



Pupil Transportation ▶ Transportation Director Log Monthly Report

Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 9/12/2014 (7)</b>					
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	Bus 14
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	
<b>Start : 10/1/2014 (4)</b>					
10/1/2014 9:00 AM	210	Bus Gar	Email, Fuel Reports, Fuel Tank Measurement, Other (Provide Description)	back to work, checked email, worked on fuel reports and stuck tanks @ VES and BCHS	
10/1/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/1/2014 1:00 PM	150	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel work on bus 2	Bus 02
10/1/2014 3:30 PM	90	Bus Gar	Other (Provide Description), Reports, Shop Cleaning	caught up on paper work, monitor bus radio, checked email, and cleaned shop, worked 8hrs.	
<b>Start : 10/2/2014 (4)</b>					
10/2/2014 9:00 AM	210	Bus Gar	Email, Shop Cleaning	checked email and helped Daniel clean up outside of shop	
10/2/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/2/2014 1:00 PM	120	Bus Gar	Phone - Staff	called drivers to cover trips and routes, spoke w/ sub driver about air pressure on buses and the importance of having the air pressure built up before moving the bus	
10/2/2014 3:00 PM	120	Bus Gar	Email, Other (Provide Description), Reports	filed a few reports, checked email and monitored bus radio, worked 8hrs	
<b>Start : 10/3/2014 (6)</b>					
10/3/2014 9:00 AM	90	Bus Gar	Email, Other (Provide Description)	checked email, helped Daniel haul off a few tires	
10/3/2014 10:30 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 3	
10/3/2014 12:00 PM	30	Bus Gar	Lunch	took lunch break	
10/3/2014 12:30 PM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 4	
10/3/2014 2:00 PM	60	Bus Gar	Meeting - Staff	met with drivers	

10/3/2014 3:00 PM	120	Bus Gar	Email, Other (Provide Description)	checked email, monitor bus radio, worked 8hrs	
<b>Start : 10/6/2014 (4)</b>					
10/6/2014 9:00 AM	120	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	checked email, helped Daniel work on bus 5	Bus 05
10/6/2014 11:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect bus 6	Bus 06
10/6/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/6/2014 1:00 PM	240	Bus Gar	Email, Logs, Other (Provide Description), Parts Ordering, Vehicle Diagnostics, Vehicle Repair	worked on bus 11, ordered parts, inspect fire extinguishers inside the garage, monitor bus radio, checked email, finished logs from last week and today, worked 8hrs	Bus 11
<b>Start : 10/7/2014 (4)</b>					
10/7/2014 9:00 AM	180	Bus Gar	Athletic Schedules, Email, Vehicle Diagnostics, Vehicle Repair	checked email, worked on bus 4, revised travel schedule and gave copies to drivers	Bus 04
10/7/2014 12:00 PM	30	Bus Gar	Lunch	took lunch break	
10/7/2014 12:30 PM	150	Bus Gar	Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	met w/ central tire -dropped off tires and picked up 2 sets to have retreaded, worked on bus 8	Bus 08
10/7/2014 3:00 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Reports, Shop Cleaning	straighten tire shed, monitor bus radio, checked email, checked over invoice statements, signed reports to send to SBO, finished logs for today, worked 8hrs	
<b>Start : 10/8/2014 (5)</b>					
10/8/2014 9:00 AM	150	Bus Gar	Email, Vehicle Diagnostics, Vehicle Repair	checked email, worked on bus 18 and bus 4	Bus 18; Bus 04
10/8/2014 11:30 AM	30	Bus Gar	Phone - Staff	spoke w/ driver about accident that happened over a week ago, asked about damage and why the garage wasn't notified	
10/8/2014 12:00 PM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Pick Up/Delivery	Daniel and I checked over the 00 Taurus and topped off fluids before taking to Millboro to be used for SPED	
10/8/2014 2:00 PM	30	Bus Gar	Lunch	took lunch break	
10/8/2014 2:30 PM	150	Bus Gar	Email, Other (Provide Description), Shop Cleaning	spoke w/ Drivers, monitor bus radio, checked email, cleaned shop, worked 8hrs	
<b>Start : 10/9/2014 (5)</b>					
10/9/2014 9:00 AM	150	Bus Gar	Email, Meeting - Staff, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	checked email, met w/ driver, checked over bus 12 from accident, worked on Ford 500 and delivered	07-Car-Ford 500-SUPT
10/9/2014 11:30 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	Daniel and I worked on sil. Taurus -LF tire leaking air	05-Car-Ford Taurus Silver-SAB
10/9/2014 12:30 PM	30	Bus Gar	Lunch	took lunch	
10/9/2014 1:00 PM	120	Bus Gar	Other (Provide Description), Parts Ordering, Vehicle Diagnostics	Daniel and I worked on bus 6	Bus 06
10/9/2014 3:00 PM	120	Bus Gar	Email, Logs, Other (Provide Description)	checked email, catch up on logs and monitored bus radio, worked 8hrs	
<b>Start : 10/10/2014 (5)</b>					
10/10/2014 9:00 AM	60	Bus Gar	Email, Phone - Staff	checked email, spoke w/ Sharon about transportation report, looked over payroll report and signed to go back to SBO	
10/10/2014 10:00 AM	180	Bus Gar	Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	Daniel and I went to MES to work on bus 12 and 5 in the rain, stopped by BCS and picked up 2 batteries just in case to take with us, brought old batteries back for core	Bus 12; Bus 05
10/10/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	

10/10/2014 1:30 PM	60	Bus Gar	Email, Logs	checked email and worked on logs	
10/10/2014 2:30 PM	150	Bus Gar	Email, Logs, Other (Provide Description), Phone - Staff, Shop Cleaning	helped Daniel finish inspection on bus 10, spoke w/ car driver about schedule, cleaned shop and took out trash, checked email, finished logs for today, worked 8hrs.	
<b>Start : 10/13/2014 (5)</b>					
10/13/2014 9:00 AM	150	Bus Gar	Email, Reports	checked email made a work list, looked over transportation report and went over changes with Sharon before sending off	
10/13/2014 11:30 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	Daniel and I worked on bus 11	Bus 11
10/13/2014 1:30 PM	30	Bus Gar	Lunch	took lunch break	
10/13/2014 2:00 PM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	Daniel and I checked over S-10 and topped off fluids	
10/13/2014 3:00 PM	120	Bus Gar	Email, Other (Provide Description), Shop Cleaning	monitor bus radio, cleaned shop tools and put away, checked email, worked 8hrs	
<b>Start : 10/14/2014 (4)</b>					
10/14/2014 9:00 AM	210	Bus Gar	Email, Vehicle Fluid Top Off, Vehicle Pick Up/Delivery, Vehicle Repair	checked email, went to BCHS picked up gold Taurus for repairs and took back	05-Car-Ford Taurus Gold -DRED
10/14/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/14/2014 1:00 PM	150	Bus Gar	Athletic Schedules, Email, Logs, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	assign extended day trip driver, checked email, helped Daniel inspect bus 14, worked on getting caught up on logs	Bus 14
10/14/2014 3:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, stock parts and made a list of things needed, checked email, finished logs, worked 8hrs	
<b>Start : 10/15/2014 (5)</b>					
10/15/2014 9:00 AM	150	Bus Gar	Leave - Administrative, Other (Provide Description)	went to court over individual passing a bus while the bus was making a stop	
10/15/2014 11:30 AM	30	Bus Gar	Meeting - Staff	met with Justin and Sharon @ SBO	
10/15/2014 12:00 PM	30	Bus Gar	Lunch	took lunch break	
10/15/2014 12:30 PM	150	Bus Gar	Travel, Vehicle Diagnostics, Vehicle Inspection, Vehicle Repair	Daniel and I went to MES to work on bus 7 and inspect bus 16	Bus 07; Bus 16
10/15/2014 3:00 PM	120	Bus Gar	Athletic Schedules, Email, Fuel Reports, Logs, Other (Provide Description)	finished fuel reports, checked email, assign trip driver for band, checked email, helped Jimmy fill out a evacuation drill form, finished logs, worked 8hrs	
<b>Start : 10/16/2014 (1)</b>					
10/16/2014 9:00 AM	480	Bus Gar	Leave - Sick	Dr. appt. in Roanoke	
<b>Start : 10/17/2014 (5)</b>					
10/17/2014 9:00 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 18	Bus 18
10/17/2014 11:00 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change, Vehicle Pick Up/Delivery	worked on blue Impala	
10/17/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	
10/17/2014 1:30 PM	120	Bus Gar	Parts Ordering, Vehicle Diagnostics	worked on bus 6 and bus 11	Bus 06; Bus 11
10/17/2014 3:30 PM	90	Bus Gar	Email, Reports, Shop Cleaning	checked email, sort and filed all pre-trip reports, cleaned shop, worked 8hrs	
<b>Start : 10/20/2014 (6)</b>					
10/20/2014 8:00 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on Ranger	85-Truck-Ford Ranger -SAB

10/20/2014 9:00 AM	90	Bus Gar	Phone - Others, Vehicle Fluid Top Off, Vehicle Inspection	worked on Van 20, spoke w/ DWight about riding a MES bus for the Head Start program	Bus 20
10/20/2014 10:30 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 19	Bus 19
10/20/2014 12:30 PM	60	Bus Gar	Lunch	took lunch break (came in early)	
10/20/2014 1:30 PM	150	Bus Gar	Meeting - Others, Route Review	looked at Rt. 220 where VDOT is working and also looked where a parent request a school bus stop sign put up, told Tim I would call him about it tomorrow	
10/20/2014 4:00 PM	60	Bus Gar	Email, Logs	finished logs from last week and today, checked email, worked 8.5hrs	
<b>Start : 10/21/2014 (4)</b>					
10/21/2014 8:00 AM	270	Bus Gar	Email, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	early release, checked email, worked on bus 22 and bus 19	Bus 22; Bus 19
10/21/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/21/2014 1:00 PM	150	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 23, called and ordered parts for bus 19	Bus 23
10/21/2014 3:30 PM	60	Bus Gar	Meeting - Staff, Other (Provide Description), Shop Cleaning	cleaned shop floors, stayed w/ Paul while setting up new computer, worked 8.5hrs	
<b>Start : 10/22/2014 (4)</b>					
10/22/2014 9:00 AM	240	Bus Gar	Travel, Vehicle Diagnostics, Vehicle Repair	went to BCHS worked on bus 4, went to MES worked on bus 16 and bus 17	Bus 04; Bus 16; Bus 17
10/22/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	
10/22/2014 1:30 PM	90	Bus Gar	Parts Ordering, Vehicle Repair	called Fisher's and requested a parts quote on a new machine for the shop, worked on bus 6	Bus 06
10/22/2014 3:00 PM	120	Bus Gar	Email, Logs, Shop Cleaning	cleaned shop and took out trash, Paul explained our new computers and fax machine and what else needed to be done, checked email, finished logs from yesterday and today, worked 8hrs	
<b>Start : 10/23/2014 (5)</b>					
10/23/2014 9:00 AM	150	Bus Gar	Email, Vehicle Diagnostics	checked email, worked on bus 19	Bus 19
10/23/2014 11:30 AM	60	Bus Gar	Meeting - Staff	met with Gray, spoke w/ Mr. Ryder (stopped by to check on us)	
10/23/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/23/2014 1:00 PM	150	Bus Gar	Other (Provide Description), Parts Ordering	looked over bus 15 to compare w/ bus 19 - pre-heater and ordered parts	
10/23/2014 3:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description)	cleaned tools, checked email, finished logs, worked 8.5hrs	
<b>Start : 10/24/2014 (4)</b>					
10/24/2014 9:00 AM	210	Bus Gar	Email, Other (Provide Description), Vehicle Inspection	checked email, checked over bus 4 before going out on a trip, worked on bus 19	Bus 19
10/24/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
10/24/2014 1:00 PM	120	Bus Gar	Other (Provide Description), Vehicle Repair	worked on bus 19 and explained program to the driver	Bus 19
10/24/2014 3:00 PM	120	Bus Gar	Email, Meeting - Others	monitored bus radio, checked email, met w/ Trooper Elliott -talked about a few safety issues and how the school zone lights operate, worked 8hrs	
<b>Start : 10/27/2014 (5)</b>					
10/27/2014 9:00 AM	240	Bus Gar	Athletic Schedules, Email, Shop Cleaning	checked email, cleaned shop, drained oil pans and put tools away, scheduled upcoming games and notified drivers of departure times as well	
10/27/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	

10/27/2014 1:30 PM	120	Bus Gar	Athletic Schedules, Vehicle Diagnostics, Vehicle Repair	revised schedule and sent out copies, worked on the alarm system on bus 3 and reset system	
10/27/2014 3:30 PM	60	Bus Gar	Other (Provide Description)	monitor bus radio, worked on and adjust the gate beside the gym	
10/27/2014 4:30 PM	45	Bus Gar	Email, Logs, Other (Provide Description)	checked email, got driving directions for a upcoming trip and notified driver, finished logs for today, worked 8.25hrs	
<b>Start : 10/28/2014 (4)</b>					
10/28/2014 7:00 AM	90	Bus Gar	Email, Other (Provide Description), Vehicle Inspection	checked email, gather info for bus 12 to take to Va Truck, checked over bus 4 before taking to Va Truck for a est. on broken hood	
10/28/2014 8:30 AM	210	Bus Gar	Meeting - Others, Travel	took bus 4 to Va Truck, met with Mat to give info on bus 12 and to look over bus 4 so he can email us a est. on repairs	
10/28/2014 12:00 PM	30	Bus Gar	Lunch	took lunch break	
10/28/2014 12:30 PM	150	Bus Gar	Email, Logs, Phone - Others, Travel	came back to the garage, checked email, set up an apt. w/ Billy from Whitings to check all tanks for water and pump off tomorrow before winter comes, finished logs for today, worked 8hrs.	
<b>Start : 10/29/2014 (4)</b>					
10/29/2014 9:00 AM	210	Bus Gar	Fuel Tank Measurement, Meeting - Others, Other (Provide Description)	met w/ Billy from Whitings, went to each fuel dock, checked and removed water from tanks and prep for winter 	
10/29/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break 	
10/29/2014 1:00 PM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Phone - Staff	finished tanks and talked about setting up a treatment plan, checked email, spoke w/ Will -revised travel schedule and notified drivers 	
10/29/2014 3:00 PM	120	Bus Gar	Other (Provide Description), Purchase Orders	set up new computer and finished PO's to turn in to SBO, worked 8hrs. 	
<b>Start : 10/30/2014 (6)</b>					
10/30/2014 9:00 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	helped Daniel work on bus 4 	Bus 04
10/30/2014 10:00 AM	60	Bus Gar	Other (Provide Description)	took PO's to SBO for payment 	
10/30/2014 11:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	checked over van 20 before going out on trip 	
10/30/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break 	
10/30/2014 1:00 PM	150	Bus Gar	Meeting - Others, Vehicle Fluid Top Off, Vehicle Inspection	met w/ Ken from Sonny Merryman about parts, checked over bus 8 and topped off fluids before going out on a trip 	
10/30/2014 3:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description)	checked email, monitor bus radio, finished logs for the week, worked 8hrs. 	
<b>Start : 10/31/2014 (1)</b>					
10/31/2014 9:00 AM	480	Bus Gar	Leave - Personal	Personal leave 	

[Add new event](#)