



Pupil Transportation ▶ Transportation Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 3/2/2016 (1)</b>					
3/2/2016 9:00 AM	120	Bus Gar	Vehicle Oil Change	Daniel Changed Oil in Ford 500	07-Car-Ford 500-SUPT
<b>Start : 3/30/2016 (3)</b>					
3/30/2016 7:00 AM	330	Bus Gar	Athletic Schedules, Email, Meeting - Others, Meeting - Staff, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	monitor bus radio, checked email, worked on bus 10, met w/ new hires and Steve to discuss training, met w/ Paul and MGW about running lines for our new fuel system, revised travel schedule	Bus 10
3/30/2016 12:30 PM	30	Bus Gar	Phone - Staff	spoke w/ a sub about getting a car to drive to MES today.	
3/30/2016 1:00 PM	180	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Pick Up/Delivery	took car from MES to SAB to be used on a route today, checked email, finished logs, checked school lights @ VES and BCHS, work 9hrs	
<b>Start : 3/31/2016 (4)</b>					
3/31/2016 7:00 AM	210	Bus Gar	Email, Other (Provide Description), Shop Cleaning	monitor bus radio, checked email, checked lights on trailer, cleaned up outside and hauled off old tires	
3/31/2016 10:30 AM	120	Bus Gar	Parts Ordering, Vehicle Diagnostics	worked on 01 Taurus	01-Car-Ford Taurus Blue-SAB
3/31/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
3/31/2016 1:00 PM	150	Bus Gar	Email, Logs, Other (Provide Description), Shop Cleaning	checked email, cleaned inside of shop, file reports, start new fuel sheets, finished logs, worked 8.5hrs	
<b>Start : 4/1/2016 (4)</b>					
4/1/2016 7:00 AM	180	Bus Gar	Email, Fuel Reports, Fuel Tank Measurement, Other (Provide Description), Reports, Vehicle Inspection	monitor bus radio, collect and turn in driver reports, checked email, stuck tanks @ VES and BCHS, put out new fuel sheets, brought bus 3 in for inspection, filed monthly inspections	
4/1/2016 10:00 AM	150	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 3	Bus 03
4/1/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
4/1/2016 1:00 PM	180	Bus Gar	Athletic Schedules, Email, Logs, Other (Provide Description), Vehicle Diagnostics, Vehicle Repair	worked on blue Taurus, checked email, revised travel schedule, finished logs for today, monitor bus radio, took bus to BCHS and brought students to VES to meet the sub driver, worked 9hrs.	01-Car-Ford Taurus Blue-SAB
<b>Start : 4/4/2016 (4)</b>					
4/4/2016 7:00 AM	180	Bus Gar	Email, Other (Provide Description), Reports, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery	monitored bus radio, brought bus 2 over from MES for inspection, collect and send driver reports to SAB, worked on bus 2	Bus 02
4/4/2016 10:00 AM	150	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 4	Bus 04
4/4/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
4/4/2016 1:00 PM	150	Bus Gar	Email, Logs, Meeting - Staff, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	worked on bus 5, called VDOT about a tree down on Rt. 629, met w/ Steve about training, checked email, finished logs, monitored bus radio, took bus 2 back to MES	Bus 05
<b>Start : 4/5/2016 (7)</b>					
4/5/2016 7:00 AM	120	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Vehicle Pick Up/Delivery	monitor bus radio, met w/ drivers at MES brought bus 6 over for inspection	
4/5/2016 9:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 6	Bus 06
4/5/2016 10:30 AM	60	Bus Gar	Email, Meeting - Staff	checked email, met w/ Mrs. McMullin @ BCHS about a trip going out Friday	
4/5/2016 11:30 AM	60	Bus Gar	Other (Provide Description)	worked on computer -will not print	
4/5/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
4/5/2016 1:00 PM	90	Bus Gar	Logs, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 8, finish logs	Bus 08
4/5/2016 2:30 PM	60	Bus Gar	Other (Provide Description), Vehicle Pick Up/Delivery	took bus 6 back to MES and monitored bus radio	
<b>Start : 4/6/2016 (8)</b>					
4/6/2016 7:00 AM	90	Bus Gar	Other (Provide Description), Reports	monitor bus radio, gathered driver reports to send over to SAB	
4/6/2016 8:30 AM	90	Bus Gar	Fuel Reports, Payroll Report	looked over payroll report and notified drivers of the forms not turned in, finished fuel reports for BCHS and VES and ordered fuel	
4/6/2016 10:00 AM	60	Bus Gar	Meeting - Others, Phone - Others	met w/ Victor from Sonny Merryman -talked about specials and part we needed for the shop, spoke w/ DWight about in-service and new training videos we can borrow	
4/6/2016 11:00 AM	90	Bus Gar	Meeting - Staff	Daniel and I studied and learned how to use a new diag. feature on the SnapOn scan tool	
4/6/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
4/6/2016 1:00 PM	60	Bus Gar	Vehicle Inspection	checked over Ford 500	
4/6/2016 2:00 PM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	checked over bus 13 before going out the rest of the week on trips	Bus 13
4/6/2016 3:00 PM	60	Bus Gar	Logs, Other (Provide Description)	finished logs and monitored bus radio, worked 9hrs	
<b>Start : 4/7/2016 (5)</b>					

4/7/2016 7:00 AM	150	Bus Gar	Other (Provide Description), Travel, Vehicle Pick Up/Delivery	bus radio, car #35 called in to say she had hit a deer, met at WCC to determine what and how bad the damage is, got bus 7 from MES for repairs	01-Car-Ford Taurus Blue-SAB
4/7/2016 9:30 AM	60	Bus Gar	Phone - Staff, Vehicle Pick Up/Delivery	spoke w/ Mrs. Hirsh -going to pick up the Ford 500 to be used while 01 Taurus is out	
4/7/2016 10:30 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 7, met w/ Sharon about hanging a banner looking for sub drivers	Bus 07
4/7/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
4/7/2016 1:00 PM	150	Bus Gar	Email, Lunch, Other (Provide Description), Vehicle Pick Up/Delivery, Vehicle Repair	worked on bus 7, checked email, finished logs, took bus 7 back to MES, monitor bus radio	
<b>Start : 4/8/2016 (4)</b>					
4/8/2016 7:00 AM	150	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Phone - Others	monitored bus radio, checked email, called to verify we would get windshield installed today, met w/ Daniel to go over work for today before going to my meeting @ BCHS	
4/8/2016 9:30 AM	240	Bus Gar	Meeting - Others, Meeting - Staff, Travel	went to BCHS met w/ Paul and Joe from Fuel Master to set up software and came back to the garage	
4/8/2016 1:30 PM	30	Bus Gar	Lunch	took lunch break	
4/8/2016 2:00 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Pick Up/Delivery	checked email, finished logs, switch out blue Taurus and Ford 500, monitor bus radio, worked 8.5hrs.	
<b>Start : 4/11/2016 (6)</b>					
4/11/2016 7:00 AM	120	Bus Gar	Email, Logs, Meeting - Others, Other (Provide Description)	monitored bus radio, checked email, met w/ Mr. Smith about applying to be a bus driver	
4/11/2016 9:00 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair	went to BCHS picked up green Taurus for repairs and took back to BCHS	00-Car-Ford Taurus Green-SAB
4/11/2016 11:00 AM	90	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 10	Bus 10
4/11/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
4/11/2016 1:00 PM	30	Bus Gar	Meeting - Others	met w/ inspector trooper Adkins about a couple of inspection updates	
4/11/2016 1:30 PM	120	Bus Gar	Email, Logs, Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 11, ordered parts, checked email, finished logs, worked 8.5hrs	Bus 11
<b>Start : 4/12/2016 (6)</b>					
4/12/2016 7:00 AM	60	Bus Gar	Other (Provide Description), Vehicle Fluid Top Off	monitored bus radio and checked over/ topped off fluids on blue GMC before heading to Roanoke	
4/12/2016 8:00 AM	210	Bus Gar	Travel, Vehicle Pick Up/Delivery	Billy and I took bus 17 to Roanoke and dropped off to have the hood repaired again	
4/12/2016 11:30 AM	30	Bus Gar	Other (Provide Description)	brought bus 12 over for inspection	
4/12/2016 12:00 PM	30	Bus Gar	Lunch	took lunch break	
4/12/2016 12:30 PM	120	Bus Gar	Email, Logs, Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 12, checked email, finished logs	Bus 12
4/12/2016 2:30 PM	60	Bus Gar	Other (Provide Description), Vehicle Pick Up/Delivery	took bus 12 back to MES, monitored bus radio, worked 8.5hrs	
<b>Start : 4/13/2016 (6)</b>					
4/13/2016 7:00 AM	120	Bus Gar	Meeting - Others, Meeting - Staff, Other (Provide Description)	monitor bus radio, spoke w/ Tim (VDOT) and road conditions, met w/ drivers @ MES to collect the last of our reports, met w/ Paul @ MES about the schedule on fuel meters	
4/13/2016 9:00 AM	150	Bus Gar	Athletic Schedules, Email, Fuel Reports, Phone - Others	checked email, finished fuel report from MES, worked on finding drivers to cover trips and routes, contacted Brian to get another vehicle quote	
4/13/2016 11:30 AM	60	Bus Gar	Meeting - Others	safety meeting w/ Trooper Elliott	
4/13/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
4/13/2016 1:00 PM	60	Bus Gar	Vehicle Diagnostics	worked on bus 4	Bus 04
4/13/2016 2:00 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Travel	went to BCHS to fuel all buses before power is shut off to wire new fuel system, checked email, emailed schools to see about a safety talk from our State Trooper, finished logs, made a po to send to SAB, worked 9hrs	
<b>Start : 4/14/2016 (8)</b>					
4/14/2016 6:00 AM	120	Bus Gar	Other (Provide Description), Travel	drove Douthat Rt., monitored bus radio, spoke w/ 2 drivers regarding radio chatter.	
4/14/2016 8:00 AM	90	Bus Gar	Phone - Staff, Vehicle Diagnostics, Vehicle Repair	Spoke w/ Mrs. Rowe about talking with a driver, worked on bus 12 @ MES	Bus 12
4/14/2016 9:30 AM	60	Bus Gar	Email, Logs, Other (Provide Description), Phone - Staff	went to BCHS to find the student that ran a school bus stop sign this morning -notified BCHS of this person, checked email, started logs, Emailed Mrs. Hirsh about a driver.	
4/14/2016 10:30 AM	90	Bus Gar	Phone - Staff, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 18, spoke with Mrs. Hirsh about my email	Bus 18
4/14/2016 12:00 PM	30	Bus Gar	Meeting - Staff	met w/ Paul and made a sample key for the new system	
4/14/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
4/14/2016 1:00 PM	90	Bus Gar	Email, Logs, Vehicle Repair	worked on bus 6, checked email, finished logs for today	Bus 06
4/14/2016 2:30 PM	180	Bus Gar	Other (Provide Description)	took bus 6 back to MES and drove Douthat route, worked 11.5hrs	
<b>Start : 4/15/2016 (7)</b>					
4/15/2016 7:00 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, picked up a burn barrel, checked email	
4/15/2016 8:30 AM	90	Bus Gar	Other (Provide Description)	clean and weld bracket on VES mower	
4/15/2016 10:00 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 15	Bus 15
4/15/2016 12:00 PM	30	Bus Gar	Meeting - Staff	met w/ Paul about new fuel system	
4/15/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	

4/15/2016 1:00 PM	90	Bus Gar	Email, Logs, Other (Provide Description)	cleaned old files out of office and burn, checked email, finished logs	
4/15/2016 2:30 PM	180	Bus Gar	Other (Provide Description), Travel	went to MES drove Millcreek Rt. because of a trip, worked 10.5hrs	
<b>Start : 4/18/2016 (5)</b>					
4/18/2016 7:30 AM	270	Bus Gar	Email, Other (Provide Description), Phone - Staff, Shop Cleaning	checked pumps at BCHS, checked emails, spoke w/ Mrs. Hirsh about driver applications and windshield on the Ford 500, began cleaning the garage office	
4/18/2016 12:00 PM	60	Bus Gar	Meeting - Staff, Vehicle Cleaning	met w/ Mrs. Fry, washed and cleaned windows on the Ford 500 before leaving on a trip	
4/18/2016 1:00 PM	30	Bus Gar	Lunch	took lunch break	
4/18/2016 1:30 PM	30	Bus Gar	Other (Provide Description)	made notes and placed ordered parts in the back room ready to be installed, worked on logs	
4/18/2016 2:00 PM	90	Bus Gar	Email, Logs, Shop Cleaning	finished cleaning office, hauled off all trash, checked email and finished logs, worked 8hrs	
<b>Start : 4/19/2016 (6)</b>					
4/19/2016 7:00 AM	60	Bus Gar	Other (Provide Description)	monitor bus radio, asked to have bus 19 sent down for inspection, made a work list for Daniel	
4/19/2016 8:00 AM	240	Bus Gar	Travel	went to Roanoke to get parts for bus 10, went to Mountain Electronics and picked up radios that we had repaired	
4/19/2016 12:00 PM	30	Bus Gar	Lunch	took lunch break	
4/19/2016 12:30 PM	60	Bus Gar	Other (Provide Description)	looked over applications before meeting with Mrs. Hirsh	
4/19/2016 1:30 PM	90	Bus Gar	Meeting - Staff, Travel	went to SAB met w/ Mrs. Hirsh and Mrs. Fry	
4/19/2016 3:00 PM	30	Bus Gar	Email, Logs	checked email and finished logs, worked 8.5hrs.	
<b>Start : 4/20/2016 (8)</b>					
4/20/2016 7:00 AM	90	Bus Gar	Email, Other (Provide Description)	monitored bus radio, checked email, looked over applications and began forming a list of questions	
4/20/2016 8:30 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 18	Bus 18
4/20/2016 9:30 AM	90	Bus Gar	Phone - Others	made calls to applicants, set up interview appointments	
4/20/2016 11:00 AM	30	Bus Gar	Phone - Others	conducted an interview over the phone with an applicant out of town	
4/20/2016 11:30 AM	60	Bus Gar	Meeting - Others	interviewed 1 applicant here at the garage	
4/20/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
4/20/2016 1:00 PM	60	Bus Gar	Phone - Staff	spoke w/ driver about a day trip that will require more than 1 bus to transport students -notified the school they will need another driver, looked for a sub to cover Millcreek Rt today	
4/20/2016 2:00 PM	210	Bus Gar	Email, Logs, Other (Provide Description), Travel	checked email, finished logs, went to MES to drive Millcreek Rt -can not find a sub worked 10.5hrs	
<b>Start : 4/21/2016 (8)</b>					
4/21/2016 7:00 AM	120	Bus Gar	Email, Other (Provide Description)	monitor bus radio, called bus 15 in for repairs, checked email, went over applications before interviews	
4/21/2016 9:00 AM	60	Bus Gar	Meeting - Others	interviewed applicant for a bus driving position	
4/21/2016 10:00 AM	60	Bus Gar	Meeting - Others	interviewed applicant for a vehicle driver position	
4/21/2016 11:00 AM	60	Bus Gar	Parts Ordering, Vehicle Repair	helped Daniel work on bus 15	Bus 15
4/21/2016 12:00 PM	30	Bus Gar	Lunch	took lunch break	
4/21/2016 12:30 PM	60	Bus Gar	Travel	went to Covington to pick up left chamber for bus 15	
4/21/2016 1:30 PM	90	Bus Gar	Vehicle Repair	worked on bus 15	Bus 15
4/21/2016 3:00 PM	30	Bus Gar	Email, Logs	checked email, notified driver of time change on trip next week and finished logs, worked 8.5hrs	
<b>Start : 4/22/2016 (8)</b>					
4/22/2016 5:30 AM	10	Bus Gar	Phone - Staff	look for driver to cover bus Rt.	
4/22/2016 7:00 AM	60	Bus Gar	Other (Provide Description)	monitor bus radio, met drivers @ MES brought bus 17 over for repairs	
4/22/2016 8:00 AM	120	Bus Gar	Email, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	brought bus 17 over and inspected, checked email	Bus 17
4/22/2016 10:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 22, worked on 85 Ranger	Bus 22; 1985- Truck-Ford Ranger-SAB
4/22/2016 11:30 AM	90	Bus Gar	Vehicle Pick Up/Delivery, Vehicle Repair	took bus 17 back to MES, replaced HD/LT on bus 7, spoke w/ Paul about meeting on Monday about new fuel system	
4/22/2016 1:00 PM	30	Bus Gar	Lunch	took lunch break	
4/22/2016 1:30 PM	60	Bus Gar	Email, Logs, Vehicle Repair	worked on bus 18, checked email, finished logs	
4/22/2016 2:30 PM	180	Bus Gar	Other (Provide Description)	went to MES to drive Millcreek Rt., worked 10.51	
<b>Start : 4/25/2016 (7)</b>					
4/25/2016 7:00 AM	180	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Parts Ordering, Phone - Others, Phone - Staff	monitor bus radio, checked email, file invoices, ordered oil for shop, read over application before interview, spoke w/ Paul about meeting today and on the 9th, spoke w/ Daniel about work for today	
4/25/2016 10:00 AM	60	Bus Gar	Meeting - Others	interviewed applicant for a bus driving position	
4/25/2016 11:00 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	test and replaced both batteries in bus 11	
4/25/2016 12:00 PM	30	Bus Gar	Lunch	took lunch break	
4/25/2016 12:30 PM	60	Bus Gar	Travel, Vehicle Diagnostics, Vehicle Repair	went to BCHS worked on bus 15	Bus 15
4/25/2016 1:30 PM	60	Bus Gar	Meeting - Staff, Vehicle Repair	worked on bus 8, spoke w/ driver about a trip date change	Bus 08
4/25/2016 2:30 PM	60	Bus Gar	Email, Logs, Purchase Orders	checked email, finished logs, worked on po's, worked 8.5hrs.	

☐ Start : 4/26/2016 (6)

4/26/2016 7:00 AM	90 Bus Gar	Email, Other (Provide Description), Purchase Orders	monitor bus radio, checked email, finished po's	
4/26/2016 8:30 AM	120 Bus Gar	Other (Provide Description), Parts Ordering, Phone - Others, Phone - Staff	looked over and made a list of supplies needed for services this summer, spoke w/ driver and notified VDOT of a tree limb that is hanging low on Rt. 687, placed a tire order	
4/26/2016 10:30 AM	120 Bus Gar	Meeting - Staff	met w/ Paul and Sharon about setting up the new fuel system, met w/ Justin to go over our budget	
4/26/2016 12:30 PM	30 Bus Gar	Lunch	took lunch break	
4/26/2016 1:00 PM	120 Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Repair	worked on bus 11, ordered filters and supplies for servicing veh. over the summer	Bus 11
4/26/2016 3:00 PM	60 Bus Gar	Email, Logs	checked email, emailed Jane about a special need for transportation over the summer, finished logs for today, worked 9hrs	

☐ Start : 4/27/2016 (6)

4/27/2016 7:00 AM	90 Bus Gar	Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, notified drivers of schedule changes	
4/27/2016 8:30 AM	60 Bus Gar	Vehicle Diagnostics, Vehicle Repair	helped Daniel start working on bus 4	Bus 04
4/27/2016 9:30 AM	180 Bus Gar	Meeting - Others, Reports	worked on bus driver reference letters, met w/ Roger Smith got a copy of his bus learners and emailed all references to Mrs. Hirsh	
4/27/2016 12:30 PM	30 Bus Gar	Lunch	took lunch break	
4/27/2016 1:00 PM	90 Bus Gar	Email, Logs, Meeting - Others	met and worked with guys from lingo to install fiber cable, checked email, finished logs for today	
4/27/2016 2:30 PM	150 Bus Gar	Other (Provide Description)	drove 42 route to cover for a trip, worked 10hrs	

☐ Start : 4/28/2016 (8)

4/28/2016 7:00 AM	90 Bus Gar	Email, Other (Provide Description), Purchase Orders	monitor bus radio, checked email, finished po's to send to SAB <small>NEW</small>	
4/28/2016 8:30 AM	180 Bus Gar	Email, Other (Provide Description)	received a tire order for stock, put tires in inventory, mount and balanced 2 sets of tires on rims, checked email <small>NEW</small>	
4/28/2016 11:30 AM	60 Bus Gar	Vehicle Pick Up/Delivery	took bus 3 to BCHS and picked up bus 18 <small>NEW</small>	
4/28/2016 12:30 PM	30 Bus Gar	Other (Provide Description), Phone - Staff	Got call from VES about a bag on bus 8 located and took bag to the office <small>NEW</small>	
4/28/2016 1:00 PM	30 Bus Gar	Lunch	took lunch break <small>NEW</small>	
4/28/2016 1:30 PM	30 Bus Gar	Vehicle Repair	replaced grill on bus 19 <small>NEW</small>	
4/28/2016 2:00 PM	60 Bus Gar	Vehicle Diagnostics	worked on bus 18 <small>NEW</small>	Bus 18
4/28/2016 3:00 PM	30 Bus Gar	Email, Logs	checked email, finished logs, worked 8.5hrs <small>NEW</small>	

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