



Pupil Transportation ▶ Transportation Director Log Monthly Report

Start	Minutes	Location	Topic	Short Description	Vehicle
Start : 7/17/2014 (4)					
7/17/2014 7:00 AM	270	Bus Gar	Other (Provide Description), Shop Cleaning, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	empty oil barrel and cleaned pit, inspect truck from BCHS and blue GMC	07-Truck-GMC Blue-TRANS
7/17/2014 11:30 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery	inspect Ford 500 and took back to SBO	07-Car-Ford 500-SUPT
7/17/2014 1:00 PM	60	Bus Gar	Lunch	took lunch break	
7/17/2014 2:00 PM	180	Bus Gar	Email, Logs, Vehicle Pick Up/Delivery	disassembled rear brakes on S-10 and removed broken cable, checked email, finished logs for today, worked 10hrs	
Start : 8/4/2014 (3)					
8/4/2014 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	checked email and got material ready for in-service @ Fire House	
8/4/2014 8:30 AM	240	Bus Gar	Inservice - Presentation	had driver inservice @ Fire House, drug testing, took lunch break	
8/4/2014 12:30 PM	180	Bus Gar	Email, Fuel Reports, Logs, Other (Provide Description), Vehicle Repair	replaced some of the first aid kits in buses that were out of date, worked on bus 17, went over invoices from when i was off, started fuel reports, checked email and finished logs for today, worked 8hrs	Bus 17
Start : 8/5/2014 (6)					
8/5/2014 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	checked email, gathered papers for CPR class @ Fire House	
8/5/2014 8:30 AM	210	Bus Gar	Inservice - Presentation	attend CPR class @ Fire House and helped clean up	
8/5/2014 12:00 PM	90	Bus Gar	Meeting - Staff	met w/ driver after CPR class to go over route changes as we see them for this up coming year and by consolidating a route this also means people will need to step up to help out with trips	
8/5/2014 1:30 PM	30	Bus Gar	Lunch	Daniel and I took lunch break	
8/5/2014 2:00 PM	90	Bus Gar	Logs, Vehicle Fluid Top Off, Vehicle Repair	worked on 00 Taurus, bus 17 and finished logs for today	00-Car-Ford Taurus Green -SAB; Bus 17
8/5/2014 3:30 PM	60	Bus Gar	Email, Route Review	revised routes and driver's home schools for this year and emailed to Sharon and Sue, worked 9hrs	
Start : 8/6/2014 (7)					
8/6/2014 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	checked email, got papers together to take to BCHS, spoke w/ Daniel about bus 8	
8/6/2014 8:30 AM	60	Bus Gar	Fuel Reports, Fuel Tank Measurement	stuck tanks @ BCHS and replaced fuel sheets	
8/6/2014 9:30 AM	60	Bus Gar	Vehicle Diagnostics	worked on bus 8	Bus 08
8/6/2014 10:30 AM	120	Bus Gar	Other (Provide Description), Phone - Staff	received a call from SBO of a strong diesel smell @ BCHS recycle containers, went to BCHS checked area for odor, and or any leaks, met w/ Mark and Justin - neither of the three of us could smell any odor nor did I find any signs of leaks or anything else	Bus 08
8/6/2014 12:30 PM	60	Bus Gar	Phone - Staff	got a call from Jeff Hicks -working on something @ BCHS and needed to come down to borrow some parts -met w/ Jeff	
8/6/2014 1:30 PM	30	Bus Gar	Lunch	Daniel and I took lunch break	

8/6/2014 2:00 PM	90	Bus Gar	Email, Logs, Meeting - Others, Vehicle Repair	repaired bus 8, met w/ Chance from Snap On and ordered some tools, checked email, finished logs for today, worked 8hrs.	
Start : 8/7/2014 (3)					
8/7/2014 7:30 AM	330	Bus Gar	Email, Phone - Others, Phone - Staff, Route Review	checked email, helped Daniel work on bus 8, spoke w/ Sharon about route changes, spoke w/ driver about route and road conditions to see if VDOT could cut a few things back, spoke w/ a couple parents about bus stops and pick up times	Bus 08
8/7/2014 1:00 PM	30	Bus Gar	Lunch	Daniel and I took lunch break	
8/7/2014 1:30 PM	120	Bus Gar	Logs, Vehicle Diagnostics, Vehicle Repair	Daniel and I checked starting of buses -test and replaced batteries on bus 8 and 19, checked email, finished logs for today, worked 8hrs.	
Start : 8/8/2014 (5)					
8/8/2014 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Phone - Staff	checked email, looked over route changes for this year before going to the papers, looked over fall sports schedule, spoke w/ Sharon about one of the routes and having to go look at a turnaround before sending copies to the papers	
8/8/2014 9:00 AM	180	Bus Gar	Phone - Others, Phone - Staff, Route Review	went to Burnsville to look at a place to turnaround at the Highland line, spoke with the parent about using the in-laws driveway, notified Sharon everything is a go	
8/8/2014 12:00 PM	90	Bus Gar	Vehicle Diagnostics	Daniel and I worked on bus 8	Bus 08
8/8/2014 1:30 PM	30	Bus Gar	Lunch	Daniel and I took lunch break	
8/8/2014 2:00 PM	120	Bus Gar	Athletic Schedules, Logs, Other (Provide Description)	took spare bus books to SBO, worked on travel schedule, finished logs for today, worked 8.5hrs	
Start : 8/11/2014 (4)					
8/11/2014 7:30 AM	330	Bus Gar	Email, Other (Provide Description), Phone - Others, Phone - Staff, Vehicle Repair	checked email, sent new route changes to BCHS and VES for review, spoke w/ parents about bus stops and pickup times, worked on bus 8, got an email saying Mike from DOE was coming by to inspect transportation	Bus 08
8/11/2014 1:00 PM	30	Bus Gar	Lunch	Daniel and I took lunch	
8/11/2014 1:30 PM	60	Bus Gar	Vehicle Repair	Daniel and I finished bus 8	Bus 08
8/11/2014 2:30 PM	60	Bus Gar	Logs, Shop Cleaning	cleaned shop, checked email and finished logs for today, worked 8hrs	
Start : 8/12/2014 (6)					
8/12/2014 7:30 AM	180	Bus Gar	Email, Phone - Staff, Vehicle Inspection	checked email, looked over buses still here to see that they all start, looked over bus 10 -replaced a seat cover and ordered a new jack handle for the lift, spoke w/ Sharon about transportation files	
8/12/2014 10:30 AM	60	Bus Gar	Vehicle Inspection	inspect van 20 and ordered parts	
8/12/2014 11:30 AM	120	Bus Gar	Meeting - Staff	met w/ driver, went over route changes and drove route in a bus to get a better idea of the time	
8/12/2014 1:30 PM	30	Bus Gar	Lunch	took lunch break	
8/12/2014 2:00 PM	60	Bus Gar	Reports	worked on reports and filing	
8/12/2014 3:00 PM	150	Bus Gar	Other (Provide Description), Phone - Staff, Vehicle Diagnostics, Vehicle Repair	received a call from driver that bus broke down @ Warm Springs Pools	Bus 03
Start : 8/13/2014 (5)					
8/13/2014 7:30 AM	90	Bus Gar	Email, Vehicle Diagnostics, Vehicle Repair	checked email, looked over bus 3 again and repaired	Bus 03
8/13/2014 9:00 AM	60	Bus Gar	Vehicle Inspection	replaced back up lights on van 20	
8/13/2014 10:00 AM	180	Bus Gar	Other (Provide Description), Vehicle Repair	worked on bus 11	Bus 11

8/13/2014 1:00 PM	30	Bus Gar	Lunch	Daniel and I took lunch	
8/13/2014 1:30 PM	120	Bus Gar	Email, Logs, Phone - Staff, Vehicle Repair	continue working on bus 11, spoke w/ Sharon about driver reports, checked email, finished logs for today, worked 8hrs	
Start : 8/14/2014 (4)					
8/14/2014 7:30 AM	90	Bus Gar	Email, Vehicle Repair	checked email, continued taking bus 11 apart for injection pump	
8/14/2014 9:00 AM	270	Bus Gar	Meeting - Others, Reports, Travel	met w/ Mike from DOE for our inspection -checked 4 buses, went to SBO where we met w/ Sharon to check reports processes and procedures BCPS use	
8/14/2014 1:30 PM	30	Bus Gar	Lunch	took lunch break	
8/14/2014 2:00 PM	120	Bus Gar	Meeting - Others, Other (Provide Description)	Mike and I came back to the garage went over paper work from inspection, worked 8.5hrs	
Start : 8/15/2014 (5)					
8/15/2014 7:30 AM	180	Bus Gar	Email, Other (Provide Description), Route Review	checked email, filed paper work from inspection, looked at 2 route turn arounds	
8/15/2014 10:30 AM	120	Bus Gar	Other (Provide Description)	went to Covington to pick up parts for bus 11, spoke w/ parents about new bus stops and routes	
8/15/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/15/2014 1:00 PM	120	Bus Gar	Other (Provide Description), Route Review	spoke w/ Sue, went to Mtn Grove to check roads in case a bus is used Saturday for funeral, came back to SBO met w/ Sue and Sharon	
8/15/2014 3:00 PM	180	Bus Gar	Route Review	went to Millboro to talk w/ a parent on Rt 39 about changing their stop and Rt 42 to talk w/ parent about keeping their stop where it is, worked 10.5hrs	
Start : 8/18/2014 (3)					
8/18/2014 7:30 AM	270	Bus Gar	Email, Logs, Meeting - Staff, Phone - Others, Vehicle Pick Up/Delivery	checked email, finished logs from last week, met w/ drivers about new stops and times, spoke w/ parent about bus #'s and times, dropped car off @ BCHS for tomorrow	
8/18/2014 12:00 PM	30	Bus Gar	Lunch	Daniel and I took lunch break	
8/18/2014 12:30 PM	300	Bus Gar	Vehicle Pick Up/Delivery	Daniel and I picked up and delivered cars from MES, BCHS, SBO, Burnsville and Millboro, worked 10hrs	
Start : 8/19/2014 (5)					
8/19/2014 8:30 AM	120	Bus Gar	Meeting - Staff, Phone - Others, Phone - Staff	switch hours w/ Daniel, met w/ drivers about routes, spoke w/ parents, schools and drivers about drop off and pick up times, met w/ Daniel about phone calls	
8/19/2014 10:30 AM	120	Bus Gar	Other (Provide Description), Phone - Others, Phone - Staff	took calls about stops, diag. air leak in shop and repaired	
8/19/2014 12:30 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	checked email and finished logs from yesterday, answered more questions about stops	
8/19/2014 1:30 PM	30	Bus Gar	Lunch	Daniel and I took lunch break	
8/19/2014 2:00 PM	210	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others, Phone - Staff, Travel	answered more calls, monitor bus radio, notified activity drivers there would be practice @ VES, took a student home from VES, checked email, finished logs for today, worked 9hrs	
Start : 8/20/2014 (6)					
8/20/2014 8:30 AM	120	Bus Gar	Phone - Others, Route Review	switch hrs. w/ Daniel for this week, spoke w/ parents about bus stop and changing some of the drop off points	
8/20/2014 10:30 AM	60	Bus Gar	Meeting - Staff, Phone - Staff	met w/ Jimmie about cleaning the spare buses, met w/ Mark about having mulch dropped in back lot for play ground, spoke w/ Sonny wants me to adjust a couple things on his bus	
8/20/2014 11:30 AM	90	Bus Gar	Vehicle Diagnostics	went to BCHS worked on bus 15	Bus 15
8/20/2014 1:00 PM	30	Bus Gar	Lunch	Daniel and I took lunch break	

8/20/2014 1:30 PM	90	Bus Gar	Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	worked on bus 4	Bus 04
8/20/2014 3:00 PM	120	Bus Gar	Email, Logs, Meeting - Others, Other (Provide Description), Phone - Others, Phone - Staff	spoke w/ Sue -update on bus stops and possible changes, spoke w/ Sharon about subs and route coverage this week, checked email, met w/ teacher from VES aired tires, met w/ Kenny, finished logs for today, worked 8.5hrs	
Start : 8/21/2014 (6)					
8/21/2014 8:30 AM	60	Bus Gar	Meeting - Staff, Other (Provide Description)	called for bus 15 to come to the garage for repairs, met w/ Daniel about the lights coming on bus 12 this morning	
8/21/2014 9:30 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 15	Bus 17
8/21/2014 11:00 AM	210	Bus Gar	Fuel Reports	finished fuel reports for schools and got everything up to date	
8/21/2014 2:30 PM	45	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 10 and 19	Bus 10; Bus 19
8/21/2014 3:15 PM	30	Bus Gar	Lunch	took lunch break	
8/21/2014 3:45 PM	75	Bus Gar	Email, Logs, Meeting - Others	spoke w/ guys working on play ground about locking gates, checked email, called VDOT about pot holes on Rt 625, finished logs, worked 8.5hrs	
Start : 8/22/2014 (5)					
8/22/2014 9:00 AM	90	Bus Gar	Email, Meeting - Others, Meeting - Staff, Phone - Staff	checked email, called driver left a message about route times, spoke w/ driver about load count and times, met w/ trooper about putting school zone signs @ BCHS, called and notified parent we are looking at all routes and theirs is under review	
8/22/2014 10:30 AM	120	Bus Gar	Meeting - Staff, Phone - Staff	met w/ Sue and Sharon about bus routes, called and talked to driver about times	
8/22/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/22/2014 1:00 PM	120	Bus Gar	Email, Logs, Vehicle Pick Up/Delivery	fueled bus 16 and took to BCHS to be used on a route, checked email, finished logs for today	
8/22/2014 3:00 PM	150	Bus Gar	Route Review	meet driver @ BCHS to ride route to see if we can change anything	
Start : 8/25/2014 (5)					
8/25/2014 9:00 AM	120	Bus Gar	Email, Vehicle Diagnostics, Vehicle Repair	switched hrs. w/Daniel this week, checked email, worked on bus 3	Bus 03
8/25/2014 11:00 AM	90	Bus Gar	Travel, Vehicle Diagnostics, Vehicle Repair	Daniel and I went to MES to work on bus 5	Bus 05
8/25/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/25/2014 1:00 PM	90	Bus Gar	Phone - Others, Phone - Staff	spoke w/ parent about bus stops and spoke w/ BCHS about activity buses and where practice would be today and notified the drivers	
8/25/2014 2:30 PM	150	Bus Gar	Email, Logs, Shop Cleaning	clean shop, monitor radio, checked email, finished logs for today, worked 8hrs	
Start : 8/26/2014 (6)					
8/26/2014 9:00 AM	120	Bus Gar	Email, Phone - Others, Shop Cleaning	checked email, emailed Sue w/ a update with route changes/ times, cleaned shop -hauling off old tires to recycle	
8/26/2014 11:00 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair	took spare bus parked @ MES, worked on bus 7	Bus 07
8/26/2014 1:00 PM	30	Bus Gar	Lunch	Daniel and I took lunch break	
8/26/2014 1:30 PM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 22	Bus 22
8/26/2014 2:30 PM	120	Bus Gar	Auction	begin to prep bus 13 for auction	
8/26/2014 4:30 PM	30	Bus Gar	Email, Logs, Vehicle Diagnostics	checked email, diag. bus 3, finished logs, worked 8hrs	Bus 03

Start : 8/27/2014 (5)

8/27/2014 9:00 AM	90	Bus Gar	Email, Purchase Orders	checked email, finished po's to send to SBO, spoke w/ ARCET driver -replaced tanks for our torch	
8/27/2014 10:30 AM	180	Bus Gar	Phone - Staff, Vehicle Diagnostics, Vehicle Repair	Daniel and I worked on silver Taurus, spoke w/ Sharon about using a car if this one didn't get finished in time	05-Car-Ford Taurus Silver -SAB
8/27/2014 1:30 PM	90	Bus Gar	Vehicle Repair	worked on bus 3	Bus 03
8/27/2014 3:00 PM	30	Bus Gar	Lunch	took lunch break	
8/27/2014 3:30 PM	90	Bus Gar	Athletic Schedules, Email, Logs, Other (Provide Description)	made a copy of sports schedule to give bus 18, pulled bus 13 back in to work on, checked email, met driver @ VES, finished logs for today, worked 8hrs.	

Start : 8/28/2014 (6)

8/28/2014 7:30 AM	120	Bus Gar	Auction, Email, Other (Provide Description)	monitor bus radio, checked email, had bus tires delivered for stock- put those away, worked on preparing bus 13 for the auction NEW	
8/28/2014 9:30 AM	120	Bus Gar	Vehicle Diagnostics	worked on silver Taurus NEW	05-Car-Ford Taurus Silver -SAB
8/28/2014 11:30 AM	90	Bus Gar	Vehicle Cleaning, Vehicle Diagnostics, Vehicle Repair	worked on blue Taurus NEW	01-Car-Ford Taurus Blue-SAB
8/28/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break NEW	
8/28/2014 1:30 PM	60	Bus Gar	Vehicle Repair	worked on silver Taurus NEW	05-Car-Ford Taurus Silver -SAB
8/28/2014 2:30 PM	90	Bus Gar	Athletic Schedules, Email, Logs, Phone - Others	called Fisher's about the bad rotors, checked email, assigned Band trips, spoke w/ Paul coming to work on internet, spoke w/ Justin -covering garage for Daniel, finished logs for today, worked 8.5hrs NEW	

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