





Pupil Transportation ▶ Transportation Director Log Monthly

<input type="checkbox"/> Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 6/1/2015 (4)</b>					
6/1/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked emails, checked on reservations for drivers taking training class	
6/1/2015 9:00 AM	180	Bus Gar	Fuel Tank Measurement, Phone - Staff, Travel	looked for drivers to cover bus route this afternoon and the rest of the week, stuck tanks @ MES and bus garage	
6/1/2015 12:00 PM	60	Bus Gar	Lunch	took lunch break	
6/1/2015 1:00 PM	150	Bus Gar	Email, Fuel Tank Measurement, Logs, Phone - Others, Phone - Staff	stuck tanks @ BCHS, ordered fuel to top off tanks, called to check on status of one of our sub drivers, checked email and finished logs, worked 8hrs.	
<b>Start : 6/2/2015 (6)</b>					
6/2/2015 7:00 AM	120	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	monitor bus radio, checked email, met w/ drivers to take todays band trip	
6/2/2015 9:00 AM	120	Bus Gar	Other (Provide Description), Vehicle Pick Up/Delivery	went to BCHS to get gold Taurus -(check engine light and will not run), worked on gas pump -will not pump again, used pump to fill gold Taurus and blue GMC, may need a new pump at BCHS	
6/2/2015 11:00 AM	90	Bus Gar	Vehicle Diagnostics	worked on gold Taurus -test drove, no check engine light, replaced fuel filter	
6/2/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break	
6/2/2015 1:00 PM	90	Bus Gar	Travel, Vehicle Diagnostics	took Taurus for a test drive back to BCHS - check eng. light came on and will not run, let engine cool down and brought back to the garage	
6/2/2015 2:30 PM	90	Bus Gar	Parts Ordering, Phone - Staff, Vehicle Diagnostics	test drove with computer to watch fuel pressure, spoke w/ Justin, ordered a new pump, checked email, finished logs, worked 9hrs.	
<b>Start : 6/3/2015 (4)</b>					
6/3/2015 7:00 AM	120	Bus Gar	Email, Fuel Reports, Other (Provide Description)	monitored bus radio, checked email, worked on fuel reports	
6/3/2015 9:00 AM	180	Bus Gar	Vehicle Repair	worked on gold Taurus -drained and removed gas tank to replace fuel pump	
6/3/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break	
6/3/2015 12:30 PM	180	Bus Gar	Email, Logs, Vehicle Pick Up/Delivery, Vehicle Repair	worked on gold Taurus -replaced fuel pump and reinstalled tank, took back to BCHS, check email, finished logs, worked 8.5hrs.	
<b>Start : 6/4/2015 (6)</b>					
6/4/2015 7:00 AM	90	Bus Gar	Email, Fuel Reports, Other (Provide Description)	monitor bus radio, checked email, worked on fuel reports	
6/4/2015 8:30 AM	60	Bus Gar	Meeting - Staff, Vehicle Pick Up/Delivery	went to BCHS switched out green Taurus for the drivers ed car -new fuel pump is bad, spoke w/ Mr. Phillips and notified him of the situation	
6/4/2015 9:30 AM	150	Bus Gar	Other (Provide Description)	worked on gold Taurus -drained gas tank and removed fuel pump	
6/4/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break	

6/4/2015 12:30 PM	60	Bus Gar	Travel	went to Covington -picked up new fuel pump
6/4/2015 1:30 PM	150	Bus Gar	Email, Logs, Vehicle Pick Up/Delivery, Vehicle Repair	worked on gold Taurus -replaced pump, reinstalled tank, test and filled -seems ok now, took back to BCHS, checked email, finished logs, worked 9hrs.
<b>Start : 6/5/2015 (6)</b>				
6/5/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description)	Last Day of School -early release 12:30, monitor bus radio, checked email
6/5/2015 9:00 AM	60	Bus Gar	Meeting - Staff, Phone - Staff	spoke w/ staff about turning in all reports for June
6/5/2015 10:00 AM	150	Bus Gar	Shop Cleaning	cleaned shop, get ready to start all inspections
6/5/2015 12:30 PM	60	Bus Gar	Lunch	took lunch break
6/5/2015 1:30 PM	60	Bus Gar	Vehicle Cleaning, Vehicle Diagnostics, Vehicle Repair	worked on green taurus -test and replaced brake light bulb and washed
6/5/2015 2:30 PM	90	Bus Gar	Email, Other (Provide Description), Vehicle Cleaning	collect driver reports as they parked their buses, helped Jimmie clean bus 15, checked email, worked 9hrs
<b>Start : 6/8/2015 (4)</b>				
6/8/2015 7:30 AM	150	Bus Gar	Email, Reports, Vehicle Inspection	checked email, looked over evaluations for VES drivers, looked over and signed reports to be sent to SAB, checked over and aired tires up on Ranger before sending to SAB, worked on logs from last week
6/8/2015 10:00 AM	180	Bus Gar	Fuel Reports, Travel, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Pick Up/Delivery, Vehicle Repair	worked a little on fuel reports, got Ford 500 from SAB, test and replaced brake light, topped off fluids, checked tire pressure (we are trying to wear out due to tread depth and holding ability for snow and ice), took back to SAB -held up in construction
6/8/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break
6/8/2015 1:30 PM	120	Bus Gar	Email, Logs, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change	start inspection on bus 2 -remove exhaust, changed oil, filter and serviced, checked email, finished logs, worked 8hrs.
<b>Start : 6/9/2015 (5)</b>				
6/9/2015 7:30 AM	60	Bus Gar	Email, Other (Provide Description)	checked email, made calls to gather all invoices to be paid
6/9/2015 8:30 AM	180	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Repair	worked on bus 2 -install new exhaust pipe from engine just past the muffler, had to order 1 more pipe, RT front wheel seal leaking -took front hub apart
6/9/2015 11:30 AM	90	Bus Gar	Phone - Others, Vehicle Cleaning	blue GMC -clean off bed so VES could use to haul stuff from Covington to Garth Newel, spoke w/ Va Truck about buses having repairs
6/9/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break
6/9/2015 1:30 PM	150	Bus Gar	Email, Vehicle Diagnostics, Vehicle Inspection	worked on bus 2 put new seal in RT front hub, worked on bus 3 has a oil leak, removed oil pan to replace gasket, worked 8.5hrs
<b>Start : 6/10/2015 (5)</b>				
6/10/2015 8:00 AM	60	Bus Gar	Email, Logs	checked email, worked on logs from yesterday worked on a few files
6/10/2015 9:00 AM	120	Bus Gar	Vehicle Repair	finished bus 2 -exhaust, front hub seal and adjust brakes
6/10/2015 11:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Repair	bus 3 -finished oil pan gasket, replaced oil and fuel filter, topped off fluids and lubed
6/10/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break

6/10/2015 1:00 PM	180	Bus Gar	Email, Logs, Vehicle Repair	worked on bus 3 -replaced brakes and drums front and back, mounted front tires, checked email, finished logs, worked 8hrs.	
<b>Start : 6/11/2015 (3)</b>					
6/11/2015 7:30 AM	330	Bus Gar	Meeting - Staff, Phone - Others, Phone - Staff, Vehicle Repair	worked on bus 3 -replaced all brakes, drums, coolant tank, coolantpipe and tires, spoke w/ Jane about transportation needs, met w/ Paul to put printer on computer to print inspections, called trooper (left a message) -computer will not pull up inspections	
6/11/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break	
6/11/2015 1:30 PM	120	Bus Gar	Email, Logs, Meeting - Others, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	met w/ Central Tire rep, bus 18 -inspect, topped off fluids and replaced 2 rear tires, checked email, finished logs, worked 8hrs.	
<b>Start : 6/12/2015 (2)</b>					
6/12/2015 7:00 AM	360	Bus Gar	Email, Meeting - Staff, Travel, Vehicle Fluid Top Off, Vehicle Inspection	checked email, bus 4 -started inspect and topped off fluids, went to SAB and MES to look at summer run, notified people involved, spoke w/ Mrs. Hirsh about things to do	
6/12/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break	
<b>Start : 6/15/2015 (3)</b>					
6/15/2015 7:00 AM	330	Bus Gar	Email, Other (Provide Description), Phone - Others, Vehicle Inspection, Vehicle Repair	checked email, emailed a letter of recommendation for bus driver, called to get someone to drain our used oil tank (full), ordered gas pump for BCHS, worked on inspection on bus 4	Bus 04
6/15/2015 12:30 PM	60	Bus Gar	Lunch	took lunch break	
6/15/2015 1:30 PM	240	Bus Gar	Email, Logs, Meeting - Staff, Other (Provide Description), Parts Ordering, Phone - Staff, Vehicle Inspection	inspect bus 6, order parts, cleaned shop (mess from coolant tank on bus 4), checked email, met w/ Paul to get computers set up to print inspections, print inspection for bus 4, spoke w/ staff to see how training is going, finished logs, worked 10.5hrs	Bus 06
<b>Start : 6/16/2015 (5)</b>					
6/16/2015 7:00 AM	90	Bus Gar	Vehicle Inspection	finish inspections on bus 2 and 3	
6/16/2015 8:30 AM	180	Bus Gar	Other (Provide Description)	met w/ Billy from Whiting's and replaced gas pump at BCHS	
6/16/2015 11:30 AM	60	Bus Gar	Email, Phone - Others, Purchase Orders	finished po's, checked email, made calls and set up appointment to have windshield put in the 85 Ranger	
6/16/2015 12:30 PM	60	Bus Gar	Lunch	took lunch break	
6/16/2015 1:30 PM	240	Bus Gar	Email, Logs, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 6, checked email, finished logs for today, worked 10.5hrs	Bus 06
<b>Start : 6/17/2015 (6)</b>					
6/17/2015 7:00 AM	90	Bus Gar	Email, Other (Provide Description), Purchase Orders, Travel	checked email, finished po's for the year, put together driver letters of recommendation to prepare for meeting with Mrs. Hirsh and head to SAB <span style="color: green;">NEW</span>	
6/17/2015 8:30 AM	150	Bus Gar	Meeting - Staff, Travel	went to SAB met w/ Mrs. Hirsh about drivers and routes for this upcoming year, met w/ Justin about invoices and accounts <span style="color: green;">NEW</span>	
6/17/2015 11:00 AM	120	Bus Gar	Vehicle Inspection	worked on bus 18 -inspect, worked on bus 5 started taking off old exhaust <span style="color: green;">NEW</span>	
6/17/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break <span style="color: green;">NEW</span>	
6/17/2015 1:30 PM	120	Bus Gar		worked on bus 5 <span style="color: green;">NEW</span>	

6/17/2015 3:30 PM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 10, checked email and no internet, worked 10.5hrs 	Bus 10
<b>Start : 6/18/2015 (1)</b>					
6/18/2015 7:00 AM	150	Bus Gar	Email, Logs, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 8, checked email and finished logs from yesterday 	Bus 08

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