



Pupil Transportation ▶ Transportation Director Log Monthly Report

Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 4/29/2016 (6)</b>					
4/29/2016 6:00 AM	180	Bus Gar	Other (Provide Description)	drove Douthat Rt and brought bus 6 to the garage	
4/29/2016 9:00 AM	210	Bus Gar	Email, Reports, Vehicle Diagnostics	checked email, worked on driver reports to be turned in for payment, worked on 01 Taurus	01-Car-Ford Taurus Blue-SAB
4/29/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
4/29/2016 1:00 PM	60	Bus Gar	Email, Parts Ordering	ordered parts for blue Taurus, checked email	
4/29/2016 2:00 PM	30	Bus Gar	Logs	finished logs for today before going back to MES to drive	
4/29/2016 2:30 PM	180	Bus Gar	Other (Provide Description)	drove Douthat Rt, worked 11,5hrs	
<b>Start : 5/2/2016 (7)</b>					
5/2/2016 7:00 AM	90	Bus Gar	Email, Other (Provide Description), Reports	monitored bus radio, checked email, collect driver reports and sent to SAB	
5/2/2016 8:30 AM	60	Bus Gar	Fuel Tank Measurement	stuck fuel tanks at BCHS and VES	
5/2/2016 9:30 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 3	Bus 03
5/2/2016 11:00 AM	90	Bus Gar	Vehicle Repair	worked on blue 07 GMC	07-Truck-GMC Blue-TRANS
5/2/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/2/2016 1:00 PM	30	Bus Gar	Email, Phone - Staff	checked email, notified driver a schedule change	
5/2/2016 1:30 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Phone - Staff, Vehicle Inspection, Vehicle Repair	took new trip info to driver @ BCHS, worked on 12 Impala, spoke w/ Will notified another driver about a change, checked email and finished logs, worked 8,5hrs	2012-Car-Chevy Impala-Blue-SAB
<b>Start : 5/3/2016 (6)</b>					
5/3/2016 7:00 AM	90	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	monitor bus radio, checked email, spoke w/ drivers about trips and buses that are going out today	
5/3/2016 8:30 AM	120	Bus Gar	Fuel Reports, Phone - Others, Reports	made calls, gathered reports, finished fuel reports for BCHS and VES	
5/3/2016 10:30 AM	120	Bus Gar	Meeting - Others, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 4, met w/ Roger from Cummins unload and put up stock order	Bus 04
5/3/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/3/2016 1:00 PM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	worked on van 20	Bus 20
5/3/2016 2:00 PM	90	Bus Gar	Email, Logs, Parts Ordering, Vehicle Pick Up/Delivery	worked on 01 Taurus, ordered parts, checked email, spoke w/ Justin about budget and upgrading a couple of parking lots, finished logs for today, worked 8,5hrs,	01-Car-Ford Taurus Blue-SAB
<b>Start : 5/4/2016 (8)</b>					
5/4/2016 7:00 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, made a work list for today	
5/4/2016 8:30 AM	120	Bus Gar	Phone - Staff, Vehicle Diagnostics, Vehicle Repair	worked on bus 15, spoke w/ new appointed drivers and talked about training	Bus 15
5/4/2016 10:30 AM	60	Bus Gar	Travel, Vehicle Diagnostics, Vehicle Repair	went to BCHS, worked on bus 18	Bus 18
5/4/2016 11:30 AM	60	Bus Gar	Meeting - Others, Other (Provide Description)	met w/ Victor from Sonny Merryman unload and stocked parts for this summer and talked about new items and sales	
5/4/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/4/2016 1:00 PM	90	Bus Gar	Vehicle Repair	worked on 01 Taurus -part just arrived	01-Car-Ford Taurus Blue-SAB
5/4/2016 2:30 PM	60	Bus Gar	Email, Logs, Meeting - Others, Other (Provide Description)	met w/ Snap-On to upgrade our computer software, checked email, finished logs for today, worked 8,5hrs	
5/4/2016 5:30 PM	30	Bus Gar	Other (Provide Description)	received a text that gas pump not working @ MES -worked on pump finally got it to work -may need to be replaced	
<b>Start : 5/5/2016 (7)</b>					
5/5/2016 7:00 AM	90	Bus Gar	Other (Provide Description), Vehicle Diagnostics	monitored bus radio, checked 07 GMC has a low tire -filled tire w/ air and took to garage for repairs	
5/5/2016 8:30 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on 07 GMC	07-Truck-GMC Blue-TRANS
5/5/2016 9:30 AM	90	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Phone - Staff	checked email, revised trip schedule and notified drivers, VES called checked bus 3 for a lost item, called driver, notified VES nothing found	
5/5/2016 11:00 AM	90	Bus Gar	Phone - Others, Vehicle Inspection	called Whittings about pump @ MES going to try replacing filter first, worked on bus 5	Bus 05
5/5/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/5/2016 1:00 PM	60	Bus Gar	Email, Logs, Shop Cleaning	cleaned shop and gathered up tools to take to MES, checked email and finished logs	
5/5/2016 2:00 PM	90	Bus Gar	Other (Provide Description), Travel	worked on bus 18 @ BCHS, delivered trip schedules, went to MES to check gas pump and change filter, deliver trip schedules, worked 8,5hrs	
<b>Start : 5/6/2016 (5)</b>					
5/6/2016 7:00 AM	150	Bus Gar	Meeting - Staff, Other (Provide Description), Vehicle Pick Up/Delivery	monitor bus radio, met w/ drivers @ MES, brought bus 6 over for inspection	
5/6/2016 9:30 AM	120	Bus Gar	Email, Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	checked email, worked on bus 6, ordered parts	Bus 06

5/6/2016 11:30 AM	60	Bus Gar	Vehicle Pick Up/Delivery	took bus 6 back to MES and brought bus 2 over to the garage for inspection	
5/6/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/6/2016 1:00 PM	180	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection	ordered fuel for all 3 fuel sites, worked on bus 2, checked email, worked on logs, took bus 2 back to MES, worked 9hrs	Bus 02
<b>Start : 5/9/2016 (7)</b>					
5/9/2016 7:00 AM	150	Bus Gar	Meeting - Staff, Other (Provide Description), Vehicle Pick Up/Delivery	monitor bus radio, met w/ drivers @ MES, brought bus 7 over for inspection and fix the air leak	
5/9/2016 9:30 AM	60	Bus Gar	Email, Logs, Meeting - Others	checked email, finished logs from last week, spoke w/ the guy dropping off fuel for Davenport	
5/9/2016 10:30 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 7	Bus 07
5/9/2016 12:30 PM	60	Bus Gar	Other (Provide Description)	repaired desk for SAB	
5/9/2016 1:30 PM	30	Bus Gar	Lunch	took lunch break	
5/9/2016 2:00 PM	30	Bus Gar	Email, Logs	checked email, finished logs for today	
5/9/2016 2:30 PM	150	Bus Gar	Other (Provide Description), Vehicle Pick Up/Delivery	took bus 7 back to MES, drove 42Rt to cover a trip, worked 10hrs.	
<b>Start : 5/10/2016 (7)</b>					
5/10/2016 7:00 AM	180	Bus Gar	Email, Fuel Reports, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, worked on MES fuel reports, brought bus 8 in for inspection, spoke w/ driver about taking trip today about what bus to use	
5/10/2016 10:00 AM	90	Bus Gar	Email, Parts Ordering, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 8	Bus 08
5/10/2016 11:30 AM	30	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 15	Bus 15
5/10/2016 12:00 PM	30	Bus Gar	Email, Phone - Staff	received a call from a driver -sick and needs a driver this afternoon, checked email, spoke w/ Mrs. Fry about an potential applicant	
5/10/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/10/2016 1:00 PM	90	Bus Gar	Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair	took bus 15 to BCHS got bus 3, worked on bus 3, checked email, finished logs	Bus 03
5/10/2016 2:30 PM	150	Bus Gar	Other (Provide Description)	went to MES drove 42 Rt., worked 10hrs.	
<b>Start : 5/11/2016 (4)</b>					
5/11/2016 7:00 AM	90	Bus Gar	Email, Other (Provide Description), Reports	monitor bus radio, checked email, gathered driver reports to send to SAB	
5/11/2016 8:30 AM	300	Bus Gar	Athletic Schedules, Parts Ordering, Phone - Staff, Vehicle Fluid Top Off, Vehicle Repair	worked on bus 3, spoke w/ Will -revised travel schedule and notified driver, ordered replacement parts for stock	Bus 03
5/11/2016 1:30 PM	30	Bus Gar	Lunch	took lunch break	
5/11/2016 2:00 PM	90	Bus Gar	Email, Logs, Travel, Vehicle Diagnostics, Vehicle Repair	went to BCHS, worked on bus 19, checked email, finished logs, worked 8hrs	Bus 19
<b>Start : 5/12/2016 (5)</b>					
5/12/2016 7:00 AM	90	Bus Gar	Email, Meeting - Others, Other (Provide Description)	monitor bus radio, checked email, met w/ MGW guys about the fuel station	
5/12/2016 8:30 AM	150	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 11	Bus 11
5/12/2016 11:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Repair	worked on silver Taurus	05-Ford Taurus Silver-SAB
5/12/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/12/2016 1:00 PM	150	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Repair	worked on bus 10, checked email, finished logs for today, worked 8.5hrs	Bus 10
<b>Start : 5/13/2016 (8)</b>					
5/13/2016 7:00 AM	120	Bus Gar	Other (Provide Description), Route Review	monitor bus radio, checked a new stop on Rt 687	
5/13/2016 9:00 AM	60	Bus Gar	Phone - Others, Phone - Staff	spoke w/ driver about the new stop and having signs put up, called VDOT about new signs on Rt 687	
5/13/2016 10:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	worked on VES trash truck	
5/13/2016 11:30 AM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 13	Bus 13
5/13/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
5/13/2016 1:00 PM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 8	Bus 08
5/13/2016 2:00 PM	30	Bus Gar	Email, Logs	checked email, finished logs for the day	
5/13/2016 2:30 PM	180	Bus Gar	Other (Provide Description)	went to MES drove Mill Creek Rt, worked 10.5hrs	
<b>Start : 5/16/2016 (6)</b>					
5/16/2016 7:00 AM	120	Bus Gar	Meeting - Staff, Other (Provide Description)	monitor bus radio, met w/ drivers @ MES	
5/16/2016 9:00 AM	150	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	brought bus 12 from MES, worked on bus 12	Bus 12
5/16/2016 11:30 AM	90	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 15	Bus 15
5/16/2016 1:00 PM	30	Bus Gar	Lunch	took lunch break	
5/16/2016 1:30 PM	60	Bus Gar	Email, Logs, Shop Cleaning	cleaned shop, inspect fire extinguishers, checked email, finished logs for today	
5/16/2016 2:30 PM	180	Bus Gar	Other (Provide Description), Travel	went to MES and drove Mill Creek Rt, to cover for a trip, worked 10,5	
<b>Start : 5/17/2016 (5)</b>					
5/17/2016 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, called drivers to cover routes	
5/17/2016 9:00 AM	180	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 18	Bus 18

5/17/2016 12:00 PM	30	Bus Gar	Lunch	took lunch break	
5/17/2016 12:30 PM	60	Bus Gar	Travel	went to Covington to pick up metal and parts for bus 11, notified driver trip is cancelled	
5/17/2016 1:30 PM	180	Bus Gar	Email, Logs, Other (Provide Description), Phone - Others, Phone - Staff, Vehicle Repair	prep bus 11 to install a new bottom in the storage box, looked for the River Mont driver, checked email, finished logs for today, took student to meet the driver worked 9.5hrs	
<b>Start : 5/18/2016 (6)</b>					
5/18/2016 7:00 AM	120	Bus Gar	Athletic Schedules, Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, called drivers to cover routes and trips for today	
5/18/2016 9:00 AM	150	Bus Gar	Vehicle Repair	worked on bus 11	Bus 11
5/18/2016 11:30 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 19	Bus 19
5/18/2016 1:00 PM	30	Bus Gar	Lunch	took lunch break	
5/18/2016 1:30 PM	30	Bus Gar	Phone - Others	called VDOT about fixing a couple holes on Rt 39	
5/18/2016 2:00 PM	90	Bus Gar	Email, Logs, Shop Cleaning	cleaned shop, checked email, finished logs for today, worked 8hrs.	
<b>Start : 5/19/2016 (6)</b>					
5/19/2016 7:00 AM	90	Bus Gar	Email	monitor bus radio, checked email, gathered info for bus meeting,	
5/19/2016 8:30 AM	180	Bus Gar	Meeting - Staff, Phone - Staff	went to SAB for a driver's meeting, spoke w/ Will found a trip driver and sub for today	
5/19/2016 11:30 AM	120	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 17	Bus 17
5/19/2016 1:30 PM	30	Bus Gar	Lunch	took lunch break	
5/19/2016 2:00 PM	30	Bus Gar	Email, Logs	checked email, finished logs for today	
5/19/2016 2:30 PM	180	Bus Gar	Other (Provide Description)	went to MES -drove Mill Creek Rt., worked 10.5hrs	
<b>Start : 5/20/2016 (1)</b>					
5/20/2016 7:00 AM	480	Bus Gar	Leave - Vacation	Vac.	
<b>Start : 5/23/2016 (6)</b>					
5/23/2016 7:00 AM	150	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, worked on school directions for today's trip	
5/23/2016 9:30 AM	90	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 22	Bus 22
5/23/2016 11:00 AM	60	Bus Gar	Meeting - Others	interviewed an applicant for a sub driving position	
5/23/2016 12:00 PM	30	Bus Gar	Lunch	took lunch break	
5/23/2016 12:30 PM	90	Bus Gar	Vehicle Repair	worked on bus 16	Bus 16
5/23/2016 2:00 PM	90	Bus Gar	Email, Logs, Other (Provide Description)	worked on recommendation letters for next board meeting, checked email, finished logs, worked 8.5hrs	
<b>Start : 5/24/2016 (6)</b>					
5/24/2016 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, spoke w/ drivers about covering trips and routes	
5/24/2016 9:00 AM	60	Bus Gar	Meeting - Staff	met w/ Mrs. Rowe to go over bus drivers evals	
5/24/2016 10:00 AM	120	Bus Gar	Meeting - Others, Other (Provide Description)	met w/ Mark and Dick about repairing the back lot, worked on driver evals for VES and MES, looked up directions for a trip going out tomorrow	
5/24/2016 12:00 PM	30	Bus Gar	Lunch	took lunch break	
5/24/2016 12:30 PM	90	Bus Gar	Vehicle Repair	worked on bus 8	Bus 08
5/24/2016 2:00 PM	90	Bus Gar	Email, Logs, Other (Provide Description)	typed up directions for trip, recommendation letters, checked email, finished logs for today, worked 8.5hrs	
<b>Start : 5/25/2016 (7)</b>					
5/25/2016 6:00 AM	30	Bus Gar	Other (Provide Description), Phone - Staff	checked voice mail and made calls to find a driver for River Mont today	
5/25/2016 7:00 AM	120	Bus Gar	Meeting - Staff, Other (Provide Description)	monitor bus radio, took new coolant cap to install on bus 17 @ MES and met w/ drivers	
5/25/2016 9:00 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 3	Bus 03
5/25/2016 10:00 AM	120	Bus Gar	Email, Logs, Phone - Staff, Vehicle Diagnostics, Vehicle Repair	worked on bus 22, checked email, found driver for activity run this afternoon, worked on logs	Bus 22
5/25/2016 12:00 PM	30	Bus Gar	Lunch	took lunch break	
5/25/2016 12:30 PM	60	Bus Gar	Meeting - Staff	met driver @ BCHS and programmed GPS	
5/25/2016 1:30 PM	240	Bus Gar	Other (Provide Description), Travel	have 3 trips going out, went to MES to pick up spare and bring back to BCHS to drive Bacova Rt., worked 11hrs	
<b>Start : 5/26/2016 (7)</b>					
5/26/2016 7:00 AM	120	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	monitor bus radio, checked email, met w/ driver about today's trip and look for a sub	
5/26/2016 9:00 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 13	Bus 13
5/26/2016 11:00 AM	120	Bus Gar	Purchase Orders, Vehicle Diagnostics, Vehicle Repair	worked on po's, worked on bus 4	Bus 04
5/26/2016 1:00 PM	30	Bus Gar	Lunch	took lunch break	
5/26/2016 1:30 PM	60	Bus Gar	Vehicle Diagnostics	worked on 07 blue GMC	07-Truck-GMC Blue-TRANS
5/26/2016 2:30 PM	30	Bus Gar	Logs	checked email and finished logs for today	
5/26/2016 3:00 PM	120	Bus Gar	Other (Provide Description)	drove Burnsville Rt., worked 10hrs.	

<b>Start : 5/27/2016 (7)</b>					
5/27/2016 7:00 AM	90	Bus Gar	Email, Other (Provide Description), Travel	monitored bus radio, brought bus 5 over from MES, checked email	
5/27/2016 8:30 AM	150	Bus Gar	Phone - Staff, Vehicle Diagnostics, Vehicle Repair	worked on bus 8, called to find a driver for Lexington, worked on bus 5	Bus 08; Bus 05
5/27/2016 11:00 AM	60	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 11	Bus 11
5/27/2016 12:00 PM	30	Bus Gar	Lunch	took lunch break	
5/27/2016 12:30 PM	60	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	workd on 01 Taurus	01-Car-Ford Taurus Blue-SAB
5/27/2016 1:30 PM	90	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Repair	worked on bus 18, checked email, finished logs for today	Bus 18
5/27/2016 3:00 PM	120	Bus Gar	Other (Provide Description)	drove bus route to cover a trip, worked 10hrs,	
<b>Start : 5/30/2016 (1)</b>					
5/30/2016 7:00 AM	480	Bus Gar	Other (Provide Description)	Holiday <span style="color: green;">NEW</span>	
<b>Start : 5/31/2016 (4)</b>					
5/31/2016 7:00 AM	150	Bus Gar	Email, Other (Provide Description), Vehicle Diagnostics	monitored bus radio, checked email, brought gray Impala from MES <span style="color: green;">NEW</span>	2014-Car-Chevy-Impala-gray
5/31/2016 9:30 AM	240	Bus Gar	Lunch, Travel	went to Roanoke to pick up parts for bus 4, took lunch break <span style="color: green;">NEW</span>	
5/31/2016 1:30 PM	90	Bus Gar	Phone - Staff, Vehicle Repair	worked on bus 4, received a call gold Taurus broke down in Roanoke <span style="color: green;">NEW</span>	Bus 04
5/31/2016 3:00 PM	300	Bus Gar	Vehicle Pick Up/Delivery	Daniel and I went to Roanoke, checked gold Taurus, dropped off at Magic City and came back, worked 12,5hrs <span style="color: green;">NEW</span>	
<b>Start : 6/1/2016 (5)</b>					
6/1/2016 7:00 AM	90	Bus Gar	Email, Other (Provide Description), Reports, Vehicle Pick Up/Delivery	brought bus 5 over from MES, checked email, worked on monthly reports <span style="color: green;">NEW</span>	
6/1/2016 8:30 AM	180	Bus Gar	Email, Fuel Reports, Fuel Tank Measurement, Logs, Reports	finished reports for today, finished logs from yesterday, put out new fuel sheets, stick tanks @ VES <span style="color: green;">NEW</span>	
6/1/2016 11:30 AM	60	Bus Gar	Parts Ordering, Vehicle Diagnostics	worked on gray Impala <span style="color: green;">NEW</span>	2014-Car-Chevy-Impala-gray
6/1/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break <span style="color: green;">NEW</span>	
6/1/2016 1:00 PM	150	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Repair	worked on bus 15, checked email, finished logs for today, worked 8.5hrs <span style="color: green;">NEW</span>	Bus 15

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