



Pupil Transportation ▶ Transportation Director Log Monthly I

Start	Minutes	Location	Topic	Short Description	Vehicle
Start : 3/30/2015 (1)					
3/30/2015 3:55 PM	245	Bus Gar	Other (Provide Description), Phone - Staff, Travel	Got a call about a bus accident, went to the location, checked on everyone, took students home, took driver for test, spoke w/ Paul, notified Mrs. Hirsh of events, worked on accident for 4hrs	
Start : 3/31/2015 (6)					
3/31/2015 6:30 AM	120	Bus Gar	Other (Provide Description)	pre-trip and drove bus route	
3/31/2015 8:30 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Inspection	looked over and inspected damage to bus, called to get est. on parts needed	
3/31/2015 10:30 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair	worked on bus 11 -repaired turn signal switch, took 11 to BCHS and picked up bus 15 and 19 for repairs, 19 -test and replaced fuse to child alarm	
3/31/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break	
3/31/2015 1:00 PM	120	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Repair	15 -test and replaced horns and repaired wires to child alarm, checked email, replaced fuel sheets at BCHS and VES, finished logs for today	
3/31/2015 3:00 PM	120	Bus Gar	Other (Provide Description)	drove bus route-worked 2hrs.	
Start : 4/1/2015 (4)					
4/1/2015 7:00 AM	180	Bus Gar	Email, Fuel Reports, Other (Provide Description), Reports	monitor bus radio, put up new fuel sheets @ BCHS and VES, checked email, helped drivers w/ monthly reports	
4/1/2015 10:00 AM	150	Bus Gar	Phone - Others, Phone - Staff	spoke w/ a couple different drivers about new stops, called VDOT about putting up signs	
4/1/2015 12:30 PM	60	Bus Gar	Lunch	took lunch break	
4/1/2015 1:30 PM	120	Bus Gar	Email, Logs, Parts Ordering, Vehicle Diagnostics	checked coolant leak on bus 10 -ordered parts, checked seat covers coming apart on bus 22 and got parts together for tomorrow, checked email, finish logs, worked 8.5hrs	
Start : 4/2/2015 (4)					
4/2/2015 7:00 AM	180	Bus Gar	Athletic Schedules, Email, Fuel Reports, Fuel Tank Measurement	Early Release -12:30, checked email, monitor radio, stick tanks @ VES and BCHS -finished fuel reports, worked on sports schedule and notified drivers	
4/2/2015 10:00 AM	120	Bus Gar	Vehicle Repair	covered seats on bus 22	
4/2/2015 12:00 PM	150	Bus Gar	Other (Provide Description)	went to BCHS to drive bus route	
4/2/2015 2:30 PM	30	Bus Gar	Email, Logs	checked email, finished logs, worked 8hrs. -no lunch break	
Start : 4/3/2015 (1)					
4/3/2015 7:00 AM	480	Bus Gar	Other (Provide Description)	Off -Good Friday!	
Start : 4/6/2015 (2)					

4/6/2015 7:00 AM	360	Bus Gar	Parts Ordering, Vehicle Repair	put grill in bus 3 and ordered more parts, replaced radiator on bus 10	
4/6/2015 1:00 PM	300	Bus Gar	Other (Provide Description), Vehicle Repair	went to Roanoke -for parts, came back and finished bus 10, worked 11hrs.	
Start : 4/7/2015 (1)					
4/7/2015 7:00 AM	480	Bus Gar	Other (Provide Description)	Daniel and I used the rest of our comp. time after doing repairs to bus 10	
Start : 4/8/2015 (3)					
4/8/2015 7:00 AM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitored bus radio, worked on sports schedule, checked email	
4/8/2015 8:30 AM	150	Bus Gar	Other (Provide Description), Travel	received a call -needed a car driver, picked car up @ BCHS-took student to River Mont	
4/8/2015 11:00 AM	270	Bus Gar	Email, Meeting - Staff, Payroll Report, Phone - Staff, Travel, Vehicle Fluid Top Off, Vehicle Inspection	worked on payroll report, took to SAB, inspect bus 4 and topped off fluids, met w/ Mr. Ryder - talked about transportation issues @ BCHS in the afternoons, called Mrs. Rowe about the concerns, checked email, cleaned shop, worked 8.5hrs.	
Start : 4/9/2015 (3)					
4/9/2015 6:00 AM	180	Bus Gar	Email, Other (Provide Description), Vehicle Pick Up/Delivery	drove Burnsville route, checked email, made a work list for today	
4/9/2015 12:00 PM	180	Bus Gar	Travel, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	went to BCHS checked cracked windshield on bus 18, inspect and topped off fluids on bus 8, checked email and worked on logs from this week	
4/9/2015 3:00 PM	120	Bus Gar	Other (Provide Description)	drove Burnsville route, worked 8hrs.	
Start : 4/10/2015 (5)					
4/10/2015 7:00 AM	90	Bus Gar	Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, made a work list for today, spoke w/ the new driver at MES about setting up a meeting about route today	
4/10/2015 8:30 AM	90	Bus Gar	Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off	checked over bus 22 -replaced RT HD/lt bulb, checked over bus 23 and topped off fluids before taking to MES	
4/10/2015 10:00 AM	150	Bus Gar	Meeting - Staff, Vehicle Pick Up/Delivery	took bus 23 to MES switched out w/ bus 16, met w/ MES driver to see how route is going so far	
4/10/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break	
4/10/2015 1:00 PM	120	Bus Gar	Email, Logs, Other (Provide Description)	cleaned up out back -also got old tires ready to haul off, checked email, finished logs for today, worked 8hrs.	
Start : 4/13/2015 (4)					
4/13/2015 7:00 AM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, revised sports schedule, made a work list for today	
4/13/2015 9:00 AM	180	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	Daniel and I worked on bus 12	Bus 12
4/13/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break	
4/13/2015 12:30 PM	150	Bus Gar	Email, Logs, Vehicle Cleaning, Vehicle Fluid Top Off, Vehicle Repair	Daniel and I worked on bus 11, cleaned so it would be ready to take to DMV tomorrow for new driver to get his lic., checked email and finished logs for today, worked 8hrs	Bus 11
Start : 4/14/2015 (4)					

4/14/2015 7:00 AM	150	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, made a work list, prepare bus and driver for DMV road test, notified drivers trips are canceled for today
4/14/2015 9:30 AM	270	Bus Gar	Travel	took driver for DMV road test
4/14/2015 2:00 PM	30	Bus Gar	Lunch	took lunch break
4/14/2015 2:30 PM	90	Bus Gar	Athletic Schedules, Email, Logs, Other (Provide Description), Phone - Staff, Vehicle Diagnostics, Vehicle Repair	notified Mrs. Hirsh and Sharon that another driver is ready, repaired loose mirror and diag. water leak on bus 11, revise sports schedule, finished logs for today, worked 9hrs.

Start : 4/15/2015 (4)

4/15/2015 7:00 AM	120	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	monitor bus radio, met with drivers, sent reports to SAB, checked email, made a work list
4/15/2015 9:00 AM	180	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 11 -traced water leak running inside the bus and resealed, test and repaired air vent
4/15/2015 12:00 PM	30	Bus Gar	Lunch	lunch break
4/15/2015 12:30 PM	210	Bus Gar	Athletic Schedules, Shop Cleaning, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 3 -inspect, topped off fluids and repaired damages to front end, revised sports schedule and notified drivers trip today is canceled, cleaned shop, worked 9hrs.

Start : 4/16/2015 (7)

4/16/2015 7:00 AM	120	Bus Gar	Athletic Schedules, Email, Logs, Other (Provide Description)	revised sports schedule, monitor bus radio, checked email, finished logs from yesterday, made a work list for today
4/16/2015 9:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 15 and topped off fluids
4/16/2015 10:30 AM	90	Bus Gar	Travel, Vehicle Diagnostics, Vehicle Repair	went to MES inspect damage to bus 5 and replaced driver's side mirror
4/16/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break
4/16/2015 12:30 PM	90	Bus Gar	Parts Ordering, Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 17 topped off fluids and order parts
4/16/2015 2:00 PM	60	Bus Gar	Athletic Schedules, Phone - Staff	revised sports schedule after speaking to Will, notified drivers, spoke w/ Sharon about one of our drivers out sick and our driver in-service
4/16/2015 3:00 PM	60	Bus Gar	Email, Logs, Meeting - Others, Other (Provide Description)	met w/ trooper Elliott talked about the school zone and times the lights are flashing, caught up on emails and logs for today, worked 9hrs.

Start : 4/17/2015 (4)

4/17/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, spoke w/ drivers about forms that needed to be turned in
4/17/2015 9:00 AM	180	Bus Gar	Athletic Schedules, Phone - Staff, Shop Cleaning	revised sports schedule, took a copy to drivers at BCHS, looked for a driver to take baseball today, cleaned shop
4/17/2015 12:00 PM	60	Bus Gar	Lunch	took lunch break
4/17/2015 1:00 PM	150	Bus Gar	Athletic Schedules, Email, Logs, Phone - Staff, Shop Cleaning	found drivers to cover today, mopped and cleaned restroom, spoke w/ Mrs. Hirsh about a meeting on Monday, checked email, finished logs, worked 8hrs

Start : 4/20/2015 (6)

4/20/2015 7:00 AM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, worked on sports schedule, made a work list for today
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4/20/2015 9:00 AM	150	Bus Gar	Meeting - Staff, Travel	went to SAB to meet with Mrs. Hirsh and Justin about where we stand with the budget in transportation and to go over the things I normally this time of year
4/20/2015 11:30 AM	60	Bus Gar	Fuel Tank Measurement, Parts Ordering	stick tanks at MES, BCHS, VES and ordered fuel, ordered parts and supplies for stock
4/20/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break
4/20/2015 1:00 PM	60	Bus Gar	Other (Provide Description)	went to the Homestead to look at different styles of shuttle buses so I could get an idea for pricing
4/20/2015 2:00 PM	120	Bus Gar	Email, Other (Provide Description), Parts Ordering	made a list of supplies we will need for our summer services, helped find drivers for this afternoon to cover routes, checked email, on the phone w/ verizon trying to get voice mail checked, worked 9hrs
Start : 4/21/2015 (4)				
4/21/2015 7:00 AM	150	Bus Gar	Email, Logs, Other (Provide Description)	monitored bus radio, worked on internet, finally got to check email, finish logs from yesterday, check and ordered heating oil for the bus garage
4/21/2015 9:30 AM	240	Bus Gar	Other (Provide Description), Shop Cleaning, Travel	clean shop/shed, hauled off old tires, went to Mountain Elec. to pick up radio for Impala.
4/21/2015 1:30 PM	30	Bus Gar	Lunch	took lunch brreak
4/21/2015 2:00 PM	120	Bus Gar	Email, Other (Provide Description), Parts Ordering	made a list of tires needed for stock and ordered, set up appointments to start working on bus hoods, worked 9 hrs.
Start : 4/22/2015 (6)				
4/22/2015 7:00 AM	120	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, checked email, finished logs from yesterday, made a work list for today
4/22/2015 9:00 AM	60	Bus Gar	Phone - Others	made calls to upgrade our safety equipment on our buses
4/22/2015 10:00 AM	150	Bus Gar	Vehicle Repair	removed and replaced turbo pipe and clamps on bus 3
4/22/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break
4/22/2015 1:00 PM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	inspect bus 22, replaced 1 exhaust clamp and topped off fluids
4/22/2015 3:00 PM	30	Bus Gar	Email, Logs	checked email and finished logs for today, worked 8.5hrs.
Start : 4/23/2015 (7)				
4/23/2015 7:00 AM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, revised sports schedule and made a work list
4/23/2015 9:00 AM	90	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off	worked on S-10, topped off fluids and ordered a muffler
4/23/2015 10:30 AM	90	Bus Gar	Vehicle Cleaning, Vehicle Fluid Top Off, Vehicle Oil Change	worked on blue GMC -serviced, cleaned bed and took off winter box with snow plow supplies
4/23/2015 12:00 PM	90	Bus Gar	Meeting - Others, Meeting - Staff	met w/ parts rep from fishers, met w/ Paul to look at our computers
4/23/2015 1:30 PM	30	Bus Gar	Lunch	took lunch break
4/23/2015 2:00 PM	60	Bus Gar	Meeting - Staff, Other (Provide Description)	met w/ drivers and took out trash
4/23/2015 3:00 PM	60	Bus Gar	Other (Provide Description)	waited and helped Daniel unload and store 3 barrels of oil for buses and cars, worked 9hrs

Start : 4/24/2015 (7)

4/24/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email and made a work list
4/24/2015 9:00 AM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	checked over green Taurus and topped off fluids
4/24/2015 10:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on S-10 -replaced muffler, checked engine -burning oil, smokes has internal problems -will not last much longer, notified Justin at SAB
4/24/2015 11:30 AM	60	Bus Gar	Email, Logs, Other (Provide Description)	finished logs from yesterday, checked email, put up stock order that came in yesterday
4/24/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break
4/24/2015 1:00 PM	90	Bus Gar	Parts Ordering, Travel, Vehicle Diagnostics	went to MES to look at window on bus 12, got numbers off the bus and called Carter and ordered a new window
4/24/2015 2:30 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	met w/ drivers and handed out cleaning supplies, checked email and finished logs for today, worked 8.5hrs.

Start : 4/27/2015 (6)

4/27/2015 5:30 AM	180	Bus Gar	Other (Provide Description), Phone - Staff	received a call -have a driver out, looked for a sub, went to Millboro to drive a route
4/27/2015 8:30 AM	180	Bus Gar	Athletic Schedules, Other (Provide Description), Phone - Staff	made a work list, checked email, revised trip schedule, called drivers, looked for a sub to cover Millboro route, spoke w/ Sharon @ SAB
4/27/2015 11:30 AM	90	Bus Gar	Vehicle Diagnostics	worked on S-10, replaced another plug due to oil, test drove -needs a engine
4/27/2015 1:00 PM	60	Bus Gar	Lunch	took lunch break
4/27/2015 2:00 PM	60	Bus Gar	Athletic Schedules, Email, Logs, Phone - Staff	spoke w/ Will need a driver today, found driver to cover trip, checked email, worked on logs
4/27/2015 3:00 PM	150	Bus Gar	Other (Provide Description)	Drove a route in Millboro, worked 12hrs, took 1hr for lunch

Start : 4/28/2015 (7)

4/28/2015 6:00 AM	150	Bus Gar	Other (Provide Description)	drove route in Millboro -took new substitute driver to show him the route and schedule
4/28/2015 8:30 AM	90	Bus Gar	Email, Other (Provide Description), Vehicle Repair	worked on bus 15 -repaired LF broken mirror bracket, checked email and made a work list for today
4/28/2015 10:00 AM	120	Bus Gar	Travel, Vehicle Pick Up/Delivery	went to Millboro to get blue GMC, took green Taurus to MES for Eric to use while driving a route
4/28/2015 12:00 PM	30	Bus Gar	Other (Provide Description)	unloaded and stored DEF fluid for new buses from Cummins
4/28/2015 12:30 PM	90	Bus Gar	Lunch, Meeting - Others	took lunch break and met w/ Cummins rep about summer supplies
4/28/2015 2:00 PM	60	Bus Gar	Email, Logs, Vehicle Diagnostics	checked shake in LF wheel on bus 6, checked email, finished logs for today, drove a bus route so driver could take a trip
4/28/2015 3:00 PM	150	Bus Gar	Other (Provide Description)	drove a route so driver could take a trip, worked 11.5hrs.

Start : 4/29/2015 (4)

4/29/2015 7:00 AM	90	Bus Gar	Email, Other (Provide Description), Purchase Orders	monitor bus radio, checked email, made a work list, worked on po's
4/29/2015 8:30 AM	240	Bus Gar	Meeting - Staff	drivers meeting @ SAB -and first aid

4/29/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break
4/29/2015 1:00 PM	210	Bus Gar	Email, Logs, Other (Provide Description)	checked email, got buses ready for drivers/subs who were in the second class in case they were late getting out, finished logs, met w/ Sheriff's Deputies to help get the Civil War rig turned around and parked for tomorrow, worked 9.5hrs

Start : 4/30/2015 (3)

4/30/2015 7:00 AM	330	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, finished po's, put tires from stock order away, mount and balanced 3 sets of tires for stock NEW
4/30/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break NEW
4/30/2015 1:00 PM	150	Bus Gar	Email, Logs, Meeting - Staff	Met w/ new substitute driver, went over some of the training for cdl learners, checked email, revised trip schedule-notified driver, finished logs, worked 8.5hrs. NEW

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