

STPSB
Internal Audit Report
Audited By: Amelia Barker, CPA
Report Related To STPSB Transportation Department
11/29/23

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REPORT RELATED TO STPSB TRANSPORTATION DEPARTMENT
COMPLETED BY AMELIA BARKER, CPA
11/29/23

Complaint: N/A

Areas for Consideration: Are STPSB Bus Drivers in compliance with Bulletin 119 including proper physicals, in service training, and up to date Commercial Drivers Licenses? In addition, are Drivers properly onboarded in compliance with Bulletin 119 including a drug test and behind the wheel training?

Internal Policy Reference: N/A

Related Law/Audit Guidance: Bulletin 119, DOT Rule 49 CFR Part 40

Review: All STPSB Bus Drivers were subject to testing. Out of 372 drivers, a total of 68 were selected for testing.

Findings: 7 Bus Drivers selected for testing were not up to date on in service training. 6 Bus Drivers selected had no evidence of an initial drug test.

Recommendation: All driver files should be up to date. This includes copies of all required information. In addition, all drivers should be up to date on in service training. Any drivers not up to date need to get into compliance as soon as possible.

Complaint: N/A

Areas for Consideration: Has the Transportation Department performed a driving record check on Bus Drivers at least once in the past 12 months in accordance with Federal Motor Carrier Safety Regulation Part 391 Subpart F (391.51-391.55)?

Internal Policy Reference: N/A

Related Law: Federal Motor Carrier Safety Regulation Part 391 Subpart F (391.51-391.55)

Review: All STPSB Bus Drivers were subject to testing. Out of 372 drivers, a total of 68 were selected for testing.

Findings: 2 Bus Drivers selected for testing had no evidence of a driving record check within the past 12 months. In addition, it was determined that 1 Bus Driver selected for testing had a suspended CDL at the time of the driving record test in August. The driver was not removed

from duties or followed back up with. The Bus Driver's driving record was ran again while I was on site and it was noted that the driver's CDL is no longer suspended.

Recommendation: When a driving record check comes back unsatisfactory, the driver should immediately be removed per DOT Rule 49. In addition, the driver should not be allowed to return to the bus until any CDL issues are resolved.

Complaint: N/A

Areas for Consideration: Are STPSB Bus Attendants in compliance with Louisiana Department of Education Bulletin 119 Supplement Volume II including proper crisis training and proper CPR training?

Internal Policy Reference: N/A

Related Law: Louisiana Department of Education Bulletin 119 Supplement Volume II

Review: All STPSB Bus Attendants were subject to testing. Out of 137 Bus Attendants, a total of 48 were selected for testing.

Findings: 46 of the 48 Bus Attendant employee files tested were lacking either CPR or Crisis Training. Upon reaching out to the Bus Attendants, 39 of the 46 files were resolved and are now up to date with correct information. 4 Bus Attendants were noted to have expired crisis training. 3 Bus Attendants were noted to have expired CPR training. After discovering the attendants that were lacking requirements, I choose to audit the entire population. An additional 89 Bus Attendants were tested. Out of the 89 tested, 4 Bus Attendants were determined to have expired crisis training. Lastly, 5 additional Bus Attendants were determined to have expired CPR training. After discovering the Bus Attendants were not in compliance, management immediately removed the noncompliant Bus Attendants from the bus until proper training was completed. As of the time of this report, all bus Attendants lacking crisis training and CPR training are now up to date.

Recommendation: All Bus Attendant files should be up to date. This includes copies of all required information. In addition, all Bus Attendants need to be up to date on all required training. Going forward there needs to be a list indicating when Bus Attendants' trainings are expiring. This will allow the Transportation Department to act should an attendant not be in compliance.

Complaint: N/A

Areas for Consideration: Are STPSB Activity Drivers in compliance with Bulletin 119 including proper physicals, in service training, and up to date commercial drivers licenses? In addition are Activity Drivers properly onboarded in compliance with Bulletin 119 including a drug test and behind the wheel training?

Internal Policy Reference: N/A

Related Law: Bulletin 119, DOT Rule 49 CFR Part 40

Review: All STPSB Activity Drivers were subject to testing. Out of 66 Activity Drivers, a total of 21 were selected for testing.

Findings: 3 Activity Drivers tested had no evidence of a CDL in the employee file. 10 Activity Drivers tested were not up to date on in service training. Additionally, 3 Activity Drivers had expired physicals.

Recommendation: All Activity Drivers need to be up to date on all requirements. Currently, Activity Driver files are maintained at the school. While testing on site, multiple schools stated they were unaware of the requirements for Activity Drivers. I recommend that the Transportation Department create a list of all requirements the schools need to meet for Activity Drivers. In addition, since the schools are responsible for keeping up with the Activity Driver files, the driving record checks done by the Transportation department need to be sent to the domicile school.

Complaint: N/A

Areas for Consideration: Has the Transportation Department performed a driving record check on Activity Drivers at least once in the past 12 months in accordance with Federal Motor Carrier Safety Regulation Part 391 Subpart F (391.51-391.55)?

Internal Policy Reference: N/A

Related Law: Federal Motor Carrier Safety Regulation Part 391 Subpart F (391.51-391.55)

Review: All STPSB Activity Drivers were subject to testing. Out of 66 Activity Drivers, a total of 21 were selected for testing.

Findings: 9 of the Activity Drivers selected for testing did not have a driving record check within the last 12 months.

Recommendation: All Drivers, including Activity Drivers, should have a driving record check performed at least once every 12 months.

Complaint: N/A

Areas for Consideration: Are employee files kept in accordance with Bulletin 119 and DOT Rule 49 CFR Part 40 Section 40.333 including drug tests being kept for the required period and secured with controlled access?

Internal Policy Reference: N/A

Related Law: Bulletin 119, DOT Rule 49 CFR Part 40

Review: All Employee file locations were inspected.

Findings: It was noted that employee files located at the transportation department were not secure. They were also located in the employee break room. It was also noted that the employee files contained drug testing information.

Recommendation: I recommend that all employee files be kept under lock and key. I also recommend that the drug tests be kept separately from the rest of the employee files and under lock and key. Controlled access should be given on a limited basis to the drug tests.



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December 5, 2023

To: Amelia Barker, Internal Auditor
Fm: Matthew Burmaster, Director of Transportation
Re: Internal Audit Results for the Transportation Department

We are now requiring all Driver files to have a copy of each driver's current CDL. The required in service make up is this month, which will make sure all Drivers are in compliance, in terms of training.

My executive secretary, Suzanne DeGeorge, has a master spreadsheet which will be used to track the expiration dates of CDL's, MVR inspections, Physicals, NCI and CPR training for the entire department. This includes all Owner Operators, Operators, Attendants, Sub Drivers and Sub Attendants. She and her staff will know when someone is about to expire on any of these certifications.

We are creating a transportation checklist for DRIVER REQUIREMENTS for schools to use for Activity Driver files. In addition, we will hold a meeting at the beginning of the school year in August, with all school personnel which oversees Activity Drivers (usually Athletic Directors), making sure they understand what needs to be done to keep the drivers compliant, as well as files up to date.

We have received new keys for confidential file cabinets located in the File Room, and are in the process of ordering two new file cabinets to replace the existing file cabinets. Burmaster and Suzanne DeGeorge are the only people with access to the keys. In addition, all drug tests will now be kept separately in their own locked file. New expansion file folders will be ordered for all Driver and Attendant files.

Moving forward, it is the goal of the Transportation Department to manage these organizational changes that have been suggested, as a result of the recent audit.

Matthew Burmaster
Director of Transportation