

September 27, 2021

Unannounced Onsite Observations of School Bus Safety Devices

February 18, 2022

Report #2022-01



MISSION STATEMENT

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Superintendent of Schools

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September 27, 2021

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September 27, 2021
Unannounced Onsite Observations of School Bus Safety Devices
EXECUTIVE SUMMARY

Pursuant to the *Office of Inspector General's (OIG) 2021-2022 Work Plan*, and as part of the follow-up review of our *January 7, 2019, Unannounced Onsite Observations of School Bus Safety Devices* (Report #2019-08), we have performed unannounced observations of selected safety devices on sample school buses. The primary objective of this review was to determine if the safety devices on school buses were in working condition. These safety devices included (1) Post-Trip Passenger Check Systems (Child Alert Systems), (2) Student Crossing Arms, (3) Stop Sign Signal Arms, and (4) Video Camera Monitoring Systems. The review produced the following major conclusions:

1. Nine Non-Working Safety Devices Found in Eight (9%) Sample Buses

On September 27, 2021, the OIG conducted unannounced on-site visits at all six District bus compounds to inspect certain safety devices on a total of 90 sample buses (15 sample buses at each location identified by staff as operational and had transported students on that day). The observations revealed that eight (9%) of the 90 sample buses had a total of nine non-working safety devices compared to 15% in our *2019 Observations*.

- On four buses, the Student Crossing Arms did not fully deploy perpendicular to the front bumper as required. Three extended only one-half the required distance and one extended three-fourths.
- On four buses, the Child Alert Systems did not emit an audible warning requiring the driver to ensure no students were left on the bus by walking to the back of the bus to deactivate the system.
- On one bus, the Digital Video Recorder (DVR) was not functioning. A technician fixed the device during the OIG's visit.

We reviewed the September 27, 2021, *Bus Driver and Attendant Pre/Post-trip Inspection Reports* and noted that none of the drivers reported any of the observed non-working safety devices for their buses. The OIG provided all observations results to the Maintenance Foreperson of each compound for immediate corrective action.

Management's Response: *Management concurs. Transportation will continue to monitor safety devices for proper operational conditions and ensure drivers are performing required pre/post-trip inspection forms. We will continue to emphasize this in training for all employees in Transportation who drive a school bus. (See page 11.)*

2. Mandatory Safety Inspections Completed

The OIG reviewed the *School Bus Safety Inspection Forms* for the 90 sample buses most recently completed prior to our observations. We concluded that the mandatory inspections for these 90 buses (100%) were performed within the 30-school-day-interval by actively Certified Bus Safety Inspectors.

Management's Response: Management concurs that we are in compliance. Transportation reviewed the District MSI Form against Form 2020-IF and determined that no changes were made therefore, no revisions to the MSI Form were necessary. (See page 12.)

3. 14% of Daily Bus Driver and Attendant Pre/Post-Trip Inspection Reports Not Available; and 38% Did Not Indicate Completion of the Post-trip Inspection

Bus drivers are required to inspect the bus at least daily prior to the beginning of the first daily trip and document the results on the *Bus Driver and Attendant Pre/Post-Trip Inspection Report (PBSD 0454) (Report)*. We requested the September 24, 2021 *Reports* for the 90 sample buses, which was the last school day before the onsite observations. However, a total of 12 (or 14%) *Reports* were not available for our review in three compounds. Two buses observed were designated as “spares” and had not been used for a route on September 24, 2021. Of the remaining 76 *Reports* reviewed, 29 (or 38%) did not indicate completion of the Post-trip Inspection, (See Table 3 on page 7).

Management's Response: Management concurs. Transportation will continue to monitor the operation to make sure the reports are properly completed each day. Additionally, the reports will be properly maintained daily and repairs of defective safety devices noted. Management will continue to emphasize this in training for all Transportation Coordinators/Supervisors. (See page 12.)

4. Bus Video Surveillance Recordings Neither Retained Nor Provided in Compliance with District Policies

School buses are equipped with a digital video camera and digital video recorder (DVR). The purchase bid specification required DVRs with storage capability of 30 days at 15 frames per second based on 6.5 hours minimum to 10 hours per day for 5.5 days per week. On October 6, 2021, nine days after our observations, we requested the video recordings for 12 of the observed buses for the date of observation from 9:00 a.m. through 10:30 a.m.

On October 12, 2021, six days after our request, staff acknowledged our request. On October 22, 2021, 16 days after our request, staff provided an update that DVR hard drives were being accessed. On October 28, 2021, we received the available recordings from four of the 12 selected buses. No data was provided for the remaining eight buses. Transportation and School Police are the primary users of the video surveillance to monitor and review behavior and activity inside the bus, as needed. According to Transportation staff, the DVR's had recorded over the older data to store new data. It appears that the DVR's hard drives are not of sufficient size to retain the required 30 days of video recordings.

Management's Response: Management concurs. Management continues to work through staffing changes that occurred at the beginning of the school year. Transportation responded as quickly as feasible and has made changes to improve response time to ensure compliance with the OIG and District Policy 1.092 (5)(e)(i). In addition, Transportation is currently working on a project that will allow for wireless on-demand video retrieval and also increased storage capacity of the DVRs for adequacy of recording time frame (30 days). (See page 13.)

Audit Committee's Comment: At the February 18, 2022, meeting, the Audit Committee recommended Transportation to automate the daily Pre/Post-Trip Inspections reporting procedures for school bus drivers.



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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: February 18, 2022

SUBJECT: September 27, 2021, Unannounced Onsite Observations of School Bus Safety Devices

PURPOSE AND AUTHORITY

Pursuant to the *Office of Inspector General's (OIG) 2021-2022 Work Plan*, and as part of the follow-up review of our *January 7, 2019, Unannounced Onsite Observations of School Bus Safety Devices* (Report #2019-08), we have performed unannounced observations of selected safety devices on sample school buses. The primary objective of this review was to determine if the safety devices on school buses were in working condition. These safety devices included (1) Post-Trip Passenger Check Systems, (2) Student Crossing Arms, (3) Stop Sign Signal Arms, and (4) Video Camera Monitoring Systems.

SCOPE AND METHODOLOGY

We conducted this follow-up review in accordance with the *Principles and Standards for Offices of Inspector General, Quality Standards for Inspections, Evaluations, and Reviews*, as promulgated by the Association of Inspectors General. The review included unannounced onsite observations of selected safety devices on sample buses at all six transportation compounds on September 27, 2021. This review also included interviewing staff and reviewing:

- *Rule 6A-3.003, Florida Administrative Code (Fla. Admin. Code)*- Certification as to Specifications of School Buses
- *Florida School Bus Specifications, Effective January 2020*
- *Florida School Bus Specifications, Revised 2013*
- *Fla. Admin. Code Rule 6A-3.0171*. – Responsibilities of School Districts for Student Transportation
- *School Board Policy 1.092* – Inspector General
- *School Board Policy 2.041* – Public Records
- *School Board Policy 3.21* – Safe Operation of District School Buses
- *State of Florida School Bus Safety Inspection Manual, 2020 Edition*
- School District's *School Bus Drivers and Bus Attendants Handbook*

We discussed our observation results with staff during the review. Draft findings were sent to the District's Department of Transportation (Transportation) and the Chief Operating Office for review and comments. Management responses are included in the Appendix. We appreciate the courtesy and cooperation extended to us by staff during the review. The final draft report was presented to the Audit Committee at its February 18, 2022, meeting.

BACKGROUND

School Bus Safety Devices

To protect the safety of students, school buses are equipped with certain safety devices specifically designed for school buses as required by **Rule 6A-3.003, Fla. Admin. Code**, through reference by the Florida Department of Education's (FDOE's) **Florida School Bus Specifications**. This follow-up review covered the following safety devices on sample District school buses.

1. Post-Trip Passenger Check System (also known as Child Alert System). The Child Alert System is required for all buses manufactured since 2005. The requirements for the Post-Trip Passenger Check System contained in the FDOE's **Florida School Bus Specifications**, states, *"The bus must be equipped with a system to require the driver to walk to the rearmost interior of the bus after each trip to deactivate the system via a push button and to ensure that no passengers are left on the bus."*

FDOE's **School Bus Safety Inspection Manual** states, *"Check for proper operation of post-trip passenger check system according to manufacturer's specification" and repair "if the system does not operate according to specifications, but requires disarming at rear of bus."*¹

2. Student Crossing Arms and Stop Arm Signals. As required by the FDOE's **Florida School Bus Specifications**, each school bus is required to be equipped with a Student Crossing Arm mounted to the right front bumper and Stop Arm Signals mounted to the left outside of the vehicle. Each signaling device **fully extends perpendicular to the vehicle** (emphasis added) when the bus is stopped and the red student warning lights are flashing. After activation, the Stop Arm Signal is extended on the left side of the bus which requires all oncoming vehicles to stop behind and in front of (for vehicles from opposite direction on undivided roads) the bus to allow students to cross the road. A fully-extended Student Crossing Arm requires students to move far enough in front of the bus as to be seen by the bus driver while crossing the road in front of the bus.
3. Video Camera Monitoring (Camera) Systems. Each District school bus is equipped with a Camera System, although this system is optional pursuant to the FDOE's **Florida School Bus Specifications**. The Camera starts automatically approximately 20 seconds after the bus ignition is turned on. The LED amber light on the Camera's panic button will flash, indicating that the system is recording. The bus driver is required to check the panic button of the Camera before and after every trip to ensure the Camera System is in proper working condition.

¹ See *Inspection Procedure – Inside Bus A.16.d. at page 52.*

Prior OIG Reports

1. OIG Report #2017-03. During Fiscal Year 2016, the OIG conducted two onsite observations of selected safety devices for sample buses during May 2016 and September 2016 (Report #2017-03: *Audit of School Bus Safety Inspections*). The OIG’s observations revealed significant deficiencies in the inspections and maintenance of school buses performed by the District’s Transportation Department. During the *2016 Audit*, we inspected the Camera and Post-Trip Passenger Check System on a total of 150 in-service sample buses and found that some of the sample buses had non-working devices. (See Table 1.)

**Table 1
Summary of OIG Report #2017-03 On-Site Observations Results**

Date of OIG On-Site Observations	Number of Sample Buses Inspected	Number of Buses With Non-Working Devices			
		Non-Working Camera	Non-Working Passenger Check System (PCS)		
			System Failure	Manually Disconnected	Total Non-Working PCS
<i>May 2016</i>	89 (100%)	6 (7%)	27 (30%)	31 (35%)	58 (65%)
<i>September 2016</i>	61 (100%)	2 (3%)	10 (16%)	1 (2%)	11 (18%)
Total	150 (100%)	8 (5%)	37 (25%)	32 (21%)	69 (46%)

2. OIG Report #2019-08. During Fiscal Year 2019, the OIG followed-up on the 2016 Audit with unannounced site visits of all six bus compounds (Report #2019-08: *January 7, 2019 Unannounced On-Site Observations of School Bus Safety Devices*). In addition to the Camera and Post-Trip Passenger Check System, the Student Crossing Arm and Stop Sign Signal Arm were also observed in 60 in-service sample buses. We found that nine (15%) of the sample buses had 10 non-working safety devices (five Post-Trip Passenger Check Systems, three Student Crossing Arms and Stop Sign Signals, and two Camera Systems) which was down by 46% compared to the 2016 Audit. (See Table 2.)

**Table 2
Summary of OIG Report #2019-08 On-Site Observation Results**

Date of OIG On-Site Observations	Number of Sample Buses Inspected	Number of Buses With Non-Working Devices			
		Non-Working Camera	Non-Working Safety Systems		
			Passenger Check System	Crossing Arm Failure	Total Non-Working
<i>January 2019</i>	<i>60 (100%)</i>	<i>2 (3%)</i>	<i>5 (8%)</i>	<i>3 (5%)</i>	<i>8 (13%)</i>

During this follow-up, we also reviewed the most recently completed *School Bus Safety Inspection Forms* for the 60 sample buses. The review concluded that the mandatory inspections for all 60 buses (100%) were performed within the 30-school-day interval required by *Rule 6A-3.0171(8)(c), Fla. Admin. Code*, compared to 5% in the *2016 Audit*. We also added a review of the *Driver’s Pre/Post Inspection Reports* required by *Rule 6A-3.0171(2)(g)3.s, Fla. Admin. Code*. We found a total of 11 (or 18%) of the *Reports* for the 60 sample buses were not available for our review.

CONCLUSIONS

Comparing the results of this follow-up with the results of the *2019 Unannounced On-Site Observations*, there were continued improvements in maintaining school bus safety devices. This follow-up review produced the following major conclusions.

1. Nine Non-Working Safety Devices Found in Eight (9%) Sample Buses

On September 27, 2021, the OIG conducted unannounced on-site visits at all six District bus compounds to inspect certain safety devices on a total of 90 sample buses (15 sample buses at each location identified by staff as operational and had transported students on that day). The safety devices we reviewed on each bus included: (1) Post-Trip Passenger Check (Child Alert) System, (2) Student Crossing and Stop Sign Signal Arms, and (3) Video Camera Monitoring (Camera) System. The observations revealed that eight (9%) of the 90 sample buses had a total of nine non-working safety devices (see Table 3), compared to 15% in our *2019 Observations*.

Table 3
Summary of OIG September 27, 2021, Observation Results

Bus Compound	Number of Sample Buses	Number of Sample Buses With Non-Working Safety Devices				
		Child Alert	Student Crossing Arm	Stop Sign Signal Arm	Camera	Total
East ^(Note a)	15	2	-	-	1	3
North	15	1	-	-	-	1
South	15	-	1	-	-	1
Central	15	-	-	-	-	No Exceptions
Royal Palm	15	1 ^(Note b)	3 ^(Note b)	-	-	3
West	15	-	-	-	-	No Exceptions
Total	90 (100%)	4 (4%)	4 (4%)	0 (0%)	1 (1%)	8 (9%)

Source: OIG On-Site Observations September 27, 2021.

Note: a) One bus (#5112) of the initial 15 sampled would not re-start and safety devices could not be checked. Another bus was selected and substituted for review.

b) The bus with the non-working Post-Trip Passenger Check System noted at the Royal Palm Compound also had the Student Crossing Arm not working.

Crossing Arms Not Fully Deploying. On four buses, the Student Crossing Arm did not fully deploy to perpendicular to the front bumper as required by the FDOE's *Florida School Bus Specifications, eff. January 2020*. Three arms extended only one-half the required distance and one extended three-fourths. (See Photo #1 and Photo #2 at page 5.)

Examples of Student Crossing Arms Not Fully Deployed



Photo #1



Photo #2

Passenger Check System Not Operational. On four buses, the Child Alert System did not emit an audible warning. The warning signal was designed to ensure no students remained on the bus by requiring the driver to walk to the back of the bus to deactivate the system. Without an operational warning signal, the driver does not have to walk to the back of the bus to deactivate the system and consequently may avoid performing the required visual check for any remaining student passengers.

Drivers Did Not Report Non-Working Safety Devices. We reviewed the September 27, 2021, *Bus Driver and Attendant Pre/Post-trip Inspection Reports (PBSD 0454)* (see Exhibit 1 on page 10.) for the eight buses that had non-working safety devices observed. All drivers failed to report the non-working devices for their buses.

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 the Maintenance Foreperson of each compound for immediate corrective actions during the September 27, 2021, on-site observations. At the East compound, the non-working camera was fixed by a technician during the OIG's visit.

Recommendation

Transportation should ensure: (1) all safety devices are in proper operational condition when the buses are transporting students, and (2) bus drivers are properly performing the required pre- and post-trip inspections and documenting their inspection results on the *Bus Driver and Attendant Pre/Post-trip Inspection Report (PBSD 0454)*.

Management's Response: *Management concurs. Transportation will continue to monitor safety devices for proper operational conditions and ensure drivers are performing required pre/post-trip inspection forms. We will continue to emphasize this in training for all employees in Transportation who drive a school bus. (See page 11.)*

2. Mandatory Safety Inspections Completed

The OIG reviewed the *School Bus Safety Inspection Forms (Forms)* for the 90 sample buses most recently completed prior to our observations. The *Forms* were dated from July 8 through September 24, 2021. We concluded technicians, all with active bus safety inspector certifications, completed mandatory inspections for the 90 buses (100%) within the required 30-day interval.

Rule 6A-3.0171(8)(b), Fla. Admin. Code, governing inspection and maintenance of school buses states, in relevant part, "*the inspection shall be conducted in accordance with procedures and include all items listed in the State of Florida School Bus Safety Inspection manual, 2020 Edition...and documented on the Florida School Bus Safety Inspection Form (2020-IF), effective October 2020.*" (Emphasis added.)

We noted that Transportation uses a department-created form (*MSI Form*) that includes all the requirements of the *Form 2020-IF*. However, the District’s *MSI Form* was last revised on January 28, 2020.

Recommendation

Although the current *MSI Form* includes all requirements of *Form 2020-IF*, Transportation should periodically review the *MSI Form* and related FDOE Rules to ensure full compliance with future changes to the form.

Management’s Response: Management concurs that we are in compliance. Transportation reviewed the District MSI Form against Form 2020-IF and determined that no changes were made therefore, no revisions to the MSI Form were necessary. (See page 12.)

3. 14% of Daily Bus Driver and Attendant Pre/Post-trip Inspection Reports Not Available; and 38% Did Not Indicate Completion of the Post-trip Inspection

Pursuant to **Rule 6A-3.0171(2)3., Fla. Admin. Code**, all bus drivers are required “[t]o 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” The District’s procedures require bus drivers to perform daily pre- and post-trip inspections and to document the inspection results on the *Bus Driver and Attendant Pre/Post-trip Inspection Report* (PBSD 0454). (See Exhibit 1 on page 10.)

We requested Transportation provide the *Pre/Post-trip Inspection Reports* for September 24, 2021, (the last school day before the OIG’s on-site observations) for each of the 90 sample buses. However, a total of 12 *Reports* (or 14%) were not available for our review in three compounds. Two sample buses observed in the West compound were designated as “spares” and had not been used for a route on September 24, 2021, therefore no *Reports* were prepared. Additionally, of the *Reports* we received for the remaining 76 sample buses, 29 (or 38%) did not indicate completion of the Post-trip Inspection. (See Table 4.)

**Table 4
Bus Driver and Attendant Pre/Post-trip Inspection Reports
For September 24, 2021**

Bus Compound	Number of Sample Buses Inspected	Pre/Post-trip Inspection Report Available?		Post-trip Inspection Completed?	
		Yes	No	Yes	No
East	15	12	3	9	3
North	15	15	0	8	7
South	15	14	1	8	6
Central	15	7	8	7	0
Royal Palm	15	15	0	11	4
West ^(Note)	15	13	0	4	9
Total	90 (100%)	76 (86%)	12 (14%)	47 (62%)	29 (38%)

Note: Two sample buses were designated as spares and had not operated on September 24, 2021.

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 daily reporting required under Florida law. Transportation should ensure: (1) the *Reports* are properly completed daily and properly maintained, and (2) repairs of defective safety devices as noted on the *Reports* are performed before the buses are put back into service.

Management's Response: *Management concurs. Transportation will continue to monitor the operation to make sure the reports are properly completed each day. Additionally, the reports will be properly maintained daily and repairs of defective safety devices noted. Management will continue to emphasize this in training for all Transportation Coordinators/Supervisors. (See page 12.)*

4. Bus Video Surveillance Recordings Neither Retained Nor Provided in Compliance with District Policies

On October 6, 2021, nine days after our September 27, 2021, observations of selected buses, we requested the video footage for 12 of the observed buses for the date of observation from 9:00 a.m. through 10:30 a.m. On October 12, 2021, six days after our request, Transportation staff first acknowledged our request for the footage. On October 22, 2021, 16 days after our request, staff updated the OIG that DVR hard drives were still being accessed. On October 28, 2021, a full 22 days after the request, we received the available footage from the 12 selected buses.

Of the 12 bus DVRs, staff provided the requested date and time footage from four buses. For the remaining eight buses, Transportation staff reported the DVR had recorded over the older data to store new data.

Florida Statute 119.021(2)(b), Fla. Admin. Code § 1B-24.003, and School Board Policy 2.041.3 govern the retention of public records within the District. Video surveillance recordings captured on school buses constitute public records that must be retained for 30 days. See ***Policy 2.041.3*** referencing ***Information Technology Records Management Records Retention Schedule*** (referencing ***State of Florida's General Records Schedules*** at GS1-SL Item #302).

Further, ***Policy 2.041.3.e*** requires District employees if “...aware of an audit or pending investigation and no records hold request has yet been made, the documents must be retained until the audit or investigation has been completed or per the District’s retention schedule, whichever period of time is longer.”

Transportation and School Police are the primary users of the video surveillance to monitor and review behavior and activity inside the bus, as needed. In 2014, to help ensure the safety of students and drivers, the District upgraded the entire fleet of school buses and equipped each with a digital video camera and digital video recorder (DVR). The purchase bid specification required DVRs with storage capability of 30 days at 15 frames per second (fps). In answer to

a vendor's bid question, the district further expanded the storage description as "Thirty (30) days based on 6.5 [hours] min[imum] to ten (10) hours per day and 5.5 days per week. Ignition off recording, adjustable up to 15 minutes is required."

District Policy 1.092.5.e.i also states, "[t]he Office of Inspector General shall have **immediate, complete and unrestricted access to all papers, books, records, documents, information, personnel, processes (including meetings), data, computer hard drives, emails, instant messages, facilities or other assets owned, borrowed, or used by the District, ...as deemed necessary in performing investigative and/or audit activities and other requested information, including automated or electronic data, pertaining to the business of the School Board and District within their custody.**" (Emphasis added.)

After delays of 6, 16, and 22 days, Transportation finally provided the OIG's access to the buses' video surveillance recordings. The belated responses revealed video surveillance recordings were only properly retained for 4 of the 12 buses. It appears that the DVR's hard drives are not of sufficient size to retain the required 30 days of video footage.

Recommendation

To enhance student and staff safety, the District should review currently installed DVRs for adequacy of storage capacity and confirm their ability to retain 30 days of video recordings as specified. Moreover, during its review, the District should also consider Transportation's lack of compliance with District policies governing both public records and cooperation with Inspector General to determine the extent to which the delay in responding to and ultimately providing the requested video surveillance recordings caused or contributed to the videos' unavailability. Properly retaining school bus video surveillance recordings pursuant to District retention policies and providing the recordings as required by law and policy limits District exposure to liability and assists staff with investigations related to on-board activity.

Management's Response: *Management concurs. Management continues to work through staffing changes that occurred at the beginning of the school year. Transportation responded as quickly as feasible and has made changes to improve response time to ensure compliance with the OIG and District Policy 1.092 (5)(e)(i). In addition, Transportation is currently working on a project that will allow for wireless on-demand video retrieval and also increased storage capacity of the DVRs for adequacy of recording time frame (30 days). (See page 13.)*

Audit Committee's Comment: At the February 18, 2022, meeting, the Audit Committee recommended Transportation to automate the daily Pre/Post-Trip Inspections reporting procedures for school bus drivers.

– End of Report –

Exhibit 1

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

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

Management's Response



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

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JOSEPH M. SANCHES, MBA
CHIEF OPERATING OFFICER

MICHAEL J. BURKE
SUPERINTENDENT

RECEIVED

JAN 26 2022

TO: TERESA MICHAEL
INSPECTOR GENERAL

FROM: JOSEPH M. SANCHES, MBA
CHIEF OPERATING OFFICER

INSPECTOR GENERAL

DATE: JANUARY 26, 2022

SUBJECT: MANAGEMENT RESPONSE – AUDIT OF 2021 UNANNOUNCED ON-SITE
OBSERVATIONS

Following is the Management Response to the Audit of 2021 Unannounced On-Site Observations.

Finding #1: Nine Non-Working Safety Devices Found in Eight (9%) Sample Buses

Recommendation:

Transportation should ensure: (1) all safety devices are in proper operational condition when the buses are transporting students, and (2) bus drivers are properly performing the required pre- and post-trip inspections and documenting their inspection results on the Bus Driver and Attendant Pre/Post-trip Inspection Report (PBSD 0454).

Management Response:

Management concurs.

Transportation will continue to monitor safety devices for proper operational conditions and ensure drivers are performing required pre/post-trip inspection forms. We will continue to emphasize this in training for all employees in Transportation who drive a school bus.

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

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Finding #2: Mandatory Safety Inspections Completed.

Recommendation:

Although the current MSI Form includes all requirements of Form 2020-IF, Transportation should periodically review the MSI Form and related FDOE Rules to ensure full compliance with future changes to the form.

Management Response:

Management concurs that we are in compliance.

Transportation reviewed the District MSI Form against Form 2020-IF and determined that no changes were made therefore, no revisions to the MSI Form was necessary.

Finding #3: 14% of Daily Bus Driver and Attendant Pre/Post-trip Inspection Reports Not Available; and 38% Did Not Indicate Completion of the Post-trip Inspection.

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 daily reporting required under Florida law. Transportation should ensure:(1) the Reports are properly completed daily and properly maintained, 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 will continue to monitor the operation to make sure the reports are properly completed each day. Additionally, the reports will be properly maintained daily and repairs of defective safety devices noted. Management will continue to emphasize this in training for all Transportation Coordinators/Supervisors.

Management's Response

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Finding #4: Bus Video Footage Neither Retained nor Provided in Compliance with District Policies.

Recommendation:

To enhance student and staff safety, the District should review currently installed DVRs for adequacy of storage capacity and confirm their ability to retain 30 days of video recordings as specified. Moreover, during its review, the District should also consider Transportation's lack of compliance with District policies governing both public records and cooperation with Inspector General to determine the extent to which the delay in responding to and ultimately providing the requested video surveillance recordings caused or contributed to the videos' unavailability. Properly retaining school bus video surveillance recordings pursuant to District retention policies and providing the recordings as required by law and policy limits District exposure to liability and assists staff with investigations related to on-board activity.

Management Response:

Management concurs.

Management continues to work through staffing changes that occurred at the beginning of the school year. Transportation responded as quickly as feasible and has made changes to improve response time to ensure compliance with the OIG and District Policy 1.092 (5)(e)(i). In addition, Transportation is currently working on a project that will allow for wireless on-demand video retrieval and also increased storage capacity of the DVRs for adequacy of recording time frame (30 days).

JMS/SS/GO: SS

C: Shane Searchwell, Director of Transportation

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