



<input type="checkbox"/> Start	Minutes	Location	Topic	Short Description	Vehicle
<b>[-] Start : 8/3/2015 (4)</b>					
8/3/2015 6:30 AM	180	Bus Gar	Email, Other (Provide Description), Travel	checked email, emailed DWight about our car seat needs for the buses, started all buses out back and let them run for a while -checked for any leaks/ starter action from sitting, collected car seats from buses @ BCHS and SAB and checked mail @ SAB	
8/3/2015 9:30 AM	150	Bus Gar	Other (Provide Description), Phone - Staff, Vehicle Diagnostics, Vehicle Repair	spoke w/ Steve and Harold about training, spoke w/ Mrs. Hirsh about repairs/ updating fuel stations, spoke w/ Allison about routes/ driver assignments this year, notified drivers of assignments, took the S-10 out of the fleet, worked on bus 12	Bus 12
8/3/2015 12:00 PM	30	Bus Gar	Lunch	took lunch break	
8/3/2015 12:30 PM	120	Bus Gar	Email, Logs, Vehicle Diagnostics	worked on bus 10, checked email, finished logs for today, worked 8hrs.	Bus 10
<b>[-] Start : 8/4/2015 (2)</b>					
8/4/2015 7:00 AM	270	Bus Gar	Email, Parts Ordering, Phone - Others, Phone - Staff, Vehicle Diagnostics, Vehicle Repair	checked email -no service, worked on bus 10, spoke w/ Sharon about going to DMV, ordered parts	Bus 10
8/4/2015 11:30 AM	210	Bus Gar	Fuel Reports, Lunch, Other (Provide Description), Travel	went to DMV picked up plates, stopped by sign image picked up bus #'s, took lunch break, installed new tags, took title to SAB, checked email -still no service, worked 8hrs	
<b>[-] Start : 8/5/2015 (3)</b>					
8/5/2015 7:00 AM	150	Bus Gar	Email, Logs, Other (Provide Description), Phone - Staff, Vehicle Diagnostics	checked email, worked on logs from yesterday, collect all car seats the buses for DWight to switch out, worked on bus 2 -no start, spoke w/ Paul @ Western Branch about bus 4	Bus 02
8/5/2015 9:30 AM	60	Bus Gar	Meeting - Others	met w/ Sonny Merryman Rep, spoke about parts, training classes and new bus options	
8/5/2015 10:30 AM	270	Bus Gar	Email, Logs, Lunch, Other (Provide Description), Travel	went to Cummins to get a new turbo for bus 10, took lunch break, checked email and logs - No internet, worked 8hrs.	
<b>[-] Start : 8/6/2015 (1)</b>					
8/6/2015 7:00 AM	480	Bus Gar	Leave - Vacation	on vac.	
<b>[-] Start : 8/7/2015 (1)</b>					
8/7/2015 7:00 AM	480	Bus Gar	Leave - Vacation	Daniel and I are both out for today	
<b>[-] Start : 8/10/2015 (4)</b>					
8/10/2015 7:30 AM	300	Bus Gar	Email, Logs, Other (Provide Description)	checked email, worked on logs from last week, worked on bus routes and driver changes for the paper, worked on locating drivers for River Mont, training the drivers before school starts and gathering info for inservice, got a check from VES for a car seat	
8/10/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break	

8/10/2015 1:00 PM	90	Bus Gar	Travel	went to WalMart and picked out a car seat for this year	
8/10/2015 2:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Pick Up/Delivery	replaced decals on 3 buses, finished start times for routes before going in the paper, scheduled pick up and delivery of cars and buses before school starts, checked email and finished logs, worked 8.5hrs.	
<b>Start : 8/11/2015 (3)</b>					
8/11/2015 7:30 AM	300	Bus Gar	Email, Other (Provide Description), Reports	worked on route schedules /start times ect. for the paper, worked on travel schedule and assign drivers, worked on in-service schedule and ordered lunch	
8/11/2015 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/11/2015 1:00 PM	150	Bus Gar	Vehicle Cleaning, Vehicle Pick Up/Delivery	worked on blue Taurus, gray Impala and silver Taurus -cleaned inside and out -dropped silver Taurus @ BCHS, attach bus #'s to each home schools for each school	
<b>Start : 8/12/2015 (5)</b>					
8/12/2015 7:30 AM	120	Bus Gar	Email, Other (Provide Description)	checked email, worked on bus / car assignments and collected mileage off of everything to turn in to SAB	
8/12/2015 9:30 AM	120	Bus Gar	Meeting - Staff	meeting @ SAB w/ Mrs. Hirsh, Jane and Sharon	
8/12/2015 11:30 AM	90	Bus Gar	Meeting - Staff, Purchase Orders, Vehicle Cleaning	met w/ Justin -po for our in-service lunch, spoke about the driving this year and how much he could help, started cleaning 97 Contour	
8/12/2015 1:00 PM	30	Bus Gar	Lunch	took lunch break	
8/12/2015 1:30 PM	150	Bus Gar	Email, Parts Ordering, Phone - Others, Vehicle Cleaning, Vehicle Diagnostics, Vehicle Pick Up/Delivery	finished cleaning Contour, dropped @ SAB, picked up blue Impala for repairs, checked email, spoke w/ parents about pick up and drop off	
<b>Start : 8/13/2015 (2)</b>					
8/13/2015 6:30 AM	120	Bus Gar	Email, Logs, Vehicle Fluid Top Off, Vehicle Repair	finished logs from the last couple of days, checked email, repaired blue Impala, topped off fuel in all the cars so they can be delivered	
8/13/2015 8:30 AM	360	Bus Gar	Email, Logs, Lunch, Other (Provide Description), Phone - Others, Phone - Staff, Travel, Vehicle Pick Up/Delivery	went to Roanoke to pick up blue GMC, took core parts to Cummins, took lunch break and delivered gray Impala to MES, checked email, lined up driver to help pick up buses tomorrow, made calls to make sure buses are ready, finished logs for today,worked8hr	
<b>Start : 8/14/2015 (2)</b>					
8/14/2015 7:30 AM	480	Bus Gar	Email, Travel, Vehicle Pick Up/Delivery	checked email, met w/ Daniel and Harold - went to Roanoke to pick up 2 buses, took lunch break, had to ride back w/ Harold and do activity run	Bus 04
8/14/2015 3:30 PM	240	Bus Gar	Parts Ordering, Phone - Others, Vehicle Pick Up/Delivery	spoke w/ Paul @ Western Branch -bus 4 ready, called Carter about instrument cluster for 22, spoke w/ Harold and he agreed to bring bus 4 back if I were to take him and drop him off, went back to Roanoke dropped off Harold and came back, worked 12hrs.	Bus 04; Bus 22
<b>Start : 8/17/2015 (2)</b>					
8/17/2015 8:00 AM	330	Bus Gar	Inservice - Presentation, Lunch, Other (Provide Description)	had our annual driver in-service, took lunch break and preformed the drug testing	
8/17/2015 1:30 PM	150	Bus Gar	Leave - Administrative	left @ 1:30 to move -worked 12hrs on Friday.	

**Start : 8/18/2015 (1)**

8/18/2015 7:30 AM 480 Bus Gar Leave - Personal took a personal day to move

**Start : 8/19/2015 (4)**

8/19/2015 7:00 AM 120 Bus Gar Email, Other (Provide Description), Phone - Others 1st Day of School -monitor bus radio, spoke w/ parents about bus schedule and times, checked email and worked on the flashing lights again

8/19/2015 9:00 AM 240 Bus Gar Logs, Other (Provide Description), Phone - Others, Travel, Vehicle Diagnostics spoke with a few of the drivers about their first day back, checked bus 4, revised travel schedule and put copies on buses, notified Western Branch bus 4 still making the same noise, worked on logs for the last 3 days Bus 04

8/19/2015 1:00 PM 30 Bus Gar Lunch took lunch break

8/19/2015 1:30 PM 150 Bus Gar Email, Logs, Other (Provide Description), Shop Cleaning, Travel cleaned shop, checked email, checked school lights, took papers to drivers @ MES, monitor bus radio, worked 9hrs.

**Start : 8/20/2015 (4)**

8/20/2015 7:00 AM 120 Bus Gar Email, Other (Provide Description), Phone - Others monitor bus radio, checked school zone lights, took calls from parents about bus #'s and driver names for bus passes

8/20/2015 9:00 AM 240 Bus Gar Other (Provide Description), Travel, Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair worked on bus 2, picked up note books for spare buses, took bus 2 to MES, worked on bus 17 Bus 02

8/20/2015 1:00 PM 30 Bus Gar Lunch took lunch break

8/20/2015 1:30 PM 120 Bus Gar Email, Logs, Other (Provide Description), Shop Cleaning took out trash, inspect fire extinguishers in the shop, checked email, finished logs for today, checked school zone lights, worked 8.5hrs.

**Start : 8/21/2015 (3)**

8/21/2015 7:30 AM 300 Bus Gar Auction, Email, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair checked lights, email, worked on bus 8, made calls about new fuel system Bus 08

8/21/2015 12:30 PM 30 Bus Gar Lunch took lunch break

8/21/2015 1:00 PM 240 Bus Gar Auction, Email, Logs, Other (Provide Description) worked on bus 23, checked email, finished logs, drove bus in Millboro, worked 9.5hrs Bus 23

**Start : 8/24/2015 (4)**


8/24/2015 7:00 AM 120 Bus Gar Email, Other (Provide Description), Purchase Orders monitored bus radio, checked email, went over invoices for purchase orders


8/24/2015 9:00 AM 210 Bus Gar Travel, Vehicle Diagnostics, Vehicle Repair gathered tools and parts, went to MES to work on bus 2 Bus 02


8/24/2015 12:30 PM 30 Bus Gar Lunch took lunch break


8/24/2015 1:00 PM 150 Bus Gar Email, Logs, Other (Provide Description) worked on preparing bus 23 for auction, checked email, finished logs for today, monitor radio, worked 8.5hrs

**Start : 8/25/2015 (4)**


8/25/2015 7:00 AM 120 Bus Gar Email, Meeting - Staff, Other (Provide Description), Purchase Orders monitored bus radio, checked email, worked on po's, met w/ driver about bus 3 needing some repairs made  NEW


8/25/2015 9:00 AM 210 Bus Gar Vehicle Diagnostics, Vehicle Repair worked on bus 3  NEW Bus 03


8/25/2015 12:30 PM 30 Bus Gar Lunch took lunch break  NEW

8/25/2015 1:00 PM 150 Bus Gar Email, Other (Provide Description), Phone - Staff checked email, finished preping bus 23 for auction, spoke w/ Mrs. Hirsh about the first week of school and what adjustments need to be made if any, worked 8.5hrs 


**Start : 8/26/2015 (5)**

8/26/2015 7:00 AM 90 Bus Gar Email, Other (Provide Description), Phone - Others, Phone - Staff, Purchase Orders monitor bus radio, checked email, finished po's to be turned in, answered several phone calls from staff as well as sales reps. for Blue Bird and Central tire 


8/26/2015 8:30 AM 120 Bus Gar Parts Ordering, Travel, Vehicle Diagnostics worked on 07 GMC, ordered parts, went to Covington to pick up an O2 sensor for the 07 GMC  07-Truck-GMC Blue-TRANS


8/26/2015 10:30 AM 120 Bus Gar Meeting - Others met w/ Red Moore from Blue Bird about our new bus and changes made to all the new orders 

8/26/2015 12:30 PM 30 Bus Gar Lunch had lunch w/ the Blue Bird rep. 

8/26/2015 1:00 PM 150 Bus Gar Email, Meeting - Others, Other (Provide Description), Travel, Vehicle Repair new bus arrived -did a new bus check-in found 3 things they need to fix, took bus to SAB to drop off papers and to show Mrs. Hirsh, replaced RT rear tire on bus 16, checked email, worked 8.5hrs 


**Start : 8/27/2015 (7)**

8/27/2015 7:00 AM 180 Bus Gar Email, Logs, Other (Provide Description), Phone - Staff, Vehicle Inspection monitor bus radio, checked email, finished logs from the last couple of days, looked over new bus w/ Steve and let him take it on a test drive, on the phone w/ staff looking for a driver for Monday 


8/27/2015 10:00 AM 30 Bus Gar Phone - Others on the phone w/ fuel master looking for a quote 

8/27/2015 10:30 AM 120 Bus Gar Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Repair worked on bus 3 and 07 GMC  Bus 03; 07-Truck-GMC Blue-TRANS

8/27/2015 12:30 PM 30 Bus Gar Lunch took lunch break 

8/27/2015 1:00 PM 60 Bus Gar Other (Provide Description), Phone - Others spoke w/ rep. from fuel master about a new key system @ fuel stations and took pictures of the fuel station @ VES and will be taking pictures the other two stations to send to Wade @ fuel master for a quote 

8/27/2015 2:00 PM 30 Bus Gar Phone - Staff spoke w/ Mrs. Hirsh about leave and camera system on the new bus 

8/27/2015 2:30 PM 30 Bus Gar Email, Logs, Other (Provide Description) checked email, finished logs for today, monitor radio, worked 8.5hrs 

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