

**Department of Education**  
**Office of Inspector General – Internal Audit**  
**12-Month Status Report on: School Transportation**  
**Report # A-1415-019 Issued: January 22, 2016**  
**Status as of January 22, 2017**

Finding	Recommendation(s)	Previous Management Response	Management Response as of January 22, 2017	Anticipated Completion Date & Contact
<p>The department does not have formal written policies and procedures.</p>	<p>We recommend School Transportation develop formal written procedures to ensure consistency and quality performance in School Transportation processes.</p>	<p><b>Response as of January 19, 2016:</b></p> <p>The framework for the operational functions and responsibilities of School Transportation follow the requirements that are defined in Florida Statutes and State Board of Education rule. However, certain functions, such as tracking school bus inspector certifications, could benefit from written internal policies and procedures. Therefore, procedures will be developed for specific operational functions.</p> <p><b>Response as of July 22, 2016:</b></p> <p>A procedure manual for the Student Transportation Management Section has been developed and is attached.</p> <p><i>Completed 6/30/2016</i></p>	<p>N/A</p>	<p>Completed 6/30/2016 Kevin Snowden</p>

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<p>Uncertified bus inspectors may be inspecting school buses.</p>	<p>We recommend School Transportation enhance its procedures to ensure school districts comply with Florida Administrative Code and the Florida School Bus Safety Inspection Manual, thereby increasing the assurance that students will be safely transported.</p>	<p><b>Response as of January 19, 2016:</b></p> <p>The certification status of each of the 35 inspectors noted by the Inspector General with renewal dates in the sixth year of their certification is correct. School bus inspector certificate renewals are administered on a fiscal year basis instead of a calendar year basis. Certifications are active through the fifth full fiscal year following the fiscal year of original certification or re-certification. We are recommending a revision to the School Bus Safety Inspection Manual, which is incorporated by reference in Rule 6A-3.0171(8) (d), Florida Administrative Code, to reflect current practice. School Transportation maintains that school districts are responsible for ensuring that buses are inspected by certified school bus inspectors. Nevertheless, school districts are notified of upcoming certificate expiration dates.</p>	<p><b>Response as of January 22, 2017:</b></p> <p>The School Bus Inspector Manual, Revised 2017, has been updated to require that school bus inspector certificates be renewed on a fiscal year, rather than a calendar year basis, which is consistent with current practice.</p> <p>The School Bus Inspector Manual is incorporated by reference in rule 6A-3.0171, F.A.C., which is currently in rulemaking and anticipated to be an agenda item on the State Board of Education meeting on February 16, 2017.</p> <p>School districts are notified of employees with upcoming certificate expiration dates and whose certificates have recently expired.</p>	<p>2/16/2017 Kevin Snowden</p> <p>Completed 6/30/2016 Kevin Snowden</p>

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		<p><b>Response as of July 22, 2016:</b></p> <p>The School Bus Inspector Manual, Revised 2016, has been updated to require that school bus inspector certificates be renewed on a fiscal year, rather than a calendar year basis, which is consistent with current practice.</p> <p><i>Completed 6/30/2016</i></p> <p>The School Bus Inspector Manual is incorporated by reference in rule 6A-3.0171, Florida Administrative Code, which is currently being routed for rule development approval.</p> <p><b><i>Anticipated Completion 9/30/16</i></b></p> <p>School districts are notified of employees with upcoming certificate expiration dates and are also notified of employees whose certificates have recently expired.</p> <p><i>Completed 6/30/2016</i></p>		