



Pupil Transportation ▶ Transportation Director Log Mon

Start	Minutes	Location	Topic	Short Description	Vehicle
Start : 1/5/2015 (4)					
1/5/2015 7:30 AM	180	Bus Gar	Athletic Schedules, Email, Fuel Reports, Fuel Tank Measurement, Other (Provide Description), Vehicle Pick Up/Delivery	monitor bus radio, checked email, finished MES fuel report from last month, revised trip schedule, stuck tanks @ VES and BCHS, picked up 02 blue Taurus from BCHS to check brakes	
1/5/2015 10:30 AM	240	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Pick Up/Delivery, Vehicle Repair	worked on 01 blue Taurus, took back to BCHS and worked on 89 S-10	01-Car-Ford Taurus Blue-SAB; 89-Truck-Chevy S10-MES
1/5/2015 2:30 PM	30	Bus Gar	Lunch	took lunch break	
1/5/2015 3:00 PM	30	Bus Gar	Email, Logs	checked email, finished logs, worked 8hrs.	
Start : 1/6/2015 (2)					
1/6/2015 7:00 AM	480	Bus Gar	Leave - Sick	scheduled off for a Dr. Appt.	
1/6/2015 7:00 PM	120	Bus Gar	Meeting - Staff	Board Meeting / Budget work session	
Start : 1/7/2015 (6)					
1/7/2015 5:00 AM	90	Bus Gar	Road Check: Weather	checked roads, weather and temp., spoke w/ Hrs. Hirsh -school on regular schedule for now, spoke w/ driver about weather in the Burnsville area seems ok	
1/7/2015 7:30 AM	60	Bus Gar	Email, Logs, Phone - Staff, Road Check: Weather	checked email, monitor bus radio, catch up logs, check temp., spoke w/ Mrs. Hirsh and drivers about being on stand-by for a possible early release.	
1/7/2015 8:30 AM	240	Bus Gar	Athletic Schedules, Phone - Staff, Road Check: Weather, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 4, checked weather, spoke w/ Will and Mrs. Hirsh -no after school activities, notified drivers	Bus 04
1/7/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break	
1/7/2015 1:00 PM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 6	Bus 06
1/7/2015 2:30 PM	30	Bus Gar	Email, Logs, Phone - Others	checked email, checked status of bus 15, finished logs, worked 9hrs.	
Start : 1/8/2015 (6)					
1/8/2015 7:00 AM	90	Bus Gar	Phone - Staff, Road Check: Weather	school 2hrs. late, checked temp., spoke w/ drivers, spoke w/ Mrs. Hirsh -notified drivers school is closed	
1/8/2015 8:30 AM	150	Bus Gar	Vehicle Diagnostics, Vehicle Repair	helped diag. and get bus in Burnsville started	
1/8/2015 11:00 AM	60	Bus Gar	Other (Provide Description)	cut metal out for the custodians at VES	

1/8/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break	
1/8/2015 12:30 PM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 3	Bus 03
1/8/2015 2:00 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others, Phone - Staff	checked starting on spare buses, checked email, spoke w/ Sharon from SAB -gathered budget info, finished logs for today, worked 8.5hrs	

Start : 1/9/2015 (6)

1/9/2015 5:00 AM	60	Bus Gar	Road Check: Weather	checked weather, spoke w/ Mrs. Hirsh - school on regular schedule	
1/9/2015 7:30 AM	120	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	monitor bus radio, checked email, met w/ drivers to fill out letters of intent for next year at BCHS and VES	
1/9/2015 9:30 AM	180	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change, Vehicle Repair	worked on bus 8	Bus 08
1/9/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break	
1/9/2015 1:00 PM	60	Bus Gar	Email, Phone - Staff	checked email, after speaking w/ Mrs. Hirsh -called and located a sub to drive Rt. 42 until position is filled	
1/9/2015 2:00 PM	120	Bus Gar	Meeting - Staff, Other (Provide Description)	went to MES interviewed a gentleman who applied for a sub position, met w/ drivers to fill out letters of intent for next year, worked 9.5hrs	

Start : 1/12/2015 (4)

1/12/2015 5:00 AM	60	Bus Gar	Road Check: Weather	checked roads and weather -ice, spoke w/ Mrs. Hirsh school 2hrs. late -notified drivers	
1/12/2015 7:00 AM	90	Bus Gar	Phone - Others, Phone - Staff, Road Check: Weather	checked weather, made calls to VDOT, drivers and Sheriff office -recommend we stay off roads, spoke w/ Mrs. Hirsh - notified drivers that school is closed	
1/12/2015 8:30 AM	210	Bus Gar	Email, Logs, Meeting - Others, Other (Provide Description), Phone - Staff, Vehicle Fluid Top Off	checked email, spoke w/ Paul about our fax machine, met w/ Mr. Brown from ECCI, finished logs from last week, called Mark over to service his truck, checked over and topped off fluids on Mercury	
1/12/2015 12:00 PM	150	Bus Gar	Logs, Vehicle Fluid Top Off, Vehicle Oil Change, Vehicle Repair	worked on 2013 GMC, checked email, finished logs for today, worked 8.5hrs - no lunch break	

Start : 1/13/2015 (6)

1/13/2015 5:00 AM	60	Bus Gar	Road Check: Weather	checked weather, spoke w/ Mrs. Hirsh - school on regular schedule	
1/13/2015 7:30 AM	90	Bus Gar	Email, Meeting - Staff	checked email, met w/ the last of the drivers to fill out and turn in letters of intent for next year	
1/13/2015 9:00 AM	240	Bus Gar	Vehicle Pick Up/Delivery	Daniel and I went to Roanoke to pick up bus 15 and drop off at MES	
1/13/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break	
1/13/2015 1:30 PM	60	Bus Gar	Email, Phone - Staff	worked on getting info on a preschool student who has moved to Millboro to decide what buses the student would ride and begin putting a plan in place	
1/13/2015 2:30 PM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off,	helped Daniel inspect and repair bus 2, worked 10hrs.	Bus 02

Vehicle Inspection,
Vehicle Repair

Start : 1/14/2015 (7)

1/14/2015 5:00 AM	60	Bus Gar	Road Check: Weather	checked weather, spoke w/ Mrs. Hirsh - school on regular schedule	
1/14/2015 7:30 AM	60	Bus Gar	Meeting - Staff	met w/ a board member checking to see how things are going	
1/14/2015 8:30 AM	30	Bus Gar	Meeting - Others	met w/ a member of the headstart program -dropped off car seats to help w/ the moving preschool student and go over the schedules	
1/14/2015 9:00 AM	270	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	Daniel and I went to MES to check over the buses	Bus 05; Bus 07; Bus 12; Bus 16; Bus 17
1/14/2015 1:30 PM	30	Bus Gar	Lunch	took lunch break	
1/14/2015 2:00 PM	60	Bus Gar	Email, Other (Provide Description), Phone - Staff	checked email, spoke w/ Board member wanting details on preschool student - transportation and schedule, worked on getting details straight on transporting preschool student w/ parent and drivers	
1/14/2015 3:00 PM	60	Bus Gar	Athletic Schedules, Logs, Other (Provide Description), Phone - Staff	driver out with a broken ankle, worked on covering route and trips, finished logs from yesterday and today, worked 9.5hrs	

Start : 1/15/2015 (7)

1/15/2015 5:00 AM	30	Bus Gar	Road Check: Weather	checked weather seems ok -regular schedule	
1/15/2015 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	checked email, revised trip schedule, prepare for a meeting w/ Mrs. Hirsh	
1/15/2015 9:00 AM	180	Bus Gar	Meeting - Staff, Travel	went to SAB met with Mrs. Hirsh and Mrs. Hicklin about transportation for a preschool student, and went over recommendations for bus/car drivers	
1/15/2015 12:00 PM	60	Bus Gar	Vehicle Inspection, Vehicle Repair	helped Daniel finish inspection on bus 11 before leaving on a trip	Bus 11
1/15/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break	
1/15/2015 1:30 PM	90	Bus Gar	Meeting - Staff, Phone - Others, Route Review	spoke w/ parent about a new stop and bus route, spoke w/ driver about the stop and reviewed route to see if we could accommodate the new stop, after review unfortunately we were unable to stop where the parent wanted	
1/15/2015 3:00 PM	60	Bus Gar	Vehicle Pick Up/Delivery	took silver Taurus to BCHS to be used tomorrow, worked 9hrs.	

Start : 1/16/2015 (5)

1/16/2015 5:00 AM	30	Bus Gar	Road Check: Weather	checked weather -seems ok, school on regular starting schedule	
1/16/2015 7:30 AM	120	Bus Gar	Email, Logs, Other (Provide Description)	EARLY RELEASE 12:30, monitor bus radio, checked email, worked on logs from yesterday	
1/16/2015 9:30 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	helped Daniel inspect bus 15 and top off fluids	
1/16/2015 11:00 AM	60	Bus Gar	Lunch	took lunch with drivers before school let out	

1/16/2015 12:00 PM	150	Bus Gar	Logs, Phone - Others, Shop Cleaning	spoke w/ parent that had called yesterday to explain where they would need to meet the bus, cleaned shop, repair a tire for PSA, finished logs, worked 8hrs	
Start : 1/19/2015 (5)					
1/19/2015 7:00 AM	120	Bus Gar	Email, Reports	NO School -Teacher work day, checked email, sort and filed reports	
1/19/2015 9:00 AM	120	Bus Gar	Athletic Schedules, Fuel Reports, Parts Ordering	complete fuel reports from last month, ordered fuel for each station, ordered parts for stock, spoke w/ Will about a update on departure on Wed.	
1/19/2015 11:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	Daniel and I inspect bus 23 and topped off fluids	
1/19/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break	
1/19/2015 1:00 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Phone - Staff, Route Review, Vehicle Fluid Top Off, Vehicle Inspection	Daniel and I inspected bus 14 and topped off fluids, checked email, spoke w/ Jane and the driver to update preschool student start date and times, finished logs for today, worked 8hrs.	
Start : 1/20/2015 (1)					
1/20/2015 7:30 AM	480	Bus Gar	Leave - Sick	Doc. Appt.	
Start : 1/21/2015 (6)					
1/21/2015 5:00 AM	60	Bus Gar	Road Check: Weather	kept a check on weather -calling for snow, -school on regular schedule so far	
1/21/2015 7:30 AM	60	Bus Gar	Email, Fuel Reports, Logs, Other (Provide Description)	monitor bus radio, checked email, finish logs and fuel reports from yesterday	
1/21/2015 8:30 AM	150	Bus Gar	Athletic Schedules, Other (Provide Description), Road Check: Weather, Vehicle Inspection	checked over bus 11 before going on a trip, checked weather and trip schedule for this afternoon, put supplies together to send to MES bus drivers	
1/21/2015 11:00 AM	210	Bus Gar	Other (Provide Description), Travel, Vehicle Pick Up/Delivery	switch vehicles at BCHS, Daniel and I took silver Taurus to Lexington to pick up student, switch vehicles @ BCHS so car could be used to get students in Covington	
1/21/2015 2:30 PM	30	Bus Gar	Lunch	took lunch break	
1/21/2015 3:00 PM	30	Bus Gar	Email, Logs	checked email and finished logs for today, worked 9hrs.	
Start : 1/22/2015 (6)					
1/22/2015 7:30 AM	90	Bus Gar	Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, spoke with the car driver from Millboro - bringing car over for us to check over	
1/22/2015 9:00 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	Daniel and I worked on the green Taurus	00-Car-Ford Taurus Green -SAB
1/22/2015 11:00 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	Daniel and I inspect bus 22	Bus 22
1/22/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break	
1/22/2015 1:30 PM	30	Bus Gar	Athletic Schedules, Phone - Staff	spoke w/ Will about changing the departure time for tomorrows game, called and notified driver	

1/22/2015 2:00 PM 150 Bus Gar Email, Logs, Travel, Vehicle Pick Up/Delivery switch vehicles @ BCHS picked up students and took home, switch out vehicles @ BCHS came to garage , checked email and finished logs for today, worked 9hrs.

Start : 1/23/2015 (7)

1/23/2015 7:30 AM 60 Bus Gar Email, Logs, Road Check: Weather monitor bus radio, checked email, monitor weather forecast

1/23/2015 8:30 AM 60 Bus Gar Phone - Staff notify drivers to be on stand-by

1/23/2015 9:30 AM 90 Bus Gar Meeting - Staff, Vehicle Pick Up/Delivery went to BCHS -picked up bus 11 and brought back to the garage, met w/ a driver in BCHS parking lot

1/23/2015 11:00 AM 60 Bus Gar Athletic Schedules, Phone - Staff spoke w/ Mrs. Hirsh, notified all drivers today is a early release and all activities and trips are canceled

1/23/2015 12:00 PM 60 Bus Gar Meeting - Staff spoke w/ a driver who stopped by to drop off a Dr. note about time off and discussed a possible return date

1/23/2015 1:00 PM 30 Bus Gar Lunch took lunch break

1/23/2015 1:30 PM 120 Bus Gar Email, Logs, Other (Provide Description), Shop Cleaning monitor bus radio, drivers checking in after completing their routes, clean shop, check email, finish logs, worked 8hrs.

Start : 1/26/2015 (4)

1/26/2015 5:00 AM 60 Bus Gar Phone - Staff, Road Check: Weather checked road and weather reports, spoke w/ Paul -notified drivers school is on a 2hr delay

1/26/2015 6:30 AM 90 Bus Gar Phone - Others, Phone - Staff, Road Check: Weather checked roads and weather, spoke w/ drivers, sheriff office, Paul -notified drivers school is now closed

1/26/2015 8:00 AM 210 Bus Gar Road Check: Weather checked parking lots @ VES, BCHS, SAB and bus turnaround on top of Airport Mtn.

1/26/2015 11:30 AM 120 Bus Gar Athletic Schedules, Email, Logs, Phone - Staff, Purchase Orders checked email, finished po's, worked on trip schedule, notified driver trip today is canceled, finished logs, worked 8hrs - no lunch

Start : 1/27/2015 (8)

1/27/2015 5:00 AM 60 Bus Gar Road Check: Weather checked roads and weather conditions, spoke w/ Mrs. Hirsh, notified drivers school will be 2hrs. late

1/27/2015 7:00 AM 60 Bus Gar Road Check: Weather monitor weather and road conditions school will go on a 2hr delay as planned

1/27/2015 8:00 AM 120 Bus Gar Other (Provide Description), Road Check: Weather monitor bus radio, check and salt parking lots at VES

1/27/2015 10:00 AM 60 Bus Gar Meeting - Others, Other (Provide Description) met w/ Billy from Whiting Jamison and replaced fuel hose @ VES tank

1/27/2015 11:00 AM 120 Bus Gar Parts Ordering, Vehicle Diagnostics worked on bus 22 Bus 22

1/27/2015 1:00 PM 30 Bus Gar Lunch took lunch break







1/27/2015 1:30 PM 120 Bus Gar Parts Ordering, Travel, Vehicle Diagnostics, Vehicle Repair went to MES worked on bus 7 and 17 Bus 07; Bus 17

1/27/2015 3:30 PM 30 Bus Gar Athletic Schedules, Email, Logs checked email, revised sports schedule, finished logs for today, worked 10hrs.

Start : 1/28/2015 (7)

1/28/2015 7:30 AM	150	Bus Gar	Travel, Vehicle Pick Up/Delivery	went to BCHS picked up silver Taurus took students to Rivermont and took car back to BCHS	
1/28/2015 10:00 AM	60	Bus Gar	Athletic Schedules	worked on travel schedule and went over trips with the drivers	
1/28/2015 11:00 AM	60	Bus Gar	Email, Phone - Staff	checked email, Jane notified me there would be a new student to be transported to Rivermont, notified driver of locations and will work on pick up and drop off times	
1/28/2015 12:00 PM	60	Bus Gar	Other (Provide Description), Travel	thaw and repaired water hose, took trip papers to BCHS for drivers	
1/28/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break	
1/28/2015 1:30 PM	90	Bus Gar	Parts Ordering, Vehicle Diagnostics	worked on bus 4	Bus 04
1/28/2015 3:00 PM	30	Bus Gar	Email, Logs	checked email and finished logs for today, worked 8hrs	

Start : 1/29/2015 (6)

1/29/2015 9:00 AM	150	Bus Gar	Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	switched hrs. w/ Daniel, worked on bus 7 	Bus 07
1/29/2015 11:30 AM	90	Bus Gar	Email, Phone - Staff, Road Check: Weather	spoke w/ Jane about new student going to Rivermont, worked on times and schedule, spoke w/ driver to iron out all concerns about schedule, checked weather and notified Mrs. Hirsh of what we were seeing over here 	
1/29/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break 	
1/29/2015 1:30 PM	120	Bus Gar	Other (Provide Description), Phone - Others, Phone - Staff, Road Check: Weather	spoke w/ Mrs. Hirsh, VDOT and drivers about road conditions and afternoon schedules, notified drivers no activity runs this afternoon, worked with Daniel to make a list of things we need to do 	
1/29/2015 3:30 PM	60	Bus Gar	Phone - Others, Phone - Staff	on the phone w/ Paul and Gene @ Cummins trying to get our computer programmed for these buses 	
1/29/2015 4:30 PM	30	Bus Gar	Email, Logs	checked email, finished logs, worked 8hrs. 	

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