

STPSB
Internal Audit Report
Audited By: Amelia Barker, CPA
Report Related To STPSB Transportation Department
7/22/2024

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REPORT RELATED TO STPSB TRANSPORTATION DEPARTMENT
COMPLETED BY AMELIA BARKER, CPA
7/22/2024

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 366 drivers, a total of 87 were selected for testing. While testing, 12 drivers original drug test at date of hire could not be found. All drivers had a date noted on hiring paperwork stating when their onboarding drug tests were completed, but the test itself could not be located. These drivers all onboarded years ago before the current management had been in place. In addition, there was a driving record check noting that during the past school year a driver's commercial license had been suspended. The employee who handles driver record checks is currently on leave and could not attest to what happened. A new driving record check confirmed the suspension is no longer in place and it could not be determined if the suspension was properly investigated at the time of suspension.

Findings: 1 Bus Driver was not up to date on their in service training.

Recommendation: All drivers should be up to date on in service training and all required certifications before being allowed to drive. Any potential and actual drivers license suspensions need to be evaluated at time of occurrence. In addition, all drivers are responsible for reporting any potential license suspensions to management in a timely manner.

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 366 drivers, a total of 87 were selected for testing.

Findings: No findings noted.

Recommendation: 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 135 Bus Attendants, a total of 38 were selected for testing.

Findings: 1 attendant was noted to have lapsed on CPR, however since the school year has not started yet this attendant has a chance to remediate prior to the start of school.

Recommendation: All Bus Attendants should be up to date on all training before being allowed on a bus.

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: No findings noted.

Recommendation: N/A

Areas for Consideration: Are STPSB Bus Drivers randomly tested in accordance with 49 CFR 382.305?

Internal Policy Reference: GAMEB

Related Law: 49 CFR 382.305

Review: All random drug testing within the past fiscal year was subject to review. 2 of the 12 months were selected for review.

Findings: No findings noted.

Recommendation: N/A

Follow up summary: All of these tests noted above were follow ups to previous testing conducted fall 2023. Most of the previous findings have been significantly remediated and corrected. All controls have been improved and many new controls have been implemented since the previous audit.



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Date: August 7, 2024

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

We are giving all employees one month to allow them to view the in-service video if they have to miss the in-service. We will offer multiple viewing opportunities to view the in-service.

All necessary employee certifications will have a digital copy, as well as a hard copy kept on record with the Transportation Office.

Matthew Burmaster
Director of Transportation