met the drive, ran diag on the Taurus and called Jerry to come pick up due to a broken spring, waited on the wrecker, helped load and unload, worked 10.5hrs

Start : 3/19/2014 (9)

3/19/2014 5:00 AM	60	Bus Gar	Phone - Staff, Road Check: Weather	checked roads and weather, spoke w/ Sue -school 2hrs late
3/19/2014 6:00 AM	60	Bus Gar	Phone - Staff	calls from drivers, subs and spoke w/ VDOT about road conditions
3/19/2014 7:30 AM	60	Bus Gar	Other (Provide Description), Phone - Staff	checked parking lots @ VES and SBO for ice -and notified Sue
3/19/2014 8:30 AM	120	Bus Gar	Email, Logs, Reports	worked on logs and emails, trying to get caught up
3/19/2014 10:30 AM	120	Bus Gar	Vehicle Diagnostics	helped Daniel tear down the Taurus
3/19/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break
3/19/2014 1:00 PM	60	Bus Gar	Other (Provide Description), Phone - Others	worked on trying to get a training program through OSHA for employs
3/19/2014 2:00 PM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change	helped Daniel service 2013 GMC
3/19/2014 3:00 PM	30	Bus Gar	Email, Logs	checked email and finished logs for today, worked 10hrs

Start : 3/20/2014 (6)

3/20/2014 7:30 AM	150	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Phone - Others, Phone - Staff	monitor bus radio, checked email, made calls to check status of Harold, spoke w/ Sue and worked on finding drivers, made a work list and revised trip schedule	
3/20/2014 10:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 18 -lights, worked on bus 3 -horn	Bus 18; Bus 03
3/20/2014 11:30 AM	90	Bus Gar	Vehicle Repair	worked on green Taurus	00-Car-Ford Taurus Green-SAB
3/20/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	
3/20/2014 1:30 PM	90	Bus Gar	Vehicle Repair	finished green Taurus	00-Car-Ford Taurus Green-SAB
3/20/2014 3:00 PM	60	Bus Gar	Logs, Other (Provide Description), Phone - Staff	checked on Harold, monitor bus radio, checked email, finished logs, worked 8.5hrs	

Start : 3/21/2014 (7)

3/21/2014 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, made a work list, checked email, worked on sports schedule	
3/21/2014 9:00 AM	180	Bus Gar	Other (Provide Description), Phone - Staff, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	sent est. to SBO for 2013 GMC, worked on bus 22, worked on bus 23, spoke w/ drivers and subs to cover trips	Bus 22
3/21/2014 12:00 PM	30	Bus Gar	Phone - Staff	spoke w/ sub drivers for next week	
3/21/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
3/21/2014 1:00 PM	60	Bus Gar	Other (Provide Description)	test drove green Taurus after being worked on	
3/21/2014 2:00 PM	60	Bus Gar	Shop Cleaning	cleaned shop	
3/21/2014 3:00 PM	30	Bus Gar	Email, Logs, Other (Provide Description)	checked email, monitor bus radio, finished logs, worked 8hrs.	

Start : 3/24/2014 (4)

3/24/2014 7:30 AM	150	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Phone - Staff	monitor bus radio. checked email, made a work list, worked on a revised trip schedule, spoke w/ Will to verify changes	
3/24/2014 10:00 AM	210	Bus Gar	Shop Cleaning, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 22, worked on bus 17, cleaned shop and all tools	Bus 22; Bus 17
3/24/2014 1:30 PM	30	Bus Gar	Lunch	took lunch break	
3/24/2014 2:00 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others, Vehicle Pick Up/Delivery	called to check on part for the blue GMC plow, delivered trip papers to drivers, took crown vic to MES and dropped off for sub to use, picked up old radio from MES to use, checked email, finished logs, worked 8hrs	

Start : 3/25/2014 (6)

3/25/2014 5:30 AM	60	Bus Gar	Road Check: Weather	checked roads and weather, spoke w/ Sue -going on a regular schedule	
3/25/2014 7:30 AM	120	Bus Gar	Other (Provide Description)	salt parking lots @ VES and SAB, spoke w/ Sue about road conditions and continue watching weather	
3/25/2014 9:30 AM	180	Bus Gar	Athletic Schedules, Email, Phone - Staff, Vehicle Repair	checked email, spoke w/ Will, notified drivers of changes to sports schedule, put wipers on bus 10, spoke w/ Paul/ Sue about road conditions	
3/25/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
3/25/2014 1:00 PM	90	Bus Gar	Phone - Others, Phone - Staff, Road Check: Weather	checked roads, spoke to VDOT, spoke w/ Sue and all afternoon activities canceled	
3/25/2014 2:30 PM	60	Bus Gar	Athletic Schedules, Email, Logs, Other (Provide Description), Vehicle Repair	replaced wipers on bus 8, checked email, revised trip schedule, notified drivers, finished logs for today, worked 9hrs	

Start : 3/26/2014 (3)

3/26/2014 5:00 AM	60	Bus Gar	Road Check: Weather	checked roads and weather, spoke w/ Paul -school on regular schedule NEW	
3/26/2014 7:30 AM	180	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, worked on changes to sports schedule, made a work list NEW	
3/26/2014 10:30 AM	240	Bus Gar	Other (Provide Description)	took 1/2 day off used overtime from plowing snow NEW	

Start : 3/27/2014 (5)

3/27/2014 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Logs, Other (Provide Description)	monitor bus radio, checked email, look over sports schedule, finish logs from yesterday,made a work schedule for today NEW	
3/27/2014 9:00 AM	210	Bus Gar	Purchase Orders	worked on po's to turn in but can not print, and fuel report from MES for last month NEW	
3/27/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break NEW	
3/27/2014 1:00 PM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	worked on VES lawn mower engine trying to clear idle, checked email, went over trip schedule w/ driver, spoke w/ Mrs. Ford and installed a child seat on bus 18 NEW	
3/27/2014 3:00 PM	30	Bus Gar	Logs, Other (Provide Description)	monitor bus radio, finished logs for today, worked 8hrs NEW	

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