### Finding

The department does not have formal written policies and procedures.

**Recommendation(s)**

We recommend School Transportation develop formal written procedures to ensure consistency and quality performance in School Transportation processes.

**Management Response as of January 19, 2016**

The framework for the operational functions and responsibilities of School Transportation follow the requirements that are defined in Florida Statutes and State Board of Education rule. However, certain functions, such as tracking school bus inspector certifications, could benefit from written internal policies and procedures. Therefore, procedures will be developed for specific operational functions.

**Management Response as of July 22, 2016**

A procedure manual for the Student Transportation Management Section has been developed and is attached.

**Anticipated Completion Date & Contact**

Completed 6/30/2016

Robert Manspeaker

---

Uncertified bus inspectors may be inspecting school buses.

**Recommendation(s)**

We recommend School Transportation enhance its procedures to ensure school districts comply with Florida Administrative Code and the Florida School Bus Safety Inspection Manual, thereby increasing the assurance that students will be safely

**Management Response as of January 19, 2016**

The certification status of each of the 35 inspectors noted by the Inspector General with renewal dates in the sixth year of their certification is correct. School bus inspector certificate renewals are administered on a fiscal year basis instead of a calendar year basis. Certifications are active through the fifth full fiscal year.

**Management Response as of July 22, 2016**

The School Bus Inspector Manual, Revised 2016, has been updated to require that school bus inspector certificates be renewed on a fiscal year, rather than a calendar year basis, which is consistent with current practice.

**Anticipated Completion Date & Contact**

Completed 6/30/2016

Robert Manspeaker
<table>
<thead>
<tr>
<th>Finding</th>
<th>Recommendation(s)</th>
<th>Management Response as of January 19, 2016</th>
<th>Management Response as of July 22, 2016</th>
<th>Anticipated Completion Date &amp; Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>transported.</td>
<td>following the fiscal year of original certification or re-certification. We are recommending a revision to the School Bus Safety Inspection Manual, which is incorporated by reference in Rule 6A-3.0171(8)(d), Florida Administrative Code, to reflect current practice. School Transportation maintains that school districts are responsible for ensuring that buses are inspected by certified school bus inspectors. Nevertheless, school districts are notified of upcoming certificate expiration dates.</td>
<td>The School Bus Inspector Manual is incorporated by reference in rule 6A-3.0171, Florida Administrative Code, which is currently being routed for rule development approval.</td>
<td>Anticipated Completion 9/30/2016 Robert Manspeaker</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Completed 6/30/2016 Terri Egler</td>
</tr>
</tbody>
</table>