



Pupil Transportation ▶ Transportation Director Log Monthly I

Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 2/24/2015 (3)</b>					
2/24/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break	
2/24/2015 12:30 PM	240	Bus Gar	Other (Provide Description)	went to Highland to plow turnaroud and went to Burnsville to plow out bus 10, worked 9hrs	
2/24/2015 7:00 PM	120	Bus Gar	Road Check: Weather	checked and plowed road back from intersection to MES	
<b>Start : 2/25/2015 (4)</b>					
2/25/2015 7:30 AM	240	Bus Gar	Route Review	School 2hrs. late, checked bus turnarounds that VDOT gets to make they are wide enough, plowed turnarounds for activity	
2/25/2015 11:30 AM	180	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 8- ran diag. and replaced both rear heaters	
2/25/2015 2:30 PM	60	Bus Gar	Route Review	widen the parking spot for bus 15	
2/25/2015 3:30 PM	60	Bus Gar	Vehicle Pick Up/Delivery	went to Muddy Run and picked up bus 19 and took to BCHS to be used on a route, worked 9hrs.	
<b>Start : 2/26/2015 (2)</b>					
2/26/2015 5:00 AM	60	Bus Gar	Road Check: Weather	check roads and weather, notified drivers school closed due to snow	
2/26/2015 9:00 AM	360	Bus Gar	Other (Provide Description)	No School -snow, 12 month employees off, plowed VES and BCHS	
<b>Start : 2/27/2015 (7)</b>					
2/27/2015 5:00 AM	30	Bus Gar	Road Check: Weather	checked roads and weather school on regular schedule	
2/27/2015 7:00 AM	180	Bus Gar	Email, Logs, Other (Provide Description)	line up work for today, worked on logs and checked email -haven't been in office all week, worked on finding drivers, spoke to BCHS about a new stop, sent email to VES and BCHS as to who is using what bus on what route as we have drivers out	
2/27/2015 10:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	Daniel and I worked on bus 19 -inspect, topped off fluids, test and repaired coolant leak, horn, dome light and stop sign	
2/27/2015 11:30 AM	60	Bus Gar	Vehicle Pick Up/Delivery	went to Burnsville to pick up bus 10 to be used	
2/27/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break	
2/27/2015 1:00 PM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	Daniel and I inspected bus 15 and topped off fluids, test and replaced both batteries in bus 10	
2/27/2015 3:00 PM	30	Bus Gar	Logs	finished logs for today, worked 9hrs	
<b>Start : 3/2/2015 (4)</b>					

3/2/2015 7:30 AM	120	Bus Gar	Email, Fuel Reports, Fuel Tank Measurement, Other (Provide Description), Reports	checked emails, monitor bus radio, collect driver reports, worked on fuel reports and measured tanks @ VES and BCHS
3/2/2015 9:30 AM	180	Bus Gar	Other (Provide Description)	trained w/ Mr Bley worked on pre-trip and backing
3/2/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break
3/2/2015 1:00 PM	150	Bus Gar	Athletic Schedules, Email, Logs, Phone - Others, Route Review, Vehicle Repair	Spoke w/ Will about sports schedule, emailed to Sharon to put in a driver format, spoke w/ a grandparent about making a new stop, helped Daniel on bus 8, looked at bus turnaround on Mtn., finished logs for today, worked 8hrs.

**Start : 3/3/2015 (3)**

3/3/2015 5:00 AM	60	Bus Gar	Road Check: Weather	Checked roads and weather conditions, spoke w/ Paul and school will operate on a regular schedule
3/3/2015 7:30 AM	60	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others, Reports	checked email, monitored bus radio, called VDOT about the transfer lot @ WCC, collect driver reports and turn in to SAB, finished logs for today
3/3/2015 8:30 AM	420	Bus Gar	Other (Provide Description)	took off 6hrs of the time that I worked over the last couple weekends, worked 2hrs., and used 6hrs.

**Start : 3/4/2015 (8)**

3/4/2015 5:00 AM	30	Bus Gar	Road Check: Weather	checked weather -school on regular schedule
3/4/2015 7:30 AM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio, checked email, worked on trip schedule
3/4/2015 9:00 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	Daniel and I replaced both batteries on bus 23
3/4/2015 10:00 AM	120	Bus Gar	Meeting - Staff, Phone - Staff	met with Mr Brey to go over training, spoke w/ Ms Bradberry about possible flooding
3/4/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break
3/4/2015 12:30 PM	60	Bus Gar	Vehicle Inspection	helped Daniel inspect bus 4
3/4/2015 1:30 PM	90	Bus Gar	Route Review	checked roads for possible flooding and areas to keep a eye on
3/4/2015 3:00 PM	60	Bus Gar	Logs, Vehicle Diagnostics	helped Daniel run diag. test on 00 Taurus, finished logs for today, checked email, put snow plow on, worked 9hrs

**Start : 3/5/2015 (2)**

3/5/2015 5:00 AM	60	Bus Gar	Phone - Staff, Road Check: Weather	checked roads and weather -spoke w/ Mrs Hirsh, notified drivers -No School
3/5/2015 7:30 AM	480	Bus Gar	Other (Provide Description)	No School 12month employees off -plowed at VES 4pm-7:30pm, spoke w/ Mrs Hirsh and notified drivers -No School Tomorrow, worked 4.5hrs over

**Start : 3/6/2015 (1)**

3/6/2015 7:30 AM	420	Bus Gar	Other (Provide Description)	No School, 12month employees off, plowed @ SAB and VES worked 7hrs over.
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**Start : 3/7/2015 (1)**

3/7/2015 9:30 AM	120	Bus Gar	Other (Provide Description), Phone - Staff	found car driver for River Mont route from MES, plowed back snow at SAB and BCHS, worked 2hrs.
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**Start : 3/9/2015 (4)**

3/9/2015 7:00 AM	300	Bus Gar	Email, Logs, Phone - Others, Phone - Staff, Vehicle Repair	No School -Teacher work day, checked email, worked on logs from last week, set up an appointment to have FEA on bus 17 @ Central Tire today, checked and replaced plugs on 00 Taurus
3/9/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break
3/9/2015 12:30 PM	90	Bus Gar	Vehicle Repair	replaced exhaust on 00 Taurus
3/9/2015 2:00 PM	60	Bus Gar	Logs, Shop Cleaning	cleaned shop, finished logs, worked 8hrs.

**Start : 3/10/2015 (6)**

3/10/2015 7:30 AM	120	Bus Gar	Email, Fuel Reports	checked email, finished fuel reports from January
3/10/2015 9:30 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	Daniel and I inspected bus 6, topped off fluids, test and repaired ground to RT brake light
3/10/2015 11:00 AM	120	Bus Gar	Route Review, Vehicle Fluid Top Off, Vehicle Inspection	Daniel and I inspected bus 8, topped off fluids, went to AirPort mtn to check bus turnaround for this afternoon
3/10/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break
3/10/2015 1:30 PM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	Daniel and I inspected bus 10, topped off fluids and checked for a coolant leak
3/10/2015 2:30 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	checked over account statements, checked email, spoke w/ drivers about possible flooding in the Millboro area, finished logs, worked 8hrs.

**Start : 3/11/2015 (6)**

3/11/2015 5:00 AM	60	Bus Gar	Road Check: Weather	made calls checked roads for flooding
3/11/2015 6:00 AM	120	Bus Gar	Road Check: Weather	checked routes for flooding
3/11/2015 8:00 AM	90	Bus Gar	Meeting - Staff	met with MES drivers about routes and high water
3/11/2015 9:30 AM	120	Bus Gar	Road Check: Weather	checked routes again, water doesnt seem to be as high now, checked bridge where water is running over on Douthat Rd
3/11/2015 11:30 AM	60	Bus Gar	Fuel Tank Measurement, Phone - Others	stuck tanks @ BCHS and VES and ordered fuel
3/11/2015 12:30 PM	30	Bus Gar	Email, Logs, Phone - Staff	checked email, made calls to check driver situation for the rest of the week, finished logs for today, worked 8hrs

**Start : 3/12/2015 (3)**


3/12/2015 6:30 AM	120	Bus Gar	Other (Provide Description)	pre-trip and drove bus route (bus 4)
3/12/2015 8:30 AM	240	Bus Gar	Other (Provide Description)	used 4hrs. comp. from plowing snow
3/12/2015 3:00 PM	120	Bus Gar	Other (Provide Description)	drove bus route (bus 4)

**Start : 3/13/2015 (4)**






3/13/2015 6:30 AM	120	Bus Gar	Other (Provide Description)	drove bus route (bus 4)
3/13/2015 8:30 AM	120	Bus Gar	Other (Provide Description)	drove River Mont route
3/13/2015 12:30 PM	150	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Repair	helped Daniel replace DTRL module on bus 8, checked email, worked on logs, worked on travel schedule

3/13/2015 3:00 PM	120	Bus Gar	Other (Provide Description)	drove route (bus 4) worked 8.5hrs.	
<b>Start : 3/16/2015 (3)</b>					
3/16/2015 7:30 AM	180	Bus Gar	Email, Parts Ordering, Route Review, Vehicle Pick Up/Delivery	checked email, gather reports to send to SAB, ordered parts for stock, took car to Burnsville to switch out, checked on a new bus stop while in Burnsville	
3/16/2015 10:30 AM	240	Bus Gar	Other (Provide Description)	on the road training Mr Bley	
3/16/2015 2:30 PM	60	Bus Gar	Email, Meeting - Staff, Phone - Staff	Met w/ Daniel about work today and forms needed for the shop, checked email, spoke w/ VES about where to take River Mont students today, worked 8hrs. No Lunch	
<b>Start : 3/17/2015 (2)</b>					
3/17/2015 7:30 AM	90	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, checked email, finished logs from yesterday, made a work list for today	
3/17/2015 9:00 AM	390	Bus Gar	Leave - Administrative	used 6hrs of comp. time earned from snow. have 17 1/2hrs remaining	
<b>Start : 3/18/2015 (2)</b>					
3/18/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email and made a work list for today	
3/18/2015 9:00 AM	360	Bus Gar	Leave - Administrative	used another 6hrs. of comp time built up from plowing snow. I have 11 1/2 hrs. remaining	
<b>Start : 3/19/2015 (4)</b>					
3/19/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Phone - Staff, Reports	monitor bus radio, checked email and worked on reports, received a call from BCHS needing a driver for a trip, located and sent a driver to BCHS	
3/19/2015 9:00 AM	210	Bus Gar	Vehicle Diagnostics	drove bus 3 -checked for a vibration, put on the pit and checked over -could possibly be in the tires	
3/19/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break	
3/19/2015 1:00 PM	120	Bus Gar	Other (Provide Description), Road Check: Weather, Vehicle Fluid Top Off, Vehicle Inspection	Checked weather conditions for the trip going out this afternoon, Daniel and I checked over 2014 Impala -topped off fluids, went to Bath Supply and picked up a replacement Knob for the back door at the bus garage, worked 8hrs	
<b>Start : 3/20/2015 (7)</b>					
3/20/2015 5:00 AM	60	Bus Gar	Road Check: Weather	checked roads and weather conditions, spoke w/ drivers, sheriff's office and Mrs. Hirsh -school will operate on a regular schedule	
3/20/2015 7:00 AM	90	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, checked email, tried to rest flashing lights and worked on getting caught up on logs	
3/20/2015 8:30 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	Daniel and I worked on bus 10	Bus 10
3/20/2015 10:00 AM	120	Bus Gar	Parts Ordering, Travel	went to covington to get tail lights for bus 10 and installed	
3/20/2015 12:00 PM	60	Bus Gar	Lunch	took lunch break	
3/20/2015 1:00 PM	90	Bus Gar	Vehicle Diagnostics	checked over exhaust noise -found 2 bolts broken off -will need to fix this summer -bus will be down for a while	

3/20/2015 2:30 PM	60	Bus Gar	Email, Logs, Reports	looked over reports from MES, checked email, finished logs, checked flashing lights, worked 9.5hrs
<b>Start : 3/23/2015 (6)</b>				
3/23/2015 7:00 AM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description)	monitor bus radio,checked that flashing lights work and adjusted time so both come on at the same time, checked email, revised sports schedule
3/23/2015 9:00 AM	90	Bus Gar	Email, Other (Provide Description)	looked over a new application, interviewed Mr. Phillips, wrote a letter of recommendation and sent to Mrs. Hirsh
3/23/2015 10:30 AM	60	Bus Gar	Parts Ordering, Vehicle Diagnostics	Daniel and I looked over bus 4 and ordered a new exhaust pipe
3/23/2015 11:30 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	Daniel and I inspected spare bus 16 from MES and topped off fluids
3/23/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break
3/23/2015 1:30 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Pick Up/Delivery	took bus 16 back to MES, dropped off trip papers on bus 18 @ BCHS, checked email, typed memo to all driver about bus evacuation drills for 2nd semester to deliver tomorrow, finished logs, worked 8.5hrs.
<b>Start : 3/24/2015 (2)</b>				
3/24/2015 7:00 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, worked on letters to drivers, made a work list for Daniel, get supplies together for training today
3/24/2015 9:00 AM	420	Bus Gar	Email, Logs, Other (Provide Description)	train w/ Mr. Bley driving w/o and w/ students, finished logs for today worked 9hrs.
<b>Start : 3/25/2015 (3)</b>				
3/25/2015 7:00 AM	60	Bus Gar	Other (Provide Description)	monitor bus radio, begin driver pre-trip training
3/25/2015 8:00 AM	360	Bus Gar	Other (Provide Description)	train Mr. Bley -w/ students and w/o students on the bus
3/25/2015 2:00 PM	60	Bus Gar	Email, Logs	checked email, worked on school schedule, finished logs for today, worked 8hrs.
<b>Start : 3/26/2015 (1)</b>				
3/26/2015 7:00 AM	570	Bus Gar	Other (Provide Description)	monitor bus radio, trained w/ Mr. Bley -w/ and w/o kids on the bus and classroom, worked 9.5hrs
<b>Start : 3/27/2015 (5)</b>				
3/27/2015 7:00 AM	60	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email
3/27/2015 8:00 AM	120	Bus Gar	Purchase Orders	finished po's and took to SAB
3/27/2015 10:00 AM	150	Bus Gar	Meeting - Staff	met w/ Paul about new radios, met w/ one of our car drivers about their route, came back to the garage
3/27/2015 12:30 PM	60	Bus Gar	Lunch	took lunch break
3/27/2015 1:30 PM	90	Bus Gar	Email, Logs, Phone - Others, Phone - Staff	spoke w/ parent about a new stop, notified driver, checked email, finished logs from yesterday and today, worked 8hrs
<b>Start : 3/30/2015 (6)</b>				
3/30/2015 6:30 AM	90	Bus Gar	Other (Provide Description)	monitored bus radio

3/30/2015 9:30 AM	150	Bus Gar	Athletic Schedules, Email, Logs, Other (Provide Description), Phone - Others, Phone - Staff, Reports	made calls to verify a invoice, spoke w/ driver about a new stop, revised the number of buses used for tomorrows trip -due to drivers out, looked over evacuations drill reports and signed off on, checked email, worked on logs
3/30/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break
3/30/2015 12:30 PM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	test drove and checked over van 20 before going out on a trip tomorrow after sitting all winter
3/30/2015 2:30 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	filed driver reports , checked email, finished logs, worked 7.5hrs
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 (5)**

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 

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