



<input type="checkbox"/> Start	Minutes	Location	Topic	Short Description	Vehicle
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	
4/30/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break	
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.	
Start : 5/1/2015 (6)					
5/1/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, collect driver's monthly reports	
5/1/2015 9:00 AM	150	Bus Gar	Other (Provide Description)	took VES students to Rec. Dept. to the history truck	
5/1/2015 11:30 AM	30	Bus Gar	Athletic Schedules	revised trip schedule and notified drivers trip today is canceled	
5/1/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break	
5/1/2015 12:30 PM	150	Bus Gar	Other (Provide Description)	finished taking VES students to Rec. and back	
5/1/2015 3:00 PM	30	Bus Gar	Email, Logs, Other (Provide Description)	checked email, finished logs for today, worked 8.5hrs.	
Start : 5/4/2015 (4)					
5/4/2015 7:00 AM	150	Bus Gar	Email, Fuel Reports, Other (Provide Description), Phone - Others	monitor bus radio, checked email, worked on fuel report, collect driver's reports, made calls to make sure everything is still a go to take bus 7 to Roanoke for repairs	
5/4/2015 9:30 AM	150	Bus Gar	Travel, Vehicle Pick Up/Delivery	took bus 16 to MES, picked up bus 7 and took to Roanoke for repairs	
5/4/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break	
5/4/2015 12:30 PM	150	Bus Gar	Email, Logs, Travel, Vehicle Diagnostics, Vehicle Repair	came back to the bus garage, test and replaced left brake light bulb on bus 6, checked email, finished logs, worked 8hrs.	
Start : 5/5/2015 (6)					
5/5/2015 7:00 AM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, looked for drivers to cover routes	
5/5/2015 9:00 AM	180	Bus Gar	Parts Ordering, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	inspect bus 3, repaired a seat back, replaced 2 seat covers, ordered parts	
5/5/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break	
5/5/2015 12:30 PM	60	Bus Gar	Parts Ordering, Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 2, topped off fluids and ordered exhaust	
5/5/2015 1:30 PM	90	Bus Gar	Email, Logs, Vehicle Repair	replaced left mirror on bus 14, checked email, finished logs for today	
5/5/2015 3:00 PM	120	Bus Gar	Other (Provide Description)	drove bus route to cover a trip, worked 10hrs	
Start : 5/6/2015 (6)					
5/6/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list, looked for drivers to cover routes today	

5/6/2015 9:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	inspect bus 5 -test and replaced air compressor hose
5/6/2015 10:30 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	inspect bus 6 -replaced 3 seat back covers
5/6/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break
5/6/2015 1:00 PM	120	Bus Gar	Email, Lunch, Phone - Staff, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	inspect bus 10 -repaired left front fender and replaced both wiper blades, called to check on Sonny, checked email, finished logs for today
5/6/2015 3:00 PM	120	Bus Gar	Other (Provide Description)	drove bus so Harold can take a trip -worked 10hrs.

Start : 5/7/2015 (5)

5/7/2015 7:00 AM	150	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	monitor bus radio, checked email, collect leave forms for payroll, met w/ drivers about becoming trainers
5/7/2015 9:30 AM	120	Bus Gar	Email, Other (Provide Description)	spoke w/ Mrs. Hirsh and collected info and gathered cost for sending 2 drivers for driver training class
5/7/2015 11:30 AM	60	Bus Gar	Other (Provide Description)	went to BCS to pick up supplies for our new chulk blocks for buses
5/7/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break
5/7/2015 1:00 PM	150	Bus Gar	Athletic Schedules, Email, Logs, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change, Vehicle Pick Up/Delivery, Vehicle Repair	bus 4 -picked up at BCHS, inspect, repaired rear stop light housing, changed oil, oil and fuel filter, notified drivers trip today canceled, checked email, finished logs, worked 8.5hrs

Start : 5/8/2015 (5)

5/8/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Payroll Report, Reports	monitor bus radio, checked email, looked over payroll and signed, worked on expense report to send drivers for training
5/8/2015 9:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	bus 8 -inspect and topped off fluids
5/8/2015 10:30 AM	120	Bus Gar	Parts Ordering, Vehicle Diagnostics	bus 3 -checked oil pressure test drove and ordered a new gauge
5/8/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break
5/8/2015 1:00 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others	checked billing statements,made calls to collect missing invoices, checked email, finished logs for today, worked 8hrs

Start : 5/11/2015 (5)

5/11/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Vehicle Cleaning	monitor bus radio, checked email, made a work list, washed blue GMC
5/11/2015 9:00 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	inspect bus 11 -topped off fluids, repaired hood straps, checked for air leaks
5/11/2015 11:00 AM	120	Bus Gar	Vehicle Repair	replaced driver seat cover
5/11/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break
5/11/2015 1:30 PM	120	Bus Gar	Athletic Schedules, Email, Logs, Phone - Others, Phone - Staff	called about rooms for driver training, notified drivers about changes to schedule, checked email, finished logs, worked 8.5hrs

Start : 5/12/2015 (6)

5/12/2015 7:00 AM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, worked on trip schedule and drivers for today
5/12/2015 9:00 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	bus 15 -inspect, topped off fluids, test and replaced 2 marker light bulbs
5/12/2015 11:00 AM	60	Bus Gar	Athletic Schedules, Phone - Others, Phone - Staff	called about driver training and places to stay, continue to look for drivers to cover trips and routes the rest of the week
5/12/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break

5/12/2015 12:30 PM	60	Bus Gar	Travel	went to BCHS to find trailer hitch and strap from garage
5/12/2015 1:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description)	looked at a county truck for VES to use as a trash truck, called about a quote on a van to be used for DSLCC and sports, checked email, emailed Mrs. Hirsh w/ an update, finished logs for today, worked 8hrs,
Start : 5/13/2015 (6)				
5/13/2015 7:00 AM	150	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Phone - Others, Phone - Staff	monitor bus radio, checked email, locate a driver to take a trip this afternoon, put info together for Sharon to get the guys going to drivers training rooms to stay in, checked status of bus 7 at Va Truck
5/13/2015 9:30 AM	150	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	bus 12 -inspect, topped off fluids, test and repaired child check alarm, replaced window in bus door where fire extinguisher fell against it
5/13/2015 12:00 PM	60	Bus Gar	Meeting - Others	met with rep from Central tire -dropped off remaining tires we ordered last month, and talked about new pricing on tires for next year
5/13/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break
5/13/2015 1:30 PM	60	Bus Gar	Parts Ordering, Vehicle Repair	bus 3 -replaced oil pressure guage, test and ordered a new volt meter (not working)
5/13/2015 2:30 PM	60	Bus Gar	Email, Logs, Meeting - Others	met w/ Snap On rep, ordered replacement tools for the ones that are broken and other tools we need, checked email and finished logs for today, worked 8.5hrs
Start : 5/14/2015 (5)				
5/14/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics	monitor bus radio, checked email, made a work list, brought in bus 14 to check speedometer
5/14/2015 9:00 AM	180	Bus Gar	Email, Parts Ordering, Phone - Others, Vehicle Diagnostics	called for quotes on repairing green Taurus, called for a quote on a van, ran diag. on bus 14 -checked all the wiring and ordered a speed sensor
5/14/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break
5/14/2015 12:30 PM	120	Bus Gar	Vehicle Repair	replaced engine block heater and power cord
5/14/2015 2:30 PM	60	Bus Gar	Athletic Schedules, Email, Logs	went over sports schedule w/ drivers, checked email, emailed Will next weeks sports schedule to verify changes, finished logs, worked 8.5hrs
Start : 5/15/2015 (5)				
5/15/2015 7:00 AM	150	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Vehicle Diagnostics	monitor bus radio, checked email, revised sports schedule, notified drivers, worked on bus 3 - checked fuel filter and replaced, ran computer diag.
5/15/2015 9:30 AM	120	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Repair	bus 3 -replaced volt meter, repaired plastic guage cover, ran computer diag. and ordered a MAP sensor
5/15/2015 11:30 AM	120	Bus Gar	Parts Ordering, Travel, Vehicle Diagnostics	went to MES worked on bus 17 -ran computer diag. for engine light on, ordered a new throttle sensor
5/15/2015 1:30 PM	30	Bus Gar	Lunch	took lunch break
5/15/2015 2:00 PM	60	Bus Gar	Email, Logs, Shop Cleaning	checked email, cleaned shop, finished logs, worked 8hrs.
Start : 5/18/2015 (6)				
5/18/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, made a list of buses over here to be sent to Va Truck for paint, spoke w/ Daniel -will not be in today
5/18/2015 9:00 AM	60	Bus Gar	Other (Provide Description)	took pictures and made a list of things to be done to buses here at the garage
5/18/2015 10:00 AM	120	Bus Gar	Other (Provide Description), Travel	went to BCHS picked up trailer to take back to the garage, took pictures and made list of repairs of buses up there to send to va truck as well

5/18/2015 12:00 PM	60	Bus Gar	Lunch	took lunch break	
5/18/2015 1:00 PM	150	Bus Gar	Other (Provide Description), Parts Ordering, Vehicle Diagnostics, Vehicle Repair	worked on bus 3 -installed MAP sensor, reset computer code, test drove, oil light still comes on, ran diag. and ordered the sending unit to the computer	
5/18/2015 3:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description)	checked email, emailed Matt @ va truck pictures and list of repairs, monitored bus radio, finished logs, worked 10hrs took 1hr for lunch	
Start : 5/19/2015 (5)					
5/19/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, made a work list, spoke w/ driver about 7th grade trip	
5/19/2015 9:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	inspect bus 18 -topped off fluids, took apart and cleaned lic. plate light	
5/19/2015 10:30 AM	150	Bus Gar	Other (Provide Description), Parts Ordering, Phone - Staff, Vehicle Fluid Top Off, Vehicle Inspection	spoke w/ Mrs. Hirsh, text driver about next years intentions on coming back, inspect bus 19 -topped off fluids and ordered exhaust pipe, filed driver's reports	
5/19/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break	
5/19/2015 1:30 PM	120	Bus Gar	Email, Logs, Parts Ordering, Vehicle Repair	worked on bus 8 -replaced driver seat bottom cover, had to order a new cushion, checked email, finished logs, worked 8.5hrs	
Start : 5/20/2015 (3)					
5/20/2015 7:00 AM	150	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list, pulled bus 22 in and helped Daniel start inspection	
5/20/2015 9:30 AM	240	Bus Gar	Other (Provide Description)	went to a funeral	
5/20/2015 1:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description)	met w/ Daniel about repairs made today, checked email, emailed Mrs. Hirsh, finished logs, worked 4hrs.	
Start : 5/21/2015 (6)					
5/21/2015 7:00 AM	120	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	monitor bus radio, checked email, made a work list for today, got form filled out to send to SAB, spoke w/ drivers about taking trips on Monday	
5/21/2015 9:00 AM	45	Bus Gar	Vehicle Repair	worked on bus 6	Bus 06
5/21/2015 9:45 AM	120	Bus Gar	Other (Provide Description), Phone - Others, Travel	spoke w/ Matt at Va Truck about bus status and work to be sent over, went to BCHS checked gas pumps not working, called Whiting Jamison and spoke to Billy, notified BCHS and SAB staff of the situation	
5/21/2015 11:45 AM	60	Bus Gar	Other (Provide Description), Phone - Staff, Purchase Orders	worked on purchase orders, helped find drivers to cover routes tomorrow	
5/21/2015 12:45 PM	120	Bus Gar	Meeting - Staff, Travel	went to SAB met w/ Mrs. Hirsh, went over evaluations and budget for the remainder of the year	
5/21/2015 2:45 PM	45	Bus Gar	Email, Logs, Other (Provide Description)	set up an appointment with Bill from Whiting's to look at gas pump at BCHS, checked email and finished logs for today, worked 8.5hrs with no lunch break	
Start : 5/22/2015 (5)					
5/22/2015 7:00 AM	150	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Phone - Others	monitor bus radio, checked email, spoke w/ parent in Millboro about a new stop, assign trips to drivers	
5/22/2015 9:30 AM	180	Bus Gar	Other (Provide Description), Phone - Others, Travel	went to Millboro, looked at bus stop -needs a sign put up, called VDOT about signs	
5/22/2015 12:30 PM	60	Bus Gar	Lunch	took lunch break	
5/22/2015 1:30 PM	60	Bus Gar	Meeting - Others	met with Billy from Whiting's about gas pump @ BCHS, will be back first of the week to repair	

5/22/2015 2:30 PM	180	Bus Gar	Email, Logs, Other (Provide Description)	checked email, finished logs, drove bus route, worked 10hrs
Start : 5/25/2015 (1)				
5/25/2015 7:00 AM	480	Bus Gar	Other (Provide Description)	Memorial Day!
Start : 5/26/2015 (6)				
5/26/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list for today
5/26/2015 9:00 AM	180	Bus Gar	Other (Provide Description), Purchase Orders	worked on collecting all invoices in order to complete purchase orders, met Billy from Whittings and fixed gas pump @ BCHS
5/26/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break
5/26/2015 12:30 PM	60	Bus Gar	Vehicle Diagnostics	bus 2 -worked on radio and replaced with a used one
5/26/2015 1:30 PM	90	Bus Gar	Email, Other (Provide Description), Vehicle Inspection, Vehicle Repair	bus 3 -replaced another oil pressure switch, checked email, checked over bus 2 before taking out on a route
5/26/2015 3:00 PM	120	Bus Gar	Other (Provide Description)	drove bus so driver could take a soccer trip -no subs available, worked 10hrs
Start : 5/27/2015 (6)				
5/27/2015 7:00 AM	120	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, checked email, finished logs from yesterday
5/27/2015 9:00 AM	60	Bus Gar	Meeting - Staff, Phone - Others, Phone - Staff	met with driver who is retiring this year and went over the process, spoke w/ Red from Blue Bird, notified Justin
5/27/2015 10:00 AM	150	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	bus 16 -inspect, test and went to BCS to get sealer to repair coolant tank for now (leaking), ordered a new tank, went to BCS and blue GMC will not start, called to have towed and called to get a ride from SAB
5/27/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break
5/27/2015 1:00 PM	60	Bus Gar	Vehicle Repair	finished repairs on bus 16 and topped off fluids
5/27/2015 2:00 PM	90	Bus Gar	Email, Logs, Parts Ordering, Vehicle Diagnostics	diag. blue GMC and ordered parts, checked email, emailed vendors for invoices, finished logs, worked 8.5hrs

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