

St. Tammany Parish School System
Internal Audit Report
Audited By: Amelia Barker, CPA

Report Related To The St. Tammany Parish
School System Activity Bus Drivers
November 21, 2024

I have performed the procedures below over the St. Tammany Parish School System's (School System) Activity Bus Drivers as of October 2024. The School System's management is responsible for maintaining and recording all information related to Activity Bus Drivers to ensure all students are safely transported.

This report is intended to be used by management and the applicable user to ensure the School System is accountable to the public and all related reporting bodies as required by all applicable regulations.

The procedures and results are as follows:

Activity Bus Driver Physicals

Internal Policy Reference: N/A

Related Law/Audit Guidance: Part CXIII. Bulletin 119—Louisiana School Transportation Specifications and Procedures, §303. Certification of School Bus Drivers, C. 5

Part CXIII. Bulletin 119—Louisiana School Transportation Specifications and Procedures, §303. Certification of School Bus Drivers, C. 5: Bulletin 119 states that Drivers must pass a physical and eye examination meeting current commercial driver's license (CDL) requirements annually. A copy of the examination record must be filed with the LEA transportation office before the beginning of each school year.

Review: All Activity Bus Drivers were tested. A total of 63 Drivers were tested.

Findings: Out of 63 drivers tested, 5 drivers were noted to have expired physicals per their activity driver file. Additionally, another 5 drivers were noted to have expired physicals, but the athletic directors stated these drivers are not currently driving. Per discussion with the transportation department, they will be assisting in creating a checklist for athletic directors. This checklist will ensure all athletic directors know what they need to monitor related to activity drivers.

Recommendation: I recommend that management ensure all activity drivers are up to date on annual physicals as required by bulletin 119 to ensure the safe transportation of all students.

Activity Bus Driver In Service Training

Internal Policy Reference: N/A

Related Law/Audit Guidance: Part CXIII. Bulletin 119—Louisiana School Transportation Specifications and Procedures, §303. Certification of School Bus Drivers, C. 8

Part CXIII. Bulletin 119—Louisiana School Transportation Specifications and Procedures, §303. Certification of School Bus Drivers, C. 8: Bulletin 119 states annual or bi-annual in-service training for continued certification of school bus drivers must be conducted by the LEA (local education agency). School bus drivers, including substitute drivers and activity drivers, must complete eight hours of in-service training within a two-year period. The eight hours of training may be provided in four hour annual in-service training opportunities each year.

Review: All Activity Bus Drivers were tested. A total of 63 Drivers were tested.

Findings: Of the 63 drivers tested, 60 of them were noted to have no evidence of in service training. This is because in service training sign in sheets were not kept for activity bus drivers as they fall under the responsibility of the principals, not transportation. Per discussion with transportation, they will be assisting the athletic directors in keeping up with this in service attendance record going forward.

Recommendation: I recommend that management ensure all activity drivers are up to date on in service training as required by bulletin 119 to ensure the safe transportation of all students.

Activity Bus Driver Commercial Driver's License (CDL) Certification

Internal Policy Reference: N/A

Related Law/Audit Guidance: Part CXIII. Bulletin 119—Louisiana School Transportation Specifications and Procedures, §303. Certification of School Bus Drivers, C. 4

Part CXIII. Bulletin 119—Louisiana School Transportation Specifications and Procedures, §303. Certification of School Bus Drivers, C. 4: Bulletin 119 states drivers must have a commercial driver's license (CDL) issued by the state of residence, which includes a Passenger (P) and School Bus (S) endorsement.

Review: All Activity Bus Drivers were tested. A total of 63 Drivers were tested.

Findings: Out of 63 drivers tested, 5 drivers were noted to have expired CDLs per their activity driver file. Out of the 5 with expired CDL's, per the athletic directors, 4 of these drivers were

most likely not expired and had non-updated files. Per the athletic directors the remaining driver of the 5 is currently not driving.

Recommendation: I recommend that management ensure all activity drivers are up to date on CDLs as required by Bulletin 119 to ensure the safe transportation of all students.

Activity Bus Driver Driving Record Checks

Internal Policy Reference: N/A

Related Law/Audit Guidance: 49 CFR 391.25

49 CFR 391.25: 49 CFR 391.25 states each motor carrier shall, at least once every 12 months, make an inquiry to obtain the motor vehicle record of each driver it employs, covering at least the preceding 12 months, to each driver's licensing authority where the driver held a commercial motor vehicle operator's license or permit during the time period.

Review: All Activity Bus Drivers were tested. A total of 63 Drivers were tested.

Findings: Out of the 63 drivers tested, 1 driver was noted to have a previous ticket on their driving record check. This ticket had not been reported to management as required by internal procedure.

Recommendation: All tickets or convictions that would appear on a driving record check should be reported at time of occurrence to management, not subsequently found on the driving record check months later. Each activity bus driver is responsible for reporting this to management.