



Pupil Transportation ▶ Transportation Director Log Monthly Report

Start	Minutes	Location	Topic	Short Description	Vehicle
Start : 11/3/2014 (1)					
11/3/2014 9:00 AM	480	Bus Gar	Leave - Vacation	Vacation NEW	
Start : 11/4/2014 (1)					
11/4/2014 9:00 AM	480	Bus Gar	Leave - Vacation	Vacation NEW	
Start : 11/5/2014 (1)					
11/5/2014 9:00 AM	480	Bus Gar	Leave - Vacation	Vacation NEW	
Start : 11/6/2014 (1)					
11/6/2014 9:00 AM	480	Bus Gar	Leave - Vacation	Vacation NEW	
Start : 11/7/2014 (1)					
11/7/2014 9:00 AM	480	Bus Gar	Leave - Vacation	Vacation NEW	
Start : 11/10/2014 (7)					
11/10/2014 9:00 AM	90	Bus Gar	Email, Other (Provide Description)	checked email, worked on bus reports and getting papers caught up from last week	
11/10/2014 10:30 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel inspect and work on bus 10	Bus 10
11/10/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
11/10/2014 1:00 PM	30	Bus Gar	Vehicle Cleaning	after inspecting bus 10 -cleaned back lights to make more visable	
11/10/2014 1:30 PM	30	Bus Gar	Vehicle Repair	worked on bus 6	Bus 06
11/10/2014 2:00 PM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	helped Daniel work on bus 11	Bus 11
11/10/2014 3:30 PM	90	Bus Gar	Email, Fuel Reports, Logs, Phone - Others	checked email, called to get amount of fuel dropped off at each station and began working on fuel reports, finished logs for today, worked 8hrs	
Start : 11/11/2014 (4)					
11/11/2014 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	checked email, compared budget from last year what was in the budget and what was spent, monitor bus radio and had bus 15 brought down from BCHS	
11/11/2014 8:30 AM	240	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change	worked on bus 15	Bus 15
11/11/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
11/11/2014 1:00 PM	150	Bus Gar	Email, Vehicle Diagnostics, Vehicle Repair	worked on bus 15, checked email, worked 8hrs	Bus 15
Start : 11/12/2014 (4)					
11/12/2014 9:00 AM	240	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change, Vehicle Repair	got tires ready for bus 15, worked on bus 12	Bus 12
11/12/2014 1:00 PM	30	Bus Gar	Lunch	took lunch break	

11/12/2014 1:30 PM	120	Bus Gar	Vehicle Repair	worked on bus 15	Bus 15
11/12/2014 3:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Shop Cleaning	monitor bus radio, cleaned shop (empty oil drain can), clean and put away tools, checked email, finished logs from yesterday and today, worked 8hrs.	
Start : 11/13/2014 (5)					
11/13/2014 9:00 AM	90	Bus Gar	Email, Phone - Others, Phone - Staff, Route Review	checked email, reviewed a bus driver application and called and left a message for the applicant to call me, reviewed routes and called and spoke w/ a driver about possibly making changes after the first of the year	
11/13/2014 10:30 AM	30	Bus Gar	Vehicle Inspection	helped Daniel finish inspection on bus 14	
11/13/2014 11:00 AM	90	Bus Gar	Travel, Vehicle Diagnostics, Vehicle Pick Up/Delivery	went to SBO to see what other parts are needed for the Ford 500, went to MES and got bus 16 and 17 for inspection	
11/13/2014 12:30 PM	210	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	worked on bus 16 and 17, took bus 14 and 17 back to MES and left bus 16 here for repairs	Bus 16; Bus 17
11/13/2014 4:00 PM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	monitored bus radio, worked on bus 16, worked 8hrs	Bus 16
Start : 11/14/2014 (4)					
11/14/2014 9:00 AM	150	Bus Gar	Email, Logs, Meeting - Staff, Other (Provide Description)	checked email, worked on logs from yesterday, met w/ Paul about computer being slow, also had Paul help with design of school maps w/ parking and unloading locations marked	
11/14/2014 11:30 AM	180	Bus Gar	Lunch, Travel, Vehicle Diagnostics, Vehicle Repair	went to MES to work on bus 17, 12 and green taurus, took lunch break	Bus 17; Bus 12; 00-Car-Ford Taurus Green-SAB
11/14/2014 2:30 PM	60	Bus Gar	Other (Provide Description)	reset timer on bus 19 and explained to driver how it was done	
11/14/2014 3:30 PM	90	Bus Gar	Email, Logs, Parts Ordering	monitor bus radio notified drivers of an accident, checked on parts ordered for bus 22 and 16, checked email, finished logs for today, worked 8hrs.	Bus 22; Bus 16
Start : 11/17/2014 (5)					
11/17/2014 9:00 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	went to BCHS and worked on bus 15	Bus 15
11/17/2014 10:00 AM	120	Bus Gar	Vehicle Pick Up/Delivery, Vehicle Repair	worked on bus 22, went to SAB picked up gray Impala and Mercury to check over	Bus 22
11/17/2014 12:00 PM	30	Bus Gar	Lunch	took lunch break	
11/17/2014 12:30 PM	210	Bus Gar	Parts Ordering, Vehicle Cleaning, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery	worked on grey Impala and Mercury- ordered parts and took back to SAB	07-Car-Mercury Montego-SAB
11/17/2014 4:00 PM	60	Bus Gar	Email, Logs, Phone - Others	checked email, spoke w/ a parent who is moving to this area and the child will be riding the bus after the first of the year, finished logs for today, worked 8hrs.	
Start : 11/18/2014 (7)					
11/18/2014 5:00 AM	120	Bus Gar	Other (Provide Description), Road Check: Weather	checked weather and temp., spoke w/ drivers, spoke w/ Sue and monitored bus radio	00-Car-Ford Taurus Green-SAB
11/18/2014 9:00 AM	90	Bus Gar	Email, Vehicle Repair	checked email, and worked on bus 16	Bus 16
11/18/2014 10:30 AM	120	Bus Gar	Fuel Reports, Purchase Orders	worked on po's and fuel reports for all 3 schools	
11/18/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
11/18/2014 1:00 PM	120	Bus Gar	Vehicle Diagnostics, Vehicle Repair	helped Daniel work on bus 19	
11/18/2014 3:00 PM	30	Bus Gar	Fuel Reports	got info I needed from Sharon and finished MES fuel report	

11/18/2014 3:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Phone - Staff	put air in tires for a couple teachers and fix on tire that was leaking, checked email, spoke w/ Paul about tomorrows weather/ temp. reports, finished logs, worked 10hrs.	
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Start : 11/19/2014 (5)

11/19/2014 5:00 AM	60	Bus Gar	Road Check: Weather	check weather/ temp. spoke w/ Paul -school on regular schedule	
11/19/2014 9:00 AM	210	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	checked email, helped Daniel work on bus 18, worked on sports schedule, begin working on budget	Bus 18
11/19/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	
11/19/2014 1:00 PM	120	Bus Gar	Other (Provide Description), Phone - Others, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel work on bus 22, spoke w/ a gentleman who applied to be a bus driver to set up an interview, set up an appointment to have bus 12 repaired	Bus 22
11/19/2014 3:00 PM	120	Bus Gar	Email, Logs, Phone - Others, Phone - Staff	made calls to get quotes for budget, spoke w/ VES about taking a couple of students home if parent doesn't show up, checked email, finished logs for today, worked 9hrs	

Start : 11/20/2014 (5)

11/20/2014 9:00 AM	60	Bus Gar	Email, Parts Ordering, Vehicle Diagnostics, Vehicle Repair	checked email and worked on bus 3	Bus 03
11/20/2014 10:00 AM	270	Bus Gar	Phone - Staff, Travel	went to cummins to pick up a oil pan gasket for bus 3, spoke w/ Paul -power out in the entire county, elect to stay in school until the end of the day	
11/20/2014 2:30 PM	30	Bus Gar	Lunch	took lunch break -power back on	
11/20/2014 3:00 PM	90	Bus Gar	Shop Cleaning	cleaned restroom and took out trash	
11/20/2014 4:30 PM	30	Bus Gar	Email, Logs	checked email and finished logs for today, worked 8hrs	

Start : 11/21/2014 (3)

11/21/2014 9:00 AM	90	Bus Gar	Parts Ordering, Travel	went to BCS to get a filter for our shop vac.-had to order	
11/21/2014 10:30 AM	120	Bus Gar	Email, Other (Provide Description)	checked email, prepared and filed driver reports	
11/21/2014 12:30 PM	30	Bus Gar	Lunch	took lunch break	

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