



Pupil Transportation » Transportation Director Log Monthly Report

Start	Minutes	Location	Topic	Short Description	Vehicle
<b>Start : 8/1/2016 (4)</b>					
8/1/2016 7:30 AM	90	Bus Gar	Other (Provide Description), Vehicle Pick Up/Delivery	took fuel keys to SAB, picked up Ranger and brought back to the garage for the auction	
8/1/2016 9:00 AM	150	Bus Gar	Email, Fuel Reports, Fuel Tank Measurement	checked email, stuck tanks @ BCHS and VES worked on trying to reset new fuel report systems	
8/1/2016 11:30 AM	30	Bus Gar	Lunch	took lunch break	
8/1/2016 12:00 PM	210	Bus Gar	Email, Logs, Vehicle Diagnostics, Vehicle Repair	worked on bus 7 and 6, checked email, finished logs for today, worked 8hrs.	Bus 07; Bus 06
<b>Start : 8/2/2016 (6)</b>					
8/2/2016 7:30 AM	90	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	met w/ Billy to pick up his bus and to demonstrate new fuel key system	
8/2/2016 9:00 AM	90	Bus Gar	Vehicle Inspection	done a quick look over on all the buses before having drivers pick them up after their meeting tomorrow	
8/2/2016 10:30 AM	90	Bus Gar	Fuel Tank Measurement, Other (Provide Description)	stuck tanks again @ BCHS and VES and went into the new system and set up to keep track of our inventory	
8/2/2016 12:00 PM	30	Bus Gar	Lunch	took lunch break	
8/2/2016 12:30 PM	120	Bus Gar	Vehicle Repair	worked on bus 19 -repaired air leak	Bus 19
8/2/2016 2:30 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	checked email, finished logs, went to MES to stick the tanks and activate the new fuel system and to demonstrate how it works to the custodians, worked 8hrs.	
<b>Start : 8/3/2016 (4)</b>					
8/3/2016 7:30 AM	90	Bus Gar	Inservice - Presentation	met w/ drivers @ the Firehouse for inservice and went over a few transportation updates and refresher	
8/3/2016 9:00 AM	60	Bus Gar	Meeting - Staff	met w/ BCHS custodians and went over the new fuel key system	
8/3/2016 10:00 AM	30	Bus Gar	Email, Travel	checked emails and went back to the firehouse for the next inservice	
8/3/2016 10:30 AM	420	Bus Gar	Email, Inservice - Presentation, Inservice - Attendance, Logs, Lunch	attended inservice, had a lunch break, drug testing, cpr, met w/ subs went over transportations and what is expected, checked email, finished logs, worked 10hrs.	
<b>Start : 8/4/2016 (5)</b>					
8/4/2016 7:00 AM	60	Bus Gar	Fuel Tank Measurement, Meeting - Staff	went to MES -met w/ custodians explained the new fuel system and gave out user ID's, stuck tanks and turned system on live	
8/4/2016 8:00 AM	150	Bus Gar	Email, Fuel Reports, Other (Provide Description), Phone - Others	checked email, set up fuel system at MES w/ readings, called support to change tank numbers -no help need administrator to access, called and ordered fuel	
8/4/2016 10:30 AM	120	Bus Gar	Vehicle Repair	worked on 07 GMC	07-Truck-GMC Blue-TRANS
8/4/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/4/2016 1:00 PM	120	Bus Gar	Email, Logs, Parts Ordering, Vehicle Repair	finished taking off exhaust, ordered new sensors, checked email, finished logs, worked 8hrs	
<b>Start : 8/5/2016 (5)</b>					
8/5/2016 7:00 AM	60	Bus Gar	Meeting - Staff, Vehicle Pick Up/Delivery	met w/ David @ MES switched out sil. Taurus for the green Taurus	
8/5/2016 8:00 AM	120	Bus Gar	Travel	went to Covington to pick up parts to finish repairs to 07 GMC	
8/5/2016 10:00 AM	150	Bus Gar	Vehicle Repair	worked on 07 GMC	07-Truck-GMC Blue-TRANS
8/5/2016 12:30 PM	120	Bus Gar	Fuel Reports, Meeting - Staff, Other (Provide Description), Phone - Others	got computer set up so I could call tech support to make changes to the new key system software, works fine now	
8/5/2016 2:30 PM	90	Bus Gar	Email, Logs, Route Review	checked email, worked on special needs transportation, emailed Sharon and Jane to set up a meeting to finalize the details, finished logs, worked 9hrs.	
<b>Start : 8/8/2016 (7)</b>					
8/8/2016 7:30 AM	180	Bus Gar	Email, Route Review	checked email, worked on and revised special needs transportation before meeting w/ Jane @ 1:30	
8/8/2016 10:30 AM	60	Bus Gar	Vehicle Fluid Top Off	checked over and topped off fluids on 00 Taurus after being used @ MES	
8/8/2016 11:30 AM	90	Bus Gar	Route Review	worked on pre-school transportation pulling old driver reports to get times	
8/8/2016 1:00 PM	30	Bus Gar	Lunch, Phone - Staff	took lunch break, spoke w/ Mrs. Hirsh about cars and transportation needs, spoke w/ Sharon about adding the county to the new fuel system	
8/8/2016 1:30 PM	30	Bus Gar	Meeting - Staff	met w/ Jane about pre-school and special needs transportation, need to revise 1 more time	
8/8/2016 2:00 PM	60	Bus Gar	Route Review	worked on times and revisions to transportation needs	
8/8/2016 3:00 PM	150	Bus Gar	Email, Logs, Meeting - Staff	met w/ David and Sonny @ BCHS, showed them how to use the new fuel system, talked about new stops and schedules, checked email, finished logs, worked 10hrs.	
<b>Start : 8/9/2016 (8)</b>					
8/9/2016 7:30 AM	150	Bus Gar	Email, Route Review	checked email and finished pre-school transportation	
8/9/2016 10:00 AM	30	Bus Gar	Other (Provide Description)	looked over job duties and made notes pre Mrs. Hirsh	
8/9/2016 10:30 AM	30	Bus Gar	Phone - Others	spoke w/ DWight and gathered all papers for Mrs. Hirsh, Jane and Sharon	

8/9/2016 11:00 AM	90	Bus Gar	Other (Provide Description), Travel, Vehicle Pick Up/Delivery	took papers to SAB went to MES looked at problems the custodians were having with the fuel pumps, picked up Impala from SAB to install a radio	
8/9/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/9/2016 1:00 PM	60	Bus Gar	Phone - Others	on the phone w/ fuel master to make changes to MES pumps	
8/9/2016 2:00 PM	30	Bus Gar	Phone - Staff	on the phone w/ BCHS for departure times for trip Saturday	
8/9/2016 2:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Phone - Staff	reset fuel tanks for MES had custodians and had them check-seems to be ok now, on the phone w/ Mary about the route she will be doing this year, checked email, finished logs for today, worked 8.5hrs	
<b>Start : 8/10/2016 (4)</b>					
8/10/2016 7:30 AM	180	Bus Gar	Email, Fuel Tank Measurement, Other (Provide Description), Phone - Others	checked tanks @ BCHS, checked and programmed school zone lights to come on Wednesday, checked email, called Davenport for invoices from the last fill up	
8/10/2016 10:30 AM	60	Bus Gar	Vehicle Repair	worked on installing radio in the 2012 Impala -still waiting for the antenna to come in	
8/10/2016 11:30 AM	180	Bus Gar	Lunch, Meeting - Others, Travel, Vehicle Repair	went to Craigsville to meet DWight and picked up car seats, took lunch break, installed seats in sil. Taurus @ MES	
8/10/2016 2:30 PM	60	Bus Gar	Email, Logs, Vehicle Repair	installed car seats in the 00 Taurus, met w/ Aflac, checked email, finished logs, worked 8hrs.	
<b>Start : 8/11/2016 (6)</b>					
8/11/2016 7:30 AM	120	Bus Gar	Email, Fuel Tank Measurement, Meeting - Staff, Other (Provide Description)	stick tanks @ BCHS, checked email, pulled books off spare buses and took to SAB, prepare for meet w/ car drivers	
8/11/2016 9:30 AM	120	Bus Gar	Meeting - Staff, Vehicle Pick Up/Delivery	took Daniel to Mrs. Hirsh's house to pick up the 500 and went to SAB for car driver meeting	
8/11/2016 11:30 AM	60	Bus Gar	Vehicle Pick Up/Delivery	took 00 Taurus to SAB to leave for Mary to drive	
8/11/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/11/2016 1:00 PM	90	Bus Gar	Email, Other (Provide Description), Phone - Staff	checked email, notified drivers of the revised transportation needs, pulled tags off cars going to auction and prepped for auction	
8/11/2016 2:30 PM	60	Bus Gar	Email, Logs, Other (Provide Description)	install car seats in the 500, cleaned, checked email, finished logs, worked 8hrs.	
<b>Start : 8/12/2016 (6)</b>					
8/12/2016 7:00 AM	60	Bus Gar	Email, Fuel Tank Measurement, Reports	stuck tanks @ VES and compared w/ fuel report, checked email, looked over travel schedule	
8/12/2016 8:00 AM	120	Bus Gar	Meeting - Others, Other (Provide Description), Route Review	looked over statement from Sonny Merryman and checked on missing invoices, met w/ Mark Nelson about the new fuel system and how keys worked, finished pre-school route schedules for Jane	
8/12/2016 10:00 AM	150	Bus Gar	Meeting - Others	met w/ Billy from Davenport to install new swivels on all the fuel hoses at each site	
8/12/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/12/2016 1:00 PM	90	Bus Gar	Other (Provide Description)	finished repairing hoses @ MES and dropped off pre-school forms @ BCHS	
8/12/2016 2:30 PM	30	Bus Gar	Email, Logs, Vehicle Fluid Top Off	checked over van 20 and topped off fluids before going out, checked email, finished logs, worked 8hrs.	
<b>Start : 8/15/2016 (3)</b>					
8/15/2016 7:30 AM	180	Bus Gar	Auction, Vehicle Diagnostics	prep cars for auction and moved to the back of the garage, checked over Ford 500 -	07-Car-Ford 500-SUPT
8/15/2016 10:30 AM	270	Bus Gar	Vehicle Pick Up/Delivery	went to Roanoke and picked up bus 22	
8/15/2016 3:00 PM	60	Bus Gar	Meeting - Staff	met w/ drivers picking up buses and talked about new stops, worked 8.5hrs	
<b>Start : 8/16/2016 (4)</b>					
8/16/2016 7:30 AM	60	Bus Gar	Fuel Reports, Fuel Tank Measurement	checked fuel tanks @ BCHS and compared to fuel report	
8/16/2016 8:30 AM	240	Bus Gar	Athletic Schedules, Email, Phone - Others, Phone - Staff	checked email, worked on travel schedule for drivers, on the phone w/ drivers to find subs, spoke w/ parents about pickup times, spoke w/ schools about schedules and routes, worked on Ford 500	07-Car-Ford 500-SUPT
8/16/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/16/2016 1:00 PM	180	Bus Gar	Email, Fuel Reports, Phone - Others, Phone - Staff	worked on finding drivers, went over fuel reports, on the phone w/ staff and parents trying to get everything worked out for tomorrow the first day, checked email, finished logs, worked 8.5hrs	
<b>Start : 8/17/2016 (4)</b>					
8/17/2016 7:00 AM	120	Bus Gar	Email, Other (Provide Description)	first day of school, monitor bus radio, checked email, worked on school zone traffic lights trying to get the program right	
8/17/2016 9:00 AM	210	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 4, answered calls about bus stops and times	Bus 04
8/17/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/17/2016 1:00 PM	120	Bus Gar	Email, Lunch, Other (Provide Description), Phone - Staff	checked email, helped w/ bus stops, worked on activity bus schedule, monitor bus schedule, worked 8hrs.	
<b>Start : 8/18/2016 (4)</b>					
8/18/2016 7:00 AM	120	Bus Gar	Other (Provide Description)	monitor bus radio, program holidays into the school zone light system	
8/18/2016 9:00 AM	150	Bus Gar	Athletic Schedules, Email, Vehicle Diagnostics, Vehicle Repair	spoke w/ Mrs. Hirsh and Mrs. Rowe about activity schedules, worked on bus 2, 3, and 10	Bus 02; Bus 03; Bus 10
8/18/2016 11:30 AM	210	Bus Gar	Travel, Vehicle Pick Up/Delivery	picked up 500 from MES, took to Magic City in Lexington for repairs, took lunch break	
8/18/2016 3:00 PM	60	Bus Gar	Email, Logs, Meeting - Staff, Other (Provide Description), Phone - Staff	spoke w/ driver to make a list of any brush needing trimmed and bus signs needing to go up or come down, monitor bus radio, checked email, finished logs, worked 9hrs.	
<b>Start : 8/19/2016 (5)</b>					
8/19/2016 7:00 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked school zone lights, checked email	

8/19/2016 8:30 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 22	Bus 22
8/19/2016 10:30 AM	120	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery	worked on bus 18, took bus 18 to BCHS and picked up bus 15	Bus 18
8/19/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/19/2016 1:00 PM	210	Bus Gar	Email, Logs, Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 15 and 22, checked email, finished logs, took bus 2 to BCHS check engine light back on bus 22, worked 9.5hrs.	
<b>Start : 8/22/2016 (5)</b>					
8/22/2016 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Phone - Staff	monitor bus radio, checked email, spoke w/ driver -bus 17 having light issues, gathered parts to take over and fix	
8/22/2016 9:00 AM	90	Bus Gar	Vehicle Repair	worked on bus 22	Bus 22
8/22/2016 10:30 AM	150	Bus Gar	Travel, Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair	went to Lexington, picked up the 500 and parked @ MES, worked on bus 17	Bus 17
8/22/2016 1:00 PM	30	Bus Gar	Lunch	took lunch break	
8/22/2016 1:30 PM	120	Bus Gar	Email, Logs, Meeting - Staff, Reports	spoke w/ drivers about brush, took driver reports to bus 11 so it could be used on a route this afternoon, monitor bus radio, checked email and finished logs, worked 8.5hrs	
<b>Start : 8/23/2016 (7)</b>					
8/23/2016 7:00 AM	120	Bus Gar	Email, Meeting - Staff, Other (Provide Description)	monitor bus radio, checked email, spoke w/drivers about unloading times at the schools	
8/23/2016 9:00 AM	90	Bus Gar	Reports	looked over inspection and driver reports and filed	
8/23/2016 10:30 AM	120	Bus Gar	Fuel Tank Measurement, Phone - Others, Vehicle Repair	worked on bus 22, called fuel master about BCHS reports not downloading	Bus 22
8/23/2016 12:30 PM	30	Bus Gar	Lunch	took lunch break	
8/23/2016 1:00 PM	60	Bus Gar	Email, Logs, Meeting - Others	spoke with a potential sub driver wanting to apply, received a call from MES about gas pump not working, checked email and received a email concerning a car seat @ MES, finished logs before going to MES	
8/23/2016 2:00 PM	90	Bus Gar	Other (Provide Description), Vehicle Oil Change	went to MES to check car seat and fuel pumps, worked 8.5hrs.	
8/23/2016 4:30 PM	60	Bus Gar	Other (Provide Description), Phone - Staff	received a call for a bus driver at MES and couldn't get fuel, went to MES used my ID # to get the fuel and explained to the driver how the process works worked another hour	
<b>Start : 8/24/2016 (6)</b>					
8/24/2016 6:00 AM	180	Bus Gar	Other (Provide Description)	drove Douthat Rt., monitored bus radio	
8/24/2016 9:00 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 6	Bus 06
8/24/2016 10:30 AM	150	Bus Gar	Email, Other (Provide Description)	checked email, worked on bus 15	Bus 15
8/24/2016 1:00 PM	30	Bus Gar	Lunch	took lunch break	
8/24/2016 1:30 PM	60	Bus Gar	Email, Logs, Phone - Staff	checked email, spoke w/ VES about drop off times, finished logs for today before going to MES to drive	
8/24/2016 2:30 PM	180	Bus Gar	Other (Provide Description)	took bus 6 to MES and drove Douthat Rt., worked 11.5hrs.	
<b>Start : 8/25/2016 (4)</b>					
8/25/2016 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Phone - Others, Route Review	monitor bus radio, checked the poor road condition across the tracks in Millboro, called VDOT and left Tim a message, checked email	
8/25/2016 9:00 AM	240	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Repair	worked on bus 15 and the blue Impala, spoke w/ VES about installing a seat on bus 8, notified the driver	Bus 15; 2012-Car-Chevy Impala-Blue-SAB
8/25/2016 1:00 PM	30	Bus Gar	Lunch	took lunch break	
8/25/2016 1:30 PM	120	Bus Gar	Email, Logs, Other (Provide Description), Vehicle Pick Up/Delivery	took bus 15 to BCHS brought back bus 5, installed a car seat on bus 8, checked email, finished logs, worked 8.5hrs	
<b>Start : 8/26/2016 (7)</b>					
8/26/2016 7:00 AM	90	Bus Gar	Email, Other (Provide Description)	monitor bus radio, checked email, spoke w/ drivers	
8/26/2016 8:30 AM	60	Bus Gar	Vehicle Diagnostics	worked on bus 4	Bus 04
8/26/2016 9:30 AM	60	Bus Gar	Email, Phone - Staff	spoke w/ Beth about some changes to the special needs transportation and notified drivers and emailed both Jane and Beth	
8/26/2016 10:30 AM	90	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 4	Bus 04
8/26/2016 12:00 PM	30	Bus Gar	Lunch	took lunch break	
8/26/2016 12:30 PM	60	Bus Gar	Fuel Tank Measurement	checked fuel tanks @ BCHS -seems to be close to the reading on the computer	
8/26/2016 1:30 PM	150	Bus Gar	Email, Logs, Phone - Staff, Shop Cleaning, Vehicle Inspection	worked on bus 13, checked email, cleaned shop, finished logs, monitor bus radio, worked 9hrs.	
<b>Start : 8/29/2016 (6)</b>					
8/29/2016 7:00 AM	150	Bus Gar	Email, Other (Provide Description), Purchase Orders	monitor bus radio, checked email, worked on po's	
8/29/2016 9:30 AM	120	Bus Gar	Vehicle Diagnostics, Vehicle Repair	worked on bus 2	Bus 02
8/29/2016 11:30 AM	60	Bus Gar	Route Review	went to Hot Springs and checked a bus stop	
8/29/2016 12:30 PM	30	Bus Gar	Parts Ordering	called to checked status on parts for bus 22	
8/29/2016 1:00 PM	30	Bus Gar	Lunch	took lunch break	
8/29/2016 1:30 PM	120	Bus Gar	Email, Logs, Parts Ordering	cleaned shop, ordered parts for stock, checked email, finished logs, monitor bus radio, worked 8.5hrs	
<b>Start : 8/30/2016 (4)</b>					
8/30/2016 8:30 AM	120	Bus Gar			

			Auction, Email, Phone - Others, Phone - Staff	checked email, checked parts availability on an auction car and notified Mrs.Hirsh parts are no longer a dealer item <span style="color: green;">NEW</span>
8/30/2016 10:30 AM	240	Bus Gar	Parts Ordering, Travel	went to cummins to pick up turbo for bus 22 -wrong one should have the correct one maybe tomorrow <span style="color: green;">NEW</span>
8/30/2016 2:30 PM	60	Bus Gar	Meeting - Staff	spoke w/ drivers about upcoming trips and who will be taking what <span style="color: green;">NEW</span>
8/30/2016 3:30 PM	90	Bus Gar	Email, Logs, Meeting - Staff, Other (Provide Description), Phone - Staff	monitored bus radio, spoke w/ Mr. Phillips about his Fuel ID #, spoke w/ BCHS about what buses students are supposed to ride, checked email, finished logs, worked 8.5hrs <span style="color: green;">NEW</span>

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