



Pupil Transportation » Transportation Director Log Monthly Report

Start	Minutes	Location	Topic	Short Description	Vehicle
Start : 1/27/2017 (1)					
1/27/2017 7:00 AM	480	Bus Gar	Leave - Vacation	out sick had DJ help out at the garage	
Start : 1/30/2017 (2)					
1/30/2017 4:30 AM	90	Bus Gar	Road Check: Weather	checked roads and weather conditions, spoke w/ Mrs. Hirsh -no school -notified the drivers	
1/30/2017 7:00 AM	450	Bus Gar	Other (Provide Description), Road Check: Weather	plowed and salted lots @ SAB and VES, plowed bus parking @ BCHS, checked roads spoke w/ Mrs. Hicklin looks good to go on a reg. schedule tomorrow, worked 9hrs	
Start : 1/31/2017 (5)					
1/31/2017 5:00 AM	30	Bus Gar	Road Check: Weather	made calls -checked roads -seems ok school on regular schedule	
1/31/2017 7:00 AM	120	Bus Gar	Email, Other (Provide Description), Reports	monitor bus radio, checked email, worked on driver reports	
1/31/2017 9:00 AM	180	Bus Gar	Meeting - Others, Other (Provide Description), Travel	met w/ Billy for Davenport, went to MES installed a new filter system on diesel pump	
1/31/2017 12:00 PM	30	Bus Gar	Lunch	took lunch break	
1/31/2017 12:30 PM	180	Bus Gar	Email, Meeting - Staff, Other (Provide Description), Vehicle Cleaning	used the pressure washer on the blue GMC, snow plow, salt spreader and oiled, checked email, met w/ DJ before leaving, worked 9hrs	
Start : 2/1/2017 (4)					
2/1/2017 7:00 AM	150	Bus Gar	Email, Other (Provide Description)	monitored bus radio, checked email, revised trip schedule and get out to drivers	
2/1/2017 9:30 AM	210	Bus Gar	Email, Logs, Meeting - Others, Meeting - Staff	worked on logs for the past few days, met w/ driver from MES, worked on fuel, met w/ ARCA rep. (gas for our welder/torches)	
2/1/2017 1:00 PM	30	Bus Gar	Lunch	took lunch break	
2/1/2017 1:30 PM	120	Bus Gar	Email, Logs, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 3, checked email, finished logs for today, worked 8.5hrs	Bus 03
Start : 2/2/2017 (4)					
2/2/2017 7:00 AM	150	Bus Gar	Email, Other (Provide Description), Reports, Vehicle Pick Up/Delivery	monitor bus radio, collect driver reports, brought bus 17 over for repairs, checked emails	
2/2/2017 9:30 AM	180	Bus Gar	Email, Other (Provide Description), Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	typed up and sent Mrs.Hirsh a letter of recommendation pending a completed application, worked on the fuel master system will not download -notified Ed the computer will not connect, worked on bus 17	Bus 17
2/2/2017 12:30 PM	30	Bus Gar	Lunch	took lunch break	
2/2/2017 1:00 PM	150	Bus Gar	Email, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Pick Up/Delivery	worked on bus 5, checked email, took bus 17 to MES and monitored bus radio, worked 8.5hrs	Bus 05
Start : 2/3/2017 (5)					
2/3/2017 7:00 AM	120	Bus Gar	Email, Logs, Other (Provide Description)	monitor bus radio, checked email, caught up on logs from yesterday, collect driver reports	
2/3/2017 9:00 AM	90	Bus Gar	Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 4	Bus 04
2/3/2017 10:30 AM	120	Bus Gar	Shop Cleaning, Vehicle Fluid Top Off, Vehicle Inspection	worked on bus 2, straightened parts room	Bus 02
2/3/2017 12:30 PM	30	Bus Gar	Lunch	took lunch break	
2/3/2017 1:00 PM	150	Bus Gar	Email, Logs, Other (Provide Description)	worked on trying to get fuel master to download w/ Ed and the customer support center, checked email, finished logs, worked 8.5hrs.	
Start : 2/6/2017 (4)					
2/6/2017 7:00 AM	120	Bus Gar	Email, Fuel Reports, Other (Provide Description)	monitored bus radio, checked email, tried getting fuel reports before emailing Ed	
2/6/2017 9:00 AM	300	Bus Gar	Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	worked on bus 8	Bus 08
2/6/2017 2:00 PM	30	Bus Gar	Lunch	took lunch break	
2/6/2017 2:30 PM	90	Bus Gar	Email, Logs, Other (Provide Description), Shop Cleaning	checked email, cleaned shop, made a key to send to SAB for the new truck, finished logs, worked 9hrs.	
Start : 2/7/2017 (4)					
2/7/2017 7:00 AM	60	Bus Gar	Fuel Reports, Other (Provide Description)	monitor bus radio, checked fuel system @ BCHS to get a report	
2/7/2017 8:00 AM	150	Bus Gar	Parts Ordering, Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair	worked on bus 18 @ BCHS, took bus 19 to garage checked and ordered parts	Bus 18; Bus 19
2/7/2017 10:30 AM	240	Bus Gar	Lunch, Other (Provide Description), Vehicle Pick Up/Delivery	took blue GMC to Roanoke and dropped off to have the trans. checked while it's still under warranty, took lunch break	
2/7/2017 2:30 PM	60	Bus Gar	Email, Logs	checked email, finished logs, worked 8.5hrs	
Start : 2/8/2017 (1)					
2/8/2017 7:00 AM	510	Bus Gar	Email, Lunch, Meeting - Others, Parts Ordering, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection	checked email, met w/ Tim from VDOT about bus transfer, worked on bus 6 -ordered parts, took lunch break met w/ Vic from Sonny Merryman, monitored radio	Bus 06
Start : 2/9/2017 (1)					

2/9/2017 7:00 AM	510	Bus Gar	Athletic Schedules, Fuel Reports, Lunch, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	monitor bus radio, checked email, Daniel called in -called in a sub.,worked on bus 10, tried to retrieve fuel reports again, cleaned shop	Bus 10
Start : 2/10/2017 (1)					
2/10/2017 7:00 AM	480	Bus Gar	Email, Logs, Travel, Vehicle Diagnostics, Vehicle Pick Up/Delivery, Vehicle Repair	monitor bus radio, worked on bus 18, took blue GMC to Roanoke to have the trans programmed, took lunch break	Bus 18
Start : 2/13/2017 (1)					
2/13/2017 7:00 AM	510	Bus Gar	Email, Fuel Reports, Lunch, Other (Provide Description), Phone - Staff, Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	monitor bus radio, checked email, tried to retrieve fuel reports, called Ed about computer still acting up, met w/ Billy from Davenport about possible water in fuel @ BCHS, took lunch, worked on bus 16	Bus 16
Start : 2/14/2017 (1)					
2/14/2017 7:00 AM	510	Bus Gar	Email, Other (Provide Description), Phone - Staff, Shop Cleaning, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	monitor bus radio, checked email, called Ed again about the computer, worked on bus 15, took lunch break, cleaned shop	Bus 15
Start : 2/15/2017 (1)					
2/15/2017 7:00 AM	510	Bus Gar	Athletic Schedules, Email, Meeting - Others, Other (Provide Description), Parts Ordering, Vehicle Diagnostics	monitor bus radio, checked email, worked on scheduling school trips, met w/ reps from Carter and arc3, took lunch, worked on bus 3 and ordered parts	Bus 03
Start : 2/16/2017 (1)					
2/16/2017 7:00 AM	510	Bus Gar	Email, Fuel Reports, Lunch, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	monitor bus radio, checked emails, tried access to fuel reports -still nothing, worked on bus 5, took lunch break, worked on bus 13	Bus 05; Bus 13
Start : 2/17/2017 (1)					
2/17/2017 7:00 AM	510	Bus Gar	Email, Lunch, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Oil Change, Vehicle Repair	monitor bus radio, checked email, worked on bus 3, took lunch break, worked on bus 22, worked on driveway by the gym	Bus 03; Bus 22
Start : 2/20/2017 (1)					
2/20/2017 7:00 AM	510	Bus Gar	Email, Lunch, Other (Provide Description), Vehicle Diagnostics, Vehicle Fluid Top Off, Vehicle Inspection, Vehicle Repair	monitored bus radio, checked email, worked on bus 11, took lunch, worked on bus 19, worked bus 8	Bus 11; Bus 19; Bus 08
Start : 2/21/2017 (1)					
2/21/2017 7:00 AM	480	Bus Gar	Leave - Vacation	took vac. day	
Start : 2/22/2017 (1)					
2/22/2017 7:00 AM	480	Bus Gar	Leave - Vacation	took vac. day	
Start : 2/23/2017 (1)					
2/23/2017 7:00 AM	480	Bus Gar	Leave - Vacation	took vac. leave	
Start : 2/24/2017 (1)					
2/24/2017 7:00 AM	480	Bus Gar	Leave - Vacation	took vac. day	
Start : 2/27/2017 (5)					
2/27/2017 7:00 AM	150	Bus Gar	Email, Other (Provide Description), Purchase Orders	monitor bus radio, keys locked in the car @ MES, made calls and arranged for the driver to use another car, checked email, worked on PO's	
2/27/2017 9:30 AM	180	Bus Gar	Logs, Other (Provide Description), Vehicle Inspection	computer still really slow, worked on logs from this month, helped inspect bus 12	
2/27/2017 12:30 PM	30	Bus Gar	Lunch	took lunch break	
2/27/2017 1:00 PM	60	Bus Gar	Email, Logs	finished logs, emailed AD about the spring travel schedule again	
2/27/2017 2:00 PM	90	Bus Gar	Email, Vehicle Diagnostics	worked on bus 16, checked email, finished logs	Bus 16
Start : 2/28/2017 (1)					
2/28/2017 7:00 AM	480	Bus Gar	Email, Other (Provide Description), Parts Ordering, Reports, Vehicle Cleaning, Vehicle Diagnostics, Vehicle Inspection, Vehicle Pick Up/Delivery, Vehicle Repair	monitor bus radio, looked at bus 6 @ MES, worked on bus 22, worked on bus 6 @ MES, took lunch, inspect fire extinguishers @ garage, emailed Ed about computer, cleaned truck, finished logs for today NEW	Bus 06; Bus 22; 2007-Truck-GMC Blue-TRANS

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