



Pupil Transportation ▶ Transportation Director Log Monthly Report

Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 5/1/2014 (4)</b>					
5/1/2014 7:30 AM	120	Bus Gar	Athletic Schedules, Fuel Reports, Fuel Tank Measurement, Other (Provide Description), Phone - Others, Vehicle Pick Up/Delivery	monitor bus radio, revised sports schedule, stuck tanks @ BCHS and VES, called dealer about bus 22, took schedule to drivers	Bus 22
5/1/2014 9:30 AM	270	Bus Gar	Vehicle Diagnostics, Vehicle Pick Up/Delivery	took bus 22 to Roanoke to have transmission checked -may need to leave the bus for repairs, looks good -reset code brought bus back	
5/1/2014 2:00 PM	30	Bus Gar	Lunch	took lunch break when we got back to the garage	
5/1/2014 2:30 PM	60	Bus Gar	Email, Fuel Reports, Logs	started on fuel report, ordered fuel, checked email, finished logs, worked 8hrs	
<b>Start : 5/2/2014 (6)</b>					
5/2/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list for today	
5/2/2014 9:00 AM	60	Bus Gar	Fuel Reports	worked on fuel reports, have to wait on a couple of drivers reports because numbers are not coming out right	
5/2/2014 10:00 AM	150	Bus Gar	Vehicle Diagnostics	helped Daniel work on green Taurus	00-Car-Ford Taurus Green-SAB
5/2/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/2/2014 1:00 PM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel work on bus 6	Bus 06
5/2/2014 3:00 PM	30	Bus Gar	Email, Logs, Other (Provide Description)	checked email, finished logs, worked 8hrs.	
<b>Start : 5/5/2014 (6)</b>					
5/5/2014 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, made sure we had drivers covering trips and routes	
5/5/2014 9:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel work on bus 3 -inspect and top off fluids	
5/5/2014 10:30 AM	60	Bus Gar	Phone - Others, Phone - Staff	notified trip driver of the change in the departure time, received a call from a parent regarding a lost book bag for Thursdays trip, checked buses and called Covington's Parks and Rec., located the bag and notified parent where the bag was and contact	
5/5/2014 11:30 AM	60	Bus Gar	Vehicle Pick Up/Delivery	Daniel and I went to BCHS to switch out buses and drop off a spare for this afternoons route	
5/5/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/5/2014 1:00 PM	150	Bus Gar	Athletic Schedules, Email, Logs, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 4 and make repairs, checked email, spoke w/ Will 1 trip is now cancelled so I notified the driver who was already at the school, finished logs, worked 8hrs	Bus 04
<b>Start : 5/6/2014 (5)</b>					
5/6/2014 7:30 AM	120	Bus Gar	Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, sent leave forms and a copy of travel schedule to SBO, spoke w/ a Millboro driver about a good time to bring bus in for inspection, Daniel out today and Jimmie will sub this afternoon	
5/6/2014 9:30 AM	60	Bus Gar	Meeting - Staff, Travel	went to Millboro, spoke w/ driver to go over the new features on the Blue Bird bus that will be used on their trip Thursday and Friday	

5/6/2014 10:30 AM	180	Bus Gar	Lunch, Travel	went to Staunton to pick up starters we sent down to have rebuilt back in the winter, took lunch break	
5/6/2014 1:30 PM	60	Bus Gar	Email, Other (Provide Description), Payroll Report, Purchase Orders	checked email, worked on payroll report, checked over invoices from last month making sure everthing had infact been sent in for payment, looked for a sub to cover routes the rest of this week	
5/6/2014 2:30 PM	60	Bus Gar	Email, Logs, Meeting - Staff, Shop Cleaning	met w/ Jimmie and filled him in on what is going on as far as drivers this evening, checked email, cleaned shop, finished logs, worked 8hrs.	
<b>Start : 5/7/2014 (7)</b>					
5/7/2014 7:30 AM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, made a work list, spoke w/ Will and notified driver about the change in todays departure time.	
5/7/2014 9:30 AM	90	Bus Gar	Other (Provide Description)	helped Daniel mount and balance 2 tires	
5/7/2014 11:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel start inspection and top off fluids on bus 8	
5/7/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/7/2014 1:00 PM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Repair	helped Daniel lube under the bus and replace 2 seat covers	
5/7/2014 2:30 PM	60	Bus Gar	Email, Fuel Reports, Logs	finished fuel report, checked email, finished logs for today, worked 8hrs	
5/7/2014 4:00 PM	180	Bus Gar	Other (Provide Description)	met Daniel in Bacova and worked on bus 11 -broke down -tried to start, took chain and pulled it out of the road, worked 3hrs over	
<b>Start : 5/8/2014 (5)</b>					
5/8/2014 7:30 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, gathered computer and tools to take to Bacova to work on bus 11	
5/8/2014 9:30 AM	120	Bus Gar	Phone - Others, Travel, Vehicle Diagnostics	went to Bacova ran computer diag. on bus 11 seems to need injection pump and will need to be towed to the garage, made calls found a tow driver, will meet @ 1:30	
5/8/2014 11:30 AM	60	Bus Gar	Parts Ordering, Vehicle Diagnostics	checked over blue GMC -noise in front and under truck -repaired heat shield on exhaust, needs a LF wheel bearing, called and ordered part	
5/8/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/8/2014 1:00 PM	180	Bus Gar	Meeting - Others, Other (Provide Description), Travel, Vehicle Pick Up/Delivery	met driver@ Bacova, helped load, strap down and guide driver to garage, unload and discuss bill, worked 8.5hrs	
<b>Start : 5/9/2014 (6)</b>					
5/9/2014 7:30 AM	90	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, made a work list, checked email and finished logs from the past couple days	
5/9/2014 9:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 7 and topped off fluids	
5/9/2014 10:30 AM	120	Bus Gar	Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery	Daniel and I picked up gold taurus from BCHS and worked on at the garage	05-Car-Ford Taurus Gold -DRED
5/9/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/9/2014 1:00 PM	90	Bus Gar	Vehicle Repair	mount and balanced 2 new front tires on gold taurus	
5/9/2014 2:30 PM	60	Bus Gar	Email, Logs, Parts Ordering, Vehicle Diagnostics	checked ranger emiss light on, ordered parts, checked email, finished logs for today, worked 8hrs	85-Truck-Ford Ranger -SAB
<b>Start : 5/12/2014 (5)</b>					
5/12/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work schedule	
5/12/2014 9:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 10	Bus 10

5/12/2014 10:30 AM	60	Bus Gar	Other (Provide Description), Vehicle Pick Up/Delivery	took gold Taurus back to BCHS and dropped off, looked over bus 15 driver wanted tires checked	
5/12/2014 11:30 AM	150	Bus Gar	Other (Provide Description), Vehicle Repair	worked on Ranger and bus 8	85-Truck-Ford Ranger-SAB; Bus 08
5/12/2014 2:00 PM	90	Bus Gar	Email, Logs, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery	helped Daniel inspect bus 12, emailed driver a copy of the sports schedule, took silver Taurus to BCHS -drop off, finished logs, worked 8hrs -NO LUNCH BREAK	
<b>Start : 5/13/2014 (6)</b>					
5/13/2014 7:30 AM	60	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, made a work list for today	
5/13/2014 8:30 AM	90	Bus Gar	Travel, Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect and top off fluids on bus 5, went to a meeting @ SBO	
5/13/2014 10:00 AM	150	Bus Gar	Meeting - Staff, Travel	met w/ Sue about some concerns from another employee, came back to the garage	
5/13/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/13/2014 1:00 PM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect and top off fluids	
5/13/2014 2:30 PM	60	Bus Gar	Email, Logs, Meeting - Staff	met w/ a couple of drivers and explained some of the issues Sue and I had went in our meeting, checked email, tried several times to complete logs and computer had me blocked, emailed Paul, worked 8hrs	
<b>Start : 5/14/2014 (5)</b>					
5/14/2014 7:30 AM	180	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	monitor bus radio, checked email, went to BCHS met w/ driver to go over the things he had missed at our last in-service due to a trip	
5/14/2014 10:30 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 8	Bus 08
5/14/2014 11:30 AM	180	Bus Gar	Travel, Vehicle Diagnostics, Vehicle Repair	went to MES -worked on bus 7	Bus 07
5/14/2014 2:30 PM	30	Bus Gar	Lunch	took lunch break	
5/14/2014 3:00 PM	30	Bus Gar	Email, Logs	checked email, finished logs from yesterday and today, worked 8hrs	
<b>Start : 5/15/2014 (7)</b>					
5/15/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, filed reports, checked email, made a work list	
5/15/2014 9:00 AM	150	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 15	Bus 15
5/15/2014 11:30 AM	60	Bus Gar	Athletic Schedules, Vehicle Diagnostics	worked on electric door on bus 18 -wants to disengage, notified driver of a possible trip on Monday	
5/15/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/15/2014 1:00 PM	60	Bus Gar	Athletic Schedules, Vehicle Repair	made adjustments to the door on bus 18 and put back together, notified driver trip today is canceled	
5/15/2014 2:00 PM	60	Bus Gar	Vehicle Repair	replaced left front wheel bearing on blue GMC	
5/15/2014 3:00 PM	30	Bus Gar	Logs, Other (Provide Description)	inspect fire extinguishers in shop, finish logs, worked 8hrs	
<b>Start : 5/16/2014 (5)</b>					
5/16/2014 6:00 AM	90	Bus Gar	Other (Provide Description), Phone - Others	spoke w/ driver on phone and radio about a tree being across the road @ the Rt. 640 intersection, discussed how to get it moved, due to VDOT not working yet, called a parent to meet the bus so that route would remain on schedule	
5/16/2014 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	continue to monitor bus radio, checked sports schedule for any changes, checked email, made a work list	

5/16/2014 9:00 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	picked up bus 16 from VES lot and helped Daniel work on it	Bus 16
5/16/2014 11:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 23	Bus 23
5/16/2014 12:30 PM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Parts Ordering, Travel, Vehicle Diagnostics	checked email, spoke to Will made sure all trips are still a go, went to BCHS checked bus 8, brought trailer back from BCHS lot so it wouldnt be taken over the weekend, ordered parts, notified drivers that trips are still on, worked 8hrs, no lunch break	Bus 08
<b>Start : 5/19/2014 (5)</b>					
5/19/2014 7:30 AM	120	Bus Gar	Email, Logs, Other (Provide Description), Route Review	monitor bus radio, checked email, finished logs from Friday, worked on route changes for next year, made a work list for today	
5/19/2014 9:30 AM	120	Bus Gar	Phone - Staff, Route Review	went to Warm Springs and Mitchelltown to look at sight distance on changing bus stops for next year, also spoke w/ a driver about rumors of them not returning to drive next year as well	
5/19/2014 11:30 AM	60	Bus Gar	Athletic Schedules, Other (Provide Description)	worked on sports schedule and finding a driver to cover route and trip	
5/19/2014 12:30 PM	90	Bus Gar	Athletic Schedules, Phone - Staff, Vehicle Diagnostics, Vehicle Repair	helped Daniel work on bus 18, notified Will of no subs available and trip will leave later, notified driver	Bus 18
5/19/2014 2:00 PM	90	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Repair	worked on bus 16, checked email, finished logs for today, worked 8hrs. (No Lunch)	Bus 16
<b>Start : 5/20/2014 (5)</b>					
5/20/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list for today	
5/20/2014 9:00 AM	210	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 19	Bus 19
5/20/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/20/2014 1:00 PM	150	Bus Gar	Athletic Schedules, Evacuation Drills, Logs, Phone - Staff, Shop Cleaning	cleaned shop, checked email, worked on sports schedule play-off games, called for drivers and subs, finished logs, worked 8hrs	
5/20/2014 3:30 PM	120	Bus Gar	Phone - Staff	spoke w/ a driver about trips going out the rest of the week insisteaded she be off Thursday driver or no driver explained how I needed trips and routes both covered before anyone could take off, worked 2 more hrs.	
<b>Start : 5/21/2014 (5)</b>					
5/21/2014 9:00 AM	240	Bus Gar	Email, Phone - Others, Phone - Staff, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	checked email, worked on bus 17, spoke w/ Sue about a conversation on the radio about 2 blind spots @ intersections in Millboro, notified VDOT	Bus 17
5/21/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	
5/21/2014 1:30 PM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 23	Bus 23
5/21/2014 3:00 PM	30	Bus Gar	Other (Provide Description)	just got a request for a bus to go on senior trip, spoke w/ a couple drivers about taking	
5/21/2014 3:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Purchase Orders	checked email, monitor bus radio, spoke w/ Sue about trips and drivers, worked on po's, locked up, worked 8hrs	
<b>Start : 5/22/2014 (5)</b>					
5/22/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list for today	
5/22/2014 9:00 AM	210	Bus Gar	Other (Provide Description), Phone - Staff, Vehicle Cleaning, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change	spoke w/ Will and drivers to confirm trips and departure times, inspect bus 22, spoke with Katie about BCHS driver evals,.set up a ground hog trap	Bus 22
5/22/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	

5/22/2014 1:00 PM	90	Bus Gar	Email, Other (Provide Description)	checked email, reset trap, worked on evals. and emailed to Sarah	
5/22/2014 2:30 PM	60	Bus Gar	Email, Logs, Vehicle Repair	worked on bus 8, checked email, finished logs, worked 8hrs	Bus 08
<b>Start : 5/23/2014 (5)</b>					
5/23/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Purchase Orders	monitor bus radio, checked email, worked on po's to turn in before ordering anymore parts and made a work list for today	
5/23/2014 9:00 AM	120	Bus Gar	Email, Vehicle Cleaning, Vehicle Diagnostics, Vehicle Inspection	worked on bus 18	Bus 18
5/23/2014 11:00 AM	90	Bus Gar	Fuel Reports, Fuel Tank Measurement	finished MES fuel report and stuck tanks at each school so we can top them off before school is out	
5/23/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/23/2014 1:00 PM	150	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	checked email, switch out bus 23 for 14 at MES for inspection, inspect bus 14, finished logs for today, worked 8hrs	Bus 14
<b>Start : 5/26/2014 (1)</b>					
5/26/2014 7:30 AM	450	Bus Gar	Athletic Schedules, Email, Logs, Lunch, Other (Provide Description), Shop Cleaning	Holiday -came in monitor bus radio, checked email, worked on finding 3 drivers and subs to cover routes for 3 possible trips tomorrow, cleaned shop,finished logs, took lunch, worked 8hrs	
<b>Start : 5/27/2014 (3)</b>					
5/27/2014 7:30 AM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, worked on finding school directions for trips, took keys to BCHS for gold Taurus	
5/27/2014 9:30 AM	180	Bus Gar	Athletic Schedules, Other (Provide Description), Vehicle Diagnostics	spoke w/ sub drivers to make sure everyone knows who they are driving for, went to MES to work on bus 7	Bus 07
5/27/2014 12:30 PM	180	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Repair	came back to the garage to get parts and back to MES, checked email, finished logs, no lunch, worked 8hrs	Bus 07
<b>Start : 5/28/2014 (4)</b>					
5/28/2014 7:30 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list	
5/28/2014 9:00 AM	240	Bus Gar	Other (Provide Description), Shop Cleaning	cleaned shop and inventory parts and made list of things needed	
5/28/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	
5/28/2014 1:30 PM	120	Bus Gar	Email, Logs, Meeting - Staff, Other (Provide Description)	spoke w/ driver about how things are going with doc appts., spoke w/ Sharon and found a driver for a day trip, checked email, finished logs for today worked 8hrs.	

[Add new event](#)