



Pupil Transportation ▶ Transportation Director Log Mont

Start	Minutes	Location	Topic	Short Description	Vehicle
Start : 4/1/2014 (5)					
4/1/2014 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, revised travel schedule and sent to Will for approval before giving out to drivers, made a work list for today	
4/1/2014 9:00 AM	180	Bus Gar	Other (Provide Description), Route Review, Travel	went to Millboro to look at a new bus stop, spoke w/ school, parent and driver about changing the pick up spot	
4/1/2014 12:00 PM	90	Bus Gar	Fuel Reports, Reports	began working on driver and fuel reports	
4/1/2014 1:30 PM	30	Bus Gar	Lunch	took lunch break	
4/1/2014 2:00 PM	90	Bus Gar	Email, Logs, Other (Provide Description)	repair fuel hose @ BCHS, checked email, finished logs for today. worked 8hrs	
Start : 4/2/2014 (5)					
4/2/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list for today	
4/2/2014 9:00 AM	150	Bus Gar	Athletic Schedules, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect, top off fluids, gave driver cleaning supplies for Millboro drivers and went over trip schedule	
4/2/2014 11:30 AM	60	Bus Gar	Other (Provide Description)	hailed off 1 load of old tires from garage	
4/2/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
4/2/2014 1:00 PM	150	Bus Gar	Athletic Schedules, Email, Logs, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel work on bus 2, spoke w/ Will about sports schedule, checked email, finished logs for today, worked 8hrs	
Start : 4/3/2014 (6)					
4/3/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list	
4/3/2014 9:00 AM	150	Bus Gar	Fuel Tank Measurement, Other (Provide Description), Travel, Vehicle Diagnostics, Vehicle Repair	stuck fuel tanks @ BCHS, went to MES test and replaced RT headlight bulb	
4/3/2014 11:30 AM	60	Bus Gar	Fuel Reports	finished fuel reports	
4/3/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
4/3/2014 1:00 PM	120	Bus Gar	Athletic Schedules, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel work on bus 4 and 22, hand out copies of trip schedule	Bus 04; Bus 22
4/3/2014 3:00 PM	30	Bus Gar	Logs	finished logs for today, worked 8hrs	
Start : 4/4/2014 (6)					

4/4/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email and made a work list
4/4/2014 9:00 AM	90	Bus Gar	Athletic Schedules, Phone - Staff	spoke w/ Sarah and Will about athletic schedule, made changes and set up a appointment to meet with them next week to work on the rest of the trip date
4/4/2014 10:30 AM	60	Bus Gar	Payroll Report	looked over payroll report, signed and took to SBO
4/4/2014 11:30 AM	60	Bus Gar	Athletic Schedules, Other (Provide Description)	spoke w/ driver about trip schedule and printed off school directions
4/4/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break
4/4/2014 1:00 PM	150	Bus Gar	Email, Logs, Shop Cleaning	cleaned shop, checked email, finished logs for today, worked 8hrs

Start : 4/7/2014 (5)

4/7/2014 7:30 AM	150	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, worked w/ Will and driver to reschedule todays trips
4/7/2014 10:00 AM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on MES trash truck
4/7/2014 11:00 AM	90	Bus Gar	Other (Provide Description)	inspect fire extinguishers and sign off, seperate reports for filing
4/7/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break
4/7/2014 1:00 PM	150	Bus Gar	Email, Logs, Other (Provide Description), Reports	checked email, finished OSHA report, looked at and signed off on evacuation reports, finished logs for today, worked 8hrs

07-Truck-GMC White -MAINT

Start : 4/8/2014 (5)

4/8/2014 7:30 AM	120	Bus Gar	Athletic Schedules, Email, Meeting - Staff, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, made a work list, spoke w/ Will on the phone about problems and what we need to work on with the sports schedule
4/8/2014 9:30 AM	150	Bus Gar	Other (Provide Description)	went over OSHA training w/ Daniel, finished forms and took to SBO to be mailed
4/8/2014 12:00 PM	90	Bus Gar	Other (Provide Description)	took parts to Covington, took lunch break
4/8/2014 1:30 PM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 8 and top off fluids
4/8/2014 3:00 PM	60	Bus Gar	Logs, Vehicle Pick Up/Delivery	bus 3 @ BCHS w/ a leak, switch out buses, finished logs, worked 8.5hrs

Start : 4/9/2014 (1)

4/9/2014 7:30 AM	480	Bus Gar	Leave - Administrative	took time off for winter 
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Start : 4/10/2014 (5)

4/10/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list
4/10/2014 9:00 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 5
4/10/2014 11:00 AM	90	Bus Gar	Meeting - Others, Parts Ordering	met w/ reps from Fisher's and Sonny Merryman and ordered parts
4/10/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break

Bus 05

4/10/2014 1:00 PM	150	Bus Gar	Athletic Schedules, Email, Inservice - Presentation, Logs, Other (Provide Description), Phone - Others	spoke w/ DWight will ride bus 7 today, checked email, worked on in-service material, called to set the appt. up for a trooper to come speak to the drivers, worked on revising trip schedule, made a work list for Daniel for tomorrow, finished logs for today
Start : 4/11/2014 (1)				
4/11/2014 7:30 AM	480	Bus Gar	Leave - Administrative	took time off from winter NEW
Start : 4/14/2014 (8)				
4/14/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list for today
4/14/2014 9:00 AM	60	Bus Gar	Meeting - Others	met w/ Trooper Elliott about speaking @ our next driver in-service
4/14/2014 10:00 AM	60	Bus Gar	Athletic Schedules, Phone - Staff	spoke w/ Will about changing departure time for todays game due to rain coming in, spoke w/ driver to confirm the departure
4/14/2014 11:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect and top off fluids on bus 10
4/14/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break
4/14/2014 1:00 PM	60	Bus Gar	Other (Provide Description)	pulled gravel back in on back parking lot
4/14/2014 2:00 PM	60	Bus Gar	Vehicle Inspection	helped Daniel inspect spare bus 13
4/14/2014 3:00 PM	30	Bus Gar	Email, Logs	monitor bus radio, checked email, finished logs for today, worked 8hrs
Start : 4/15/2014 (7)				
4/15/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made work list
4/15/2014 9:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect and top off fluids on bus 12
4/15/2014 10:30 AM	30	Bus Gar	Vehicle Pick Up/Delivery	picked up dump truck from BCHS and brought back to the garage
4/15/2014 11:00 AM	90	Bus Gar	Fuel Reports, Purchase Orders	complete fuel report from MES, re-enter PO's in computer from last month
4/15/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break
4/15/2014 1:00 PM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Phone - Staff, Vehicle Inspection	inspect fire ext. in shop, helped Daniel inspect bus 15, checked emails, spoke w/ Will -notified drivers trips canceled for today
4/15/2014 3:00 PM	30	Bus Gar	Email, Logs	checked email, finished logs for today, worked 8hrs
Start : 4/16/2014 (6)				
4/16/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list
4/16/2014 9:00 AM	120	Bus Gar	Meeting - Staff, Other (Provide Description)	worked on agenda for driver in-service, met w/ Justin to work out details w/ budget
4/16/2014 11:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 14 and top off fluids
4/16/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break
4/16/2014 1:00 PM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect and top off fluids on bus 16

4/16/2014 2:30 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	took forms to drivers @ BCHS, checked email, finished logs for today, worked 8hrs	
Start : 4/17/2014 (6)					
4/17/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email and made a work list	
4/17/2014 9:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 18	
4/17/2014 10:30 AM	90	Bus Gar	Vehicle Pick Up/Delivery	met w/ Jimmie and took 2013 GMC to Covington to drop off for repairs	
4/17/2014 12:00 PM	30	Bus Gar	Lunch	took lunch break	
4/17/2014 12:30 PM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect and repair loose mirror on bus 22	
4/17/2014 2:00 PM	90	Bus Gar	Email, Logs, Shop Cleaning	cleaned shop, checked email, finished logs for today, worked 8hrs	
Start : 4/18/2014 (1)					
4/18/2014 7:30 AM	480	Bus Gar	Other (Provide Description)	Holiday	
Start : 4/21/2014 (1)					
4/21/2014 7:30 AM	480	Bus Gar	Other (Provide Description)	off used time from snow days worked -no school	
Start : 4/22/2014 (1)					
4/22/2014 7:30 AM	480	Bus Gar	Lunch, Other (Provide Description), Phone - Others	no school -worked on In-Service agenda, spoke w/ Trooper Elliott about ideas on what to talk to drivers about	
Start : 4/23/2014 (6)					
4/23/2014 7:30 AM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, went to BCHS to check fuel leak -tightened hose, checked email, spoke w/ drivers about trips made a work list	
4/23/2014 9:30 AM	90	Bus Gar	Parts Ordering, Phone - Others, Vehicle Diagnostics	worked on bus 3	Bus 03
4/23/2014 11:00 AM	90	Bus Gar	Shop Cleaning	picked up and hauled off old tires from garage	
4/23/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
4/23/2014 1:00 PM	120	Bus Gar	Reports	sort, checked over and filed reports from buses and went over invoices for the month	
4/23/2014 3:00 PM	30	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, checked email, finished logs for today, worked 8hrs	
Start : 4/24/2014 (5)					
4/24/2014 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email	
4/24/2014 8:30 AM	240	Bus Gar	Other (Provide Description)	helped take art to Waynesboro	
4/24/2014 12:30 PM	60	Bus Gar	Athletic Schedules, Email	checked email, worked on sports schedule, spoke w/ Will notified drivers of changes	
4/24/2014 1:30 PM	30	Bus Gar	Lunch	took lunch break	

4/24/2014 2:00 PM 90 Bus Gar Email, Logs, Purchase Orders, Shop Cleaning worked on PO's, checked email, cleaned shop, finished logs , worked 8hrs

Start : 4/25/2014 (3)

4/25/2014 7:30 AM 90 Bus Gar Athletic Schedules, Email, Other (Provide Description) monitor bus radio, checked email, looked over sports schedule, put things together for the drivers meeting

4/25/2014 9:00 AM 330 Bus Gar Meeting - Staff bus drivers meeting

4/25/2014 2:30 PM 150 Bus Gar Logs, Shop Cleaning cleaned shop, finished logs, monitor bus radio until 5 due to no coverage, worked 9.5hrs

Start : 4/28/2014 (6)

4/28/2014 7:30 AM 120 Bus Gar Athletic Schedules, Email, Other (Provide Description) monitor bus radio, checked times on school zone lights, checked email, revised trip schedule and took to drivers @ BCHS

4/28/2014 9:30 AM 60 Bus Gar Vehicle Fluid Top Off, Vehicle Inspection topped off fluids on bus 10

4/28/2014 10:30 AM 120 Bus Gar Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair helped Daniel inspect bus 19, top off fluids, and repair air leak on stop sign

4/28/2014 12:30 PM 30 Bus Gar Lunch took lunch break


4/28/2014 1:00 PM 60 Bus Gar Meeting - Others met w/ driver about returning back to work


4/28/2014 2:00 PM 90 Bus Gar Athletic Schedules, Email, Logs, Meeting - Others, Phone - Staff checked email, made calls and notified driver trip today is off, spoke w/ VES about constuction and its effect on one of our routes, finished logs for today, worked 8hrs

Start : 4/29/2014 (1)


4/29/2014 7:30 AM 480 Bus Gar Leave - Sick out sick 


Start : 4/30/2014 (5)

4/30/2014 7:00 AM 180 Bus Gar Athletic Schedules, Email, Logs, Other (Provide Description), Phone - Others monitor bus radio, called VDOT 2 trees down in Millboro, checked email, worked on sports schedule, updated logs for SBO 

4/30/2014 10:00 AM 120 Bus Gar Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair helped Daniel work on blue Taurus (picked up and deliver from BCHS)  01-Car-Ford Taurus Blue-SAB

4/30/2014 12:00 PM 30 Bus Gar Lunch took lunch break 

4/30/2014 12:30 PM 90 Bus Gar Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Repair helped Daniel work on bus 22  Bus 22

4/30/2014 2:00 PM 90 Bus Gar Athletic Schedules, Email, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair helped Daniel work on bus 2, checked email, revised sports schedule, finished logs for today, worked 8.5hrs  Bus 02

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