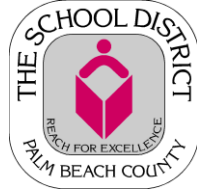


**Audit of**  
**School Bus Safety Inspections and Maintenance**  
**September 15, 2023**

**Report #2023-10**



## **MISSION STATEMENT**

The mission of the School District of Palm Beach County is to educate, affirm, and inspire each student in an equity-embedded school system.

Michael J. Burke  
Superintendent of Schools

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**Audit of  
School Bus Safety Inspections and Maintenance**

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# Audit of School Bus Safety Inspections and Maintenance

## EXECUTIVE SUMMARY

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Pursuant to the *Office of Inspector General's 2022-2023 Work Plan*, we have audited the School Bus Safety Inspections and Maintenance Program. The primary objectives of this audit were to: (1) determine the extent of compliance with the applicable State safety guidelines for school bus safety inspections, and (2) assess the adequacy of District procedures for maintaining and servicing school buses. The audit produced the following major conclusions:

### 1. Continued Improvements in Maintaining School Bus Safety Devices

The OIG conducted unannounced visits at all six District transportation facilities in April 2023. During the visits, OIG staff and an onsite Transportation staff jointly inspected the Post-trip Passenger Check Systems, Student Crossing arms, Stop Arm Signals, Video Camera Systems, and Wheelchair Lifts, if installed, on the 84 sample buses.<sup>1</sup>

Buses With Non-Working Devices Decreased from 65% in 2016 to 2% in 2023. Comparing the results of the April 2023 observations and the previous five observations conducted between May 2016 and March 2022, we noted continued improvements by Transportation in maintaining school bus safety devices in working condition. Specifically, sample buses that had one or more non-working devices decreased from 65% of the sample buses in the May 2016 observations to 2% in the April 2023 observations.

Non-Working Devices Not Reported on the Daily Inspection Reports. Our review of the sample buses' *Bus Driver and Attendant Pre/Post-trip Inspection Reports* (PBSD 0454) for the days of observations found that the *Reports* for the two buses (#6529 at the North Facility and #7231 at the Royal Palm Beach Facility) that had non-working safety devices did not indicate the related devices were not functioning properly.

***Management's Response:*** *Management Concur.* *Transportation management will continue to ensure all safety devices are in proper operational condition when the buses are transporting students. Transportation Team Leaders will ensure bus drivers correctly record all identified defects of the buses on the Bus Driver Pre/Post trip inspection Reports (PBSD 0454) so that the defects could be timely repaired before returning the affected buses back to service. (See page 15.)*

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<sup>1</sup> See *OIG Report #2022-01* for descriptions of the OIG observed safety devices.

**2. Mandatory Monthly Safety Inspections Timely Completed by Certified Inspectors, but five (3%) of the 174 Sample School Bus Safety Inspection Forms Missing Some Required Information**

*Rule 6A-3.0171(8)(c) and .0171(8)(d), FAC, Responsibilities of School Districts for Student Transportation*, requires, in part,

(c) “*Inspection of buses shall be scheduled and performed at a maximum interval of thirty (30) school days. ...*”

And

(d) “*School bus inspections shall be conducted by **technicians certified as school bus safety inspectors** in accordance with the State of Florida School Bus Safety Inspection Manual, 2020 Edition. ...*” [Emphasis added.]

The OIG requested from Transportation for review a total of 174 *School Bus Safety Inspection Forms (Monthly Inspection Forms)*: (a) the most recent *Monthly Inspection Forms* for the 84 sample buses we observed during the April 2023 onsite visits and (b) three consecutively completed *Monthly Inspection Forms* during August 2022 through January 2023 for 30 sample buses (a total of 90 *Forms*), with five buses from each of the six Transportation Facilities.

- a) *Mandatory Safety Inspections Timely Completed.* Our review of the 174 *Monthly Inspection Forms* for the 114 sample buses concluded that: (1) the mandatory monthly safety inspections for the 84 sample buses we observed in April 2023 were last completed within the required 30 school days, and (2) the intervals between consecutive inspections for the remaining 30 sample buses performed during August 2022 through January 2023 were completed within the 30 school days requirement.
- b) *Inspections Performed by Certified Inspectors.* The 174 sample mandatory safety inspections were completed by 15 inspectors and reviewed by 10 “service managers.” Our confirmation with the Florida Department of Education (FLDOE) concluded that the 15 inspectors and the 10 service managers were all FLDOE certified inspectors with valid certifications at the time of inspections.
- c) *Five (3%) of the 174 Monthly Inspection Forms Missing Some Required Information.* Five (3%) of the 174 *Monthly Inspection Forms* had the some required information missing:
  - Four *Monthly Inspection Forms* did not have the service manager’s initials/signatures to confirm the inspections were properly completed by a certified inspector.
  - Three *Monthly Inspection Forms* did not have the date the bus was returned to service after inspection.
  - Four *Monthly Inspection Forms* were missing the supervisor’s confirmation (on page 3 of the *Forms*) that all the required “MSI (mandatory safety inspection) repairs” had been completed.

d) Required Repairs Recorded in the AssetWorks System. Of the 174 *Monthly Safety Inspection Forms*, 54 (31%) had noted deficiencies that required the bus to be out of service for repairs. Our review of the AssetWorks System (the District's fleet maintenance management software) concluded all the deficiencies and the required repairs were properly recorded in the system. However, without the service manager's initials/signatures on the *Monthly Inspection Forms*, there was no assurance that the mandatory safety inspections and the needed repairs were completed prior to returning the bus back to service.

*Management's Response: Management Concur.* Management will ensure the *School Bus Safety Inspection Form* is completed with all the required information. The forms will be reviewed and initialed/signed by the Supervisor/Foreman to confirm all needed repairs have been completed prior to returning the bus to service. (See page 16.)

### **3. Two Daily Bus Driver and Attendant Pre/Post-trip Inspection Reports were Unavailable; Six Reports Did Not Indicate Completion of Post-trip Inspections**

District procedures require bus drivers to perform daily pre- and post-trip inspections and document the inspection results on the *Bus Driver and Attendant Pre/Post-trip Inspection Report* (PBSD 0454) (*Report*).

We requested the *Reports* for the last school day immediately before the OIG's onsite observations for the 84 sample buses we observed. The 84 buses completed a total of 146 trips on the days requested. Transportation was unable to locate the *Reports* for the morning and afternoon trips for one bus (#7555) at the South Facility. Moreover, six (4%) of the available 144 *Reports* did not indicate the post-trip inspections were completed.

*Management's Response: Management concurs.* Transportation coordinators/supervisors will monitor and review all daily *Bus Driver and Attendant Pre/Post-trip Inspection Reports* (PBSD 0454) to ensure full compliance with the daily reporting requirement. Transportation staff will continue the effort to ensure that (1) the daily *Reports* are properly completed and retained, and (2) repairs of defective safety devices, as noted on the *Reports*, are performed before the buses are put back into service. The department has also launched an initiative to make this process completely automated by August 2023. (See page 16.)

### **4. No Exceptions for Sample Bus Video Surveillance Recordings**

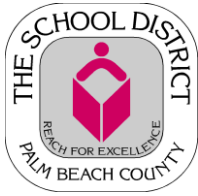
During our March 2022 onsite observations, Transportation was unable to provide 17% of the requested video footage for our review.

During this audit, we requested the video footage for 12 (14%) of the 84 sample buses for the dates and times during our April 2023 observations. Transportation was able to timely provide us with all requested video footage. No exceptions were noted for the video footage.

*Management's Response: Management concurs.* (See page 16.)

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THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

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## MEMORANDUM

**TO:** Honorable Chair and Members of the School Board  
Michael J. Burke, Superintendent of Schools  
Chair and Members of the Audit Committee

**FROM:** Teresa Michael, Inspector General

**DATE:** September 15, 2023

**SUBJECT:** Audit of School Bus Safety Inspections and Maintenance

---

### PURPOSE AND AUTHORITY

Pursuant to the *Office of Inspector General's 2022-2023 Work Plan*, we have audited the School Bus Safety Inspections and Maintenance Program. The primary objectives of this audit were to: (1) determine the extent of compliance with the applicable State safety guidelines for school bus safety inspections, and (2) assess the adequacy of District procedures for maintaining and servicing school buses.

### SCOPE AND METHODOLOGY

This audit was performed in accordance with *Generally Accepted Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on the audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions.

This audit included onsite observations of selected safety devices on sample buses at the District's six transportation facilities, interviewing staff, and reviewing:

- ***Rule 6A-3.0171, Florida Administrative Code*** – Responsibilities of School Districts for Student Transportation
  - ***Rule 6A-3.0171(8), Florida Administrative Code*** – Inspection and maintenance of school buses
- ***State of Florida School Bus Safety Inspection Manual, 2020 Edition***
- ***Florida School Bus Specifications, Effective January 2023***
- ***School Board Policy 3.21*** – Safe Operation of District School Buses
- School District's ***School Bus Drivers and Bus Attendants Handbook, 2021 Edition***
- Mandatory school bus safety inspections and maintenance records for sample buses

Details of the audit results were discussed with and provided to the District’s Transportation Services Department (Transportation) during the audit. On July 24, 2023, we sent the draft report to the Chief Operating Officer and Transportation for review and comments. On August 29, 2023, the OIG received the management response, which is included in the Appendix. We appreciate the courtesy and cooperation extended to us by staff during the audit. The final draft report was presented to the Audit Committee at its September 15, 2023, meeting.

## BACKGROUND

### Transportation Services Department

The mission of Transportation is “to deliver students *safely, efficiently and on time* to their destination in a frame of mind ready to learn.”<sup>2</sup> The department is responsible for maintaining both the yellow fleet (school buses) and white fleet (non-school bus vehicles). As of March 22, 2023, the total number of active school buses was 808. (See Table 1.)

**Table 1**  
**Number of Active School Buses**  
**As of March 22, 2023**

Transportation Facilities	Total Number of Buses at the Facilities		
	ESE Buses with Wheelchair Lift	Regular Buses	Total
Central	0	172	172
East	93	19	112
North	35	95	130
Royal Palm Beach	47	86	133
South	61	151	212
West	20	29	49
<b>Grand Total</b>	<b>256</b>	<b>552</b>	<b>808</b>

Source: Transportation Department

To protect the safety of transported students and as mandated by **Rule 6A-3.003, Florida Administrative Code, Certification as to Specifications of School Buses**, school buses are equipped with certain specialized safety devices specifically designed for school buses. Also, inspection documentation is to be completed as required by the **State of Florida School Bus Safety Inspection Manual, 2020 Edition** incorporated by reference in **Rule 6A-3.0171, Florida Administrative Code (FAC)**.

<sup>2</sup> Source: Transportation’s website: <https://www.palmbeachschools.org/Domain/498>, accessed on July 5, 2023.

## CONCLUSIONS

This audit produced the following major conclusions:

### 1. Continued Improvements in Maintaining School Bus Safety Devices

OIG Onsite Observations of Selected Safety Devices on Sample School Buses. During the audit, the OIG conducted unannounced visits at all six District transportation facilities in April 2023. We selected 84 sample buses comprised about 10% of each facility’s active buses from the first buses returning to the facilities after finishing the morning routes between 8:30 a.m. and 10:50 a.m. (See Table 2.)

**Table 2**  
**Sample School Buses Observed During Onsite Visits**  
**From April 3, 2023, through April 19, 2023**

Transportation Facilities	Total Number of Buses at the Facilities			Number of Sample Buses Observed By OIG		
	ESE Buses with Wheelchair Lift	Regular Buses	Total	ESE Buses with Wheelchair Lift	Regular Buses	Total
Central	0	172	172	0	17	17
East	93	19	112	9	2	11
North	35	95	130	4	9	13
Royal Palm Beach	47	86	133	6	7	13
South	61	151	212	8	17	25
West	20	29	49	2	3	5
<b>Grand Total</b>	<b>256</b>	<b>552</b>	<b>808</b>	<b>29</b>	<b>55</b>	<b>84</b>

*Source: Transportation Department*

During the visits, OIG staff and an onsite Transportation staff jointly inspected the Post-trip Passenger Check Systems, Student Crossing Arms, Stop Arm Signals, Video Camera Systems, and Wheelchair Lifts, if installed, on the 84 sample buses.<sup>3</sup>

Buses With Non-Working Devices Decreased from 65% in 2016 to 2% in 2023. Table 3 summarizes the results of the April 2023 observations and the past five observations conducted between May 2016 and March 2022. The six onsite observations noted continued improvements by Transportation in maintaining school bus safety devices in working condition. Specifically, sample buses that had one or more non-working devices decreased from 65% of the sample buses in the May 2016 observations to 2% in the April 2023 observations.

<sup>3</sup> See *OIG Report #2022-01* for descriptions of the OIG observed safety devices.

The April 2023 observations of the 84 sample buses found two (2%) buses with one non-working device each:

- Bus #7231 at the Royal Palm Beach Facility had the Video Camera LED illuminating red indicating a failure in the network configuration. Subsequently, Transportation found the camera’s “cradle point” (which allows the recorded videos on the bus to be downloaded wirelessly), lost connectivity with the router. After Transportation reset the system, we requested from Transportation the video footage for this bus (#7231) for the day before and the day of our observation. Our review of the video footage found the video recording function was working on both days.
- Bus #6529 at the North Facility had a Student Crossing Arm that was not fully extended. A Student Crossing Arm mounted to the right front bumper should fully extend perpendicular to the vehicle when the bus is stopped and the red student warning lights are flashing.

**Table 3**  
**Results of the Six OIG Unannounced Onsite Observations of Selected Safety Devices on Sample School Buses**

Date of OIG Onsite Observations	Number of Sample Buses Inspected	Number of Buses with Non-Working Devices				
		Camera	Post-Trip Passenger Check System	Student Crossing Arm	Stop Sign Signal Arm	Wheelchair Lift
May 2016 (Report #2017-03)	89 (100%)	6 (7%)	58 (65%)	N/A (Note)		
September 2016 (Report #2017-03)	61 (100%)	2 (3%)	11 (18%)			
January 2019 (Report #2019-08)	60 (100%)	2 (3%)	5 (8%)	3 (5%)	No Exception	No Exception
September 2021 (Report #2022-01)	90 (100%)	1 (1%)	4 (4%)	4 (4%)	No Exception	No Exception
March 2022 (Report #2022-09)	90 (100%)	1 (1%)	No Exception	No Exception	No Exception	1 (1%)
April 2023 Observations	84 (100%)	1(1%)	No Exception	1(1%)	No Exception	No Exception

*Note: Student Crossing Arm, Stop Signal Arm and Wheelchair Lift were not included in the 2016 observations.*

Non-Working Devices Not Reported on the Daily Inspection Reports. Subsequent to the onsite observations, we reviewed the sample buses’ *Bus Driver and Attendant Pre/Post-trip Inspection Reports* (PBSD 0454) for the days of observations. We found that the *Reports* for the two buses (#6529 at the North Facility and #7231 at the Royal Palm Beach Facility) that had non-working safety devices did not indicate the related devices were not functioning properly.

OIG Observation Results Provided to Staff for Immediate Corrective Actions. To ensure the safety of all students and employees, the OIG provided all observation results to Transportation staff at each facility for immediate corrective actions during the onsite observations.

## Recommendation

Transportation should ensure: (1) all safety devices are in proper operational condition when the buses are transporting students, and (2) bus drivers properly record all identified defects of the buses on the *Bus Driver and Attendant Pre/Post-trip Inspection Reports* (PBSD 0454) so that the defects could be timely repaired before returning the affected buses back to service.

***Management's Response: Management Concur.***

*Transportation management will continue to ensure all safety devices are in proper operational condition when the buses are transporting students. Transportation Team Leaders will ensure bus drivers correctly record all identified defects of the buses on the Bus Driver Pre/Post trip inspection Reports (PBSD 0454) so that the defects could be timely repaired before returning the affected buses back to service.*

*(See page 15.)*

## 2. **Mandatory Monthly Safety Inspections Timely Completed by Certified Inspectors, But Five (3%) of the 174 Sample School Bus Safety Inspection Forms Missing Some Required Information**

*The Florida Administrative Code, Responsibilities of School Districts for Student Transportation*, requires, in part,

*“Inspection of buses shall be scheduled and performed at a maximum interval of thirty (30) school days...”*

And

*“School bus inspections shall be conducted by technicians certified as school bus safety inspectors in accordance with the State of Florida School Bus Safety Inspection Manual, 2020 Edition...” Quoting Rule 6A-3.0171(8)(c) and .0171(8)(d), F.A.C. (emphasis added.)*

The *State of Florida School Bus Safety Inspection Manual, 2020 Edition (Manual)*, requires the inspections must be documented on the *School Bus Safety Inspection Form (Monthly Inspection Form)* (see Exhibit A) with the following information before the bus is returned to service: (1) deficiencies identified by the inspector during the safety inspection and the required follow-up repairs, (2) Service Manager's or Delegate's Initials, (3) Inspector's Certification Number, and (4) Bus Returned to Service Date.

OIG Reviewed 174 Sample Monthly Inspection Forms for 114 Sample Buses. The OIG requested from Transportation the most recent *Monthly Inspection Forms* for the 84 sample buses we observed during the April 2023 onsite visits. In addition, we also obtained from Transportation the three consecutively completed *Monthly Inspection Forms* for 30 sample buses covering August 2022 through January 2023. These additional 30 sample buses, with five from each of the six Transportation facilities, were randomly selected from the list of

active school buses as of March 22, 2023. A total of 174 (30 x 3 + 84) *Monthly Inspection Forms* for 114 sample school buses were selected for detailed examination.

- a) *Mandatory Safety Inspections Timely Completed.* Our review of the 174 *Monthly Inspection Forms* for the 114 sample buses concluded that: (1) the mandatory monthly safety inspections for the 84 sample buses we observed in April 2023 were last completed within the required 30 school days, and (2) the intervals between consecutive inspections for the remaining 30 sample buses performed during August 2022 through January 2023 were completed within the 30 school days requirement.
- b) *Inspections Were Performed by Certified Inspectors.* The 174 sample mandatory safety inspections were completed by 15 inspectors and reviewed by 10 “service managers.” Our confirmation with the Florida Department of Education (FLDOE) concluded that the 15 inspectors and the 10 service managers were all FLDOE certified inspectors with valid certifications at the time of inspections.
- c) *Five (3%) of the 174 Monthly Inspection Forms Missing Some Required Information*

Our review determined that five (3%) of the 174 *Monthly Inspection Forms* had the following information missing (see Table 4):

- Four *Monthly Inspection Forms* did not have the service manager’s initials/signatures to confirm the inspections were properly completed by a certified inspector.
- Three *Monthly Inspection Forms* did not have the date the bus was returned to service after inspection.
- Four *Monthly Inspection Forms* were missing the supervisor’s confirmation (on page 3 of the *Forms*) that all required “MSI (mandatory safety inspection) repairs” were completed.

**Table 4**  
**Mandatory Safety Inspection Forms Missing Information**  
**During August 2022 through April 2023**

Facility	Bus Number	Dates of Safety Inspections	Service Manager’s Initials Missing	Return to Service Date not Stated	Missing Supervisor’s Review/Confirmation that Repair Work was Completed
South	6022	4/10/2023	X	X	X
South	6058	3/15/2023		X	X
South	7278	3/28/2023	X		X
South	8519	3/31/2023	X		X
East	6563	12/20/2022	X	X	

- d) Required Repairs Recorded in the AssetWorks<sup>4</sup>. Of the 174 *Monthly Safety Inspection Forms*, 54 (31%) had noted deficiencies that required the bus to be out of service for repairs. Our review of the AssetWorks System concluded all the deficiencies and the required repairs were properly recorded in the system. However, without the service manager's initials/signatures on the *Monthly Inspection Forms*, there is no assurance that the mandatory safety inspections and the needed repairs have been completed prior to returning the bus back to service.

### **Recommendation**

To ensure the safety of students, District employees, and the general public, and in accordance with the *School Bus Safety Inspection Manual*, the *School Bus Safety Inspection Form* should be completed with all the required information. The *Forms* should be reviewed and initialed/signed by the Supervisor/Foreman to confirm all needed repairs have been completed prior to returning the bus back to service.

***Management's Response: Management Concur.***

*Management will ensure the School Bus Safety Inspection Form is completed with all the required information. The forms will be reviewed and initialed/signed by the Supervisor/Foreman to confirm all needed repairs have been completed prior to returning the bus to service.*

*(See page 16.)*

### **3. Two Daily Bus Driver and Attendant Pre/Post-trip Inspection Reports Unavailable; Six Reports Did Not Indicate Completion of Post-trip Inspections**

Pursuant to ***Rule 6A-3.0171(2)(g)3.s., F.A.C. - Responsibilities of School Districts for Student Transportation***, all bus drivers are required, in part,

*"To inspect the bus at least daily prior to the beginning of the first daily trip or more often as required by the school district and to report any defect affecting safety or economy of operation immediately to authorized service personnel..."*

District procedures require bus drivers to perform daily pre- and post-trip inspections and document the inspection results on the *Bus Driver and Attendant Pre/Post-trip Inspection Report* (PBSD 0454) (*Report*). (See Exhibit B.)

We requested the *Reports* for the last school day immediately before the OIG's onsite observations for the 84 sample buses we observed. The 84 buses completed a total of 146 trips on the days requested. Transportation was unable to locate the *Reports* for the morning and afternoon trips for one bus (#7555) at the South Facility.

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<sup>4</sup> Asset Works is the District's fleet maintenance management computer system used for, among other things, tracking school bus repairs.

Our review of the available 144 *Reports* revealed six (4%) *Reports* did not indicate the post-trip inspections were completed. (See Table 6.)

**Table 6  
Bus Driver and Attendant Pre/Post-trip Inspection Reports**

<b>Transportation Facility</b>	<b>Pre/Post Trip Report Date</b>	<b>Number of Sample Buses Inspected</b>	<b>Number of Trips <sup>(Note)</sup></b>	<b>Pre/Post-trip Inspection Report Missing</b>	<b>Post-trip Inspection Not Completed</b>
East	April 18,2023	11	18	2	3
North	April 3, 2023	13	22	–	–
South	April 10,2023	25	42	–	–
Central	April 13, 2023	17	28	–	3
Royal Palm	April 5, 2023	13	24	–	–
West	March 31, 2023	5	12	–	–
<b>Total</b>		<b>84</b>	<b>146 (100%)</b>	<b>2 (1%)</b>	<b>6 (4%)</b>

*Note: Six buses completed only one trip and eight buses did not transport students*

**Recommendation**

Transportation coordinators/supervisors should monitor and review all daily *Bus Driver and Attendant Pre/Post-trip Inspection Reports* (PBSD 0454) to ensure full compliance with the daily inspections and reporting requirements. Transportation should ensure that (1) the daily *Reports* are properly completed and retained, and (2) repairs of defective safety devices, if any, as noted on the *Reports* are properly completed before the buses are returned to service.

**Management’s Response:** *Management concurs.*

*Transportation coordinators/supervisors will monitor and review all daily Bus Driver and Attendant Pre/Post-trip Inspection Reports (PBSD 0454) to ensure full compliance with the daily reporting requirement. Transportation staff will continue the effort to ensure that (1) the daily Reports are properly completed and retained, and (2) repairs of defective safety devices, as noted on the Reports, are performed before the buses are put back into service. The department has also launched an initiative to make this process completely automated by August 2023.*

*(See page 16.)*

**4. No Exceptions for Sample Bus Video Surveillance Recordings**

Transportation and School Police are the primary users of the school bus video footage to monitor and review behavior and activity inside the bus, as needed. During our March 2022 onsite observations (*OIG Report #2022-09*), Transportation was unable to provide 17% of the requested video footage for our review.



During this audit, we requested the video footage for 12 (14%) of the 84 sample buses for the dates and times during our April 2023 observations. Transportation was able to timely provide us with all requested video footage. No exceptions were noted for the video footage.

*Management's Response: Management concurs.*

*(See page 16.)*

– End of Report –

## Exhibit A School Bus Safety Inspection Form (Page 1 of 4)



### THE SCHOOL DISTRICT OF PALM BEACH COUNTY SCHOOL BUS SAFETY INSPECTION FORM

**Status Code**      Bus #: \_\_\_\_\_ Mileage: \_\_\_\_\_ Hours: \_\_\_\_\_ WO#: CEN- \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
 ✓ = Item OK  
 X = Needs Repair (or as noted)  
 O = Out of Service  
 N/A = Not Applicable  
 Chassis/Body: \_\_\_\_\_ / \_\_\_\_\_ Capacity: \_\_\_\_\_ Model Year: \_\_\_\_\_

Shop Location: Central      Lift Equipped: Yes or No (Circle one)

Code	INSPECTION ITEMS	COMMENTS (Note Specific Deficiencies)	Tech. Init.
<b>A. INSIDE BUS (REQUIRED)</b>			
	1. Emergency Equipment – Fire Extinguisher (pressure/tag/mount), First Aid Kit, Body Fluid Cleanup Kit and Roadside Reflectors		
	2. Registration and Insurance Card		
	3. Neutral Safety Switch, Shifter and Noise Abatement Switch		
	4. Engine Controls – Key Switch, Accelerator and Engine Shutdown		
	5. Gauges, Indicators, Dash and Switch Panel Lights, Engine Warning Lights/Buzzers and ABS Warning Light		
	6. Air Brake System – Gauge(s), Build-Up, Governor, Park Brake, Adjustment, Air Leaks, Low Air Warning, PP-1 Pop-Off and Pedal		
	7. Hydraulic Brakes – Warning Light, Gauge, Pedal, Travel and Fade Power Assist and Park Brake		
	8. Windshield Wipers and Washers – Operation, Park and Blades		
	9. Heaters, Defrosters, Auxiliary Dash or Header-mounted Fan(s)		
	10. Dome and Step Well Lights		
	11. Service Door – Operation, Control and Overhead Pad		
	12. Horns – Operation, Sound (High Horn)/(Low Horn) and Horn Switch		
	13. Mirror Adjustment and Condition – Rear vision, Cross-view, Side-view and Interior		
	14. Driver's Seat and Seat Belt – Color, Condition, Mounting and Operation		
	15. Passenger Seats – Frames, Mounting, Pads, Cuts, Bottoms, Modesty Panels, Stanchions, Passenger Securement Devices and Webbing Cutter		
	16. Emergency Doors, Windows, Hatches and Passenger Check System (PCS) Operation, Buzzers, Labeling and Overhead Pad; (supplemental inspection required for PCS)		
	17. Windshield, Side and Rear Windows – Cracks, Fogging, Latches and Visor		
	18. Wheelchair Lift, Door and Securement System (if equipped - lubricate at each inspection interval)		
	19. 2 Way Radio Operation, P.A. Systems, GPS and Video (supplemental inspection as required)		
	20. Interior Wiring, Cab Hoses and Fire Wall Seals		
	21. General Condition of Bus Interior – Floor, Step Well, Grab Rail(s), Paneling & Trim, Broom Mounting, Loose Objects, Dog House/Engine Cover and Cleanliness		
<b>B. OUTSIDE BUS (REQUIRED)</b>			
	1. Headlights, Turn Signals, Hazard Lights, Brake Lights, Tail Lights, Backup Lights, Backup Alarm, Back up Alarm Dash Sticker and Parking Lights		
	2. Clearance, Side Marker, ID Lights, Reflectors and Strobe Light		
	3. Pupil Warning Lights – (see eight light warning system chart on page 76)		
	4. Stop Arm(s) and Student Crossing Arm – Wiring, Air or Vacuum Leak and Decal		
	5. General Condition of Bus Exterior – Mirrors, Bumpers, Body Damage, Paint, Reflective Marking, Lettering, Emergency Door, Engine Hood and Cleanliness		
<b>C. ENGINE COMPARTMENT (REQUIRED)</b>			
	1. Steering – Play, Column, Steering Gear Box Mounting, Pitman Arm, Drag Link, Steering Arm, Tie Rod & Tie Rod Ends and Idler Arm		
	2. Batteries – Slide Tray, Hold Down, Terminals, Cables, Cleanliness & Load Test (optional)		
	3. Fluid Levels and Condition – Brake Fluid, Power Steering Fluid, Oil, Transmission Fluid, Windshield Washer Fluid, Coolant (Antifreeze _____ °F) and DEF _____ %		
	4. Belt(s) & Hose(s) – Tightness, Condition, Routing, Alignment, Clamps & Connections		
	5. Accessory Mounting and Condition – Power Steering Pump, Air Compressor & Filter, Water Pump, Fan, Alternator and Air Cleaner (restriction gauge measurement _____ H <sub>2</sub> O)		
	6. Wiring – Routing and Condition		

## Exhibit A School Bus Safety Inspection Form (Page 2 of 4)

Status Code	INSPECTION ITEMS	COMMENTS (Note Specific Deficiencies)	Tech. Int.
	7. Fuel System and Lines		
	8. Radiator – Mounting, Condition, Cap (pressure test required), Reservoir and Fan Shroud		
<b>D. UNDERNEATH BUS (REQUIRED)</b>			
	1. Front Suspension – Wheel Bearings, I-Beam, King Pins, Shackles, Spring Mounts, Pins & Bushings, A-Frames & Bushings, Ball Joints, U-Bolts, Shock Absorbers, Springs and Wheel Seals		
	2. Front Brakes – Hoses, Lines, Chambers, Slack Adjusters, Push Rods, Linings, Disc Brake Pads, Drums, Rotors, Wheel Cylinders or Callipers, Adjust MSA Equipped Brakes; <b>Do not</b> adjust brakes equipped with ASAs (Automatic Slack Adjusters)		
	3. Engine Mounts, Transmission Mounts and Starter Mounting.		
	4. Transmission – Bolts, Linkage, Lines, Filter and Cooler		
	5. Fluid Leaks – Oil, Coolant, Transmission, Power Steering and DEF		
	6. Fuel and DEF Tank – Leaks, Mounting, Hoses and Wiring		
	7. Brake Equipment – ABS, Lines, Valves, Reservoir Mounting and Bleed Reservoirs		
	8. Driveline – Drive Shafts, U-Joints, Yokes, Hanger Bearings, Guards and Driveshaft Parking Brake		
	9. Rear Suspension – Axle Housing, Vent, Differential, Springs, U-Bolts, Shock Absorbers, Shackles, Pins & Bushings, Hangers, Seals and Wheel Bearings		
	10. Rear Brakes – Hoses, Lines, Chambers, Slack Adjusters, Push Rods, Linings, Disc Brake Pads, Drums, Rotors, Wheel Cylinders or Callipers, Adjust MSA Equipped Brakes; <b>Do not</b> adjust brakes equipped with ASAs (Automatic Slack Adjusters)		
	11. Body Securement & Structure – Hold Downs, Floor, Outriggers, Braces, Skirts, Mud Flaps and Chassis Frame Rails		
	12. Exhaust Systems – Leaks, Mounting, Muffler & DPF, DEF Components and Tailpipe		
	13. Wheels and Tires – Tread Depth, Pressure, Damage, Matching, Alignment and Wheel Hardware		
<b>E. LUBRICATION &amp; MAINTENANCE (REQUIRED and OPTIONAL)</b>			
	1. Change Oil and Replace Oil Filter(s)      Quarts _____		
	2. Replace Fuel Filter(s) Primary/Secondary and Drain Separator		
	3. Replace Transmission Filter(s)      Quarts _____		
	4. Replace Air Compressor Filter (if applicable)		
	5. Replace Power Steering Filter      Pints _____		
	6. Replace Engine Air Cleaner Filter		
	7. Coolant System Service; Replace Coolant and Filter (if applicable)		
	8. Test Starting and Charging System      Amps _____      Volts _____		
	9. Lubricate Chassis and Body (as needed)      Pounds _____		
	10. Air Conditioning - A/C system service and supplemental inspection required as per District procedure(s) (clean and /or change A/C filters at each inspection interval - parts on Repair WO's only)		
<b>F. ROAD TEST (REQUIRED)</b>			
	1. Brake Performance – Park Brake, Stopping Distance and Equalization		
	2. Engine, Transmission and Driveline – Engine Performance & Governor, Shifting		
	3. Steering & Handling – Free Play, Power Assist, Turning Radius, Column & Tracking		

Comments: \_\_\_\_\_

	Depth / Pressure	Depth / Pressure
_____	RF _____/32    _____ PSI	RRO _____/32    _____ PSI
_____	_____ PSI	RRI _____/32    _____ PSI
_____	_____ PSI	LRI _____/32    _____ PSI
_____	LF _____/32    _____ PSI	LRO _____/32    _____ PSI

**NOTE:** Follow the manufacturer's inspection and maintenance procedures for all installed equipment not noted on this form. Make notes in Comments.

INSPECTOR'S SIGNATURE \_\_\_\_\_

INSPECTOR'S CERTIFICATION NUMBER: 50 — \_\_\_\_\_

SERVICE MANAGER'S OR DELEGATE'S INITIALS: \_\_\_\_\_

BUS RETURNED TO SERVICE DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Exhibit A School Bus Safety Inspection Form (Page 3 of 4)



### School District of Palm Beach County MSI and MSI REPAIRS INFORMATION FORM

BUS NUMBER: \_\_\_\_\_

ODOMETER: \_\_\_\_\_ HOUR METER: \_\_\_\_\_

IB WORK ORDER #: CEN - \_\_\_\_\_ - \_\_\_\_\_

TASK ID	Task ID Description	WAC*	Date	Employee Number	Comment(s)	Labor Time
000-MSI	MANDATORY SAFETY INSPECTION					
000-SIF	SUPPLEMENTAL INSPECTION FORM					
000-WCI	WHEEL CHAIR LIFT INSPECTION					

\*WAC (Work Accomplished Code) see listing bottom of this page

Can the bus be placed back in service? No  Yes

Are follow up repairs necessary? No  Yes

\*\*\*\*\*

IR WORK ORDER #: CEN - \_\_\_\_\_ - \_\_\_\_\_

\*\*\*\*\*For Foreperson's use only\*\*\*\*\*

MSI repairs completed? No  Yes

All work completed? No  Yes

Parts needed? No  Yes

Work completed date: \_\_\_\_\_

Task ID	WAC	Date	Employee Number	Complaint / Cause / Correction	Labor Time
1	000-ACS			Air Conditioning Service (clean and or change A/C filters) Cause: Service due at inspection interval Correction:	
2					
3					
4					
5					
6					
7					
8					
9					
10					

**WAC \*Work Accomplished Codes:** CMI (Completed Mandatory Inspection), INS (Inspected), AFL (Added Fluids), LUB (Lubricated), REM (Removed), RPR (Repaired), RWN (Replaced with New), RWR (Replaced with Rebuilt), RWU (Replaced with Used), ADJ (Adjusted), CLN (Cleaned), DIA (Diagnostic/Troubleshooting), REW (Re-Wired), INC (Incomplete), TQD (Torqued), TQ1 (Torqued1), TQ2 (Torqued2)

000-SIF \*\*SUPPLEMENTAL INSPECTION FORM ANCILLARY ITEMS DETAIL OTHER SIDE\*\*

Rev. 01/28/20

**Exhibit A**  
**School Bus Safety Inspection Form (Page 4 of 4)**

**The School District of Palm Beach County**  
**Supplemental Inspection Form**

Status Code Indicators      √ = Item OK              X = Needs Repair              N/A = Not Applicable

**Air Conditioning Preventive Maintenance (E.10) – Required according to District procedures**

Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Mech. Int.
	<b>000-ACS – Air Conditioning Service</b> Clean and/or change A/C filters		
	<b>Compressor(s)</b> Clutch, Mounting leaks Noise		
	<b>Compressor Drive Belt(s)</b> Tension, Condition, Routing		
	<b>Condenser Coil(s)</b> Condition, Debris, Mounting, Leaks		
	<b>Condenser Fan(s)</b> Operation, Debris, Mounting, Wiring		
	<b>Evaporator Drain Line(s)</b> Restrictions		
	<b>Evaporator Cell(s) &amp; Inlet Air Filter(s)</b> Condition, Cleanliness, Leaks		
	<b>Evaporator Fan(s) and Housing(s)</b> Operation, Leaks, Mounting		
	<b>Overall System Performance</b> Noisy, Not Working, Blows Hot, Blows Warm, Other		

**Post-Trip Passenger Check System (A.16)**

Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Mech. Int.
	<b>System Functionality - Armed</b> Wiring, fuses, connections		
	<b>System Functionality - Activated</b> Horn is blowing and the lights are flashing		
	<b>System Functionality - Deactivated</b> Disarm switch at rear of bus operates as specified		

**Mobile Surveillance System (A.19)**

Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Mech. Int.
	<b>(Angel Trax) LED Panic Light</b> Amber light on panic button flashing rapidly		
	<b>(Seon) LED Panic Light</b> Amber light or Panic button solid		
	<b>Camera angles – must use monitor to check</b> Camera fixed in position		
	<b>Camera Lenses</b> Clean, no obstructions		
	<b>DVR</b> Present, Recording, Locked		

**Synovia GPS (A.19) [verified by Shop Supervision or designee]**

Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Mech. Int.
	<b>Synovia Hardware Check</b> Verify GPS position, verify hardware health		

## Exhibit B Bus Driver and Attendant Pre/Post-trip Inspection Report

THE SCHOOL DISTRICT OF PALM BEACH COUNTY					
Bus Driver and Attendant Pre/Post-trip Inspection Report					
Vehicle #	Odometer/Beginning #	Odometer/Ending #	Time/Pre-trip	Time/Post-trip	Date
<b>CHECK PRE TRIP DEFECTS</b>					<b>CHECK POST-TRIP</b>
<input type="checkbox"/> 1. Brakes	<input type="checkbox"/> 11. Windows; Windshield	<input type="checkbox"/> 21. Air Leaks	<input type="checkbox"/> 31. Air Conditioning <input type="checkbox"/> Front <input type="checkbox"/> Back		<input type="checkbox"/> 1. All electrical systems off
<input type="checkbox"/> 2. Lights	<input type="checkbox"/> 12. Emergency Door	<input type="checkbox"/> 22. Fuel Odor	<input type="checkbox"/> 32. Belt Cutter(s)		<input type="checkbox"/> 2. Searched for children/ lost items
<input type="checkbox"/> 3. Horn	<input type="checkbox"/> 13. Emergency Equipment	<input type="checkbox"/> 23. Exhaust Fumes	<input type="checkbox"/> 33. Seat Belts <input type="checkbox"/> Driver <input type="checkbox"/> Studt.		<input type="checkbox"/> 3. Displayed empty sign
<input type="checkbox"/> 4. Wipers	<input type="checkbox"/> 14. Emergency Exit Buzzer	<input type="checkbox"/> 24. Muffler; Tail Pipe	<input type="checkbox"/> 34. Car Seats		<input type="checkbox"/> 4. Swept floor; cleaned bus as needed
<input type="checkbox"/> 5. Gauges	<input type="checkbox"/> 15. Steering	<input type="checkbox"/> 25. Student Mirror	<input type="checkbox"/> 35. Safety Vests		<input type="checkbox"/> 5. Emptied trash can
<input type="checkbox"/> 6. Heaters	<input type="checkbox"/> 16. Tire condition	<input type="checkbox"/> 26. Exterior Mirrors	<input type="checkbox"/> 36. Wheelchair Occupant Security System		<input type="checkbox"/> 6. Closed all windows, hatches and doors
<input type="checkbox"/> 7. Defrosters	<input type="checkbox"/> 17. Rims; Seals; Lug nuts	<input type="checkbox"/> 27. Body Dents	<input type="checkbox"/> 37. Wheel Chair Lift		<input type="checkbox"/> 7. Exterior has no leaks or new damage
<input type="checkbox"/> 8. Seats	<input type="checkbox"/> 18. Fluid Leaks	<input type="checkbox"/> 28. Stop Signs			<input type="checkbox"/> 8. Checked tire condition; lug nuts
<input type="checkbox"/> 9. Engine	<input type="checkbox"/> 19. Transmission	<input type="checkbox"/> 29. Crossing Arm			
<input type="checkbox"/> 10. GPS	<input type="checkbox"/> 20. Camera System	<input type="checkbox"/> 30. Child Alert			
<b>SHOP REPORT</b>			<b>REMARKS</b>		
Bus in service <input type="checkbox"/> Yes <input type="checkbox"/> No			<hr/> <hr/> <hr/>		
Defect Corrected <input type="checkbox"/> Yes <input type="checkbox"/> No					
<hr/> <i>Signature of Mechanic</i> <span style="float: right;"><i>Date</i></span>			<input type="checkbox"/> <b>Post-trip completed (Required)</b>		
			<hr/> <i>Signature of Driver</i> <span style="float: right;"><i>Date</i></span>		
PBSD 0454 (Rev. 7/20/2016)					

THE SCHOOL DISTRICT OF PALM BEACH COUNTY					
Bus Driver and Attendant Pre/Post-trip Inspection Report					
Vehicle #	Odometer/Beginning #	Odometer/Ending #	Time/Pre-trip	Time/Post-trip	Date
<b>CHECK PRE TRIP DEFECTS</b>					<b>CHECK POST-TRIP</b>
<input type="checkbox"/> 1. Brakes	<input type="checkbox"/> 11. Windows; Windshield	<input type="checkbox"/> 21. Air Leaks	<input type="checkbox"/> 31. Air Conditioning <input type="checkbox"/> Front <input type="checkbox"/> Back		<input type="checkbox"/> 1. All electrical systems off
<input type="checkbox"/> 2. Lights	<input type="checkbox"/> 12. Emergency Door	<input type="checkbox"/> 22. Fuel Odor	<input type="checkbox"/> 32. Belt Cutter(s)		<input type="checkbox"/> 2. Searched for children/ lost items
<input type="checkbox"/> 3. Horn	<input type="checkbox"/> 13. Emergency Equipment	<input type="checkbox"/> 23. Exhaust Fumes	<input type="checkbox"/> 33. Seat Belts <input type="checkbox"/> Driver <input type="checkbox"/> Studt.		<input type="checkbox"/> 3. Displayed empty sign
<input type="checkbox"/> 4. Wipers	<input type="checkbox"/> 14. Emergency Exit Buzzer	<input type="checkbox"/> 24. Muffler; Tail Pipe	<input type="checkbox"/> 34. Car Seats		<input type="checkbox"/> 4. Swept floor; cleaned bus as needed
<input type="checkbox"/> 5. Gauges	<input type="checkbox"/> 15. Steering	<input type="checkbox"/> 25. Student Mirror	<input type="checkbox"/> 35. Safety Vests		<input type="checkbox"/> 5. Emptied trash can
<input type="checkbox"/> 6. Heaters	<input type="checkbox"/> 16. Tire condition	<input type="checkbox"/> 26. Exterior Mirrors	<input type="checkbox"/> 36. Wheelchair Occupant Security System		<input type="checkbox"/> 6. Closed all windows, hatches and doors
<input type="checkbox"/> 7. Defrosters	<input type="checkbox"/> 17. Rims; Seals; Lug nuts	<input type="checkbox"/> 27. Body Dents	<input type="checkbox"/> 37. Wheel Chair Lift		<input type="checkbox"/> 7. Exterior has no leaks or new damage
<input type="checkbox"/> 8. Seats	<input type="checkbox"/> 18. Fluid Leaks	<input type="checkbox"/> 28. Stop Signs			<input type="checkbox"/> 8. Checked tire condition; lug nuts
<input type="checkbox"/> 9. Engine	<input type="checkbox"/> 19. Transmission	<input type="checkbox"/> 29. Crossing Arm			
<input type="checkbox"/> 10. GPS	<input type="checkbox"/> 20. Camera System	<input type="checkbox"/> 30. Child Alert			
<b>SHOP REPORT</b>			<b>REMARKS</b>		
Bus in service <input type="checkbox"/> Yes <input type="checkbox"/> No			<hr/> <hr/> <hr/>		
Defect Corrected <input type="checkbox"/> Yes <input type="checkbox"/> No					
<hr/> <i>Signature of Mechanic</i> <span style="float: right;"><i>Date</i></span>			<input type="checkbox"/> <b>Post-trip completed (Required)</b>		
			<hr/> <i>Signature of Driver</i> <span style="float: right;"><i>Date</i></span>		
PBSD 0454 (Rev. 7/20/2016)					

Management's Response



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FL

CHIEF OPERATING OFFICE  
3330 FOREST HILL BOULEVARD, B-302  
WEST PALM BEACH, FL 33406-5869

PHONE: 561-357-7573 / FAX: 561-357-7569  
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JOSEPH M. SANCHES, MBA  
CHIEF OPERATING OFFICER

MICHAEL J. BURKE  
SUPERINTENDENT

**TO:** TERESA MICHAEL  
INSPECTOR GENERAL

**FROM:** JOSEPH M. SANCHES, MBA  
CHIEF OPERATING OFFICER

**DATE:** AUGUST 22, 2023

**SUBJECT:** MANAGEMENT RESPONSE – SCHOOL BUS SAFETY INSPECTIONS AND MAINTENANCE  
AUDIT

RECEIVED

AUG 29 2023

INSPECTOR GENERAL

Following is the Management response to the School Bus Safety Inspections and Maintenance (April 2023).

**1. Continued Improvements in Maintaining School Bus Safety Devices**

**Recommendation:**

Transportation should ensure: (1) all safety devices are in proper operational condition when the buses are transporting students, and (2) bus drivers properly record all identified defects of the buses on the Bus Driver and Attendant Pre/Post-trip Inspection Reports (PBSD 0454) so that the defects could be timely repaired before returning the affected buses back to service.

**Management's Response:**

Management Concur

Transportation management will continue to ensure all safety devices are in proper operational condition when the buses are transporting students. Transportation Team Leaders will ensure bus drivers correctly record all identified defects of the buses on the Bus Driver Pre/Post trip inspection Reports (PBSD 0454) so that the defects could be timely repaired before returning the affected buses back to service.

The School District of Palm Beach County, Florida  
A Top High-Performing A-Rated School District  
An Equal Opportunity Education Provider and Employer

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## Management's Response

Page 2 of 3  
August 22, 2023  
Management Response- School Bus Safety Inspections and Maintenance Audit

### **2. Mandatory Monthly Safety Inspections Timely Completed by Certified Inspectors, But Five (3%) of the 174 Sample School Bus Safety Inspection Forms Missing Some Required Information**

**Recommendation:**

To ensure the safety of students, District employees, and the general public, and in accordance with the School Bus Safety Inspection Manual, the School Bus Safety Inspection Form should be completed with all the required information. The Forms should be reviewed and initialed/signed by the Supervisor/Foreman to confirm all needed repairs have been completed prior to returning the bus back to service.

**Management's Response:**

Management Concur

Management will ensure the School Bus Safety Inspection Form is completed with all the required information. The forms will be reviewed and initialed/signed by the Supervisor/Foreman to confirm all needed repairs have been completed prior to returning the bus to service.

### **3. Two Daily Bus Driver and Attendant Pre/Post-trip Inspection Reports Unavailable; Six Reports Did Not**

**Recommendation:**

Transportation coordinators/supervisors should monitor and review all daily Bus Driver and Attendant Pre/Post-trip Inspection Reports (PBSD 0454) to ensure full compliance with the daily reporting requirement. Transportation should ensure that (1) the daily Reports are properly completed and retained, and (2) repairs of defective safety devices as noted on the Reports are performed before the buses are put back into service.

**Management Response:**

Management concurs.

Transportation coordinators/supervisors will monitor and review all daily Bus Driver and Attendant Pre/Post-trip Inspection Reports (PBSD 0454) to ensure full compliance with the daily reporting requirement. Transportation staff will continue the effort to ensure that (1) the daily Reports are properly completed and retained, and (2) repairs of defective safety devices, as noted on the Reports, are performed before the buses are put back into service. The department has also launched an initiative to make this process completely automated by August 2023.

### **4. No Exceptions for Sample Bus Video Surveillance Recordings**

**Management Response:**

Management concurs.

C: Shane Searchwell, Director, Transportation Services

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A Top High-Performing A-Rated School District  
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