








| Start | Minutes | Location | Topic | Short Description | Vehicle |
|------------------------------|---------|----------|---|--|-----------------------------|
| Start : 5/29/2014 (1) | | | | | |
| 5/29/2014 7:30 AM | 480 | Bus Gar | Leave - Administrative, Phone - Staff | used hrs. worked from winter, called Daniel and gave him a list of things to do | |
| Start : 5/30/2014 (1) | | | | | |
| 5/30/2014 7:30 AM | 480 | Bus Gar | Leave - Administrative, Phone - Staff | used hrs worked in the winter, called Daniel talked about things that could be done | |
| Start : 6/2/2014 (4) | | | | | |
| 6/2/2014 7:30 AM | 180 | Bus Gar | Email, Fuel Tank Measurement, Logs, Reports | monitor bus radio, checked email, worked on logs from last week, collect driver reports and stick tanks @ BCHS and VES | |
| 6/2/2014 10:30 AM | 120 | Bus Gar | Parts Ordering, Vehicle Diagnostics, Vehicle Pick Up/Delivery | worked on 01 blue Taurus -picked up and took back to BCHS | 01-Car-Ford Taurus Blue-SAB |
| 6/2/2014 12:30 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/2/2014 1:00 PM | 150 | Bus Gar | Athletic Schedules, Email, Logs, Meeting - Staff, Other (Provide Description), Travel | went to Cov. to pick up parts, met w/ Drivers to hand out what wax I already have, spoke w/ Sarah about running activity buses, called Central and ordered tires, checked email, finished logs, worked 8hrs. | |
| Start : 6/3/2014 (5) | | | | | |
| 6/3/2014 7:30 AM | 120 | Bus Gar | Email, Other (Provide Description), Phone - Staff | monitor bus radio, checked email, spoke w/ Sue about board meeting tonight and about false reports made after our list inservice, made a work list for today | |
| 6/3/2014 9:30 AM | 120 | Bus Gar | Fuel Tank Measurement, Meeting - Others, Other (Provide Description), Phone - Staff | measured tanks @ VES and BCHS, called subs to cover routes for 2 drivers in hospital, met w/ Whiting Jamison -filled tanks | |
| 6/3/2014 11:30 AM | 60 | Bus Gar | Parts Ordering, Phone - Staff | spoke w/ Justin, ordered oil and other shop supplies to start our summer inspection/ services on the buses | |
| 6/3/2014 12:30 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/3/2014 1:00 PM | 150 | Bus Gar | Email, Phone - Staff, Vehicle Diagnostics, Vehicle Inspection | checked email, called subs to cover routes, began summer inspection and service on bus 2, worked 8hrs | |
| Start : 6/4/2014 (4) | | | | | |
| 6/4/2014 7:30 AM | 120 | Bus Gar | Email, Other (Provide Description), Phone - Staff | monitor bus radio, checked email, made a work list, called subs to cover routes. | |
| 6/4/2014 9:30 AM | 180 | Bus Gar | Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair | worked on bus 4 summer inspection / service, replaced all filters, topped off fluids, lubbed, replaced 1 light bulb out | |
| 6/4/2014 12:30 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/4/2014 1:00 PM | 150 | Bus Gar | Meeting - Staff, Parts Ordering, Phone - Staff, Vehicle Fluid Top Off, Vehicle Inspection | finished inspection on bus 4 and helped Daniel w/ bus 2, spoke w/ driver taking the trip this weekend, double check w/ subs for today and coverage for tomorrow, worked 8hrs | |
| Start : 6/5/2014 (3) | | | | | |
| 6/5/2014 7:30 AM | 120 | Bus Gar | Email, Logs, Other (Provide Description) | monitor bus radio, checked email, finished logs from last 2 days, made a work list for today, and checked route coverage a driver, before leaving for today | |

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| 6/5/2014 9:30 AM | 120 | Bus Gar | Vehicle Diagnostics, Vehicle Repair | helped Daniel work on bus 2 and 3 before leaving | Bus 02; Bus 03 |
| 6/5/2014 11:30 AM | 240 | Bus Gar | Leave - Sick | Off due to Dr. appt. | |
| Start : 6/6/2014 (5) | | | | | |
| 6/6/2014 7:30 AM | 90 | Bus Gar | Email, Other (Provide Description) | monitor bus radio, checked email, made a work list | |
| 6/6/2014 9:00 AM | 210 | Bus Gar | Email, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair | inspect and service bus 18, helped Allison w/ MES driver evals | Bus 18 |
| 6/6/2014 12:30 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/6/2014 1:00 PM | 60 | Bus Gar | Vehicle Inspection | checked trans. on blue Taurus @ MES came out of park fine. will get it back on Monday | |
| 6/6/2014 2:00 PM | 90 | Bus Gar | Email, Logs, Vehicle Inspection | helped Daniel finish inspection on bus 10 and 2, checked email, finished logs, worked 8hrs. | |
| Start : 6/9/2014 (3) | | | | | |
| 6/9/2014 7:30 AM | 120 | Bus Gar | Email, Other (Provide Description) | monitor bus radio, checked email, replaced bulb on bus 18, made a work list for today | Bus 18 |
| 6/9/2014 9:30 AM | 180 | Bus Gar | Parts Ordering, Phone - Staff, Vehicle Diagnostics, Vehicle Pick Up/Delivery | received a call that blue taurus was stuck in park, switched out w/ silver taurus @ BCHS | 01-Car-Ford Taurus Blue-SAB |
| 6/9/2014 12:30 PM | 180 | Bus Gar | Email, Lunch, Vehicle Cleaning, Vehicle Inspection, Vehicle Repair | worked on bus 10 - sanding front bumper, wheels and painted, trying to cut back on the rust, checked email, took lunch break, worked 8hrs | |
| Start : 6/10/2014 (5) | | | | | |
| 6/10/2014 7:30 AM | 120 | Bus Gar | Email, Logs, Other (Provide Description) | monitor bus radio, checked email, finished logs from yesterday, made a work list | |
| 6/10/2014 9:30 AM | 90 | Bus Gar | Meeting - Others | met w/ Billy from Whiting Jamison -went over a plan to check and pull water out of the fuel tanks at all 3 schools | |
| 6/10/2014 11:00 AM | 90 | Bus Gar | Vehicle Cleaning | pulled in bus 4 and ran diag. on the engine warning light | |
| 6/10/2014 12:30 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/10/2014 1:00 PM | 150 | Bus Gar | Email, Logs, Meeting - Others, Parts Ordering, Phone - Others, Vehicle Diagnostics | called to check warranty on bus 4, ordered parts, hand out cleaning supplies to drivers, checked email, finished logs for today. worked 8hrs. | |
| Start : 6/11/2014 (6) | | | | | |
| 6/11/2014 7:30 AM | 120 | Bus Gar | Email, Meeting - Others, Other (Provide Description) | monitor bus radio, met w/ inspection trooper, checked email and made a work list | |
| 6/11/2014 9:30 AM | 90 | Bus Gar | Vehicle Fluid Top Off, Vehicle Inspection | inspect and lubed bus 22 | |
| 6/11/2014 11:00 AM | 90 | Bus Gar | Other (Provide Description), Vehicle Inspection | finished inspection on bus 4 and inspect and sign off on fire ext. in garage | |
| 6/11/2014 12:30 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/11/2014 1:00 PM | 60 | Bus Gar | Parts Ordering, Vehicle Diagnostics, Vehicle Repair | worked on blue taurus | 01-Car-Ford Taurus Blue-SAB |
| 6/11/2014 2:00 PM | 90 | Bus Gar | Email, Logs, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair | worked on bus 6, checked email, finished logs for today, worked 8hrs. | Bus 06 |
| Start : 6/12/2014 (5) | | | | | |
| 6/12/2014 7:30 AM | 180 | Bus Gar | Email, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair | monitor bus radio, check email, made a work list for today, Daniel out, worked on bus 10 and bus 18 | Bus 10 |
| 6/12/2014 10:30 AM | 60 | Bus Gar | Fuel Tank Measurement | stick tanks @ VES and BCHS | |
| 6/12/2014 11:30 AM | 90 | Bus Gar | Fuel Reports, Other (Provide Description) | finished fuel reports and ordered fuel to top off tanks | |

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| 6/12/2014 1:00 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/12/2014 1:30 PM | 120 | Bus Gar | Email, Logs, Purchase Orders | worked in invoices, spoke w/ Justin to cover garage this afternoon, checked email, finished logs for today, worked 8hrs | |
| Start : 6/13/2014 (1) | | | | | |
| 6/13/2014 7:30 AM | 480 | Bus Gar | Leave - Sick | OFF | |
| Start : 6/16/2014 (5) | | | | | |
| 6/16/2014 7:30 AM | 240 | Bus Gar | Purchase Orders, Reports | gathered driver reports and worked on po's to turn in to Justin, made calls to be confirm all accounts have a zero balance | |
| 6/16/2014 11:30 AM | 60 | Bus Gar | Vehicle Fluid Top Off, Vehicle Inspection | helped daniel inspect and start service on bus 19 | |
| 6/16/2014 12:30 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/16/2014 1:00 PM | 60 | Bus Gar | Meeting - Others | met w/ Mr. Brown from ECCI | |
| 6/16/2014 2:00 PM | 90 | Bus Gar | Email, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair | helped Daniel work on bus 19 and bus 8, checked email, worked 8hrs. | Bus 19; Bus 08 |
| Start : 6/17/2014 (6) | | | | | |
| 6/17/2014 7:30 AM | 60 | Bus Gar | Email, Logs, Phone - Others | checked email, finished logs from yesterday, spoke w/ Roger from Cummins | |
| 6/17/2014 8:30 AM | 120 | Bus Gar | Vehicle Diagnostics, Vehicle Inspection, Vehicle Repair | helped Daniel inspect bus 8, worked on bus 3 | Bus 03 |
| 6/17/2014 10:30 AM | 120 | Bus Gar | Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair | inspect bus 15 | Bus 15 |
| 6/17/2014 12:30 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/17/2014 1:00 PM | 90 | Bus Gar | Travel | test drove 01 Taurus after repairs before putting back on the road | 00-Car-Ford Taurus Green-SAB |
| 6/17/2014 2:30 PM | 60 | Bus Gar | Email, Logs, Other (Provide Description), Shop Cleaning | cleaned shop, hooked up trailer to haul tires tomorrow,checked email, finished logs for today worked 8hrs. | |
| Start : 6/18/2014 (4) | | | | | |
| 6/18/2014 7:30 AM | 180 | Bus Gar | Email, Shop Cleaning | checked email, cleaned shop and hauled off old tires | |
| 6/18/2014 10:30 AM | 120 | Bus Gar | Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair | inspected bus 16 and replaced upper ball joint fitting on left side | Bus 16 |
| 6/18/2014 12:30 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/18/2014 1:00 PM | 150 | Bus Gar | Purchase Orders, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection | finished po's, inspect bus 5 | |
| Start : 6/19/2014 (6) | | | | | |
| 6/19/2014 7:00 AM | 90 | Bus Gar | Email, Logs, Meeting - Others | met w/ tire guy, finished logs from yesterday, checked email | |
| 6/19/2014 8:30 AM | 150 | Bus Gar | Vehicle Repair | replaced and balanced front tires on bus 5 and 15 | |
| 6/19/2014 11:00 AM | 90 | Bus Gar | Vehicle Repair | replaced and balanced both front tires on bus 16 and finished inspection | |
| 6/19/2014 12:30 PM | 30 | Bus Gar | Lunch | took lunch break | |
| 6/19/2014 1:00 PM | 60 | Bus Gar | Meeting - Others | met w/ Cummins Rep. and compared a few different parts prices | |
| 6/19/2014 2:00 PM | 90 | Bus Gar | Route Review | looked at and drove roads looking at route changes for next year, worked 8.5hrs | |
| Start : 6/20/2014 (5) | | | | | |

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| 6/20/2014 7:30 AM | 60 | Bus Gar | Vehicle Fluid Top Off, Vehicle Inspection | helped Daniel start inspection and lube bus 7  NEW | |
| 6/20/2014 8:30 AM | 240 | Bus Gar | Logs, Route Review | began looking at other route changes and driving roads, finished logs from yesterday  NEW | |
| 6/20/2014 12:30 PM | 30 | Bus Gar | Lunch | took lunch break  NEW | |
| 6/20/2014 1:00 PM | 60 | Bus Gar | Route Review | entered a few route changes in the computer to look at times and load numbers  NEW | |
| 6/20/2014 2:00 PM | 90 | Bus Gar | Email, Logs, Vehicle Fluid Top Off, Vehicle Repair | helped Daniel finish servicing bus 7, checked email, cleaned shop, finished logs for today, worked 8hrs.  NEW | Bus 07 |

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