

**Department of Education  
Office of Inspector General – Internal Audit  
Six-Month Status Report on: School Transportation  
Report # A-1415-019 Issued: January 22, 2016  
Status as of (6 months after issue date)**

<b>Finding</b>	<b>Recommendation(s)</b>	<b>Management Response as of January 19, 2016</b>	<b>Management Response as of July 22, 2016</b>	<b>Anticipated Completion Date &amp; Contact</b>
<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>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>A procedure manual for the Student Transportation Management Section has been developed and is attached.</p>	<p>Completed 6/30/2016 Robert Manspeaker</p>
<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</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</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>Completed 6/30/2016 Robert Manspeaker</p>

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	transported.	<p>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>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>School districts are notified of employees with upcoming certificate expiration dates and are also notified of employees whose certificates have recently expired.</p>	<p>Anticipated Completion 9/30/2016 Robert Manspeaker</p> <p>Completed 6/30/2016 Terri Egler</p>