



VIRGINIA BEACH CITY PUBLIC SCHOOLS

CHARTING THE COURSE

MEMORANDUM

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

FROM: Karen W. Woodson, CIA, CFE ^{KW}
School Board Internal Auditor, Department of Internal Audit

SUBJECT: Continuous Auditing – Pre-trip Bus Inspection

DATE: February 19, 2026

BACKGROUND

The Department of Internal Audit (IA) performs certain tasks on a continual basis throughout the year as part of the 2026 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 February 6, 2026, and February 11, 2026, and 11 bus drivers were observed. IA selected buses that were not observed when this project was last completed in June of 2024.

Results:

- IA observed one bus driver that did not inspect the perimeter of the bus or open the hood and inspect the contents;
- IA observed four bus drivers that did not open the hood and inspect the contents; and
- IA observed six bus drivers that performed all pre-trip bus inspection procedures.

IA shared the specific details of the buses observed with the Office of Transportation and Fleet Management Services (Transportation).

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