



## MEMORANDUM

**TO:** Audit Committee of the School Board of the City of Virginia Beach

**FROM:** Karen W. Woodson, CIA, CFE <sup>KW</sup>  
School Board Internal Auditor, Department of Internal Audit

**SUBJECT:** Continuous Auditing – Pre-trip Bus Inspection

**DATE:** June 21, 2024

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## BACKGROUND

The Department of Internal Audit (IA) performs certain tasks on a continual basis throughout the year as per the calendar year 2024 Annual Work Plan. This project does not constitute an audit conducted in accordance with generally accepted governmental auditing standards. The following is an explanation of the work performed and the results:

## PRE-TRIP BUS INSPECTION

### Work Performed:

IA conducted on-site observations of bus drivers to ensure they were completing the pre-trip bus inspection per Virginia State Code 8VAC20-70-380, which requires drivers to inspect the bus before loading passengers. The inspection covers many components including the following that can be observed from a distance:

- Inspecting the perimeter of the bus;
- Opening the hood and inspecting the contents; and
- Testing the bus's stop arm function and lights.

These observations were conducted over a four-day period between May 28, 2024 and June 7, 2024, and 18 bus drivers were observed.

### Results:

- IA observed two bus drivers that did not perform pre-trip bus inspection procedures;
- IA observed seven bus drivers that did not perform some pre-trip bus inspection procedures (inspection of perimeter and hood inspection); and
- IA observed nine bus drivers that performed all pre-trip bus inspection procedures (inspection of perimeter, hood inspection and stop arm and lights test).

IA shared the specific details of the buses observed with the Office of Transportation and Fleet Management Services (Transportation) prior to the end of the 2023-24 school year.

## **PRE-TRIP BUS INSPECTION, CONTINUED**

We would like to thank the management and staff of Transportation for their assistance throughout this project.

cc: Jack Freeman, Chief Operations Officer, Department of School Division Services  
James T. Lash, Executive Director of Transportation and Fleet Management Services