



Pupil Transportation ▶ Transportation Director Log Monthly Report

Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 9/2/2014 (6)</b>					
9/2/2014 8:00 AM	90	Bus Gar	Other (Provide Description), Phone - Others, Phone - Staff, Route Review	spoke w/ a few drivers, got pick up & drop off times, spoke w/ driver said VDOT put school bus stop sign in the wrong area, notified Tim @ VDOT	
9/2/2014 9:30 AM	120	Bus Gar	Fuel Reports, Fuel Tank Measurement	stuck fuel tanks @ BCHS and VES -worked on fuel reports	
9/2/2014 11:30 AM	90	Bus Gar	Vehicle Diagnostics	took bus 15 from BCHS on a test drive	Bus 15
9/2/2014 1:00 PM	60	Bus Gar	Lunch, Vehicle Pick Up/Delivery	took bus 15 back to BCHS and Daniel and I took lunch break	
9/2/2014 2:00 PM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	Daniel and I inspected bus 3 and topped off fluids	
9/2/2014 3:00 PM	120	Bus Gar	Auction, Email, Logs, Other (Provide Description)	brought in 93 crown vic -prep for auction, checked email, finished logs for today, worked 9hrs., prep for SBO meeting tonight	
<b>Start : 9/3/2014 (6)</b>					
9/3/2014 9:00 AM	60	Bus Gar	Email, Vehicle Repair	checked email, worked on bus 3	Bus 03
9/3/2014 10:00 AM	150	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	took bus 3 to BCHS picked up bus 4 and bus 8, worked on bus 4	Bus 04
9/3/2014 12:30 PM	30	Bus Gar	Lunch	Daniel and I took lunch break	
9/3/2014 1:00 PM	90	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	ordered parts for bus 4, worked on bus 8	Bus 08
9/3/2014 2:30 PM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 2	Bus 02
9/3/2014 4:00 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	worked on inclement weather routes and driver call chain and emailed to SBO, checked email, finished logs for today, pulled dump truck in to prep for auction, worked 8hrs	
<b>Start : 9/4/2014 (5)</b>					
9/4/2014 9:00 AM	60	Bus Gar	Email, Other (Provide Description), Phone - Staff	checked email, adjusted tire pressure on bus 8 and tightened screws in the control panel, spoke w/ Sharon about going to SBO for a meeting	
9/4/2014 10:00 AM	150	Bus Gar	Meeting - Others, Meeting - Staff	Met w/ Sue, Sharon and Mike B. about consolidating routes and what all is involved, as well as what factors into making the decision to consolidate a route	
9/4/2014 12:30 PM	30	Bus Gar	Lunch	Daniel and I took lunch break	
9/4/2014 1:00 PM	120	Bus Gar	Vehicle Cleaning, Vehicle Fluid Top Off	checked over van 20, topped off fluids and cleaned before going out on a trip today	
9/4/2014 3:00 PM	120	Bus Gar	Email, Logs, Shop Cleaning	cleaned up around shop, checked email, finished logs for today, worked 8hrs.	
<b>Start : 9/5/2014 (7)</b>					
9/5/2014 9:00 AM	90	Bus Gar	Email, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	checked email, ordered fuel, worked on bus 10	Bus 10
9/5/2014 10:30 AM	90	Bus Gar	Meeting - Others, Other (Provide Description), Travel	went to Millboro to meet a parent and look at a bus stop, dropped papers off on bus 18 at BCHS	

9/5/2014 12:00 PM	30	Bus Gar	Lunch	took lunch break	
9/5/2014 12:30 PM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 6	Bus 06
9/5/2014 2:00 PM	60	Bus Gar	Meeting - Staff	met with drivers about bus schedules	
9/5/2014 3:00 PM	60	Bus Gar	Meeting - Others, Other (Provide Description), Vehicle Pick Up/Delivery	took Daniel to BCHS to bring spare bus back to the garage before tonights game, met w/ Trooper May about going to court about someone passing a bus while at a stop	
9/5/2014 4:00 PM	60	Bus Gar	Auction, Email, Logs	helped Mark unload things for the auction, checked email, finished logs for today, worked 8hrs	
<b>Start : 9/8/2014 (5)</b>					
9/8/2014 7:30 AM	240	Bus Gar	Meeting - Staff, Other (Provide Description)	Spoke w/ drivers on the radio about bringing buses in for inspection, met w/ Sue and drivers @ SBO to discuss route changing and start a letter to send to parents	
9/8/2014 11:30 AM	120	Bus Gar	Email, Other (Provide Description), Parts Ordering, Vehicle Diagnostics	made changes to the letter and checked email, looked over bus 5 and ordered parts	
9/8/2014 1:30 PM	30	Bus Gar	Lunch	took lunch break	
9/8/2014 2:00 PM	60	Bus Gar	Meeting - Others	met w/ Fred from ECCI - ordered supplies for shop	
9/8/2014 3:00 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Parts Ordering	checked and ordered a new nozzle for diesel pump @ garage, monitor bus radio, checked email, sent info to SBO for auction, finished logs, worked 9.5hrs	
<b>Start : 9/9/2014 (6)</b>					
9/9/2014 9:00 AM	150	Bus Gar	Email, Fuel Reports, Reports	checked email, looked over reports, worked on fuel report, worked on getting va codes and reports together for court	
9/9/2014 11:30 AM	120	Bus Gar	Meeting - Staff, Other (Provide Description)	inspect fire extinguishers, met w/ driver to see how the first morning of the new route change worked out	
9/9/2014 1:30 PM	30	Bus Gar	Lunch	took lunch break	
9/9/2014 2:00 PM	60	Bus Gar	Other (Provide Description), Phone - Staff	driver called in sick, looked for subs to cover routes	
9/9/2014 3:00 PM	60	Bus Gar	Other (Provide Description), Shop Cleaning	cleaned shop and finished prep on bus for the auction	
9/9/2014 4:00 PM	60	Bus Gar	Email, Logs, Other (Provide Description), Phone - Staff	received a call -another driver out the rest of the week, looked over schedules to see how many subs we need and where, checked emails, finished logs for today, will meet w/ and call drivers tonight for route coverage the rest of the week, worked 8hrs	
<b>Start : 9/10/2014 (5)</b>					
9/10/2014 9:00 AM	180	Bus Gar	Email, Meeting - Others, Route Review	met w/ VDOT about bus stop signs, drove our revised route and timed, checked email, emailed Sue the times of the routes and about VDOT meeting, found drivers to cover routes for today and tomorrow	
9/10/2014 12:00 PM	60	Bus Gar	Other (Provide Description)	helped repair wires on a truck from the county land fill	
9/10/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	
9/10/2014 1:30 PM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 11	Bus 11
9/10/2014 3:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Shop Cleaning	checkd on drivers for tomorrow, worked on drivers for trip Friday night, checked email, cleaned shop, finished logs for today, worked 8hrs	
<b>Start : 9/11/2014 (5)</b>					
9/11/2014 9:00 AM	90	Bus Gar	Email, Phone - Others, Phone - Staff	checked email, spoke w/ Sharon -decided we will only run 1 bus Friday and notified coaches and drivers, spoke w/ Mr. B from VDOT explained where we needed signs on Rt. 220	
9/11/2014 10:30 AM	180	Bus Gar	Email, Travel, Vehicle Diagnostics, Vehicle Repair	got tools and parts together, went to MES to work on bus 17, notified Sharon by email	Bus 17
9/11/2014 1:30 PM	30	Bus Gar	Lunch	Daniel and I took lunch break	

9/11/2014 2:00 PM	90	Bus Gar	Other (Provide Description), Phone - Staff	spoke w/ BCHS about revised routes, Daniel and I worked on getting 1st of the year miles for SBO
9/11/2014 3:30 PM	90	Bus Gar	Athletic Schedules, Email, Logs, Shop Cleaning	revised travel schedule, checked email, cleaned restroom and took out trash, finished logs, worked 8hrs.

**Start : 9/12/2014 (7)**

9/12/2014 9:00 AM	90	Bus Gar	Meeting - Staff, Phone - Staff	met w/ Daniel and got route times and head count on bus 18, called drivers to get feed back, went to SBO to pass along the findings
9/12/2014 10:30 AM	90	Bus Gar	Email, Phone - Others	checked email, spoke w/ Sue called parents to get feedback, emailed Sue all info as it came in
9/12/2014 12:00 PM	90	Bus Gar	Phone - Others, Phone - Staff, Vehicle Fluid Top Off	spoke w/ schools about bus stops, replaced school bus decal on bus 23 front and rear, checked over and fueled van 20 before going out on trip
9/12/2014 1:30 PM	30	Bus Gar	Meeting - Others	met w/ parent to discuss the revised route and how the changes were in fact a positive thing
9/12/2014 2:00 PM	30	Bus Gar	Lunch	Daniel and I took lunch break
9/12/2014 2:30 PM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	Daniel and I worked on bus 14 <span style="float: right;">Bus 14</span>
9/12/2014 4:00 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	bring in new diesel oil barrell and set up to the pump, checked email, finished logs, worked 8hrs

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