



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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MEMORANDUM

TO: Honorable Chair and Members of the School Board
Chair and Members of the Audit Committee

FROM: Teresa Michael, Inspector General 

DATE: December 17, 2020

SUBJECT: Transmittal of Final Investigative Report: *Transportation Department Case #20-0001-1 Student Safety and Welfare*

In accordance with School Board Policy 1.092 we hereby transmit the above-referenced final report.

The report addresses the following allegation(s):

1. The Transportation Department did not retain video footage records on the AngelTrax and Seon surveillance camera systems. ***Substantiated.***
2. The Transportation Department did not provide training to the bus drivers after the installation of the Seon surveillance cameras. ***Substantiated.***
3. The Transportation Department did not provide training to the mechanics after the installation of the Seon surveillance cameras. ***Unsubstantiated.***

The report is finalized and will be posted on the Inspector General's website;
[https://www.palmbeachschools.org/about_us/reports_and_publications/inspector_general_reports.](https://www.palmbeachschools.org/about_us/reports_and_publications/inspector_general_reports)

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INTRODUCTION & SYNOPSIS

On Wednesday, June 26, 2019, the Office of the Inspector General (OIG) received a Whistleblower complaint. The OIG granted the complainant Whistleblower status. The complaint alleged that the District's Transportation Department Management did not properly administer the school bus camera program, in violation of state laws and School Board policies. Specifically the Whistleblower alleged that:

1. Transportation Department did not retain video footage records on the AngelTrax and Seon surveillance camera systems.
2. Transportation Department did not provide training to bus drivers after the installation of Seon school bus surveillance cameras.
3. Transportation Department did not provide training to mechanics after the installation of Seon school bus surveillance cameras.

The OIG investigation determined that Allegations 1 and 2 were substantiated and Allegation 3 was unsubstantiated. The investigative conclusions as to each allegation will be discussed in detail later in this report.

OIG JURISDICTIONAL AUTHORITY

School Board Policy 1.092 provides for the Inspector General to receive and consider complaints, and conduct, supervise, or coordinate such inquiries, investigations, or reviews, as the Inspector General deems appropriate.

BACKGROUND: INDIVIDUALS & ENTITIES COVERED IN THIS REPORT¹

Transportation Department

The Transportation Department encompasses six transportation sites that collaborate with schools, families, and communities to provide safe and efficient support of school programs and services. Transportation sites include Central Transportation Compound, East Transportation Compound, North Transportation Compound, South Transportation Compound, Royal Palm Beach Transportation Compound, and West Transportation Compound.

School Bus Video Surveillance Camera Systems

The District's school bus transportation fleet consists of approximately 849 school buses serving 180 schools and programs. All school buses are equipped with surveillance cameras. The cameras installed are AngelTrax or Seon model cameras. Of the 849 school buses, 81 are equipped with

¹ Source of information: Palm Beach County School District Transportation Department

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Seon cameras and 768 are equipped with AngelTrax cameras. The AngelTrax and Seon cameras retain and record surveillance footage of student and employee activities while students are transported to and from District schools or other authorized events. The District's School Police Department manages and maintains the recorded video footage.

The State of Florida General Records Schedule GS1-SL for State and Local Government Agencies requires the bus recordings to be retained for 30 days, providing:

*"Surveillance Recordings GS1-SL Item #302 This record series consists of surveillance recordings created to monitor activities occurring inside and/or outside of public buildings and /or public property (including in public vehicles such as school buses and municipal buses, and public roadways such as intersections monitored by red-light cameras). Since these recordings may play an integral part in the prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place, establishing criteria for which images should be retained for further investigation.
Retention: 30 days"*

The OIG interviewed the following District Staff during the investigation:

Pam Ambrose, Police Aide

Employed by the District for 31-years. Responsible for downloading recorded/retained bus surveillance footage from District school buses.

Carl Boucard, General Manager, Transportation

Employed by the District for 33-years. Responsible for the oversight of the Transportation Department to include operations, maintenance, and the training department.

Jodi Cummings, Coordinator Transportation Senior

Employed by the District for 21-years. Responsible for overseeing behind-the-wheel-training, classroom instructor for new bus drivers, and hiring of bus drivers.

Karen Davies, Manager Financial Accounting, District Main Office

Employed by the District for 11-years. Responsible for preparing accounting notes for all District Assets, Buildings, Security Systems, and Furniture Fixtures Equipment (FFE), for items over \$1000.

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Elias Eades, Systems Technician-I

Employed by the District for 5-years. Responsible for the evaluations of the Global Positioning System (GPS), bus camera's software, and the transit intranet systems.

Suzanne Gorby, Specialist Transportation Safety

Employed by the District for 24-years. Responsible for investigating bus accidents and providing support about safety concerns.

Cynthia Holloman, Coordinator Transportation Senior

Employed by the District for 8-years. Responsible for overseeing bus drivers and bus attendants.

Timothy Myrick, Supervisor of Transportation Maintenance

Employed by the District for 32-years. Responsible for overseeing support vehicles and maintaining Royal Palm Beach and West Palm Beach bus compound maintenance records.

Joel Reyes, System Technician III

Employed by the District for 12-years. Responsible for the repair and the installation of the bus cameras and Global Positioning Systems (GPS).

Lydia Sanchez, Manager Area Transportation Operations

Employed by the District for 19-years. Responsible for overseeing training, retention, and hiring/recruitment of bus drivers.

Shane Searchwell, Director of Transportation

Employed by the District for 12-years. Responsible for overseeing the Transportation Department.

Crystal Washington, General Manager Transportation

Employed by the District for 3-years. Responsible for overseeing the bus drivers, bus routing, and liaison between schools and the bus drivers.

RELEVANT GOVERNING AUTHORITIES

- Florida Statutes 1006.22, Safety and Health of Students being Transported
- Florida Statutes 1006.25, School Buses

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- Florida Statutes 112.3188, Confidentiality of Information given to the Chief Inspector General, Internal Auditors, Inspector General, Local Chief Executive Officers or other appropriate local officials
- Florida Statutes 119.07, Inspection and Copying of Records; Photographing Public Records; Fees; Exemptions
- State of Florida General Records Schedule GS1-SL for State and Local Government Agencies
- State Board of Education Rule 6A-3.017(8)(b), Responsibilities of School Districts for Student Transportation
- Family Educational Rights and Privacy Act (FERPA)
- School Board Policy 3.02, Code of Ethics
- School Board Policy 3.21, Safe Operations of District School Buses
- School Board Policy 3.28, Whistle-Blower Protection Policy
- School Board Policy 5.186, Student Transportation Conduct

DOCUMENTS REVIEWED

- The PeopleSoft employee records of individuals covered in this report
- District Contracts with AngelTrax #14-37W & #16C-825W
- The District's School Bus Safety Inspection Form (11/09/2018)
- The District's School Bus Safety Inspection Form (Revised 10/02/2019)
- School District of Palm Beach County 8-Hour Road Training Form
- 2011-12 School Bus Drivers & Bus Attendants Handbook
- 2019-20 School Year Annual In-service Training Agenda
- School District Form PBSB #2300, Bus Video Internal Request
- List of Buses with Seon cameras installed
- Seon Camera invoices from 2006-2019
- Seon Camera invoices from February 2019-December 2019
- Florida Department of Education, State of Florida School Bus Safety Inspection Manual

CASE INITIATION & INVESTIGATIVE METHODOLOGY

The investigation was initiated in response to a Whistleblower complaint alleging that the Palm Beach County School District's Transportation Department did not properly administer the school bus camera program.

This investigation was conducted in compliance with the *Quality Standards for Investigations, Principles, and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

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INVESTIGATIVE FINDINGS²

1. **Transportation Department did not retain video footage records on the AngelTrax and Seon surveillance camera systems. Substantiated**

The OIG investigation determined the allegation that Transportation Department did not retain video footage records on the AngelTrax and Seon surveillance camera systems in accordance with state records retention laws, was Substantiated.

The following is a recap of the interview testimonies provided by the witnesses.

The Whistleblower (WB) alleged that school bus video footage is not being retained as required by state law. According to the WB, the lack of replacement hard drives for buses equipped with the Seon camera systems caused the inability to meet a public records request for route R504.

Royal Palm Beach Coordinator Transportation Senior, Cynthia Holloman: Ms. Holloman said she recalls a video request for an alleged incident that occurred on November 5 through 9, and November 16, 2018, regarding the bus driver and the bus attendant for school bus route R504. The parent alleged that the bus driver and the bus attendant were verbally abusive to their son.

Police Aide, Pam Ambrose: Ms. Ambrose said she was not able to provide video footage for the alleged incident that occurred on November 16, 2018. Ms. Ambrose said regarding the Seon camera system, in 2018-19 school year, 18-video requests to provide a copy of video footage were not completed because of the limited available Seon hard drives and the 30-day retention rule. Once a video request form is received to obtain video footage from an internal staff member or an outside agency, she physically removes the Seon hard drive cartridges from the school bus camera system. The hard drive is downloaded from a docking-station, uploaded to a database, and provided to the requestor. The hard drive is stored for 30-days. After the 30-days, the Seon hard drive is reinstalled on to the school bus camera system and is available to continue recording video footage. If there are no available Seon hard drives, the school bus does not record video footage until a hard drive is installed.

Regarding the AngelTrax camera system, they were installed on the school buses in 2015. At the time, she was not aware of how to reformat the hard drive after downloading video footage, nor were there available docking stations to upload the recorded video footage for 30-days. In 2016, she became aware of how to reformat the hard drive after downloading a video footage request. She did not receive any formal training from the AngelTrax vendor or the Transportation Department regarding reformatting the camera's hard drive. Because of not reformatting the hard drive, recorded data was not consistently available to be provided to requestors.

² The OIG findings were determined using the standards that appear on the final page of this report.

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Ms. Ambrose said, since the inception of this investigation, she has learned how to upload, save, reformat, and reuse the hard drives to continue retaining recorded video footage for both camera systems.

Specialist Transportation Safety, Suzanne Gorby: Ms. Gorby stated problems in the past were due to inconsistent information provided by the AngelTrax salespersons. The salesperson told them not to reformat the hard drives when video footage is removed from the camera's hard drive. Due to staff not reformatting the hard drive after removing preserved video footage, the system did not record immediately or days afterward. In 2018-19, the problems of retaining video footage were resolved due to reformatting the AngelTrax camera hard drive after a request is made to obtain recorded video footage.

System Technician I, Elias Eades: Mr. Eades stated his responsibilities include evaluations of the Global Positioning System (GPS), bus camera's software, and the transit intranet systems. The AngelTrax and Seon school bus camera systems do retain recorded video footage for 30-days.

DOCUMENTATION REVIEWED

A review of the Bus Video Internal Request form and March 19, 2019, email exchanges between Legal Counsel (Bruce Harris) and the Transportation Department staff members shows that a school bus equipped with the AngelTrax Surveillance camera did not retain recorded video footage of an incident that allegedly occurred from November 5 through 9, and November 16, 2018 (**Exhibit 1**).

ADDITIONAL INFORMATION

On November 16, 2018, a parent contacted the Assistant Principal via facsimile from his law office. The parent alleged that a bus driver did not pick-up their child from their residence. The child is an Exceptional Student Education (ESE) student that rides school bus R504. After speaking with the parent, the Assistant Principal forwarded the parent's request via email to the Royal Palm Beach Transportation Coordinator. The Transportation Coordinator responded to the Assistant Principal via email that the parent would be contacted after the Thanksgiving break.

The OIG investigation revealed that on December 7, 2018; a parent requested to view school bus recorded video footage of alleged incidents that occurred between November 5 and November 9, and November 16, 2018. On March 12, 2019, a public records request was initiated to obtain the recorded video footage. On March 19, 2019, School District Legal Counsel Bruce Harris emailed Dr. Christine Ferlita regarding a public records request he received from an outside attorney's office concerning the alleged incident that occurred in November 2018. The Transportation Department could not produce the recorded video footage. On March 19, 2019, Ms. Ambrose responded via email to Legal Counsel Bruce Harris that the camera system did not retain the requested recorded video footage. The request to view the video footage could not be granted. The parent's initial request to view the retained recorded video footage occurred within the 30-days of

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the incident, and should have been available as per the retention rule that governs the school bus surveillance cameras.

Employee and Labor Relations Human Resources Manager Carol Stewart Martin conducted an investigation into the parent's alleged claim of Ethical Misconduct. The investigation concluded on October 17, 2019, with unsubstantiated findings (**Exhibit 2**).

Regarding the Seon camera system, once a video footage request is made, Ms. Ambrose removes the hard drive from the Seon camera system. The hard drive is uploaded to a docking station and downloaded to a database. After downloading contents of the hard drive, the hard drive is placed inside a plastic bag that is stored for 30-days inside Ms. Ambrose's office. After the 30-days expire, the hard drive is reinstalled on the bus. Ms. Ambrose stated that during 2018-19 school year, she was not able to complete 18-video requests because she did not have enough hard drives available for buses with the Seon cameras (**See Table 1**).

(Table 1) School Bus Cameras that did not retain recorded video footage

Transportation Compound	Bus #	Camera	Incident Date	School/Outside Agency requesting video footage	Request Date
Central	8103	Seon	05/01/2019	Sunset Palms Elm	05/06/2019
Central	8103	Seon	05/07/2019	All Schools	05/07/2019
Central	8114	Seon	05/07/2019	Rolling Green Elm	05/09/2019
Central	8119	Seon	04/30/2019	Woodlands Middle	05/01/2019
Central	8119	Seon	05/15/2019	Woodlands Middle	05/10/2019
Central	8131	Seon	05/07/2019	Crestwood Middle	05/08/2019
Central	8135	Seon	05/15/2019	Roosevelt Middle	05/16/2019
Central	8137	Seon	05/07/2019	All Schools	05/07/2019
Central	8143	Seon	05/07/2019	South Area Intensive Trans	05/05/2019
East	8517	Seon	05/16/2019	All Schools	
Royal	8133	Seon	05/14/2019	Western Pines Middle	05/15/2019
Royal	8133	Seon	05/16/2019	Palm Beach Central H.S.	05/17/2019
South	8111	Seon	05/13/2019	Eagles Landing Middle	05/13/2019
South	8113	Seon	04/24/2019	Don Estridge H-Tech Middle	04/24/2019
South	8113	Seon	05/15/2019	Omni Middle	05/15/2019
South	8151	Seon	05/10/2019	South Area Intensive Trans	05/10/2019
South	8153	Seon	05/10/2019	Rolling Green Elem	05/10/2019
West	8117	Seon	05/08/2019	Osceola Creek Middle	05/05/2019

CONCLUSION

The State of Florida General Records Schedule GS1-SL for State and Local Government Agencies requires the bus recordings to be retained for 30 days, providing:

"Surveillance Recordings GS1-SL Item #302 This record series consists of surveillance recordings created to monitor activities occurring inside and/or outside of public buildings and /or public property (including in public vehicles such as school buses and municipal buses, and public roadways such as

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intersections monitored by red-light cameras). Since these recordings may play an integral part in the prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place, establishing criteria for which images should be retained for further investigation.

Retention: 30 days"

Based on the documents reviewed and the testimony obtained the OIG determined the allegation that Transportation Department did not retain video footage records on some AngelTrax and Seon surveillance camera system was **substantiated**.

CORRECTIVE MEASURES IMPLEMENTED BY THE TRANSPORTATION DEPARTMENT:

Since the OIG investigation was started on July 9, 2019, Transportation Department Management has taken the following corrective measures. As of October 18, 2019:

- Ten additional Seon hard drives have been purchased and a request for 10-additional hard drives are pending purchase approval. The purchased hard drives are to ensure hard drives are available to record and retain video footage as requested by District staff or the public.
 - The AngelTrax camera hard drives are reformatted and additional docking stations have been installed to facilitate the uploading and downloading of retained recorded video footage.
2. **Transportation Department did not provide training to the bus drivers after the installation of the Seon surveillance cameras. Substantiated**

The OIG investigation concluded that the allegation that Transportation Department did not provide training to the bus drivers after the installation of the Seon surveillance cameras was Substantiated.

The following is a recap of the interview testimonies provided by the witnesses.

The WB reported concerns for the safety of students that ride the newer school buses. The WB alleged that the bus drivers had not been trained on the differences between the two camera systems. When lights flash on the AngelTrax system it means the system is working. If bus drivers see lights flashing on the Seon system, they believe the system is operational when, in fact, it is not.

Specialist Transportation Safety, Suzanne Gorby: Ms. Gorby said she did not train the bus drivers about the differences between the two camera systems. During the New Bus Driver Orientation

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Classes, bus drivers are supposed to be made aware of the AngelTrax and Seon camera LED panic light installed on the school buses.

Coordinator Transportation Senior, Jodi Cummings: Ms. Cummings said that during the New Bus Driver Orientation Class, bus drivers are made aware of the AngelTrax and Seon camera systems. She did not facilitate training to the bus drivers about the camera systems, nor does she recall if bus drivers hired in 2018 received training regarding the Seon camera system. Ms. Cummings stated she did not attend the 2019-20 annual 8-hour in-service training. She could not confirm if bus drivers were made aware of the differences between the two camera systems.

Manager Area Transportation Operations, Lydia Sanchez: Ms. Sanchez stated she and Suzanne Gorby were supposed to facilitate training during the annual 8-hour in-service refresher training. The training would have been the first training about the school bus camera systems. The training did not occur due to a lack of time.

Ms. Sanchez and Ms. Gorby prepared a lesson plan about the Seon and AngelTrax systems that was to be provided to the bus drivers during the annual (2019-20) 8-hour in-service training. They did not provide the training to the bus drivers during the annual 8-hour in-service training due to lack of time (**Exhibit 3**).

General Manager Carl Boucard: Mr. Boucard's responsibilities include overseeing vehicle maintenance operations and for training for the Transportation Department. Mr. Boucard said he did not receive training regarding the installation or maintenance of the AngelTrax or Seon systems. He did not provide training to the school bus drivers or bus attendants about the differences between the AngelTrax and Seon systems.

Mr. Boucard provided the OIG an "8-Hour Road Training Form" that is used by Transportation Training to show and record the various types of formal training that the bus drivers receive. The training form showed descriptive characteristic features for the AngelTrax camera operational status only. There were no characteristic descriptive features attached to the 8-hour Road Training Form about the Seon camera system's functional status. The training form has not been revised to show specifically the Seon camera system (**Exhibit 4**).

Director of Transportation Shane Searchwell: The Seon school bus cameras were installed on the school buses in 2018. The bus drivers did not receive training for the Seon system. Mr. Searchwell stated a bus driver training regarding the Seon camera system is scheduled to occur in January 2020. Mr. Searchwell contacted the OIG in January 2020 via telephone to inform that the training did not take place at the time. On February 3, 2020, Mr. Searchwell forwarded an email to leadership staff members and the transportation training staff members requesting that training take place at all transportation compounds in how to operate the AngelTrax and Seon systems. (**Exhibit 5**).

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CONCLUSION

Based on the documents reviewed and testimonies obtained, the OIG determined that the allegation that the Transportation Department did not provide training to the bus drivers for the Seon camera system after the installation of the Seon cameras was **substantiated**.

The OIG investigation revealed that Team Leaders did not provide training to the bus drivers about the Seon system.

CORRECTIVE MEASURES IMPLEMENTED BY THE TRANSPORTATION DEPARTMENT:

Since the OIG investigation was started on July 9, 2019, Transportation Department Management has taken the following corrective measures:

- In October 2019, the Transportation Department purchased camera sticker-labels. The sticker-labels are placed inside the school buses for all bus drivers to see while performing the daily pre/post-trip inspection. The sticker-labels are to remind the bus drivers of the differences between the two camera systems. This will allow the bus drivers to become aware of the various camera systems on all of the school buses, and to evaluate the cameras operational status during the daily inspection. The sticker-labels regarding the AngelTrax camera says, "Camera on when light flashing." The sticker-labels regarding the Seon camera says, "Camera on when light is solid" (Exhibit 6).

3. The Transportation Department did not provide training to the mechanics after the installation of the Seon surveillance cameras. Unsubstantiated

The OIG investigation concluded that the allegation that the Transportation Department did not provide training to the mechanics after the installation of the Seon school bus surveillance cameras was unsubstantiated.

The following is a recap of the interview testimonies provided by the witnesses.

The WB said that bus inspections are required every 30 school days. According to the WB, the mechanics have not been trained on the differences between the two camera systems.

Supervisor of Transportation Maintenance, Timothy Myrick: Mr. Myrick said Joel Reyes provided training for the shop forepersons, bus mechanics, and helpers regarding the Seon system. The bus mechanics are aware of the camera differences because of the electrical connection to the PYLE monitoring tool that is used to evaluate the camera's functional status.³ The monitoring tools used

³ PYLE- School bus camera monitoring tool to determine functionality of the Seon and AngelTrax camera systems.

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to assess the camera's operational condition is not interchangeable. Camera inspections are performed every 30 days by bus mechanics.

System Technician III, Joel Reyes: Mr. Reyes stated that two camera systems are installed on the school buses, the AngelTrax, and the Seon. The AngelTrax camera system was installed on the school buses on or about 2015. The Seon camera system was installed on the newer school buses numbered in the 81xx and 85xx series on or about August or September 2018. During the receipt and installation of the Seon cameras, he (Mr. Reyes) received direct hands-on training from the Seon installation technicians. After receiving training from the Seon technicians, he trained the bus mechanics at the six transportation compound sites about the cameras and the PYLE monitoring diagnostic tool that evaluates the camera's operational status. The mechanics evaluate the cameras every 20-30 workdays. The mechanics are aware of the differences between the two camera systems.

Mr. Reyes stated that during the installation of the Seon camera system, he received training from the Seon installation technicians. He trained all the shop forepersons and the mechanics at each transportation compound. Mr. Reyes provided the OIG an October 25, 2019 email, with excerpts copied from his daily planning book, which shows the dates that he facilitated training to the shop forepersons and mechanics at the various Transportation compound sites (**Exhibit 7**). All shop forepersons and mechanics confirmed that Mr. Reyes provided training about the Seon camera and the monitoring diagnostic tools that are used to evaluate both the camera's operational condition.

The OIG interviewed thirteen shop mechanics and six shop forepersons for each of the six transportation compound sites. All persons interviewed confirmed that Joel Reyes provided them hands-on training regarding the Seon camera and the monitoring diagnostic tool that is used to determine the cameras operational condition.

ADDITIONAL DOCUMENTATION REVIEWED

The mechanics used the School Bus Safety Inspection Form to evaluate the AngelTrax and the Seon camera's operational status. The School Bus Safety Inspection Form shows that it was not revised after the installation of the Seon cameras in 2018 to show that the mechanics inspected the Seon camera system. The School Bus Safety Inspection Form only showed an inspection section for the AngelTrax camera system. To verify that the mechanics inspected the Seon camera, the OIG reviewed a random sample of the School Bus Safety Inspection Forms for the newer school buses numbered in the 81xx and 85xx series. The review revealed that the mechanics indicated that they inspected the Seon camera using the unrevised School Bus Safety Inspection Form (**Exhibit 8**). Each transportation compound has two different monitoring diagnostic tools to evaluate both camera's operational status. The two monitoring diagnostic tools are not interchangeable, which prevents the mechanics from incorrectly evaluating a camera's operational condition. The correct monitoring device must be used to assess a cameras' functional condition (**Exhibit 9**).

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CONCLUSION

Based on the testimony from Mr. Reyes, the shop forepersons, and the mechanics, the OIG determined the allegation that Transportation Department did not provide training to the mechanics after the installation of the Seon surveillance cameras was **unsubstantiated**.

CORRECTIVE MEASURES IMPLEMENTED BY THE TRANSPORTATION DEPARTMENT:

Since the OIG investigation was started on July 9, 2019, Transportation Department Management has taken the following corrective measures:

- On October 2, 2019, Transportation Analyst Marguerite Jean-Charles provided the OIG a copy of the newly revised School Bus Safety Inspection Form. The inspection forms currently indicate an inspection section to be completed by the mechanics for the Seon camera system and the AngelTrax camera system. The OIG reviewed a random sample of the new School Bus Safety Inspection Forms for the newer buses after the form revision date. The random samplings revealed that the mechanics are using the latest inspection form to show that they inspected the school buses equipped with the Seon and AngelTrax camera systems (**Exhibit 10**).

RECOMMENDATIONS

- Regarding the AngelTrax camera system, it is recommended that the newly revised School Bus Safety Inspection Form indicate that the LED panic light is red. The revised form erroneously indicates the color is amber.
- Regarding the Seon camera system, it is recommended that the newly revised School Bus Safety Inspection Form that currently shows the remark “panic button” be changed to “event/diagnostic button” as per the manufacturer. Additionally, revise the form to indicate the LED panic light is green. The revised form erroneously indicates the color is amber.
- The “8-Hour Road Training Form” that is currently used by the Transportation Training Department to demonstrate training completed by transportation staff members only shows characteristic descriptive features about the AngelTrax camera and not the Seon camera system. It is recommended that the form be updated to also show characteristic descriptive features about the Seon camera system.

The OIG commends the Transportation Department for taking prompt actions to rectify many of the issues investigated during the course of the OIG investigation.

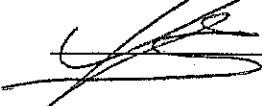
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Investigation Conducted by:

Robert Sheppard, CIGI, Senior Investigator

 *on behalf of Robert Sheppard*
Date

Investigation Supervised by:

Oscar Restrepo, CIG, CIGI, Director of Investigations


Date

Investigation Approved by:

K. Lung Chiu, CIG, Inspector General

Date

The evidentiary standard used by the School District of Palm Beach County OIG in determining whether the facts and claims asserted in the complaint were proven or disproven is based upon the preponderance of the evidence. Preponderance of the evidence is contrasted with "beyond a reasonable doubt," which is the more severe test required to convict a criminal and "clear and convincing evidence," a standard describing proof of a matter established to be substantially more likely than not to be true. OIG investigative findings classified as "substantiated" means there was sufficient evidence to justify a reasonable conclusion that the actions occurred and there was a violation of law, policy, rule, or contract to support the allegation. Investigative findings classified as "unfounded" means sufficient evidence to justify a reasonable conclusion that the actions did not occur and there was no violation of law, policy, rule, or contract to substantiate the allegation. Investigative findings classified as "unsubstantiated" means there was insufficient evidence to justify a reasonable conclusion that the actions did or did not occur and a violation of law, policy, rule, or contract to support the allegation could not be proven or disproven.

EXHIBIT #1

DECEMBER 19, 2018, INTERNAL REQUEST

AND

MARCH 19, 2019 EMAILS BETWEEN BRUCE HARRIS

AND

TRANSPORTATION DEPARTMENT STAFF

(REDACTED)

#1



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
SCHOOL POLICE

Bus Video Internal Request

The purpose of this form is to enable specific District personnel (Bus Drivers, Attendants, School Police Officers, Senior Coordinators, Coordinators, Transportation personnel, Assistant Principals, and Principals) to request from the School Police a copy of a bus video of an incident that took place on a bus. Direct questions to the Bus Camera Program at 494-0070 (PX 50070).

Person requesting video

Employee ID # 1019560	First Name BONNIE	Last Name SMITH	Submit Date 11/16/2018
Title COOR TRANSPORTATION		Department TRANSPORTATION ROYAL	
Does request involve a school? If yes, you must select a school, if no, select All Schools. <input checked="" type="radio"/> Yes <input type="radio"/> No		School ALL SCHOOLS <i>Discusion Key</i>	
Bus Driver SHURANDA JACKSON		Bus Attendant LORA HOLMAN	

Facility: North South East West Central Royal Palm Route # R 304

Incident # 00000 Incident Date 11/16/2018 Incident Time 7:12 AM PM

Incident location in bus: Driver Side Front Rear Bus # 7566 Seat # Driver
 Passenger Side Front Rear Camera Location Royal Palm

Reason for Request: Describe incident and reason for request. Be as detailed as possible (i.e., color and description of clothing, color or length of hair, description of incident such as fight in rear of bus or throwing things, etc.)

Time Frame: 7:12 am -7:20 pm
Bus Stop:

Discusion Key
: called stating that the driver is not wanting to pick up his student. He also said the driver tried to run over the parent and student. *Discusion Key* stated he crossed the road to put this on the bus. He was waiting for the driver to turn around to come back to the stop sign.

Discusion Key

SHURANDA JACKSON

Bonnie Smith
11/16/2018 3:36:19 PM

Signature of Person Making Request

*Date noted
Grand S.S
11/21/18*



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
SCHOOL POLICE

Bus Video Internal Request

The purpose of this form is to enable specific District personnel (Bus Drivers, Attendants, School Police Officers, Senior Coordinators, Coordinators, Transportation personnel, Assistant Principals, and Principals) to request from the School Police a copy of a bus video of an incident that took place on a bus. Direct questions to the Bus Camera Program at 494-0070 (PX 50070).

Person requesting video

Employee ID #	First Name	Last Name	Submit Date 12/19/2018
Title AP ELEMENTARY		Department DISCOVERY KEY ELEM	
Does request involve a school? If yes, you must select a school, if no, select All Schools. <input checked="" type="radio"/> Yes <input type="radio"/> No		School DISCOVERY KEY ELEMENTARY SCHOOL	
Bus Driver N.A.		Bus Attendant N.A.	

Facility: North South East West Central Royal Palm Route # R504

Incident # 0 Incident Date 11/5/2018 Incident Time 6:30 AM PM

Incident location in bus: Driver Side Front Rear Bus # R504 Seat # 566
 Passenger Side Front Rear Camera Location outside view

Reason for Request: Describe incident and reason for request. Be as detailed as possible (i.e., color and description of clothing, color or length of hair, description of incident such as fight in rear of bus or throwing things, etc.)

ESE Bus. See Attached. This is NOT for school purposes. We do not need the video. Cynthia Holloman has directed this case to Gary Mosley. Legal Concern. Please see legal letter attached. Law Office of 561-478-5500.

The request is for NOVEMBER 5-9 AND NOVEMBER 16, which I could not write in the above space. All AM. He is the first on the route. I am not sure of the exact pick up time in the morning.

12/19/2018 3:52:12 PM

Signature of Person Making Request

170 H.D not needed per



Pam Ambrose <pam.ambrose@palmbeachschools.org>

Re: Bus Video SR-0065193

Messages

Public Records <publicrecords@palmbeachschools.org>

Tue Mar 12, 2019 at 3:39 PM

Daphne DeBarnes <daphne.debarnes@palmbeachschools.org>, Pam Ambrose <pam.ambrose@palmbeachschools.org>
Lesline Gregory <lesline.gregory@palmbeachschools.org>

Good Afternoon:

This is an alert to all concerned to preserve any and all surveillance video of an incident that occurred on bus R504 for the dates of November 5 through 9 and November 16, 2018. The video requested is for morning pickup at the requester's home and, according to the requester, there will not be identifying information of any other children to be redacted (SR-0065193).

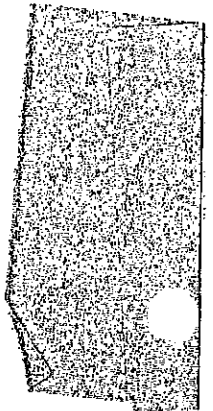
Please recall the definition of public records is as follows:

All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

If the requested video does/does not exist, please respond to me at your earliest convenience.

Respectfully,

Director Public Records Management
Department of Communications and Engagement
School District of Palm Beach County
Email: publicrecords@palmbeachschools.org
Melissa Williams: 561-357-7663
Julia Rigoli: 561-629-8585



----- Forwarded message -----

From: Jon Bell <jon.bell@palmbeachschools.org>

Date: Tue, Mar 12, 2019 at 2:57 PM

Subject: Fwd: Concerned parent letter

Public Records <publicrecords@palmbeachschools.org>, Gary Mosley <gary.mosley@palmbeachschools.org>, CYNTHIA Holloman <cynthia.holloman@palmbeachschools.org>

Catherine Lewis <catherine.lewis@palmbeachschools.org>, SHAWNTOYIA BERNARD <shawntoyia.bernard@palmbeachschools.org>

Please see attached letter from an attorney/parent who apparently made a PRR for a bus video back in November.

----- Forwarded message -----

From: Shawntoyia Bernard <shawntoyia.bernard@palmbeachschools.org>

Date: Tue, Mar 12, 2019 at 1:55 PM

Subject: Fwd: Concerned parent letter

Melissa McCartney Lewis <melissa.mccartneylewis@palmbeachschools.org>, JON BELL <jon.bell@palmbeachschools.org>

Thank you both in

----- Forwarded message -----

3/13/2019

School District of Palm Beach County Mail - Re: Bus Video SR-0065193

From: Lesline Alexander (Paralegal) <lesline.alexander@palmbeachschools.org>
Date: Tuesday, March 12, 2019
Subject: Concerned parent letter
To: JulieAnn Rico <julieann.rico@palmbeachschools.org>, SHAWNTOYIA BERNARD <shawntoyia.bernard@palmbeachschools.org>, Laura Pincus <laura.pincus@palmbeachschools.org>
Cc: Debra Floyd <debra.floyd@palmbeachschools.org>, Tania Gilmore <tania.gilmore@palmbeachschools.org>, Merrie McKenzie <merrie.mckenzie@palmbeachschools.org>

Letter from a concerned parent with Special needs child.

– Thanks,
Lesline S. Alexander, Paralegal
Office of General Counsel
School Board of Palm Beach County
3300 Forest Hill Blvd. C-331
West Palm Beach, FL 33406
(561) 434-8746 off. PX 48746
(561) 434-8105 fax PX 48105



"You educate a man; you educate a man. You educate a woman; you educate a generation." by Brigham Young

2019-03-12
875K

Daphne DeBarnes <daphne.debarnes@palmbeachschools.org>
To: Pam Ambrose <pam.ambrose@palmbeachschools.org>
Cc: Public Records <publicrecords@palmbeachschools.org>

Tue, Mar 12, 2019 at 6:05 PM

Hello Pam,

Please let me know what you find.

Thank you.
[Quoted text hidden]

Daphne DeBarnes

Daphne DeBarnes, Public Records Coordinator
THE SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA
School Police Department
3330 Forest Hill Boulevard, B-101
West Palm Beach, FL 33406-5869
Phone: (561)963-3863 Fax: (561) 434-8124
e-mail: daphne.debarnes@palmbeachschools.org

To Request a Police Report, please click the following link.
Report Request



Angela Barbato <angela.barbato@palmbeachschools.org>

Re: Urgent: Bus Video issue needed now

7 messages

Bruce Harris <bruce.harris@palmbeachschools.org>

Tue, Mar 19, 2019 at 10:15 AM

To: Christine Ferlita <christine.ferlita@palmbeachschools.org>

Cc: Shane Searchwell <shane.searchwell@palmbeachschools.org>, Jerry Nyman IT <jerry.nyman@palmbeachschools.org>, Crystal Washington <crystal.washington@palmbeachschools.org>, Dennis.Weiner@palmbeachschools.org,

I want to thank Christine Ferlita for all the work she has done on this matter in helping me to answer the attorney's public records request.

However, there is one item that is not completed and that is the review of the video for the bus for the requested dates in response to the attorney's public records request of March 12. Request by email was made to Pam by Public Records on March 12 and by the 2330 form on March 15. She has been asked to pull the hard drive and see if possibly the dates requested for November may remain on the video. She had indicated to me in an email I should not contact her directly and to go through Transportation.

Pam responded by email to Christine yesterday she would pull the hard drive and review it. I asked Christine to contact her early this morning to find out if this could be done early. Christine sent an email to Pam and tried calling with no answer yet.

THE ATTORNEY WAS ORIGINALLY TOLD WE WOULD HAVE AN ANSWER FOR HIM BY THE END OF LAST WEEK OR EARLY THIS WEEK. I EMAILED HIM YESTERDAY HE WOULD HEAR TODAY.

THIS IS URGENT AS HE THREATENED TO SUE AND HE ASKED FOR THIS VIDEO IN DECEMBER AND NEVER RECEIVED A RESPONSE.

I DO NOT KNOW IF PAM IS IN TODAY, BUT THAT HARD DRIVE NEEDS TO BE PULLED THIS MORNING AND VIEWED.

SOMEONE PLEASE FOLLOW UP SEE THAT THIS OCCURS AND I BE TOLD THAT IT HAS BEEN VIEWED AND IF THE NOVEMBER DATES APPEAR. THANK YOU.

If you have any questions, please call me.

On Thu, Mar 14, 2019 at 11:10 AM Christine Ferlita <christine.ferlita@palmbeachschools.org> wrote:

Shane,

Bruce called me. He will have Public Records submit the video request. However, I don't think there will be any data since it's a request for video from last November (2018).

Warm regards,
Christine

Dr. Christine Ferlita

Specialist, ESE and Special Programs
Transportation Services Department
School District of Palm Beach County

OFFICE 561-242-6594 (PX 56594)

MOBILE 561-628-2776

christine.ferlita@palmbeachschools.org

On Thu, Mar 14, 2019 at 10:54 AM Christine Ferlita <christine.ferlita@palmbeachschools.org> wrote:
Good morning Bruce,

There is a Liquid Office form to make video requests. I can provide you with the form number and the bus/route numbers. Please let me know if that will help.

Warm regards,
Christine

Dr. Christine Ferlita
Specialist, ESE and Special Programs
Transportation Services Department
School District of Palm Beach County

OFFICE 561-242-6594 (PX 56594)
MOBILE 561-628-2776
christine.ferlita@palmbeachschools.org

"We have no special needs children. Just children...with special needs."
Uwe Maurer

On Thu, Mar 14, 2019 at 10:50 AM Bruce Harris <bruce.harris@palmbeachschools.org> wrote:
Sorry, the last email was sent before I finished.

Pam informed me to go through you as to future request.

Because of new request for the bus video I asked Pam about pulling the video or hard drive again to search for those dates. I request this be done today or tomorrow as I need to get back to the attorney, even if those dates are no longer there..

I also asked her if she knew whether she saw the request of Dec. 19 on that date or around that time (possibly after break) or whether she saw it for the first time when sent to her the other day. Please find out that answer.

When we spoke yesterday you indicated you would also find out from Cynthia what she knew about this matter.

Thank you.

----- Forwarded message -----

From: Bruce Harris <bruce.harris@palmbeachschools.org>
Date: Thu, Mar 14, 2019 at 10:43 AM
Subject: Fwd: Scanned image from pbcSD maintenance\school police
To: Shane Searchwell <shane.searchwell@palmbeachschools.org>

Shane:

Please see my email below to Pam about pulling the video or harddrive again because of new req

----- Forwarded message -----

From: Bruce Harris <bruce.harris@palmbeachschools.org>
Date: Wed, Mar 13, 2019 at 12:29 PM
Subject: Re: Scanned image from pbcSD maintenance\school police
To: Pam Ambrose <pam.ambrose@palmbeachschools.org>

Pam:

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Please note that he made the request again yesterday for the video for those dates so I would recommend you please pull the tape again and look for those dates in November.

On Wed, Mar 13, 2019 at 11:15 AM Pam Ambrose <pam.ambrose@palmbeachschools.org> wrote:

Per our conversation here is the request

Pam Ambrose
Bus Camera Program
PBC School District Police
(561) 494-0070 PX- 50070
Fax # PX- 2-3701 (561) 881-3701

----- Forwarded message -----

From: scanner@palmbeachschools.org <scanner@palmbeachschools.org>
Date: Wed, Mar 13, 2019 at 11:13 AM
Subject: Scanned image from pbcspd maintainance\school police
To: <pam.ambrose@palmbeachschools.org>

Reply to: Pam Ambrose <pam.ambrose@palmbeachschools.org>
Device Name: pbcspd maintainance\school police
Device Model: MX-M565N
Location: Portable 2

File Format: PDF (Medium)
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.

Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document. Adobe(R)Reader(R) can be downloaded from the following URL:

Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries.

<http://www.adobe.com/>

Bruce Harris, Esq.
Assistant General Counsel
Office of General Counsel
Palm Beach County School District
3318 Forest Hill Blvd., Ste. C-323
West Palm Beach, FL 33416
(561) 969-5882 (px 45882)

Bruce Harris, Esq.
Assistant General Counsel
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Palm Beach County School District
3318 Forest Hill Blvd., Ste. C-323
West Palm Beach, FL 33416
(561) 969-5882 (px 45882)

Bruce Harris, Esq.
Assistant General Counsel
Office of General Counsel

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8/9/2019

School District of Palm Beach County Mail - Re: Urgent; Bus Video issue needed now

Palm Beach County School District
3318 Forest Hill Blvd., Ste. C-323
West Palm Beach, FL 33416
(561) 969-5882 (px 45882)

Bruce Harris, Esq.
Assistant General Counsel
Office of General Counsel
Palm Beach County School District
3318 Forest Hill Blvd., Ste. C-323
West Palm Beach, FL 33416
(561) 969-5882 (px 45882)

Shane Searchwell <shane.searchwell@palmbeachschools.org>

Tue, Mar 19, 2019 at 10:25 AM

To: Bruce Harris <bruce.harris@palmbeachschools.org>

Cc: Christine Ferlita <christine.ferlita@palmbeachschools.org>, Jerry Nyman IT <jerry.nyman@palmbeachschools.org>, Crystal Washington <crystal.washington@palmbeachschools.org>, Dennis.Weiner@palmbeachschools.org,

Bruce,

Transportation staff has requested that Pam provide all information you requested.

Shane Searchwell
Director, Transportation Services
(Quoted text hidden)

Christine Ferlita <christine.ferlita@palmbeachschools.org>

Tue, Mar 19, 2019 at 10:32 AM

To: Shane Searchwell <shane.searchwell@palmbeachschools.org>

Cc: Bruce Harris <bruce.harris@palmbeachschools.org>, Jerry Nyman IT <jerry.nyman@palmbeachschools.org>, Crystal Washington <crystal.washington@palmbeachschools.org>, Dennis.Weiner@palmbeachschools.org,

Good morning Bruce,

Pam just emailed and she is working on the final request right now. I will be in touch as soon as I hear back from her.

Warm regards,
Christine

Dr. Christine Ferlita
Specialist, ESE and Special Programs
Transportation Services Department
School District of Palm Beach County

OFFICE 561-242-6594 (PX 56594)
MOBILE 561-628-2776
christine.ferlita@palmbeachschools.org

"We have no special needs children. Just children...with special needs."

Uwe Maurer

(Quoted text hidden)

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Bruce Harris <bruce.harris@palmbeachschools.org>

To: Christine Ferlita <christine.ferlita@palmbeachschools.org>

Tue, Mar 19, 2019 at 10:35 AM

Cc: Shane Searchwell <shane.searchwell@palmbeachschools.org>, Jerry Nyman IT <jerry.nyman@palmbeachschools.org>, Crystal Washington <crystal.washington@palmbeachschools.org>, Dennis.Welner@palmbeachschools.org,

Christine:

Thank you for the update.
[Quoted text hidden]

Tue, Mar 19, 2019 at 10:35 AM

To: Shane Searchwell <shane.searchwell@palmbeachschools.org>

I pulled the hard drive earlier this morning and dropped it to Pam for review

Arduously typed on my iPhone; please excuse brevity and typos
[Quoted text hidden]

Tue, Mar 19, 2019 at 10:42 AM

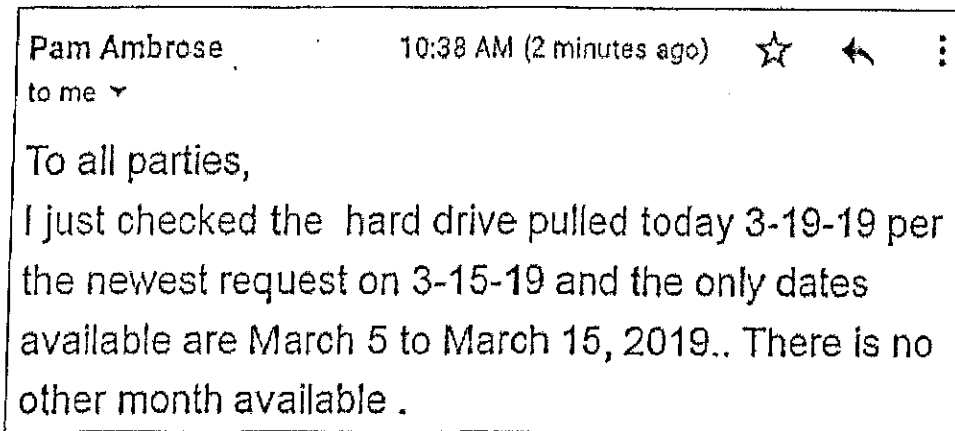
Christine Ferlita <christine.ferlita@palmbeachschools.org>

To: Bruce Harris <bruce.harris@palmbeachschools.org>

Cc: Shane Searchwell <shane.searchwell@palmbeachschools.org>, Jerry Nyman IT <jerry.nyman@palmbeachschools.org>, Crystal Washington <crystal.washington@palmbeachschools.org>, Dennis.Weiner@palmbeachschools.org,

Bruce,

Below is the screenshot from the email that Pam sent at 10:38 AM. Please let us know if there is anything further that you will need.



Warm regards,
Christine

Dr. Christine Ferlita
Specialist, ESE and Special Programs
Transportation Services Department
School District of Palm Beach County

OFFICE 561-242-6594 (PX 56594)
MOBILE 561-628-2776
christine.ferlita@palmbeachschools.org

"We have no special needs children. Just children...with special needs."

Uwe Maurer

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[Quoted text hidden]

8/9/2019

School District of Palm Beach County Mail - Re: Urgent: Bus Video issue needed now

Bruce Harris <bruce.harris@palmbeachschools.org>

Tue, Mar 19, 2019 at 11:04 AM

To: Christine Ferlita <christine.ferlita@palmbeachschools.org>

Cc: Shane Searchwell <shane.searchwell@palmbeachschools.org>, Jerry Nyman IT <jerry.nyman@palmbeachschools.org>, Crystal Washington <crystal.washington@palmbeachschools.org>, Dennis.Weiner@palmbeachschools.org,

Thank you very much--that is information I was waiting for and will notify the attorney that the dates he was seeking are not on there..

[Quoted text hidden]

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EXHIBIT #2

ELR INVESTIGATIVE REPORT



The School District of Palm Beach County - Investigative Report Transportation Services Department

Allegation Summary

Employee Name: Shuranda Jackson
Position: School Bus Driver 1
Department: Transportation Services/Royal Palm Facility
Director: Shane Searchwell
Date of Incident(s): 11/5 - 11/9, and 11/16/2018
Report Prepared by: Carol Stewart Martin
Date of Report: October 17, 2019

Scope of Investigation

On or about March 15, 2019, Cynthia Holloman, Sr. Coordinator in the Transportation Department notified Carol Stewart Martin¹, Employee and Labor Relations, of a parent complaint alleging "child abuse and endangerment" against School Bus Driver, Shuranda Jackson, Route 504. According to the parent, on several occasions the bus driver drove away leaving his special needs child (Student 1) who attends Discovery Key Elementary School, forcing Student 1 to cross the street to catch the bus. The parent further alleged that on November 16, 2018, Ms. Jackson waited for one minute and 44 seconds before pulling away, and that she almost hit him and Student 1 with the bus. The parent submitted a request for the bus videos from School Bus #7566 for November 6-9, and November 16, 2018. On March 27, 2019, Department Director, Shane Searchwell, requested Ms. Martin investigate the allegations.

Allegations

(1) Ethical Misconduct

Investigation Summary

The School District hired Shuranda Jackson on March 11, 2016. She works at the Royal Palm Beach Transportation Facility as a School Bus Driver 1, and was assigned to Route #R504, School Bus #7566 at the time of the alleged incidents.

The objective of the investigation is to determine whether the incident(s) happened, and identify any

¹ HR Manager and Investigator



The School District of Palm Beach County - Investigative Report Transportation Services Department

violation of School Board Policy².

The Transportation Department received a letter dated November 16, 2018³ from Jason H. and Raquel Clark, who identified themselves as parents of student 1. The District received several letters from Student 1's parent. The following is a summary of the complaint:

- My son [Student 1] is a special needs student at Discovery Key. Bus no. R504 is scheduled to pick him up at 7:12 am....According to the dispatcher...gps indicates that she only waited 1 minute, 44 seconds before pulling away. And this with [Student 1] standing outside in the driveway and in plain sight of the driver while his mother was inside putting his homework into his back pack. We purposely had [Student 1] wait outside where the driver could see him, but she pulled away without him anyway.
- After the bus driver pulled away, she went to the cul-de-sac at the end of the street to turn around.... I crossed the street with [Student 1] near the stop sign so he could get the bus. I was wearing a bright yellow shirt and the driver could see me from far away, as it was a clear day. She missed hitting me and [Student 1] by mere inches as she finally pulled to stop to let him on the bus. As he entered the bus the driver began to yell at me about having my child outside on time, although he was outside the house as she originally pulled up.
- She did a similar move a couple of weeks ago, waiting in front for less than two minutes and then picking him up on the other side of the street.... Instead of putting out her stop sign and allowing [Student 1] to cross, she yelled at the drivers who were waiting to keep turning and cut in front of [Student 1]."

Student 1's parent sent letters to Cynthia Holloman, Sr. Coordinator on November 30 and December 7, 2018. In their December 7, 2018 complaint, the parent added that he and Student 1 "*were in plain sight of the driver and I had my hand up in the doorway saying "wait"*" He further alleged, "*my wife informed me that on or about Nov. 6, 2018, Ms. Jackson told [Student 1] that she was "going to leave him behind."*" The parent made several Public Records Request (PRR) for school bus videos from R504. In a March 5, 2019 letter to the District's General Counsel JulieAnn Rico, the parent stated that Gary Mosley, Area Team Leader, advised him that he would be handling his records request for bus videos. He said he "*personally left four voice messages for Mr. Mosley in January and have yet to receive a response either to my written request or voice messages.*" He further alleged, "*The possibility arises that child abuse and endangerment was observed on the bus video by Mr. Mosley and that is why he has not released the video or returned my calls.*" Mr. Mosley submitted a handwritten note obtained by Ms. Martin that he, "*called parent on 12/14 @ 11:01 AM. Called parent on 12/18 @ 11:01 AM, left message with a male.*" Mr. Mosley said the parent has not called him back since he left those messages.

On or about June 25, 2019, this investigator met with Dr. Christine Ferlita to review documentation referencing the parent's complaint. That same day, Dr. Ferlita requested school bus videos from

² Including but not limited to Policy 3.02, Code of Ethics; Policy 1.013, Responsibilities of School District Personnel and Staff; and Policy 3.10, Conditions of Employment with the District

³ Ms. Jackson submitted a Student Discipline Referral (PBSD 0279)



The School District of Palm Beach County - Investigative Report Transportation Services Department

School Police Aide Pam Ambrose⁴ for November 5, 9, 14 and 16, 2018, and December 19, 2018. Ms. Ambrose responded that the dates requested were not on the hard drives for Route R504. In an earlier March 13, 2019 email response to the parent's PRR for the bus videos, Ms. Ambrose wrote, "*The original request was received on 11-16-18 and the date 11-16-18 per the request was not on the hard drive. The original request did not include 11-5-18 through 11-9-18.*"

On July 3, 2019⁵, Ms. Martin met with Lora Holman, Bus Attendant on Ms. Jackson's bus at the time. According to Ms. Holman, regardless at what time the bus got to the stop, Student 1 was never ready and they had to wait. She stated, "*When he does decide to come out, he has to go back into the yard and play or pick up little stuff. In order for her [driver] to get out, she has to go down that way, turn around and come back by his house. Just as he was coming out to the bus, there was a car coming this way and she told the little fella to wait until the car passed by and she would pick him up on the other side since she had to turn around and come back. That is what the child did.*" She said, "*We stop right in front of his door, so when we come up he should be coming out or standing outside waiting for us. Instead, we have to wait.*" Ms. Holman denied the parent's allegation that the bus almost ran him over or that Ms. Jackson yelled at Student 1 that she was going to leave him. She stated, "*The driver said, '[Student 1], you have to be on the outside; wait on the outside until we come up.*" In reference to the allegation that on November 14, 2018, Ms. Jackson saw Student 1 standing by the door and she drove away without waiting for him, Ms. Holman initially denied the allegation then stated, "*Well, I sit in the back and I really cannot see. If I am sitting close in the front, I can see but on that particular morning, I can't remember.*"

On September 13, 2019, Ms. Martin met with Mr. Mosley and he stated that after receiving the complaints against Ms. Jackson, the Department Director Shane Searchwell, reassigned her to a different route. Mr. Mosley stated that Ms. Jackson told him, "*not everything the dad alleges happened. The driver said she did go to the bus stop and many times the student was not ready. So, what she would do was go down to the cul-de-sac, turn around and come back up. The parent would then have to cross the street, with the child to catch the bus. She said that she did not see the dad and did not try to hit him. That is a totally untrue allegation. That's all the driver could recall.*" According to Mr. Mosley, the driver was to pick up Student 1 in front of his house and not across the street. He stated, "*When the driver goes down to the cul-de-sac to turn around, she probably stopped to pick him up because she's a caring driver and this is his school zone.*"

On October 15, 2019, Ms. Martin met with Shuranda Jackson and she stated the following:

I leave from Palm Beach Central HS and he is my first elementary pick-up. When I get to that corner house and as I turn, their house is the first house on the corner on the right hand side. The kid was not outside. He was standing inside. The door was open but he was standing inside and I guess he was waiting for someone to bring him his book bag from upstairs.

⁴ Ms. Ambrose is in charge of the school bus video program.

⁵ Ms. Martin was scheduled to meet with Ms. Jackson but she was off from work.



The School District of Palm Beach County - Investigative Report Transportation Services Department

Both, the child and the father were inside the house. The mother was coming downstairs and she was handing him his book bag. I did stop, activate my lights and my stop signs then proceeded on. With the noise from a distance, you can't hear anyone yelling "wait." The child was just standing there looking at me. So, I pulled off, went around the cul-de-sac, came back and when I came back up, the dad and the son were crossing the road. I called in and I told them I counted the child as a "no show" but told them that dad and child were now walking in the middle of the road. When I opened the door for the child, the dad started telling me that I tried to run him over and that he was a lawyer. He asked me, "Do you know who I am?" I replied, "No." He said, "I'm a lawyer" so I asked him, "Do you know who I am?" He said, "No" so I told him, "I'm a bus driver." I think there was a car coming in (to the development) so by me stopping a little bit back and I was waving the car to come through because I didn't want to activate my lights as they were just coming in meaning their tail would have been outside in the road. He still is trying to come across the middle of the road right in front of the bus and trying to stop traffic with his hand up.

I got the child on the bus but after that I was getting tormented every day. I wrote notes and I notified the Union to see what I needed to do to get help. Every day after that and he would record me from the time I pulled up to the time I left.

Ms. Jackson denied yelling at Student 1. She stated, *"When the child gets on the bus, I don't even converse with him. At one point, I thought that maybe the parent was trying to get him to say something to me so I could say something back to him. I never did say anything to him. I even asked the bus attendant to move his seat from the front to a little further back, where she was so there would be no chance of me conversing with him."* She further stated that neither she nor the bus attendant abused Student 1 in any way. Ms. Jackson stated that she only had problems when Student 1's father took him to the bus.

Ms. Jackson completed a Student Discipline Referral (PBSD 0279) dated November 16, 2018, which states, *"Student came outside and was just standing on porch ran back inside so I pulled off. Father came across on the opposite side of the road standing in the middle of the road as I was leaving out. Its [sic] not safe to pick kids up on the opposite side of the road."* Assistant Principal Nicole Black rejected the referral stating, *"Not a Referral."*

There were several requests from the parent on December 7, 2018 and from Discovery Key Elementary School on December 19, 2018 for school bus videos from November 5-9 and November 16, 2018. In an email dated December 19, 2019, from Nicole Black to Cynthia Holloman, Ms. Black inquired, *"... I need to make sure someone gets this letter along with the request for video today. Where can I fax this to?..."* Approximately one hour later, Ms. Holloman responded, *"The video request form is an electronic form, and it goes directly to Pam Ambrose. The parent that you are referring to we also did a video request before Thanksgiving break, and we were told that when the video was pulled, the incident that he said took place could not be found. ..."* On March 5, 2019, Student 1's parent made another written request for the bus videos from the dates previously mentioned. On March 12, 2019, the District's Department of Communication submitted another PRR for the same videos and on March



The School District of Palm Beach County - Investigative Report Transportation Services Department

13, 2019, Ms. Ambrose responded that the hard drive from the bus was pulled but the date requested was not on the hard drive.

Analysis of Allegation I

The parent complained that on November 16, 2019, Ms. Jackson stopped for 1 minute and 44 seconds then drove off without waiting to pick up their son whom she saw standing in the driveway. Although Ms. Jackson acknowledged that she did see Student 1, she said he was not on his driveway but inside on his porch. Both the parent's complaint, the Student Referral form that Ms. Jackson completed on November 16, 2018, and Ms. Jackson's own acknowledgement, concludes that Student 1 was not at the bus stop when the bus arrived to transport him to school. Student 1's bus stop was in front of his house and he is required to be at the bus stop when the bus arrives. Ms. Jackson and her bus attendant stated that Student 1 was never at the bus stop in the mornings and they always had to wait for him to come out of the house. The parents' written complaint also stated that specifically on November 16, Student 1's mother was inside the house putting his homework in his backpack when the bus arrived. The Transportation Department does not encourage drivers to leave any student who is walking towards the bus. However, the basic guideline is for students to be at their bus stops five (5) minutes before their scheduled pick up time. In this case, Student 1 was not at the bus stop, he was standing in his driveway (according to the parent) waiting for his parents to get him ready. The School Bus Drivers and Bus Attendants Handbook, The School Bus Drivers and Bus Attendants Handbook, Chapter Two, Section 9, Responsibilities of Parents states, "*Parents are responsible that their child:*

- *Arrives at the bus stop at least five minutes before the scheduled pick-up time*
- *Meets all their responsibilities as established by this Handbook and other school board Policies."*

The information obtained did corroborate the allegation that Ms. Jackson drove away when Student 1 was not at the bus stop on November 16, 2019. Therefore, the allegation is **substantiated**. However, her action did not violate any School Board Policy.

Student 1's parent alleged that there is a possibility that Gary Mosley was "hiding child abuse and endangerment" when he did not provide the parent with the bus videos he requested. The District does not condone unlawful conduct such as child abuse or child endangerment, or conduct that does not conform to School Board Policies. Further, there is absolutely no evidence provided to corroborate the parent's insinuation. In response to the bus video requests, Ms. Ambrose, who is in charge of the bus video program, did respond to the public records request for the bus videos stating that there was no hard drive for the dates requested.

As stated, there was no evidence presented to indicate that Mr. Mosley was hiding possible child abuse or child endangerment on Student 1's school bus, therefore, this allegation is **unfounded**.

There is conflicting information between the parent's allegation that he left four (4) voice messages for Mr. Mosley in January 2019, and whether or not Mr. Mosley returned those calls. Mr. Mosley stated that he returned two (2) calls to the parent and left messages with a male who answered the



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phone on December 14 and 18, 2018, and he had not heard back from the parent. Based on the information obtained, this allegation is **unsubstantiated**.

The investigation found no evidence to prove or disprove the allegations that Ms. Jackson almost ran over Student 1 and his parent, or that she yelled at Student 1. Both Ms. Jackson and her bus attendant denied the allegations. Therefore, the allegations are **unsubstantiated**.

Supporting Authorities

1. The School Bus Drivers and Bus Attendants Handbook, Chapter 2 Section 9.

EXHIBIT #3

SUE GORBY TRAINING PROGRAM
(REDACTED)



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Relevant to Camera training

1 message

Sue Gorby <sue.gorby@palmbeachschools.org>

Fri, Sep 20, 2019 at 2:50 PM

To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Hi Robert

Attached is part of the presentation I was going to present to our drivers/attendants at the Fall In-Service on August 1st 2019. Because other presenters ran late, I was asked by GM Crystal Washington and Area Manager Dr. Geoff McKee if I could forgo my time. I naturally did as I was requested and did not present any information.

Please note the 2nd slide. I can not tell you if this was covered by any meetings held in the facilities.

Attached is contact information for the facilities if you wished to ask them.

One more person who might be able to shed light on the camera system is GM Crystal Washington

Have a safe weekend

Sue

--


Sue Gorby, Safety Specialist
Transportation Services
School District of Palm Beach County
3376 Summit Blvd. P11
West Palm Beach, FL 33406
Office 561-242-8316
Cell 561-876-4618

"Hiring School Bus Drivers 561-242-6515"

sue.gorby@palmbeachschools.org

2 attachments

 **FIRST WORDS.pptx**
16347K

 **School Bus Facility Contacts and Addresses Sept 2019.docx**
17K

E-4

Start Time	End Time	Bus Drivers	Bus Attendants	Fleet Services
7:30 AM	7:35 AM		Welcome/Plunge/Introductions	
7:35 AM	7:40 AM		MC - TBD	
7:40 AM	7:45 AM			
7:45 AM	7:50 AM			
7:50 AM	7:55 AM			
7:55 AM	8:00 AM			
8:00 AM	8:05 AM			
8:05 AM	8:10 AM		Message From Chief of Police (20 min)	
8:10 AM	8:15 AM		Chief Witzro	
8:15 AM	8:20 AM			
8:20 AM	8:25 AM			
8:25 AM	8:30 AM		Keynote Speaker & Awards (15 min)	
8:30 AM	8:35 AM		Frank Barbieri, Board Member	
8:35 AM	8:40 AM		Union Announcements (10 min)	
8:40 AM	8:45 AM		TBD	
8:45 AM	8:50 AM			
8:50 AM	8:55 AM	Break	Break	Transfer to Lecture Hall
8:55 AM	9:00 AM		Transfer to Little Theatre	Opening Remarks & Introduction
9:00 AM	9:05 AM			Mr. Carl Boucard, General Manager
9:05 AM	9:10 AM		Operations Updates/Survey Update (15 min)	
9:10 AM	9:15 AM	Title IX Block (30 min)	Crystal Washington, General Manager/ Dr. Geoff McKee, Customer Service Manager	
9:15 AM	9:20 AM		Break (Driver of the Month Video)	
9:20 AM	9:25 AM		Operations Updates/Survey Update (15 min)	
9:25 AM	9:30 AM		Break (Driver of the Month Video)	
9:30 AM	9:35 AM	Break (Driver of the Month Video)		
9:35 AM	9:40 AM		Break (Driver of the Month Video)	
9:40 AM	9:45 AM			
9:45 AM	9:50 AM			
9:50 AM	9:55 AM			
9:55 AM	10:00 AM		Title IX Block (30 min)	School Bus Deale2D and Equipment Presentations
10:00 AM	10:05 AM		Crystal Washington, General Manager/ Dr. Geoff McKee, Customer Service Manager	
10:05 AM	10:10 AM		Break (Driver of the Month Video)	
10:10 AM	10:15 AM		Break (Driver of the Month Video)	
10:15 AM	10:20 AM		Break (Driver of the Month Video)	
10:20 AM	10:25 AM		Break (Driver of the Month Video)	
10:25 AM	10:30 AM			
10:30 AM	10:35 AM	Risk & Benefits Management (30 min)	Laurere Group (15 min)	Break
10:35 AM	10:40 AM	Ms. Shannon Armstrong, Claims Specialist		
10:40 AM	10:45 AM		School Perspective (15 min)	
10:45 AM	10:50 AM		Larry Clawson, Director of Construction, Principal Liaison	Title IX Block (30 min)
10:50 AM	10:55 AM			
10:55 AM	11:00 AM	Laurere Group (15 min)		
11:00 AM	11:05 AM		Risk & Benefits Management (30 min)	
11:05 AM	11:10 AM		Ms. Shannon Armstrong, Claims Specialist	
11:10 AM	11:15 AM			Environmental
11:15 AM	11:20 AM			Ms. Anne Meador, Environmental Specialist
11:20 AM	11:25 AM	Working with Who You Got (40 min)		
11:25 AM	11:30 AM	Dr. Shuttlesworth		
11:30 AM	11:35 AM		What are Special Needs? (25 min)	
11:35 AM	11:40 AM		Dr. Christine Ferlita	Risk & Benefits Management
11:40 AM	11:45 AM			Ms. Shannon Armstrong, Claims Specialist
11:45 AM	11:50 AM			
11:50 AM	11:55 AM			
11:55 AM	12:00 PM			
12:00 PM	12:05 PM		Lunch	Safety
12:05 PM	12:10 PM			
12:10 PM	12:15 PM			
12:15 PM	12:20 PM			Closing Remarks
12:20 PM	12:25 PM			
12:25 PM	12:30 PM		Working with Who You Got (45 min)	
12:30 PM	12:35 PM		Dr. Shuttlesworth	
12:35 PM	12:40 PM			
12:40 PM	12:45 PM			
12:45 PM	12:50 PM	Pure Edge (1 hour)		
12:50 PM	12:55 PM			
12:55 PM	1:00 PM			
1:00 PM	1:05 PM		Break - Driver of the Month	
1:05 PM	1:10 PM			
1:10 PM	1:15 PM			
1:15 PM	1:20 PM			
1:20 PM	1:25 PM			
1:25 PM	1:30 PM			
1:30 PM	1:35 PM			
1:35 PM	1:40 PM	What are Special Needs? (30 min)		
1:40 PM	1:45 PM	Dr. Christine Ferlita		
1:45 PM	1:50 PM			
1:50 PM	1:55 PM			
1:55 PM	2:00 PM		Pure Edge (1 hour)	
2:00 PM	2:05 PM			
2:05 PM	2:10 PM	School Perspective (15 min)		
2:10 PM	2:15 PM	Larry Clawson, Director of Construction, Principal Liaison		
2:15 PM	2:20 PM			
2:20 PM	2:25 PM			
2:25 PM	2:30 PM	Break (Driver of the Month Video)		
2:30 PM	2:35 PM		Break (Driver of the Month Video)	
2:35 PM	2:40 PM	Safety and Training Team (20 min)		
2:40 PM	2:45 PM	Accident Reporting	School Safety Block (20 min)	
2:45 PM	2:50 PM	VARC Process/Retraining	School Police	
2:50 PM	2:55 PM			
2:55 PM	3:00 PM	Break (Driver of the Month Video)		
3:00 PM	3:05 PM		Break (Driver of the Month Video)	
3:05 PM	3:10 PM			
3:10 PM	3:15 PM	School Safety Block (20 min)	Safety and Training Team (20 min)	
3:15 PM	3:20 PM	School Police	Accident Reporting	
3:20 PM	3:25 PM		VARC Process/Retraining	
3:25 PM	3:30 PM			
3:30 PM	3:35 PM		Transfer to Auditorium	
3:35 PM	3:40 PM		Uniform Fashion Show (20 min)	
3:40 PM	3:45 PM		Marjorie Stoneman Douglas Discussion	
3:45 PM	3:50 PM		What Does it mean for the Schools?/What does it mean for you?	
3:50 PM	3:55 PM		Crystal Washington, General Manager/ Dr. Geoff McKee, Customer Service Manager	
3:55 PM	4:00 PM			
4:00 PM	4:05 PM		Awards	
4:05 PM	4:10 PM			
4:10 PM	4:15 PM			
4:15 PM	4:20 PM		Closing Remarks (15 min)	
4:20 PM	4:25 PM		Shannon Armstrong, Claims Specialist	
4:25 PM	4:30 PM			
4:30 PM	4:35 PM			
4:35 PM	4:40 PM			
4:40 PM	4:45 PM			
4:45 PM	4:50 PM	Dismissal of Employees and Customer Service Concerns		
4:50 PM	4:55 PM			
4:55 PM	5:00 PM			
5:00 PM	5:05 PM			
5:05 PM	5:10 PM	Regroup of Operational Staff		
5:10 PM	5:15 PM			
5:15 PM	5:20 PM			
5:20 PM	5:25 PM			
5:25 PM	5:30 PM			

FIRST WORDS

THE VIDEO CAMERA IS RUNNING
WHAT IS BEING DOCUMENTED?

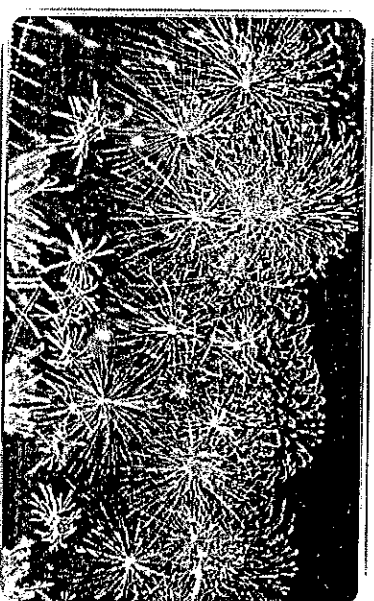
IS THE CAMERA WORKING?

ANGELTRAX-LIGHT IS FLASHING

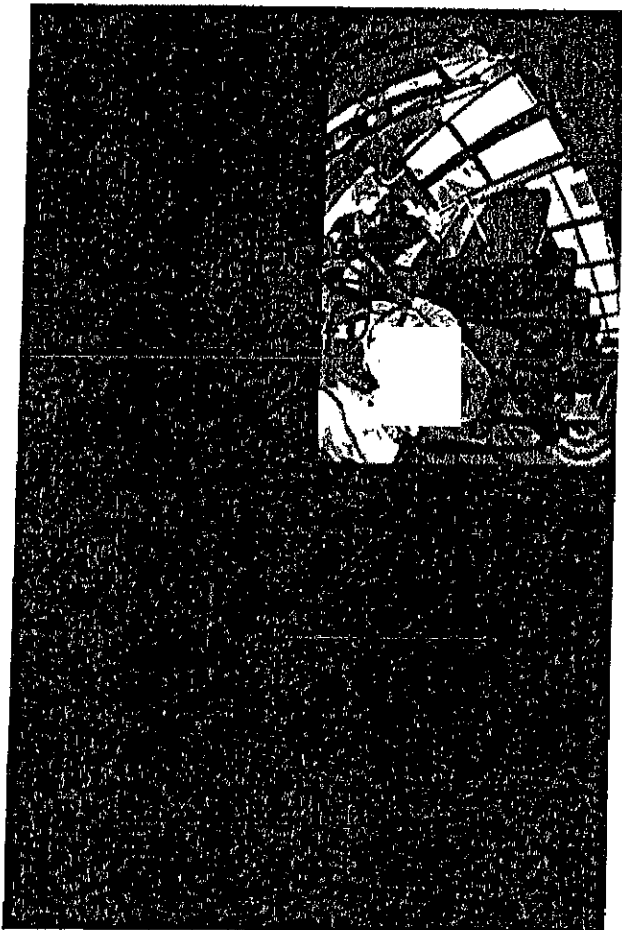
SEON-THE LIGHT IS NOT FLASHING

FIRST WORDS

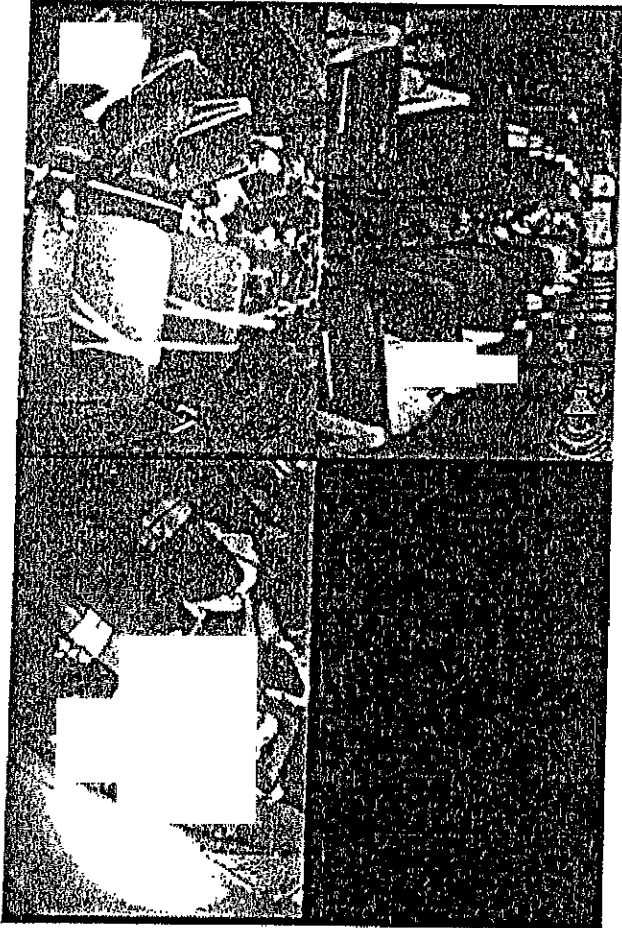
- THE CRASH OCCURS=
- WHAT DID YOU SAY?
- WHAT WERE YOU DOING
- WHAT DID YOU DO
NEXT?



VELMA



DARLENE



**WHAT WILL THE VIDEO ON
THE BUS TELL US ABOUT THE
ACCIDENT?**

ONE LAST REMINDER FOR THE SCHOOL YEAR

- 1-you make the decision where the exact location for the bus stop
- 2 –students are not to cross multiple lane roads
- 3-are not to complete u-turns
- 4-obey all traffic laws
- 5-student discipline starts on the first day

School Bus Facility Addresses, Contacts & PX Numbers

Central Facility	3376 Summit Blvd. West Palm Beach FL 33406	Dept. ID 9325	222 Employees
A.M. Team Leader	Teliska Jackson-Wolliston	Office 561-242-6544	Cell 561-707-6092 PX 56544
P.M. Team Leader	Simona Falana	Office 561-242-6505	Cell 561-951-3592 PX 56505
East Facility	2775 Homewood Road, West Palm Beach FL 33406	Dept. ID 9324	282 Employees
A.M. Team Leader	Clarinda Shabazz	Office 561-242-8364	Cell 561-707-7592 PX 58364
P.M. Team Leader	Lutrella Miller	Office 561-242-8389	Cell 561-628-0297 PX 58389
North Facility	7601 Garden Road, Riviera Beach FL 33404	Dept. ID 9327	194 Employees
A.M. Team Leader	Ross Larson	Office 561-494-0061	Cell 561-248-1280 PX 50061
P.M. Team Leader	VACANT	Office 561-000-0000	Cell 561-000-0000 PX 00000
Royal Palm Facility	33420 Business Pkwy. Royal Palm Beach FL 33411	Dept. ID 9326	161 Employees
A.M. Sr. Coord.	Cynthia Holloman	Office 561-904-9078	Cell 561-227-8628 PX 79078
P.M. Sr. Coord.	Vanya Hayes	Office 561-904-9084	Cell 561-260-7548 PX 79084
South Facility	1302 SW 3RD Avenue Boynton Beach FL 33436	Dept. ID 9328	275 Employees
A.M. Team Leader	Karla Longsworth	Office 561-738-9201	Cell 561-628-9594 PX 59201
P.M. Team Leader	Spencer Jackson III	Office 561-738-9202	Cell 561-351-1522 PX 59202
West Facility	1901 NW 16TH Street, Belle Glade FL 33430	Dept. ID 9329	80 Employees
Team Leader	Gary Mosley	Office 561-992-2118	Cell 561-351-3455 PX 42118
Sr. Coord.	Tammy Pierre	Office 561-992-2105	Cell 561-628-4015 PX 42105

EXHIBIT #4

8-HOUR TRANSPORTATION DEPARTMENT
TRAINING FORM

**School District of Palm Beach County
8 Hour Road Training Form**

Trainee (Print): _____

Key: S= Satisfactory (can perform the maneuver), N= Needs Improvement (can perform maneuver, but needs improvement), U=Unsatisfactory (does not perform maneuver correctly or dangerous action; explain), X= Uncovered (explain why not covered)

Please be brief and to the point:

Date						
Bus #						
DL, Permit, Med Card, Insurance & Registration						
Pre-Trip, Cameras & Radio						
Mirror Adjustment/Usage						
Steering- push/pull						
Braking						
Defensive Driving						
Following Distance						
Traffic Checks						
Speed Limit						
Lane Control/Curves						
Traffic/Clearance Signs						
Right Turns						
Left Turns						
Multi-Lane Turns						
Lane Changes						
Intersections Thru-decelerate						
Intersections Stopped						
Stop Sign/Line						
Expressway on/off						
Railroad Crossing						
Student Discharge						
Student Pick up						
Bus Loop/Between Trip						
Emergency Stop						
Backing						
Parking in Facility						
Post Trip Inspection- complete form and turn in						
Driving Time						
Trainer Initials						
Trainee Initials						

FINAL SIGN OFF BY TRAINEE: _____ DATE: _____
This signature verifies trainee is satisfactory in all of the above maneuvers

PRINT FINAL TRAINER NAME: _____

FINAL SIGN OFF BY TRAINER: _____ DATE: _____
This signature verifies trainee is satisfactory in all of the above maneuvers

The School District of Palm Beach County
 Training Checklist for Thomas C2 School Bus

Operator (Print):	Date of Training:
Trainer (Print):	Trainer Signature:

<u>Pre-Trip Exterior Light Check Feature</u> <ul style="list-style-type: none"> • Turn the key to run, press the switch labeled "LIGHT TEST" located in the right console switch panel. • Wait for beeping to stop, lights will come on <p>Pressing the service brake will cancel the light check will deactivate the system</p>	Operator Initials
--	------------------------------

<u>WAIT TO START:</u> The "Wait to Start" Light is located at the lower right corner of the driver instrument panel <ol style="list-style-type: none"> 1. Insert the key into the ignition 2. Turn the key only to the ON position 3. The "WAIT TO START" lamp will come on and go off in a few seconds 4. When the "WAIT TO START" lamp goes off, turn the key to START the bus <p style="text-align: center;"><u>It is very important to follow this procedure to avoid an alarm</u></p>	
--	--

<u>Daily Camera System Check</u> (After the vehicle's ignition is on for approximately 20 seconds) <ul style="list-style-type: none"> • Red lights on the panic (event) button should begin <u>flashing rapidly</u>, indicating the DVR is recording after about 20 seconds • The red button in the center is the driver-operated panic button. The panic button should be monitored before every route, and if the red lights are not flashing it should be immediately reported to a supervisor 	
---	--

<u>Camera Event Button</u> <ul style="list-style-type: none"> • The red button on the flashing red camera power display is an event marker button, enabling driver to mark a panic event on the DVR by simply pressing the center button. If there is an issue on the bus the driver presses the button one time and the recording will mark the time 	
--	--

<u>DEF Level System</u> (Diesel Exhaust Fluid) <ul style="list-style-type: none"> • Alerts the driver when the system is in need of service • If the DEF Level reaches Low (10%) the warning light will come on and the alarm will beep • The mechanics will service monthly, but if the light and alarm come on contact a supervisor immediately 	
--	--

<u>Gauges:</u> <ul style="list-style-type: none"> • Oil Pressure- building to proper level 20-40 psi at idle; 40-80 max, psi driving • Ammeter- 12-14 amp • Engine Temperature- watch for rise in temperature after start up and/or coolant temperature warning indicator • Fuel- minimum 1/2 tank • Air Pressure- minimum 100-125psi 	
--	--

<u>Tilt / Telescoping Steering</u> <i>A foot pedal sets the tilt adjustment of the steering wheel.</i> <ul style="list-style-type: none"> • Push the pedal in to adjust 	
---	--

<u>Child Reminder Alarm</u> <ul style="list-style-type: none"> • After using bus, the bus must be turned off <u>Without Opening the Passenger Door</u> • An indicator over the driver's head will be lit if the system is armed • Leave the key in the ignition with bus off and walk to the rear and depress the "Child Reminder" button. The interior lights will flash and the system is disarmed. • Take keys out of the ignition, release the emergency handle over the door and push the door open to exit. Be sure to push the service door closed 	
--	--

<u>Road Handling Characteristics:</u> <ul style="list-style-type: none"> • This Thomas C2 Conventional school bus has 13 feet behind the rear wheels which causes a tail-swing of over 3 feet when turning. Great care and consideration must be taken while turning to avoid hitting another vehicle or object. • Right Turns. Left Turns and Parking in the Facility (DO NOT park with cross-view mirrors over the line) 	
--	--

This is to certify that I have received training in the operation of the C2 Conventional School Bus:

Signature of Operator

The School District of Palm Beach County
 Transportation Department
 Training Checklist for Front and Rear-Engine Transit Style Buses

Trainee (Print):	Date of Training:
Trainer (Print):	Trainer Signature:

	Trainee Initial
Driver seat adjustment (air controlled-up & down, lock in place so that there is no back & forward motion)	
Steering Wheel (adjusts up & down, telescopes on Blue Bird & Thomas)	
Accelerator & Brake Pedals (very close together)	
Mirrors & Blind Spots (proper adjustment for flat, convex, crossover & rear/student mirrors)	
Before starting: check that A/C units are turned off, ABS light comes on and goes off & wait to start light (Blue Bird) goes off	
Before turning on A/C Units set throttle at high idle (if equipped) <u>Never</u> put the bus in gear from high idle (either lower manually or release the parking brake, put foot on service brake pedal, then put in gear)	
Booster Pump (if equipped. turn on prior to activating heater switch)	
Control Panels: master, student warning, 4-way/hazard, heater, defroster, etc. (located in different panels depending on the make of bus)	
Gauges: Oil Pressure- building to proper level 20-40 psi at idle; 40-80 max, psi driving Ammeter- 12-14 amp Engine Temperature- building to 195-210 Fuel- minimum 1/2 tank Air Pressure- minimum 100-125psi	
Passenger Door switch and manual operation (located in different areas depending on the make of bus)	
Video Box (if equipped, no objects are to be placed on the video box)	
Cargo Doors (if equipped, keep locked. Do Not use for safety reasons)	
No water on floors when cleaning (use broom and damp mop)	
Before shutting off the bus: turn off all electrical, A/C units and make sure the bus is in neutral Do Not shut the bus down in gear (the transmission could lock up and only a mechanic can unlock it)	
Child Alarm: At the end of the run, turning off the ignition activates the alarm. If the switch at the back of the bus is not pressed within one minute the bus horn will sound. Once the bus horn sounds, the ignition will need to be recycled and the driver <u>still</u> MUST walk to the back of the bus to press the switch.	
Road Handling Characteristics:	
The FET & RET buses turn radius are both very short and the steering is very responsive. Do not turn too quickly or you will clip a curb, light post, or sign. There is overhang behind the rear wheels. Great care must be taken when turning so that the rear overhang swing out does not hit another vehicle or object. Also, the RET bus has rear vision from the side mirrors only.	
School Based Certification on Transit Bus includes below:	
Pretrip, Right & Left Turns, Intersections, R/R, Interstate, Lane Changes, Braking, Bus Loop, Backing and Parking in the Facility	

This is to certify that I have received training in the operation of transit buses.

 Signature of Trainee

The School District of Palm Beach County
Training Checklist for BLUE BIRD Conventional VISION School Bus

Operator (Print):	Date of Training:
Trainer (Print):	Trainer Signature:
	Operator initials
<p>WAIT TO START: The "Wait to Start" Light is located at the lower right corner of the driver instrument panel</p> <ol style="list-style-type: none"> 1. Insert the key into the ignition 2. Turn the key only to the ON position 3. The "WAIT TO START" lamp will come on and go off in a few seconds 4. When the "WAIT TO START" lamp goes off, turn the key to START the bus <p style="text-align: center;"><i>It is very important to follow this procedure to avoid an alarm and fault code If this happens the system will have to be reset.</i></p>	
<p>Daily Camera System Check (After the vehicle's ignition is on for approximately 20 seconds)</p> <ul style="list-style-type: none"> • Red lights on the panic (event) button should begin flashing rapidly, indicating the DVR is recording after about 20 seconds • The red button in the center is the driver-operated panic button. The panic button should be monitored before every route, and if the red lights are not flashing it should be immediately reported to a supervisor 	
<p>Camera Event Button</p> <ul style="list-style-type: none"> • The red button on the flashing red camera power display is an event marker button, enabling driver to mark a panic event on the DVR by simply pressing the center button. If there is an issue on the bus the driver presses the button one time and the recording will mark the time 	
<p>DEF Level System (Diesel Exhaust Fluid)</p> <ul style="list-style-type: none"> • Alerts the driver when the system is in need of service • If the DEF Level reaches Low (10%) the warning light will come on and the alarm will beep • The mechanics will service monthly, but if the light and alarm come on contact a supervisor immediately 	
<p>Gauges:</p> <ul style="list-style-type: none"> • Oil Pressure- building to proper level 20-40 psi at idle; 40-80 max, psi driving • Ammeter- 12-14 amp • Engine Temperature- watch for rise in temperature after start up and/or coolant temperature warning indicator • Fuel- minimum ½ tank • Air Pressure- minimum 100-125psi 	
<p>Pre-Trip Exterior Light Check Feature</p> <ul style="list-style-type: none"> • Press the switch labeled "EXT LGT CHECK" located in the right console switch panel. • You will need to turn on the strobe, student master and red student warning switches • Releasing the park brake, placing the bus in gear or switching the engine off will deactivate the system 	
<p>Tilt / Telescoping Steering</p> <p style="text-align: center;"><i>A lever at the lower side of the column sets the tilt and telescopic adjustment of the steering wheel. This is a two position lever.</i></p> <ul style="list-style-type: none"> • Pull it out to the first position to adjust tilt • Pull to the second position to adjust steering wheel height. • Push the lever back to lock the selected position 	
<p>Service Brake</p> <ul style="list-style-type: none"> • The service brake must be depressed to put the bus in gear. If an attempt is made it will remain in neutral, an alarm will sound and Range Inhibitor light will come on. If this occurs, apply the service brake and put in gear • The service brake must be depressed to release the parking brake 	
<p>Child Reminder Alarm</p> <ul style="list-style-type: none"> • After using bus, the bus must be turned off <u>Without Opening the Passenger Door</u> • An indicator over the driver's head will be lit if the system is armed • Leave the key in the ignition with bus off and walk to the rear and depress the "Child Reminder" button. The interior lights will flash and the system is disarmed. • Take keys out of the ignition, release the emergency handle over the door and push the door open to exit. Be sure to push the service door closed 	
<p>Road Handling Characteristics:</p> <ul style="list-style-type: none"> • This BLUE BIRD Conventional VISION school bus has 13 feet behind the rear wheels which causes a tail-swing of over 3 feet when turning. Great care and consideration must be taken while turning to avoid hitting another vehicle or object. • Right Turns, Left Turns and Parking in the Facility (DO NOT park with cross-view mirrors over the line) 	
<p>This is to certify that I have received training in the operation of the BLUE BIRD Conventional VISION School Bus:</p>	
Signature of Operator	

EXHIBIT #5

FEBRUARY 3, 2020, EMAIL
FROM SHANE SEARCHWELL



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Fwd: Bus Camera Training

1 message

Shane Searchwell <shane.searchwell@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Feb 25, 2020 at 2:38 PM

Mr. Sheppard,

Please see email as promised.

Thank you,

Shane Searchwell
Director, Transportation Services
Exceeding Expectations

2775 Homewood Road
West Palm Beach, FL 33406
☎ (561) 242-8322

📠 (561) 242-8340
✉ shane.searchwell@palmbeachschools.org
www.palmbeachschools.org/transportation

Each year, the School District of Palm Beach County recycles enough paper and cardboard to save over 68,000 trees and 28 million gallons of water. You can help save even more by not printing this email.

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Rated "A" by the Florida Department of Education 2005-2011
Home of Florida's first LEED Gold Certified School
www.palmbeachschools.org

The School District of Palm Beach County is an Equal Education Opportunity Provider and Employer.

----- Forwarded message -----
From: **Shane Searchwell** <shane.searchwell@palmbeachschools.org>
Date: Mon, Feb 3, 2020 at 11:39 AM
Subject: Bus Camera Training

To: Crystal Washington <crystal.washington@palmbeachschools.org>, Carl Boucard <carl.boucard@palmbeachschools.org>, Geoff Mckee <geoff.mckee@palmbeachschools.org>, Lydia Carreiro <lydia.sanchez@palmbeachschools.org>, Jodi Cummings <jodi.cummings@palmbeachschools.org>

Team,

I recently concluded a sample test of several facilities to determine what they recall about Bus Video Training. Some facilities had clear and concise knowledge of the Bus Video Training while others could not recall receiving any such training.

As such I am asking that every facility include a topic Bus Video Training on their next monthly meeting. I further ask that once completed you send me a copy of the agendas along with signatures of all your drivers in attendance. Please be sure to get this information to the Senior coordinators, and the Coordinators. Please get their signatures as well. They were the ones who were not so sure. Most of the drivers sampled knew what the stickers were and where they are posted on the buses.

It was interesting to note that while one group knew what it was, they did not associate the stickers with Bus Video Training. Their interpretation of Bus video training meant that they should be taught how the system works, how to retrieve videos and how to manage the video system. Please be sure to clarify such with them at your monthly meetings.

Thank you,

Shane Searchwell

Director, Transportation Services

Exceeding Expectations

2775 Homewood Road

West Palm Beach, FL 33406

☎ (561) 242-8322

📠 (561) 242-8340

✉ shane.searchwell@palmbeachschools.org

www.palmbeachschools.org/transportation

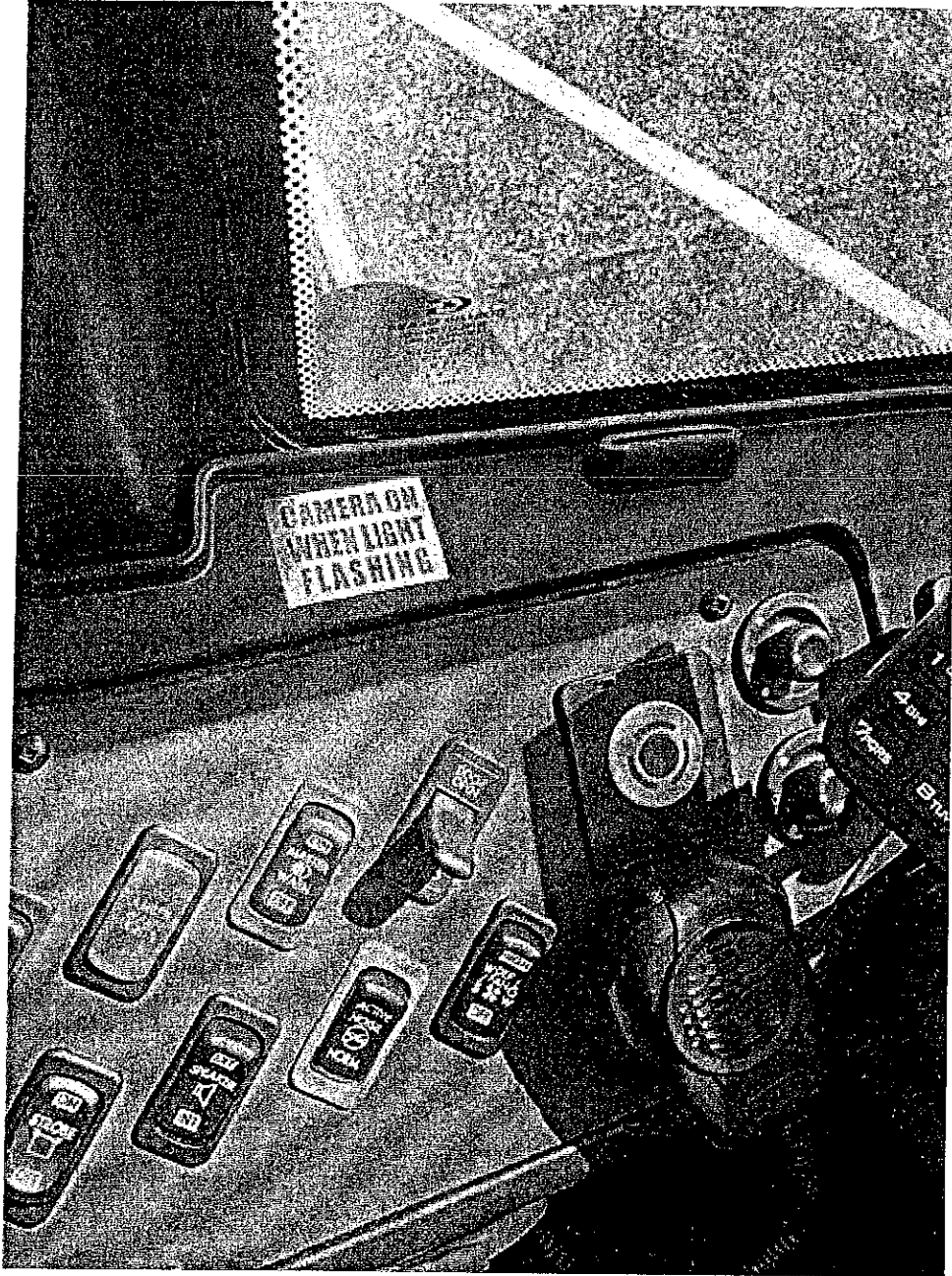
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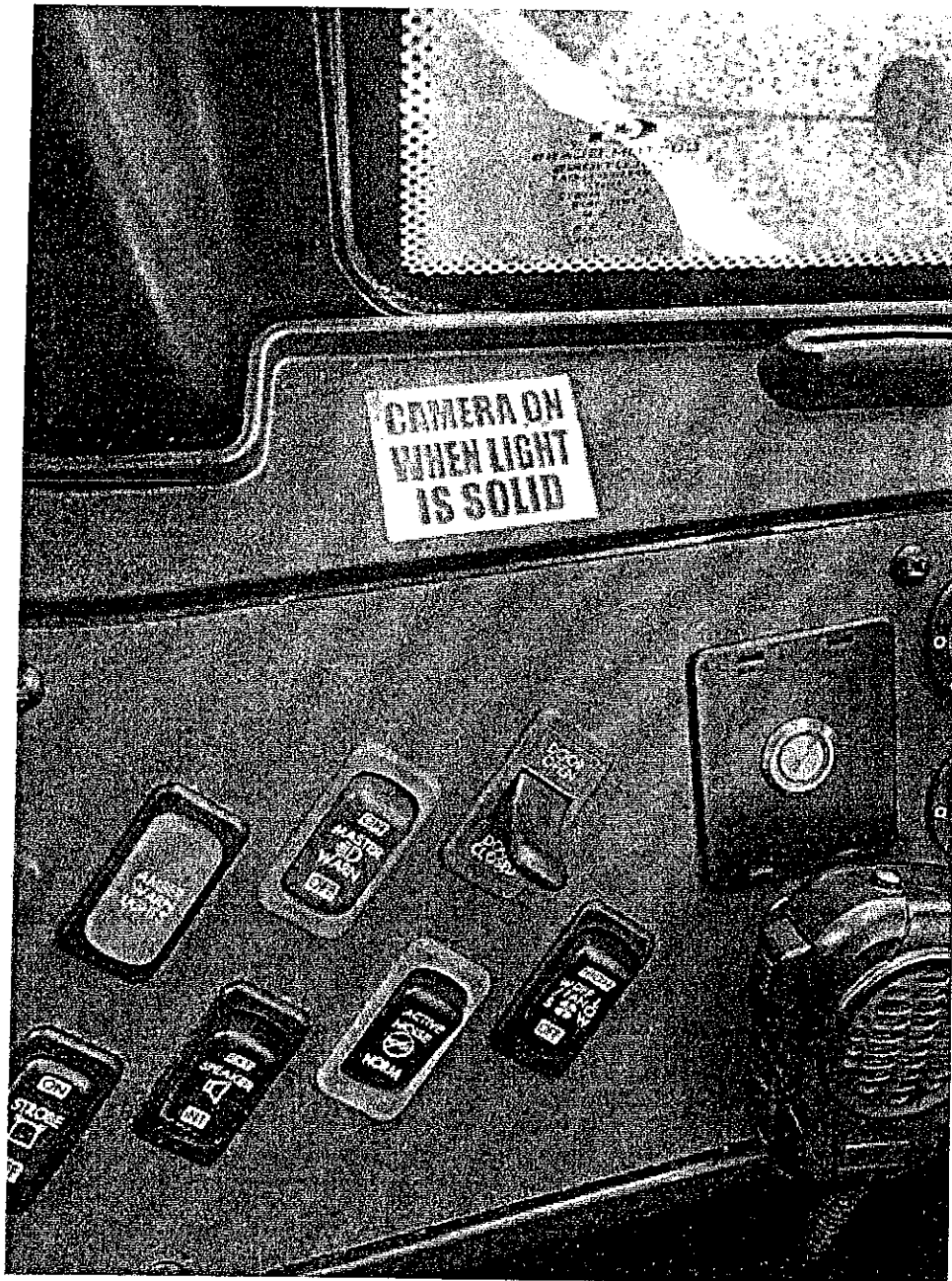
EXHIBIT #6

ANGELTRAX AND SEON
STICKER LABELS



ANGOTTAX

10-30-19
(RLS)



SEON

10-30-19
(RLS)

EXHIBIT #7

EMAILS FROM JOEL REYES



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Training Records

2 messages

Robert Sheppard <robert.sheppard@palmbeachschools.org>

Thu, Oct 24, 2019 at 10:30 AM

To: Joel Reyes <joel.reyes@palmbeachschools.org>

Good morning Sir,

If available please provide training records (curriculum agenda) that verifies the date(s) that you facilitated training to the automotive inspectors/mechanics regarding the SEON school bus camera system...Mr. Boucard advised that you may have available records...

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 649-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

Joel Reyes <joel.reyes@palmbeachschools.org>

Fri, Oct 25, 2019 at 8:18 AM

To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Cc: Carl Boucard <carl.boucard@palmbeachschools.org>

Good morning Sir,

I have on my daily book the information you need.
Below are the dates that I trained and left the new monitor for Seon Camera system at each facility.

Royal Palm Shop 01/15/2019
West Shop 01/16/2019
Central Shop 01/17/2019
South Shop 01/23/2019
East Shop 01/25/2019
North Shop 01/25/2019

If you have any questions please let me know.

Thank you ...

"Kids First"

Thank you for all you do



Joel Reyes

System Technician

School District Palm Beach County

2775 Homewood Road

West Palm Beach, FL 33406

Phone 561-242-8311 PX 58311

joel.reyes@palmbeachschools.org

[Quoted text hidden]

Carl Boucard <carl.boucard@palmbeachschools.org>
To: Joel Reyes <joel.reyes@palmbeachschools.org>
Cc: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Fri, Oct 25, 2019 at 8:37 AM

Thank you Joel.
[Quoted text hidden]

Carl Boucard
General Manager, Fleet Operations
Transportation Department
Division of Support Operations
Exceeding Expectations

School District Palm Beach County
3376 Summit Blvd.
West Palm Beach, FL 33406
Phone 561.242.6517 PX:56517
FAX: 561.242.6551
Carl.Boucard@palmbeachschools.org

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Joel Reyes <joel.reyes@palmbeachschools.org>

Fri, Oct 25, 2019 at 8:56 AM

Thank you sir.....if possible can you please provide an excerpt copy of your "daily book" regarding the training dates only....

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 649-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

On Fri, Oct 25, 2019 at 8:18 AM Joel Reyes <joel.reyes@palmbeachschools.org> wrote:
[Quoted text hidden]

Joel Reyes <joel.reyes@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Fri, Oct 25, 2019 at 9:47 AM

10/25/2019

School District of Palm Beach County Mail - Training Records

Will do.

Please see attached.

[Quoted text hidden]

[Quoted text hidden]

 **seoncamerasystemmonitortrainingpic.zip**
5973K

01-14-2019 - SOUTH

0777 - CH 198741 Module

7538 - GPS

0233 - TWR

~~4110 - Cam #3~~

✓ 4074 - Recording for few minutes

SYST OKAY Pan replaced HD.

0789 - SYST OKAY

Cameras cable 1,2, Cover cable for monitor SOUTH.

01-15-2019

ROYAL ✕

0613 - CH - 244196 Module

17257 - TWR

SETUP New Cam SYST on ROYAL

01-16 - WEST

SETUP NEW LAN SYST.
Cable, Cover,

6003 - TWR - Radio REPAIRED

6033 - TWR

6042 - TWR - SYST OKAY.

8102 - Rear Cover AIR NEED REPAIRED

MONITOR - TO WEST.

01-17-17

- Alex GPS Access Fixed

- Sue, EWA, KEITH Road Test
Mobileye.

- Royal 8126 - GPS - OPERATOR Dave/
8133 - GPS - UPDATE Steve/
grain

- Help DIANA, MONITOR.

01-23-19

✓ 6550 - Panic Light Broken, Replaced

✓ 4062 - Cam Syst - Screen B (Ves) false conn

4060 - CH - Buzzer NOT working

4041 - GPS

✓ 4066 - CH - Cam Syst - Cam #4
READJUSTER Sens, Door Switch
FALSE CONNECTION Cam #4

MONITOR TO SOUTH

01-24-19

MEETING: SCHOOL Buses, (CHARTER SCHOOLS)

01-25

NORTH SETUP Seno Cameras

MONITOR TO NORTH - EAST

EXHIBIT #8

UNREVISED SCHOOL BUS
SAFETY INSPECTON FORMS



School District of Palm Beach County

MSI and MSI REPAIRS INFORMATION FORM

BUS NUMBER: 8507

ODOMETER: 6956 HOUR METER: 396

IB WORK ORDER #: NOR - 2019 - 90

TASK ID	Task ID Description	WAC*	Date	Employee Number	Comment(s)	Labor Time
000-MSI	MANDATORY SAFETY INSPECTION	CMI	1/10/19	1001073	Inspected	1.5
000-SIF	SUPPLEMENTAL INSPECTION FORM	INS	1/10/19	1001073	Inspected	.5
000-WCI	WHEEL CHAIR LIFT INSPECTION	CMI	1/10/19	1001073	Inspected	.2

*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 #: NOR - 2019 - 91

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

MSI repairs completed? No Yes

All work completed? No Yes

Parts needed? No Yes

Work completed date: 01-10-19

Task ID	WAC	Date	Employee Number	Complaint / Cause / Correction	Labor Time
1 000-ACS	CLN	1/10/19	1001073	Air Conditioning Service (clean and or change A/C filters) Cause: Service due at inspection interval Correction: Cleaned A/C filters.	.4
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)

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.
X	000-ACS – Air Conditioning Service (Clean) and/or change A/C filters	Cleaned A/C filters	RP
✓	Compressor(s) Clutch, Mounting, leaks, Noise		
✓	Compressor Drive Belt(s) Tension, Condition, Routing		
✓	Condenser Coil(s) Condition, Debris, Mounting, Leaks		
✓	Condenser Fan(s) Operation, Debris, Mounting, Wiring		
✓	Evaporator Drain Line(s) Restrictions		
✓	Evaporator Coil(s) & Inlet Air Filter(s) Condition, Cleanliness, Leaks		
✓	Evaporator Fan(s) and Housing(s) Operation, Leaks, Mounting		
✓	Overall System Performance 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.
✓	System Functionality - Armed Wiring, fuses, connections		
✓	System Functionality - Activated Horn is blowing and the lights are flashing		
✓	System Functionality - Deactivated Disarm switch at rear of bus operates as specified		

AngelTrax Mobile Surveillance System (A.19)

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

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

Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Mech. Int.
✓	Synovia Hardware Check Verify GPS position, verify hardware health	OK	Ⓞ



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

BUS NUMBER: 8509
 ODOMETER: 3,210 HOUR METER: 195
 IB WORK ORDER #: WES - 2018 - 1636

TASK ID	Task ID Description	WAC*	Date	Employee Number	Comment(s)	Labor Time
000-MSI	MANDATORY SAFETY INSPECTION	CMI	12-3	1026494	INSPECTION	2.0
000-SIF	SUPPLEMENTAL INSPECTION FORM	INS	2-3	1026494	INSPECTION	.50
000-WCI	WHEEL CHAIR LIFT INSPECTION	INS	12-3	1026494	INSPECTION	.50

*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 #: WES - 2018 - 1638

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

MSI repairs completed? No Yes

All work completed? No Yes

Parts needed? No Yes

Work completed date: 12/03/2018

Task ID	WAC	Date	Employee Number	Complaint / Cause / Correction	Labor Time
1 000-ACS	CMI	12/3/18	1026494	Air Conditioning Service (clean and or change A/C filters) Cause: Service due at Inspection Interval Correction:	1.50
2					
3					
4					
5					

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)

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

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.
X	000-ACS – Air Conditioning Service Clean and/or change A/C filters	CLEAN A/C FILTERS	
✓	Compressor(s) Clutch, Mounting, leaks, Noise		
✓	Compressor Drive Belt(s) Tension, Condition, Routing		
✓	Condenser Coil(s) Condition, Debris, Mounting, Leaks		
✓	Condenser Fan(s) Operation, Debris, Mounting, Wiring		
✓	Evaporator Drain Line(s) Restrictions		
✓	Evaporator Cell(s) & Inlet Air Filter(s) Condition, Cleanliness, Leaks		
✓	Evaporator Fan(s) and Housing(s) Operation, Leaks, Mounting		
✓	Overall System Performance 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.
✓	System Functionality - Armed Wiring, fuses, connections		
✓	System Functionality - Activated Horn is blowing and the lights are flashing		
✓	System Functionality - Deactivated Disarm switch at rear of bus operates as specified		

AngelTrax Mobile Surveillance System (A.19)

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

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

Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Mech. Int.
✓	Synovia Hardware Check Verify GPS position, verify hardware health		So



School District of Palm Beach County

MSI and MSI REPAIRS INFORMATION FORM

BUS NUMBER: 8127

ODOMETER: 22067 HOUR METER: 1137

IB WORK ORDER #: RPB - 2019 - 2174 ✓

TASK ID	Task ID Description	WAC*	Date	Employee Number	Comment(s)	Labor Time
000-MSI	MANDATORY SAFETY INSPECTION	CMI	7-24-19	1072009	INS	1.5
000-SIF	SUPPLEMENTAL INSPECTION FORM	INS	7-24-19	1072009	INS	.5
000-WCI	WHEEL CHAIR LIFT INSPECTION	N/A				

*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 #: RPB - 2019 - 2175 ✓

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

MSI repairs completed? No Yes

All work completed? No Yes

Parts needed? No Yes

Work completed date: 7-24-19

Task ID	WAC	Date	Employee Number	Complaint / Cause / Correction	Labor Time	
1	000-ACS	CLN	7-24-19	113027	Air Conditioning Service (clean and or change A/C filters) Cause: Service due at inspection interval Correction:	.5
2	002010	ADJ	7-24-19	1072009	Mirror Cross-View Right Side Loose	.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)

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.
X	000-ACS – Air Conditioning Service Clean and/or change A/C filters	CW	PF
✓	Compressor(s) Clutch, Mounting leaks Noise		
✓	Compressor Drive Belt(s) Tension, Condition, Routing		
✓	Condenser Coil(s) Condition, Debris, Mounting, Leaks.		
✓	Condenser Fan(s) Operation, Debris, Mounting, Wiring		
✓	Evaporator Drain Line(s) Restrictions		
✓	Evaporator Cell(s) & Inlet Air Filter(s) Condition, Cleanliness, Leaks		
✓	Evaporator Fan(s) and Housing(s) Operation, Leaks, Mounting		
✓	Overall System Performance 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.
✓	System Functionality - Armed Wiring, fuses, connections		
✓	System Functionality - Activated Horn is blowing and the lights are flashing		
✓	System Functionality - Deactivated Disarm switch at rear of bus operates as specified		

AngelTrax Mobile Surveillance System (A.19)

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

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

Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Mech. Int.
✓	Synovia Hardware Check Verify GPS position, verify hardware health		g.p



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

BUS NUMBER: 8508

ODOMETER: 3921 HOUR METER: 258

IB WORK ORDER #: EAS - 208 - 4204

TASK ID	Task ID Description	WAC*	Date	Employee Number	Comment(s)	Labor Time
000-MSI	MANDATORY SAFETY INSPECTION	CMI	12/05/18	1052313	INS	1.5
000-SIF	SUPPLEMENTAL INSPECTION FORM	INS	12/05/18	1052313	INS	.5
000-WCI	WHEEL CHAIR LIFT INSPECTION	CMI	12/05/18	1052313	INS	.5

*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 #: EAS - 2018 - 4205

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

MSI repairs completed? No Yes

All work completed? No Yes

Parts needed? No Yes

Work completed date: 12/25/18

Task ID	WAC	Date	Employee Number	Complaint / Cause / Correction	Labor Time
1 000-ACS	CMI	12/05/18	1052313	Air Conditioning Service (clean and or change A/C filters) Cause: Service due at inspection interval Correction:	.5
2					
3					
4					
5					

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)

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.
X	000-ACS – Air Conditioning Service (Clean and/or change A/C filters)	Clean filters	5
✓	Compressor(s) Clutch, Mounting leaks Noise		
✓	Compressor Drive Belt(s) Tension, Condition, Routing		
✓	Condenser Coil(s) Condition, Debris, Mounting, Leaks		
✓	Condenser Fan(s) Operation, Debris, Mounting, Wiring		
✓	Evaporator Drain Line(s) Restrictions		
✓	Evaporator Cell(s) & Inlet Air Filter(s) Condition, Cleanliness, Leaks		
✓	Evaporator Fan(s) and Housing(s) Operation, Leaks, Mounting		
✓	Overall System Performance 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.
✓	System Functionality - Armed Wiring, fuses, connections		
✓	System Functionality - Activated Horn is blowing and the lights are flashing		
✓	System Functionality - Deactivated Disarm switch at rear of bus operates as specified		

AngelTrax Mobile Surveillance System (A.19)

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

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

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



School District of Palm Beach County

MSI and MSI REPAIRS INFORMATION FORM

BUS NUMBER: 813

ODOMETER: 8227 HOUR METER: 566

IB WORK ORDER #: SOU - 2019 - 972

TASK ID	Task ID Description	WAC*	Date	Employee Number	Comment(s)	Labor Time
000-MSI	MANDATORY SAFETY INSPECTION	MSI	2/28/19	1073881	Completed	1.5
000-SIF	SUPPLEMENTAL INSPECTION FORM	INS	2/28/19	1073881	Inspected	1.0
000-WCI	WHEEL CHAIR LIFT INSPECTION	N/A	N/A	N/A	N/A	0

*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 #: SOU - 2019 - 990

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

MSI repairs completed? No Yes

All work completed? No Yes

Parts needed? No Yes

Work completed date: 3/5/19 AL

Task ID	WAC	Date	Employee Number	Complaint / Cause / Correction	Labor Time	
1	000-ACS	INS	2/28/19	1073881	Air Conditioning Service (clean and or change A/C filters) Cause: Service due at inspection interval Correction: A/C filters cleaned	.50
2						
3	042				Thomas Dealer	
4					The unit is leaking coolant on both heater valves (line) completed repair under warranty on 3/5/19	
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)

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.
X	800-ACS – Air Conditioning Service Clean and/or change A/C filters	Cleaned	MZ
✓	Compressor(s) Clutch, Mounting leaks Noise		
✓	Compressor Drive Belt(s) Tension, Condition, Routing		
✓	Condenser Coil(s) Condition, Debris, Mounting, Leaks		
✓	Condenser Fan(s) Operation, Debris, Mounting, Wiring		
✓	Evaporator Drain Line(s) Restrictions		
✓	Evaporator Cell(s) & Inlet Air Filter(s) Condition, Cleanliness, Leaks		
✓	Evaporator Fan(s) and Housing(s) Operation, Leaks, Mounting		
✓	Overall System Performance Noisy, Not Working, Blows Hot, Blows Warm, Other		

Post-Trip Passenger Check System (A.16)

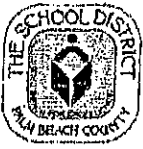
Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Mech. Int.
✓	System Functionality - Armed Wiring, fuses, connections		
✓	System Functionality - Activated Horn is blowing and the lights are flashing		
✓	System Functionality - Deactivated Disarm switch at rear of bus operates as specified		

AngelTrax Mobile Surveillance System (A.19)

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

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

Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Mech. Int.
✓	Synovia Hardware Check Verify GPS position, verify hardware health		AL



School District of Palm Beach County

MSI and MSI REPAIRS INFORMATION FORM

BUS NUMBER: 8106

ODOMETER: 4511 — HOUR METER: N/A

IB WORK ORDER #: CEN - 2018 - 5488

TASK ID	Task ID Description	WAC*	Date	Employee Number	Comment(s)	Labor Time
000-MSI	MANDATORY SAFETY INSPECTION	<i>CMI</i>	<i>12-18-18</i>	<i>1044103</i>	<i>Completed</i>	<i>7.0</i>
000-SIF	SUPPLEMENTAL INSPECTION FORM	<i>INS</i>	<i>12-18-18</i>	<i>1044103</i>	<i>Completed</i>	<i>0.5</i>
000-WCI	WHEEL CHAIR LIFT INSPECTION				<i>N/A</i>	

*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 - 2018 - 5489

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

MSI repairs completed? No Yes

All work completed? No Yes

Parts needed? No Yes

Work completed date: 12/18/18

Task ID	WAC	Date	Employee Number	Complaint / Cause / Correction	Labor Time
1	<i>RWN</i>	<i>12-18-18</i>	<i>1044103</i>	Air Conditioning Service (clean and or change A/C filters) Cause: Service due at inspection interval Correction: <i>Replaced A/C Filter</i>	<i>0.5</i>
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 (Torqued 1), TQ2 (Torqued 2)

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.
X	000-ACS – Air Conditioning Service Clean and/or change A/C filters	Replaced A/C Filter	OK
✓	Compressor(s) Clutch, Mounting leaks Noise		
✓	Compressor Drive Belt(s) Tension, Condition, Routing		
✓	Condenser Coil(s) Condition, Debris, Mounting, Leaks		
✓	Condenser Fan(s) Operation, Debris, Mounting, Wiring		
✓	Evaporator Drain Line(s) Restrictions		
✓	Evaporator Cell(s) & Inlet Air Filter(s) Condition, Cleanliness, Leaks		
✓	Evaporator Fan(s) and Housing(s) Operation, Leaks, Mounting		
✓	Overall System Performance Nolsy, Not Working, Blows Hot, Blows Warm, Other		

Post-Trip Passenger Check System (A.16)

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

AngelTrax Mobile Surveillance System (A.19)

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

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

Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Mech. Int.
✓	Synovia Hardware Check Verify GPS position, verify hardware health		OK

EXHIBIT #9

MONITORING DIAGNOSTIC TOOLS
FOR ANGELTRAX AND SEON



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Camera System Monitoring Tool/Seon & AngelTrax

2 messages

Robert Sheppard <robert.sheppard@palmbeachschools.org>

Fri, Dec 6, 2019 at 8:10 AM

To: Joel Reyes <joel.reyes@palmbeachschools.org>

Good Morning Joel,

Please send me a picture of the PYLE monitoring tool that's used to evaluate the Seon camera system operational status and a picture of the monitoring tool that is used to evaluate the AngelTrax camera system operational status.

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

Joel Reyes <joel.reyes@palmbeachschools.org>

Fri, Dec 6, 2019 at 10:40 AM

To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Here you go, check attachment.

Thank you ...

"Kids First"*Thank you for all you do***Joel Reyes***System Technician**School District Palm Beach County*

2775 Homewood Road

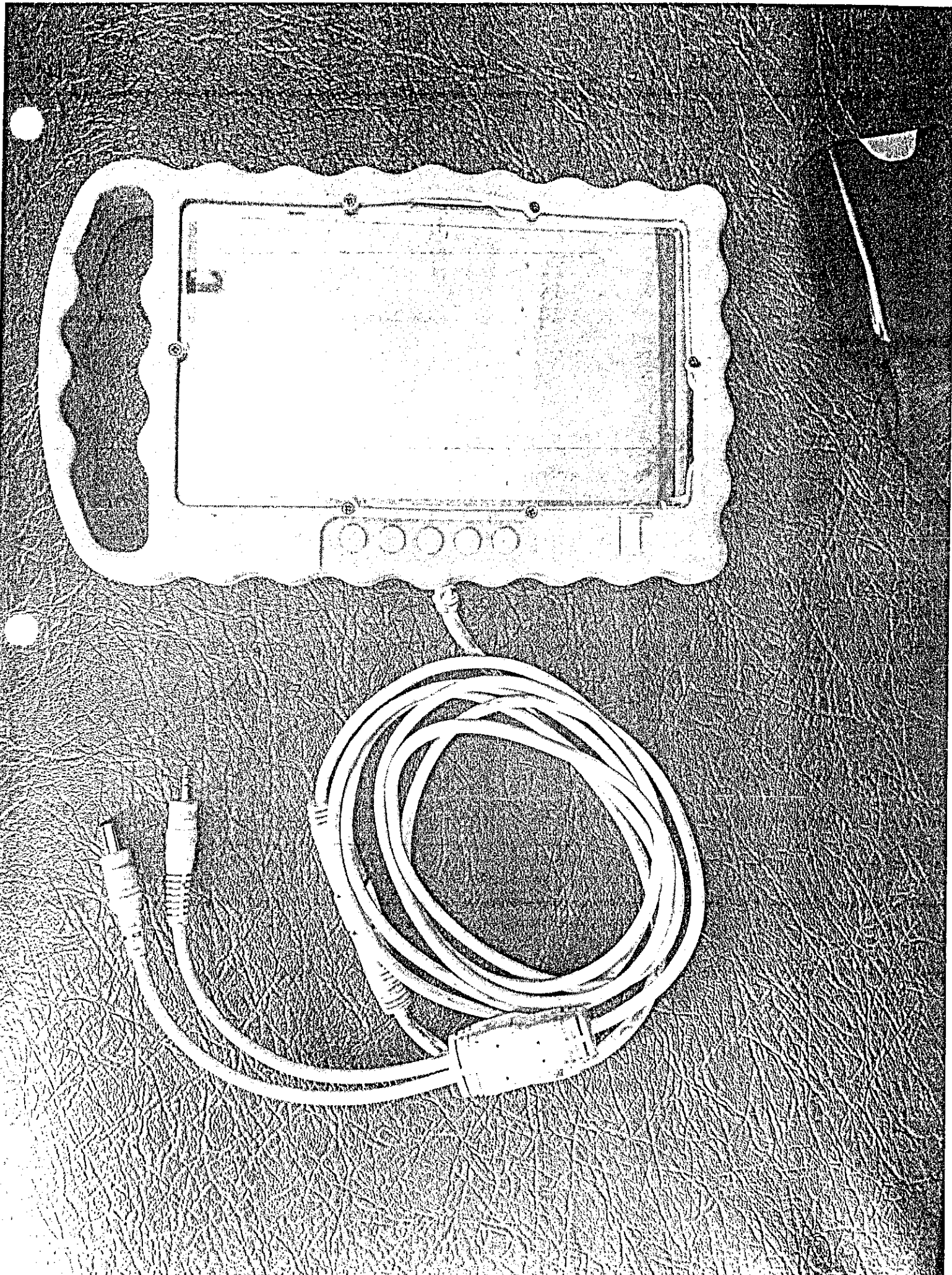
West Palm Beach, FL 33406

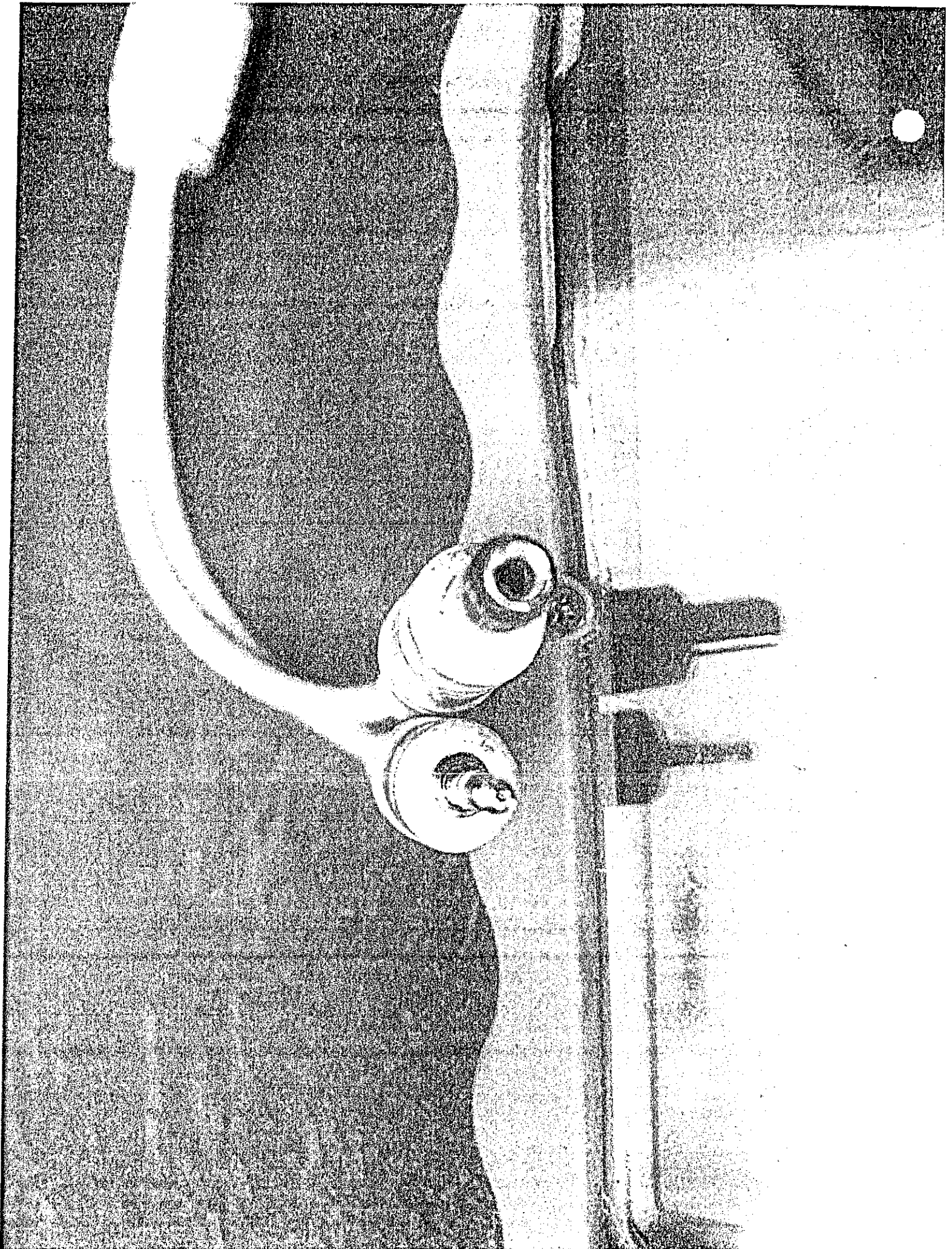
Phone 561-242-8311 PX 58311

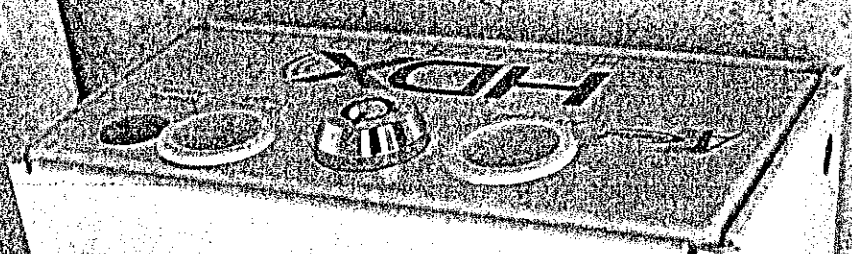
joel.reyes@palmbeachschools.org

[Quoted text hidden]

2 attachments **ANGELTRAX System.zip**
10581K **SEON System.zip**
11211K



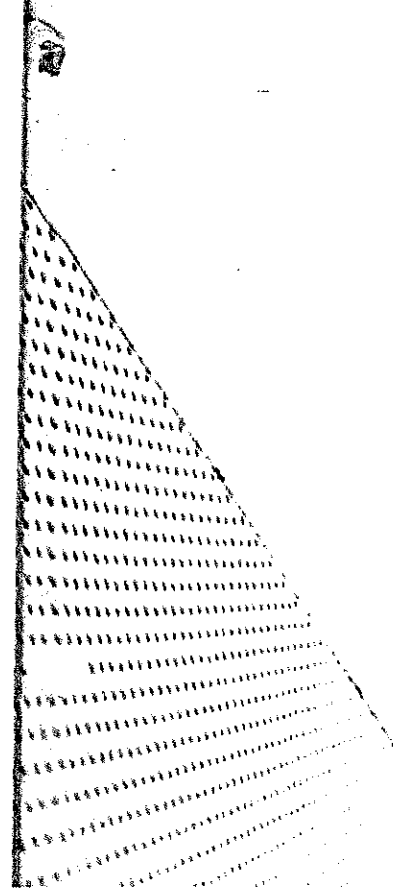
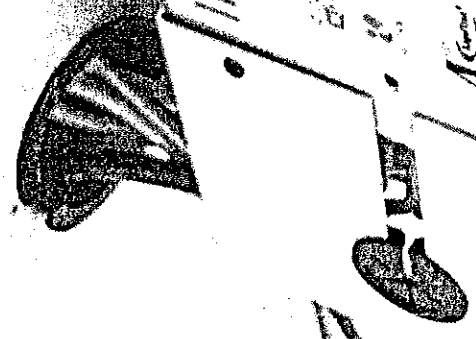


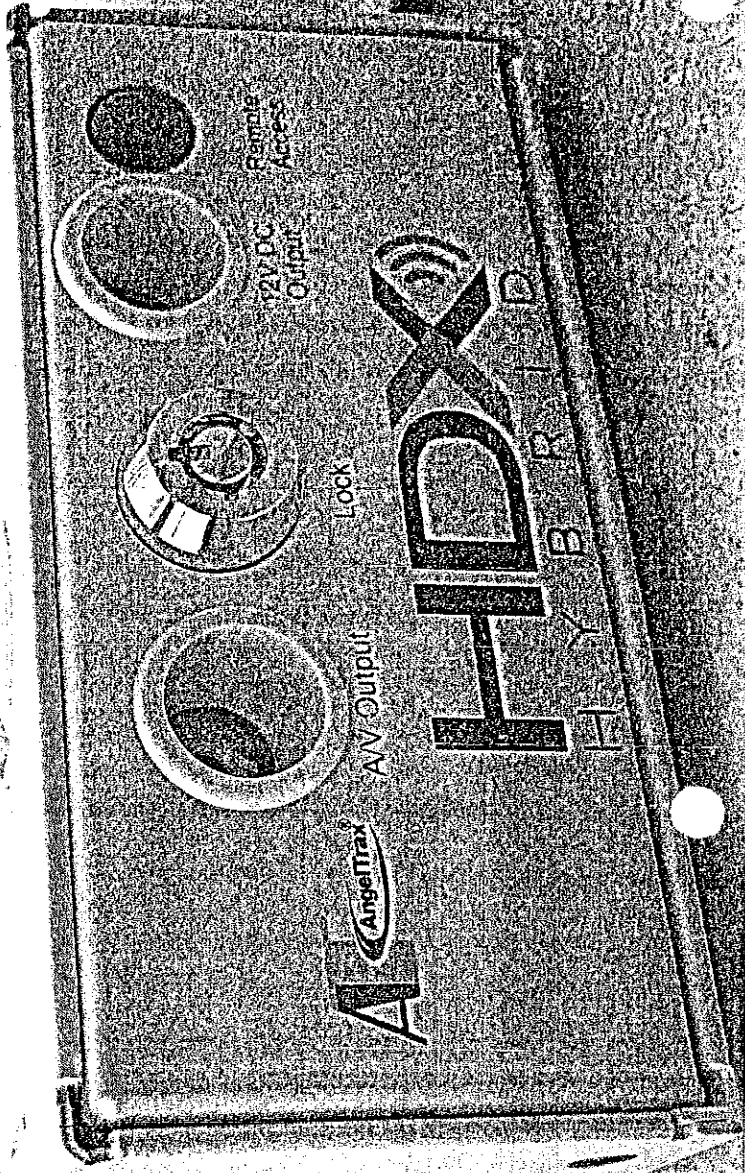


HDX

HYBRID AC

learn more at www.angeltra.com or call 1.800.673.1788





AngelTrax

HYBRID

LOCK

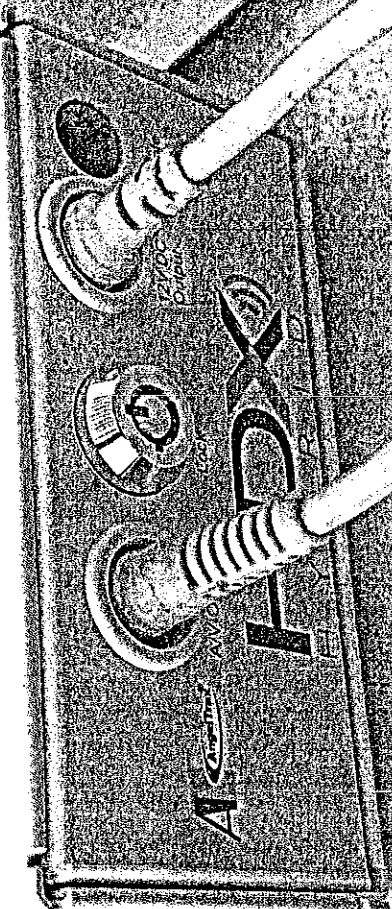
AV Output

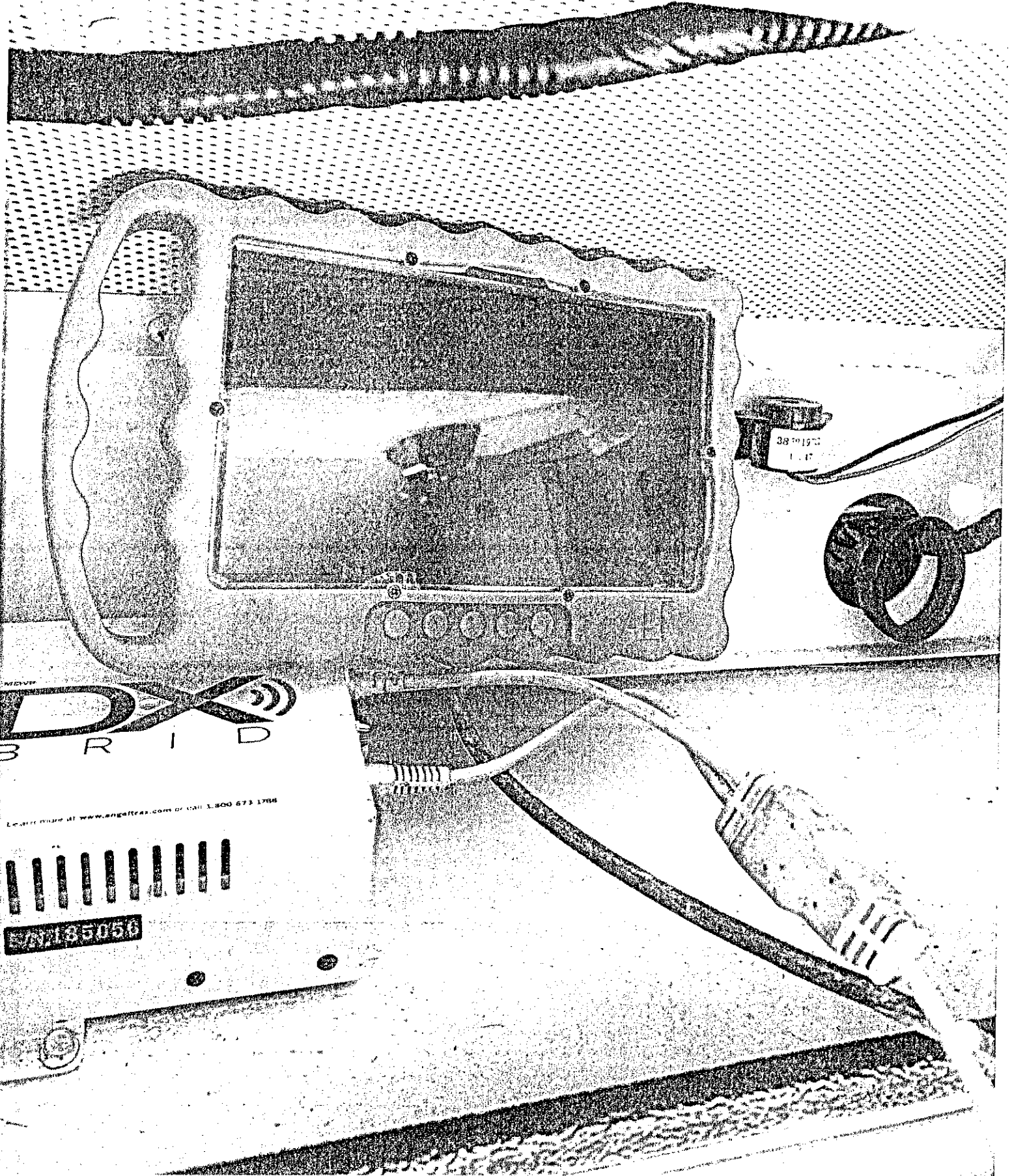
12V DC Output

Remote Access

HD
BRID

www.hydrex.com 1-800-673-3788

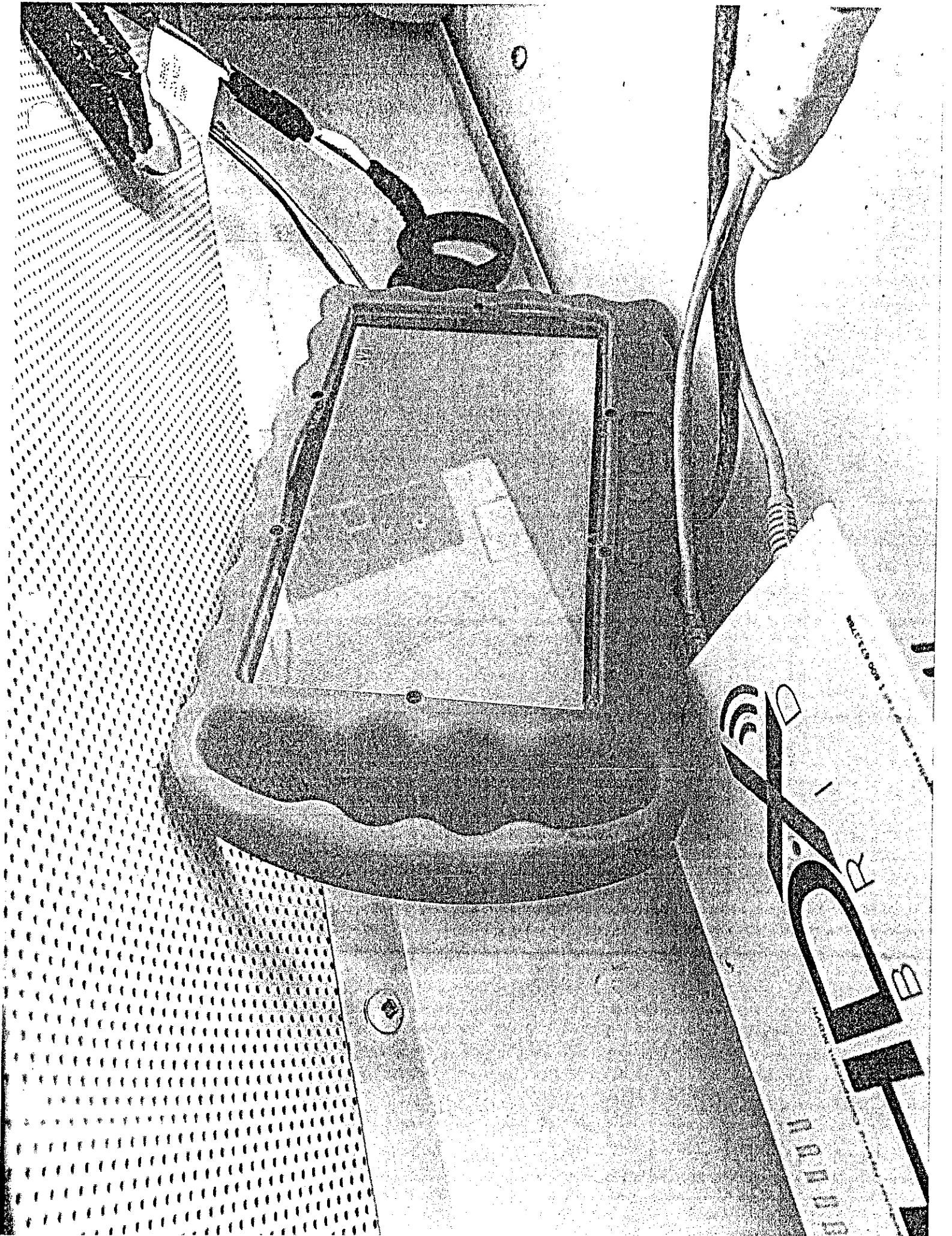




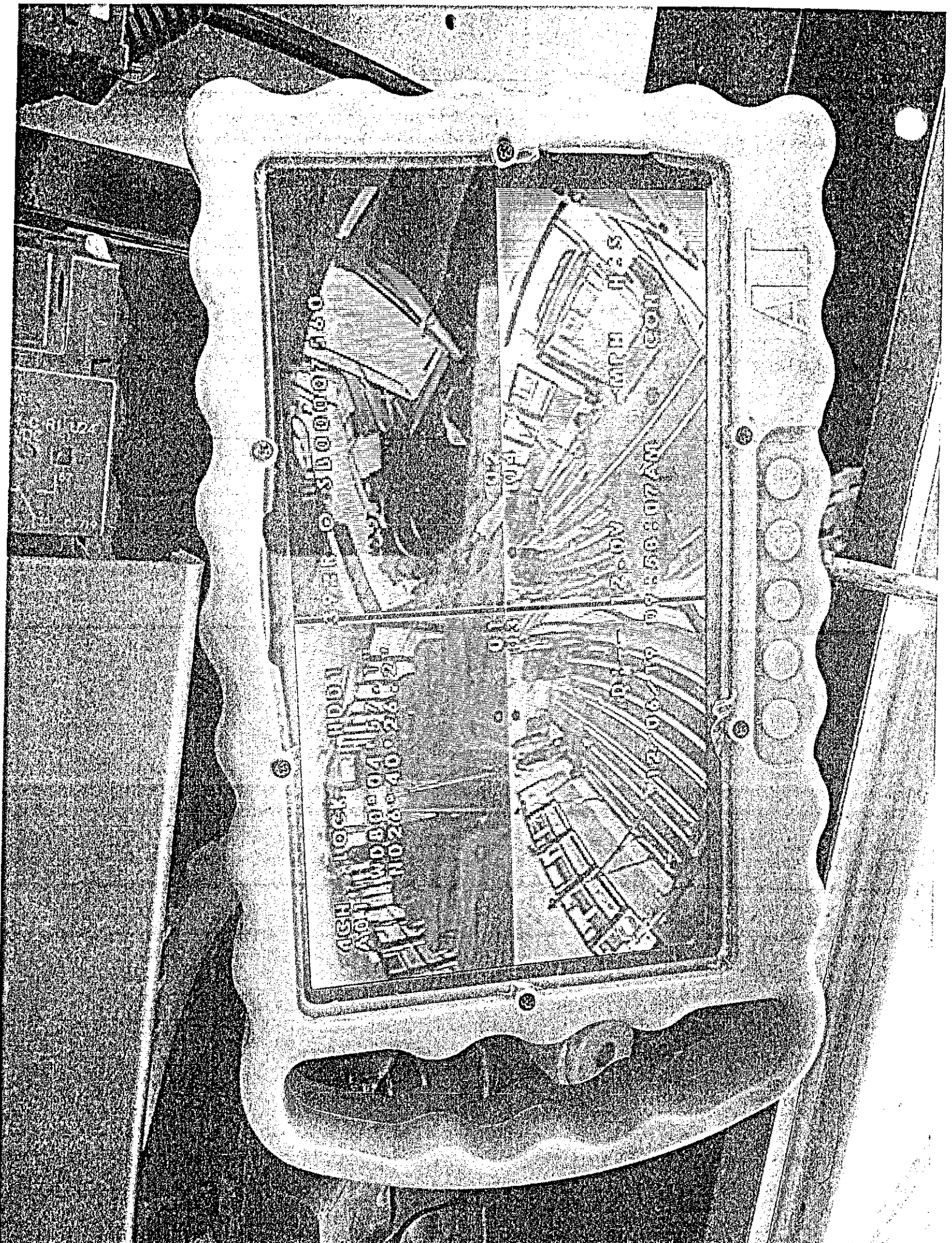
BRID
Learn more at www.angeltras.com or call 1.800.673.1768

185056

387197
1. 17



CUT





Robert Sheppard <robert.sheppard@palmbeachschools.org>

Camera System Monitoring Tool/Seon & AngelTrax

2 messages

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Thank you ...

"Kids First"

Thank you for all you do



Joel Reyes

System Technician
School District Palm Beach County
2775 Homewood Road
West Palm Beach, FL 33406
Phone 561-242-8311 PX 58311
joel.reyes@palmbeachschools.org

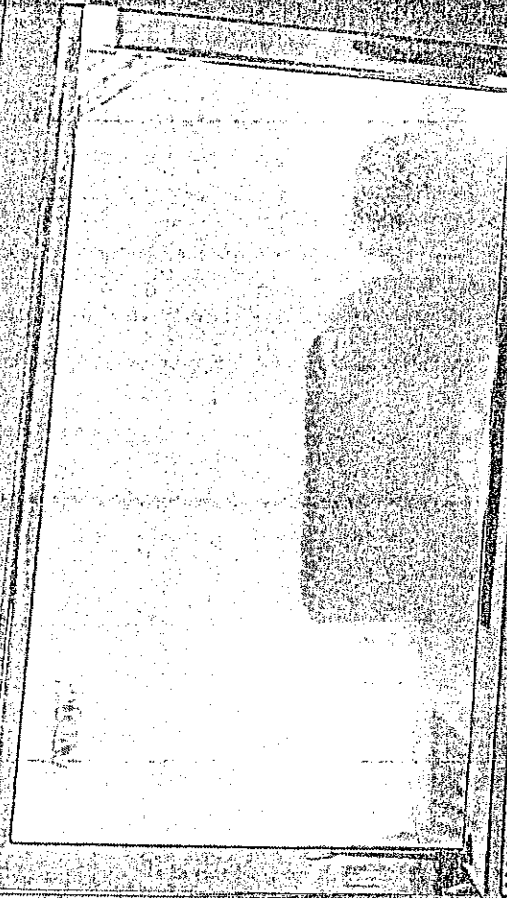
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2 attachments

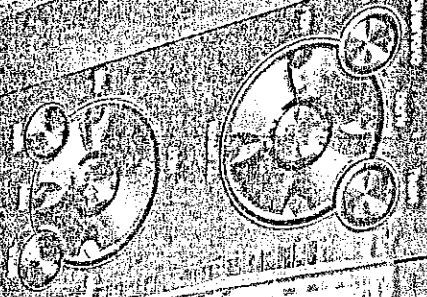
ANGELTRAX System.zip
10581K

SEON System.zip
11211K

81XX & 85XX



PLYMOUTH



BLACK Lighted when from Driver Compartment
to GREEN (AV IN) in P/S
POWER OFF

FLASHER RECORD
Power OFF

PLEASE WHEN FINISH PUT TO CHARGE
HORN TO ON

Flashter Full on
Green Signal system okay (Opposite the other Camera System)
FLASHING !!! NEED TO REPORT.

BLACK connection from Driver Compartment
to **GREEN (AV IN)** on DVD
POWER ON

Push **MODE** (one time) change to **AV IN**

Status: **RECORD**

Power OFF

PLEASE WHEN FINISH PUT TO CHARGE

THANK YOU !!!

Panic Button:

Green Solid system okay. (Opposite the other Camera System)

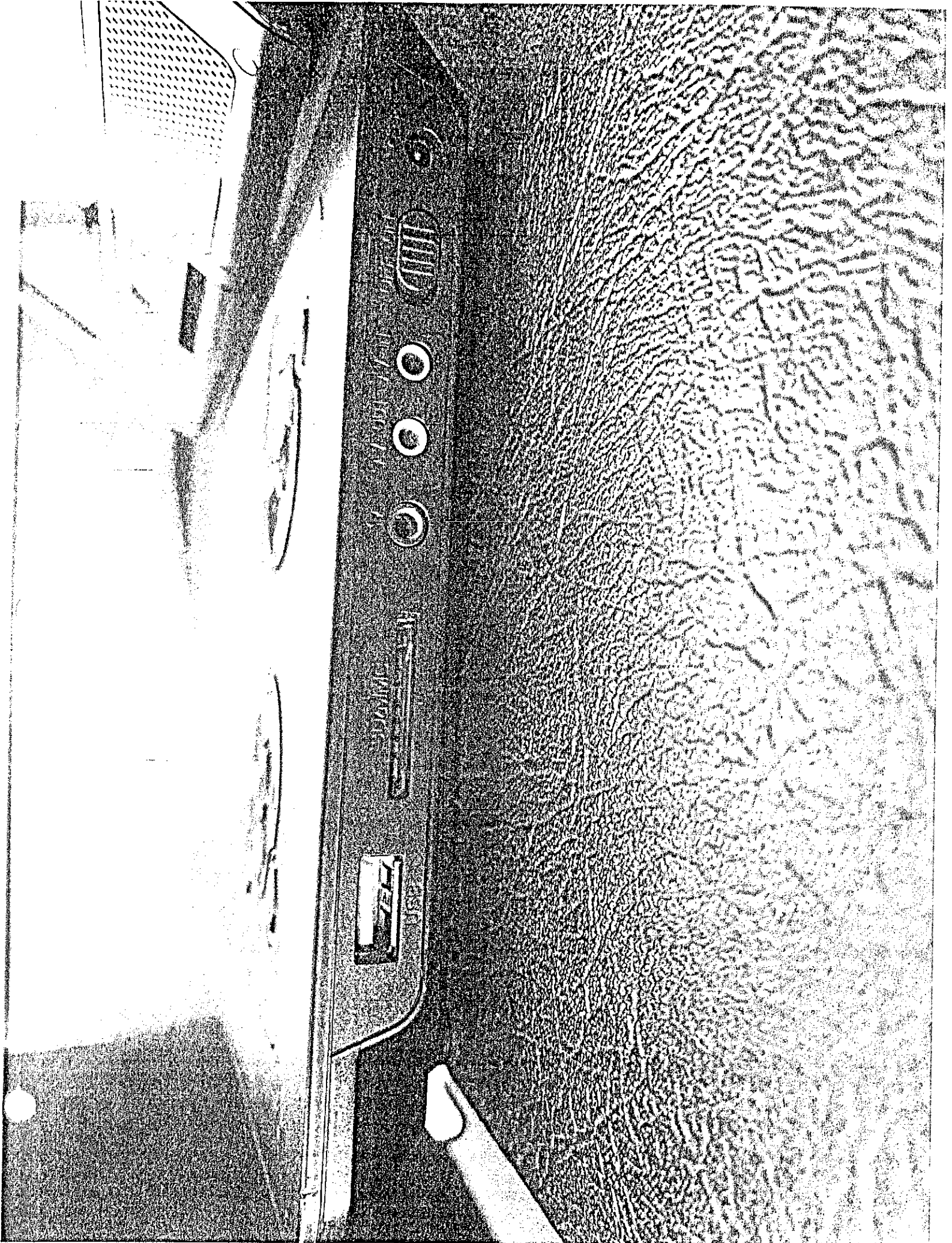
FLASHING !!! NEED TO REPORT.

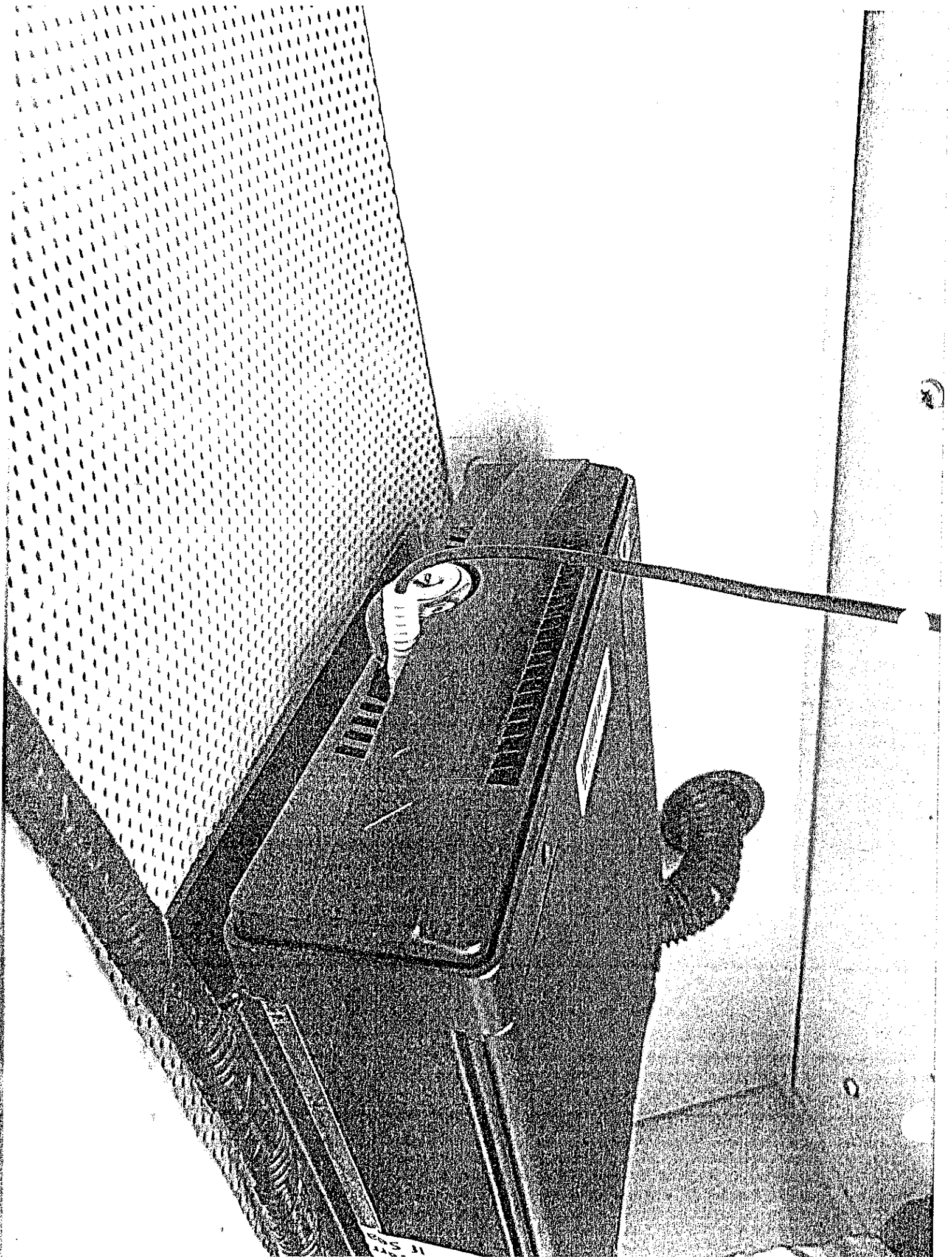
SETUP

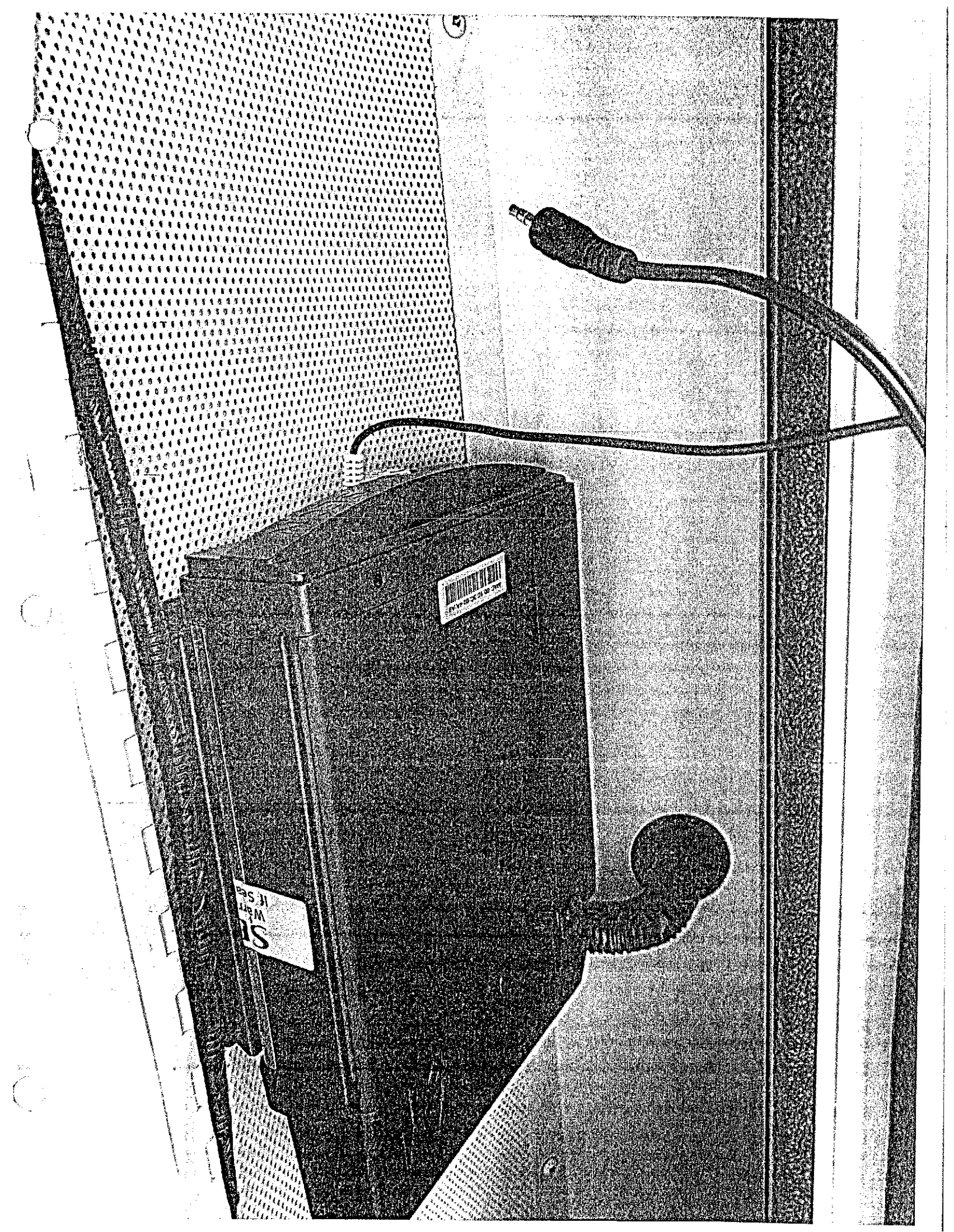
REV

VOL-

MENU







Barcode label with text:
www.rockwell.com

Label with text:
S. JI
M
18

EXHIBIT #10

REVISED SCHOOL BUS SAFETY
INSPECTION FORM



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

BUS NUMBER: 4035

ODOMETER: 116211

HOUR METER: 12902

IB WORK ORDER #: SOU - 2019 - 4522

TASK ID	Task ID Description	WAC*	Date	Employee Number	Comment(s)	Labor Time
000-MSI	MANDATORY SAFETY INSPECTION	CMU	10-8-19	1054539	Completed	1.50
000-SIF	SUPPLEMENTAL INSPECTION FORM	ALS	10-9-19	1054539	Completed	1.00
000-WCI	WHEEL CHAIR LIFT INSPECTION				N/A	N/A

*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 #: SOU - 2019 - 4527

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

MSI repairs completed? No Yes

All work completed? No Yes

Parts needed? No Yes

Work completed date: 10/8/19 AL

Task ID	WAC	Date	Employee Number	Complaint / Cause / Correction	Labor Time	
1	000-ACS	CMU	10-8-19	1054539	Air Conditioning Service (clean and or change A/C filters) Cause: Service due at inspection interval Correction:	1.00 hr
2	000	RWN	10-9-19	1054539	Replaced Washer Fluid Reservoir	0.50
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)

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.
X	000-ACS – Air Conditioning Service Clean and/or change A/C filters		CP
✓	Compressor(s) Clutch, Mounting leaks Noise		
✓	Compressor Drive Belt(s) Tension, Condition, Routing		
✓	Condenser Coil(s) Condition, Debris, Mounting, Leaks		
✓	Condenser Fan(s) Operation, Debris, Mounting, Wiring		
✓	Evaporator Drain Line(s) Restrictions		
X	Evaporator Cell(s) & Inlet Air Filter(s) Condition, Cleanliness, Leaks	Clean	CP
✓	Evaporator Fan(s) and Housing(s) Operation, Leaks, Mounting		
✓	Overall System Performance Noisy, Not Working, Blows Hot, Blows Warm, Other		

Post-Trip Passenger Check System (A.16)

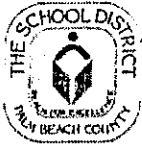
Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Mech. Int.
✓	System Functionality - Armed Wiring, fuses, connections		
✓	System Functionality - Activated Horn is blowing and the lights are flashing		
✓	System Functionality - Deactivated Disarm switch at rear of bus operates as specified		

Mobile Surveillance System (A.19)

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

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

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



School District of Palm Beach County

MSI and MSI REPAIRS INFORMATION FORM

BUS NUMBER: 5227

ODOMETER: 91758

HOUR METER: 5740

IB WORK ORDER #: NOR - 2019 - 5441

TASK ID	Task ID Description	WAC*	Date	Employee Number	Comment(s)	Labor Time
000-MSI	MANDATORY SAFETY INSPECTION	CMI	10/7/19	1105880	Inspected	1.5
000-SIF	SUPPLEMENTAL INSPECTION FORM	INS	10/7/19	1105880	Inspected	0.5
000-WCI	WHEEL CHAIR LIFT INSPECTION				none	

*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 #: NOR - 2019 - 5442

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

MSI repairs completed? No Yes

All work completed? No Yes

Parts needed? No Yes

Work completed date: 10-7-2019

Task ID	WAC	Date	Employee Number	Complaint / Cause / Correction	Labor Time	
1	000-ACS	CLN	10/7/19	1105880	Air Conditioning Service (clean and or change A/C filters) Cause: Service due at inspection interval Correction: <u>Cleaned A/C filters</u>	4
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)

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.
X	000-ACS – Air Conditioning Service Clean and/or change A/C filters	Cleaned A/C filters	RJS
✓	Compressor(s) Clutch, Mounting leaks Noise		
✓	Compressor Drive Belt(s) Tension, Condition, Routing		
✓	Condenser Coil(s) Condition, Debris, Mounting, Leaks		
✓	Condenser Fan(s) Operation, Debris, Mounting, Wiring		
✓	Evaporator Drain Line(s) Restrictions		
✓	Evaporator Cell(s) & Inlet Air Filter(s) Condition, Cleanliness, Leaks		
✓	Evaporator Fan(s) and Housing(s) Operation, Leaks, Mounting		
✓	Overall System Performance 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.
✓	System Functionality - Armed Wiring, fuses, connections		
✓	System Functionality - Activated Horn is blowing and the lights are flashing		
✓	System Functionality - Deactivated Disarm switch at rear of bus operates as specified		

Mobile Surveillance System (A.19)

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

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

Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Mech. Int.
✓	Synovia Hardware Check Verify GPS position, verify hardware health	OK	CRJ

PM-C



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

Status Code: = Item OK
 = Needs Repair (or as noted)
 = Out of Service
 N/A = Not Applicable

Bus #: 5227 Mileage: 91758 Hours: 5740 WO#: NOR-2019-5441 Date: 10/7/19

Chassis/Body: FTL 1 THD Capacity: 77 Model Year: 2015

Shop Location: North Lift Equipped: Yes or NO (Circle one)

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

Status Code	INSPECTION ITEMS	COMMENTS (Note Specific Deficiencies)	Tech. Init.
✓	7. Fuel System and Lines		
✓	8. Radiator Mounting, Condition, Cap (pressure test required), Reservoir and Fan Shroud	OK	VST
	D. UNDERNEATH BUS (REQUIRED)		
✓	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 Calipers, Adjust MSA Equipped Brakes; Do not 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		
X	7. Brake Equipment – ABS, Lines, Valves, Reservoir Mounting and Bleed Reservoirs	Bleed Reservoir	VST
✓	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	Checked Vent	VST
✓	10. Rear Brakes – Hoses, Lines, Chambers, Slack Adjusters, Push Rods, Linings, Disc Brake Pads, Drums, Rotors, Wheel Cylinders or Calipers, Adjust MSA Equipped Brakes; Do not 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		
	E. LUBRICATION & MAINTENANCE (REQUIRED and OPTIONAL)		
X	1. Change Oil and Replace Oil Filter(s) Quarts <u>17</u>	changed oil / Replaced filter	VST
X	2. Replace Fuel Filter(s) Primary/Secondary and Drain Separator	Replaced fuel filters	VST
✓	3. Replace Transmission Filter(s) Quarts <u>0</u>		
N/A	4. Replace Air Compressor Filter (if applicable)		
✓	5. Replace Power Steering Filter Pints <u>0</u>		
✓	6. Replace Engine Air Cleaner Filter		
✓	7. Coolant System Service; Replace Coolant and Filter (if applicable)		
X	8. Test Starting and Charging System Amps <u>0</u> Volts <u>13.7</u>	checked charging system	VST
X	9. Lubricate Chassis and Body (as needed) Pounds <u>1/2</u>	lubricate chassis	VST
X	10. Air Conditioning A/C system service and supplemental inspection required as per District procedure(s) (clean and for change A/C filters at each inspection interval - parts on Repair WO's only)	cleaned A/C filters	VST
	F. ROAD TEST (REQUIRED)		
✓	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 7 /32 105 PSI RRO 17 /32 105 PSI
 _____ PSI RRI 17 /32 105 PSI
 _____ PSI LRI 17 /32 105 PSI
 LF 10 /32 105 PSI LRO 18 /32 105 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 - 0037

SERVICE MANAGER'S OR DELEGATE'S INITIALS: LRT

BUS RETURNED TO SERVICE DATE: 10/07/2019



School District of Palm Beach County

MSI and MSI REPAIRS INFORMATION FORM

BUS NUMBER: 8133

ODOMETER: 17828

HOUR METER: 1076

COPY

IB WORK ORDER #: RPB - 2019 - 2916

TASK ID	Task ID Description	WAC*	Date	Employee Number	Comment(s)	Labor Time
000-MSI	MANDATORY SAFETY INSPECTION	CMI	10-8-19	11634	INS	1.5
000-SIF	SUPPLEMENTAL INSPECTION FORM	INS	10-8-19	11634	INS	.5
000-WCI	WHEEL CHAIR LIFT INSPECTION	NA		N.A		N.A

*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 #: RPB - 2019 - 2917

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

MSI repairs completed? No Yes

All work completed? No Yes

Parts needed? No Yes

Work completed date: 10-8-2019

Task ID	WAC	Date	Employee Number	Complaint / Cause / Correction	Labor Time	
1	000-ACS	CLN	10-8-19	11634	Air Conditioning Service (clean and or change A/C filters) Cause: Service due at inspection interval Correction:	.5
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)

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.
X	000-ACS – Air Conditioning Service Clean and/or change A/C filters	A/C FILTER	JM
✓	Compressor(s) Clutch, Mounting leaks Noise		
✓	Compressor Drive Belt(s) Tension, Condition, Routing		
✓	Condenser Coil(s) Condition, Debris, Mounting, Leaks		
✓	Condenser Fan(s) Operation, Debris, Mounting, Wiring		
✓	Evaporator Drain Line(s) Restrictions		
✓	Evaporator Cell(s) & Inlet Air Filter(s) Condition, Cleanliness, Leaks		
✓	Evaporator Fan(s) and Housing(s) Operation, Leaks, Mounting		
✓	Overall System Performance 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.
✓	System Functionality - Armed Wiring, fuses, connections		
✓	System Functionality - Activated Horn is blowing and the lights are flashing		
✓	System Functionality - Deactivated Disarm switch at rear of bus operates as specified		

Mobile Surveillance System (A.19)

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

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

Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Mech. Int.
✓	Synovia Hardware Check Verify GPS position, verify hardware health		JP

COB



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

Status Code

- ✓ = Item OK
- X = Needs Repair (or as noted)
- O = Out of Service
- N/A = Not Applicable

Bus #: 8133 Mileage: 17828 Hours: 1076 WO#: RPB 2019-2916 Date: 10/8/19

Chassis/Body: THOMAS THOMAS Capacity: 27 Model Year: 2018

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

Code	INSPECTION ITEMS	COMMENTS (Note Specific Deficiencies)	Tech. Init.
A. INSIDE BUS (REQUIRED)			
✓	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		
N/A	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, Auxilliary 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		
N/A	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. OUTSIDE BUS (REQUIRED)			
✓	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		
C. ENGINE COMPARTMENT (REQUIRED)			
✓	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 <u>OK</u> °F) and DEF <u>FULL</u> %		
✓	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 <u>OK</u> H ₂ O)		
✓	6. Wiring – Routing and Condition		

Status Code	INSPECTION ITEMS	COMMENTS (Note Specific Deficiencies)	Tech. Init.
✓	7. Fuel System and Lines		
✓	8. Radiator - Mounting, Condition, Cap (pressure test required), Reservoir and Fan Shroud	PASSED	
	D. UNDERNEATH BUS (REQUIRED)		
✓	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 Calipers, Adjust MSA Equipped Brakes; Do not 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		
X	7. Brake Equipment - ABS, Lines, Valves, Reservoir Mounting and <u>Bleed Reservoirs</u>	TANK	JM
✓	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 Calipers, Adjust MSA Equipped Brakes; Do not 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		
	E. LUBRICATION & MAINTENANCE (REQUIRED and OPTIONAL)		
✓	1. Change Oil and Replace Oil Filter(s) Quarts <u>0</u>		
✓	2. Replace Fuel Filter(s) Primary/Secondary and Drain Separator		
✓	3. Replace Transmission Filter(s) Quarts <u>0</u>		
NA	4. Replace Air Compressor Filter (if applicable)		
✓	5. Replace Power Steering Filter Pints <u>0</u>		
✓	6. Replace Engine Air Cleaner Filter		
✓	7. Coolant System Service; Replace Coolant and Filter (if applicable)		
✓	8. Test Starting and Charging System Amps <u>NA</u> Volts <u>13.8</u>		
X	9. Lubricate Chassis and Body (as needed) Pounds <u>12</u>	LUBE	JM
X	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]	CLEAN A/C F	JM
	F. ROAD TEST (REQUIRED)		
✓	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	17/32 105 PSI	RRO	10/32 105 PSI
	== PSI	RRI	11/32 105 PSI
	== PSI	LRI	11/32 105 PSI
LF	14/32 105 PSI	LRO	10/32 105 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 [Signature]

INSPECTOR'S CERTIFICATION NUMBER: 50 - 0195

SERVICE MANAGER'S OR DELEGATE'S INITIALS: J.P

BUS RETURNED TO SERVICE DATE: 10/8/2019



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

BUS NUMBER: 0892

ODOMETER: 22123

HOUR METER: N/A

WORK ORDER #: EAS - 2019 - 2781

Task ID	Task ID Description	WAC*	Date	Employee Number	Comment(s)	Labor Time
MSI	MANDATORY SAFETY INSPECTION	CMI	10/4/19	1054487	INSP	1.5
SIF	SUPPLEMENTAL INSPECTION FORM	INSP	10/4/19	1054487	INSP	.5
WCI	WHEEL CHAIR LIFT INSPECTION		10/4/19	1054487	INSP	.5

*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

WORK ORDER #: EAS - 2019 - 2780

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

All 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
000-ACS	change	10/4/19	1054487	Air Conditioning Service (clean and or change A/C filters) Cause: Service due at inspection interval Correction:	.5
017				Need Front Tires	

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), R/WU (Replaced with Used), ADJ (Adjusted), CLN (Cleaned), DIA (Diagnostic/Troubleshooting), REW (Re-Wired), INC (Incomplete), TQD (Torqued), TQ1 (Torqued1), TQ2 (Torqued2)

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)	Me I-
X	000-ACS – Air Conditioning Service Clean and/or change A/C filters	<i>changed etc F</i>	5-5
✓	Compressor(s) Clutch, Mounting leaks Noise		
✓	Compressor Drive Belt(s) Tension, Condition, Routing		
✓	Condenser Coil(s) Condition, Debris, Mounting, Leaks		
✓	Condenser Fan(s) Operation, Debris, Mounting, Wiring		
✓	Evaporator Drain Line(s) Restrictions		
✓	Evaporator Cell(s) & Inlet Air Filter(s) Condition, Cleanliness, Leaks		
✓	Evaporator Fan(s) and Housing(s) Operation, Leaks, Mounting		
✓	Overall System Performance Noisy, Not Working, Blows Hot, Blows Warm, Other		

Post-Trip Passenger Check System (A.16)

Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Me I-
✓	System Functionality - Armed Wiring, fuses, connections		
✓	System Functionality - Activated Horn is blowing and the lights are flashing		
✓	System Functionality - Deactivated Disarm switch at rear of bus operates as specified		

Mobile Surveillance System (A.19)

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

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

Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Me I-
✓	Synovia Hardware Check Verify GPS position, verify hardware health		<i>FJS</i>



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

Code _____
 Item OK _____
 Needs Repair _____
 (as noted) _____
 Out of Service _____
 Not Applicable _____

Bus #: 0872 Mileage: 22123 Hours: N/A WO#: EAS-2781 Date: 10/4/19

Chassis/Body: THO - THO Capacity: 74/30 Model Year: 2008

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

#	INSPECTION ITEMS	COMMENTS (Note Specific Deficiencies)	Tech. Init.
A. INSIDE BUS (REQUIRED)			
✓ 1	Emergency Equipment - Fire Extinguisher (pressure/tag/mount), First Aid Kit, Body Fluid Cleanup Kit and Roadside Reflectors	<i>Exp 6/20</i>	
✓ 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. OUTSIDE BUS (REQUIRED)			
✓ 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		
C. ENGINE COMPARTMENT (REQUIRED)			
✓ 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 <u>140</u> °F) and DEF <u>N/A</u> %	<i>checked</i>	
✓ 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 <u>H₂O</u>)		
✓ 6	Wiring - Routing and Condition		

Status Code	INSPECTION ITEMS	COMMENTS (Note Specific Deficiencies)	Ins
✓	7. Fuel System and Lines		
✓	8. Radiator - Mounting, Condition, <u>Cap (pressure test required)</u> Reservoir and Fan Shroud	pass test	
D. UNDERNEATH BUS (REQUIRED)			
✓	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 Calipers, Adjust MSA Equipped Brakes; <u>Do not</u> 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		
X	7. Brake Equipment - ABS, Lines, Valves, Reservoir Mounting and <u>Bleed Reservoirs</u>	bled	JJ
✓	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, Seats and Wheel Bearings		
✓	10. Rear Brakes - Hoses, Lines, Chambers, Slack Adjusters, Push Rods, Linings, Disc Brake Pads, Drums, Rotors, Wheel Cylinders or Calipers, Adjust MSA Equipped Brakes; <u>Do not</u> 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		
X	13. <u>Wheels and Tires</u> - <u>Tread Depth</u> , Pressure, Damage, Matching, Alignment and Wheel Hardware	Front Tires	
E. LUBRICATION & MAINTENANCE (REQUIRED and OPTIONAL)			
✓	1. Change Oil and Replace Oil Filter(s) Quarts <u>N/A</u>		
✓	2. Replace Fuel Filter(s) Primary/Secondary and Drain Separator		
✓	3. Replace Transmission Filter(s) Quarts <u>N/A</u>		
✓	4. Replace Air Compressor Filter (if applicable)		
✓	5. Replace Power Steering Filter Pints <u>N/A</u>		
✓	6. Replace Engine Air Cleaner Filter		
✓	7. Coolant System Service; Replace Coolant and Filter (if applicable)		
✓	8. Test Starting and Charging System Amps <u>---</u> Volts <u>13.5</u>		
X	9. Lubricate Chassis and Body (as needed) Pounds <u>42</u>		
X	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	Changed	JJ
F. ROAD TEST (REQUIRED)			
✓	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 <u>4</u> ^{1/32}	<u>105</u> PSI	RRO <u>11</u> ^{1/32}	<u>105</u> PSI
	PSI	RRI <u>10</u> ^{1/32}	<u>105</u> PSI
	PSI	LRI <u>10</u> ^{1/32}	<u>105</u> PSI
LF <u>6</u> ^{1/32}	<u>105</u> PSI	LRO <u>9</u> ^{1/32}	<u>105</u> 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 [Signature]

INSPECTOR'S CERTIFICATION NUMBER: 50 - 082

SERVICE MANAGER'S OR DELEGATE'S INITIALS: [Signature]

BUS RETURNED TO SERVICE DATE: 10.4.19



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

BUS NUMBER: 8155

ODOMETER: 10744 HOUR METER: 75120

IB WORK ORDER #: WES - 2019 - 1172

TASK ID	Task ID Description	WAC*	Date	Employee Number	Comment(s)	Labor Time
000-MSI	MANDATORY SAFETY INSPECTION	CMI	10-7	1026494	INSPECTION	2.00
000-SIF	SUPPLEMENTAL INSPECTION FORM	NSP	10-7	1026494	INSPECTION	1.50
000-WCI	WHEEL CHAIR LIFT INSPECTION	N/A				

*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 #: WES - 2019 - 1173

MSI repairs completed? No Yes

Parts needed? No Yes

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

All work completed? No Yes

Work completed date: 10/07/2019

Task ID	WAC	Date	Employee Number	Complaint / Cause / Correction	Labor Time
1 000-ACS	CLN	10-7	1026494	Air Conditioning Service (clean and or change A/C filters) Cause: Service due at inspection interval Correction:	1.50
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**

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.
X	000-ACS – Air Conditioning Service Clean and/or change A/C filters		WJ
✓	Compressor(s) Clutch, Mounting leaks Noise		
✓	Compressor Drive Belt(s) Tension, Condition, Routing		
✓	Condenser Coil(s) Condition, Debris, Mounting, Leaks		
✓	Condenser Fan(s) Operation, Debris, Mounting, Wiring		
✓	Evaporator Drain Line(s) Restrictions		
✓	Evaporator Cell(s) & Inlet Air Filter(s) Condition, Cleanliness, Leaks		
✓	Evaporator Fan(s) and Housing(s) Operation, Leaks, Mounting		
✓	Overall System Performance 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.
N/A	System Functionality - Armed Wiring, fuses, connections		
✓	System Functionality - Activated Horn is blowing and the lights are flashing		
✓	System Functionality - Deactivated Disarm switch at rear of bus operates as specified		

Mobile Surveillance System (A.19)

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

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

Status Code	Inspection Item	Comments (Note Specific Deficiencies)	Mech. Int.
✓	Synovia Hardware Check Verify GPS position, verify hardware health		do