AUDITOR GENERAL

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OPERATIONAL AUDIT OF TRANSPORTATION ACTIVITIES FOR MIAMI-DADE COUNTY DISTRICT SCHOOL BOARD

July 1, 2001, through January 31, 2003

Summary

This audit report is the sixth in a series of reports to be issued on audits conducted pursuant to Chapter 2001-253, Laws of Florida, Specific Appropriation 118, Chapter 2002-394, Laws of Florida, Specific Appropriation 105, and Section 11.45, Florida Statutes. Additional reports will be issued as audit fieldwork is completed in areas selected by the Auditor General for audit.

This operational audit focused on the Miami-Dade County District School Board's Department of Transportation (DOT), including the administration of the transportation program and the job qualifications of DOT's supervisory employees. DOT is responsible for pupil transportation and for performing vehicle maintenance for District vehicles.

Finding No. 1: Review of Qualifications of Administrative Personnel in the Department of Transportation

We noted one instance in which an employee did not meet the minimum qualifications for the position and seven instances in which the District could not document its verification of required work experience at the time of the employees' appointments.

Finding No. 2: Monitoring Parts Inventory

Improvements were needed in the preparation of reports for management's efficient monitoring of inventory. Summary reports indicating inventory items that exceed established parameters of activity within a given time period are not generated to facilitate management's review. In addition, information regarding purchases of stock items not usually carried in inventory is not efficiently gathered to allow management to evaluate the need to include such items in the inventory on hand.

Finding No. 3: Monitoring Fuel Efficiency of Vehicles

Improvements were needed in management's review of fuel consumption reports and resolution of exceptions. We noted instances of unresolved errors in recording the vehicle odometer readings, which distorted the calculation of miles driven between refueling transactions. As a result, the effectiveness of management's monitoring of fuel efficiency was compromised and the risk of unauthorized use of District fuel increased.

Finding No. 4: Department of Transportation Procurement Card Purchases

Our review of procurement card purchases from July 2001 through November 2002 indicated that efficiencies may be gained in the purchasing process by assigning procurement cards to employees at each work location. We also noted instances in which purchase authorization forms were approved subsequent to the date of the invoice or the receipt of goods. The description shown on ten of the purchase authorization forms reviewed did not contain sufficient detail to compare the approved items to the items shown on the invoices. We also noted instances in which documentation was not sufficient to determine who had received the purchased items.

Finding No. 5: Procurement Card Purchases Charged to Vehicle Maintenance Work Orders

District management's monitoring of procurement card purchases of parts and supplies for vehicle maintenance could be enhanced. The total dollar value of items purchased for vehicle maintenance with procurement cards were shown

on the work order; however, a description of the items purchased was not recorded on the work orders.

Finding No. 6: Driver's License Verification

Our review of driving records for selected District employees who were authorized to drive District vehicles disclosed instances of employees driving with suspended or expired driver's licenses. In addition, the procedures for monitoring employee driving records were not consistently applied among the District departments.

Introduction

The District's Department of Transportation (DOT) is responsible for safely transporting eligible students to and from schools and school-related activities, and for performing vehicle maintenance for all District vehicles. DOT is administered by an Administrative Director, who reports to the District's Chief Business Officer of Business Operations. The duties of the Administrative Director involve the efficient management of the District's transportation function, which consists mainly of establishing efficient bus routes and schedules, and maintaining the District's fleet of vehicles in a manner consistent with School Board Rules and requirements established by the Florida Department of Education (FDOE).

DOT's operations are conducted from nine decentralized regional centers located throughout Miami-Dade County and an administrative office located adjacent to the Southwest Transportation Center. There were 3,147 employees in the District's DOT, consisting of 1,785 bus drivers, 811 bus aides, 200 mechanics, 42 warehouse staff, 207 administrative and clerical staff, and 102 employees performing routing and dispatching duties.

The expenditures reported by the District for the DOT operations for the past two fiscal years were as follows:

	2000-01	2001-02
Salaries and Benefits	$ 79,072,739	$ 79,319,494
Operating Expenditures	14,490,870	13,448,076
Buildings & Fixed Equipment	150,092	5,229,099
Buses	9,274,851	9,256,035
Furniture, Fixtures & Equipment	644,477	385,544
Other	330,997	269,169
Total	$ 103,964,026	$ 107,907,417

Pursuant to Miami-Dade County District School Board Rule 6Gx13-3E-1.10, the procedures pertinent to the operation of DOT are outlined in the documents titled "*Miami-Dade County Public Schools, Department of Transportation, School Bus Transportation Rules and Policies Manual*" and "*Handbook for School Bus Drivers, Aides and Operations Staff.*" In addition, the Board has promulgated rules specifically addressing requirements for private school bus companies under contract with the District and the employment requirements for school bus drivers.

The total costs of gasoline, diesel fuel, repair parts, and tires used by the District during the 2001-02 fiscal year were as follows:

	Total Cost	Department of Transportation	Other Departments
Gasoline	$ 1,184,860	$ 57,653	$ 1,127,207
Diesel Fuel	3,465,033	3,437,138	27,895
Repair Parts	3,207,763	3,181,842	25,921
Tires	754,500	750,958	3,542
Total	$ 8,612,156	$ 7,427,591	$ 1,184,565

The quantities and types of vehicles owned by the District as of December 2002 are noted below:

Type of Vehicle	Total Number of Vehicles	Department of Transportation	Other Departments
Automobile and Station Wagons	681	127	554
School Buses	1,804	1,800	4
Trucks, General	1,380	50	1,330
Trailers, Flat Bed	85	1	84
Mobile Labs & Offices	18	1	17
Total	3,968	1,979	1,989

Finding No. 1: Review of Qualifications of Administrative Personnel in the Department of Transportation

We reviewed the job descriptions and related minimum qualification requirements for 37 administrative staff of the Department of Transportation (DOT). A summary of the positions reviewed is shown below:

Position Description	No. of Positions
Administrative Director	1
Director I, Vehicle Maintenance	1
Executive Director	1
Director I, Regional Transportation Center	7
Coordinator III, Transportation Support Operations	1
Coordinator III, Transportation Fleet Maintenance	3
Coordinatior II, Operations and Training	1
Coordinator II, Central Stockroom	1
Coordinator II, Transportation Liaison	1
Coordinator I, Transportation Operations	5
Manager III, Inventory Control	2
Manager I, Transportation Maintenance	10
Ecotran Operations Specialist	1
Network Analyst I	1
Systems Implementation Assistant	1
Total	37

District records indicate that the salaries for the above positions ranged from $39,832 to $108,444.

Audit tests disclosed that employees generally met the written qualifications for their respective positions. However, we noted one instance in which an employee was directly appointed (i.e., promoted or reassigned) to an executive director position in November 2000 although the employee did not meet the minimum qualifications prescribed in the job description for the position at the time of appointment. The minimum requirements for the position included a bachelor's degree in transportation, business administration or related field, and a minimum of five years of supervisory work experience in a school bus transportation department, municipal transit department, or operations department of a large school district. Personnel records indicated that the employee holds a bachelors of science degree in biophysics. Although the employee's work experience exceeded the minimum qualification requirements, there was no provision for experience substituting for the education requirement. We were advised by the Administrative Director of DOT that the employee was qualified for the position because the science degree was deemed a related field and the employee exceeded the experience requirement.

We noted seven instances in which the District could not provide documentation to evidence the verification of work experience at the time of appointment, although it was the determining factor that qualified the employee for the position. Four of these seven employees were directly appointed during the period of November 1993 through November 2000. These seven instances included one director for a regional transportation center, one coordinator in transportation operations, two coordinators in fleet maintenance, two managers in transportation maintenance, and a network analyst.

Concerning the qualifications of direct appointments and the verification of work experience, in response to similar findings noted in several audits, more recently in our audit report No. 03-026, District procedures were revised, effective November 2001, to require that individuals recommended for direct appointments provide the appropriate documentation to demonstrate that they meet the specific qualifications and background applicable to the position as indicated on the job description. Currently, every recommendation for a direct appointment must have the signatures of the supervisor of the appointed position, the Deputy Superintendent of the affected Bureau, the Deputy Superintendent for Personnel Management and Services, and the Superintendent. After approval by the Superintendent, the recommendation is to be submitted to the Board for approval. District staff is also pursuing the verification of work experience through the collection

of appropriate documentation and work experience credentials.

Recommendation:

We recommend that the District continue its efforts to ensure that the revised procedures for direct appointments and verification of work experience are properly implemented.

District's Response:

In our view, the Executive Director, Transportation Operations, was in fact, qualified to be appointed to her current position. Her experience far exceeded minimum requirements of the job description and her degree was considered a "related field" consistent with the job requirements.

Several employees were directly appointed to their positions during the period of 1993-2000, without verifying previous work experience. As noted in the report, this process has already been revised.

Finding No. 2: Monitoring Parts Inventory

The District's Department of Transportation (DOT) expended approximately $7.4 million during the 2001-02 fiscal year on repair parts, fuel, and tires. For the period July 2002 through December 2002, expenditures for these same categories totaled approximately $3.3 million. These expenditures included procurement card purchases.

The value of DOT's inventories on hand at June 30, 2002, was as follows:

Stock Item	Amount
Parts	$ 650,577
Fuel	103,445
Tires	55,177
Total	$ 809,199

The District uses the Comprehensive On-line Maintenance Purchasing and Storage System (COMPASS) to record inventory activities. DOT's management has established minimum and maximum inventory levels in COMPASS for the Central Warehouse and the parts warehouse at each vehicle maintenance center. When a stock item's inventory level falls below the established minimum level, COMPASS automatically generates a purchase requisition for the Central Warehouse, or a transfer requisition to the parts warehouse at the given vehicle maintenance center, to meet the established maximum inventory level. Both the purchase requisitions and the transfer requisitions are reviewed by an administrative assistant at the Central Warehouse for reasonableness and to determine if the inventory levels need to be adjusted or the purchase requisitions need to be modified.

Our review of reports used by DOT to monitor the inventories of parts used for vehicle maintenance disclosed the following:

- Several reports provide DOT management with data to monitor the usage of parts and supplies. However, a summary report of specific inventory stock items that exceed established parameters of activity within a given time period was not generated for management's review. We noted that the amount of data provided to management in some reports is voluminous, thereby hindering their efficiency to monitor the department's usage of parts and supplies. For example, the "Stock Item Usage Analysis" report provided to us included 10,753 stock items listed on 2,692 pages.
- The "Stock Item Usage Analysis" report includes purchases of items not usually carried in inventory (non-stock items). The volume and cost of non-stock items purchased during the 2000-01 and 2001-02 fiscal years were approximately 4,715 and $931,376, and 1,243 and $481,625, respectively. Non-stock items are assigned unique numbers with a "D" prefix. These numbers are maintained in the inventory history file for a limited time period. COMPASS does not allow the use of the same "D" number for repetitive purchases. As a result, information cannot be gathered on the purchase of non-stock items to allow DOT management to evaluate whether the items should be included in the stock inventory on hand.
- COMPASS currently maintains on-line inventory information for only the previous

13 months. This restriction on the availability of inventory data limits DOT management's ability to perform analyses of the usage of parts and supplies to a short time frame and affects the effectiveness and efficiency of management's monitoring function.

We were informed by DOT management that they have requested the assistance of the District's Office of Information Technology (OIT) to gather the history of all non-stock purchases and to archive inventory data for an extended period of time.

Given the significant volume of parts and supplies used by DOT, the implementation of summary reports of stock items exceeding established parameters would enhance the efficiency of management's monitoring of inventory usage. The implementation of such reports would require that inventory data, including non-stock items, be available for a longer period to allow for analyses between fiscal years.

Recommendation:

We recommend that DOT management continue to work with OIT staff to archive inventory data, including non-stock items, for a longer time period and to generate summary reports of stock items exceeding established parameters.

District's Response:

Modifications to the current Compass System are ongoing. In addition, a Request for Proposals for a more technologically advanced work order system is being developed.

Finding No. 3: Monitoring Fuel Efficiency of Vehicles

The District currently uses two distribution systems to supply fuel to District vehicles, an automated system that tracks all fuel distributed through the pumps located at the transportation centers, and private fuel suppliers contracted by the District to refuel vehicles at designated locations. The District spent $1.2 million on gasoline and $3.5 million on diesel fuel during the fiscal year ended June 30, 2002.

Monitoring the reasonableness of fuel consumption is the responsibility of each department assigned District vehicles. Various fuel consumption reports are generated weekly and monthly by OIT for all District vehicles. The fuel consumption reports contain information such as the date and time of the fueling transaction, the vehicle's odometer reading at the time of refueling, and total gallons issued. A summary of the total miles driven, total gallons used, and the calculated miles per gallon for each vehicle during the given time period is also included in these reports. The weekly report also includes an error message if the odometer reading is less than the previous reading listed or if the automated system cannot calculate the miles per gallon.

DOT retains only those reports pertinent to DOT vehicles and forwards the remaining reports to the respective departments upon request. We were informed that, as a means of saving resources, not all departments routinely request these reports. In addition, no fuel efficiency parameters (e.g., miles per gallon) have been established for District vehicles nor have uniform Districtwide procedures for reviewing fuel distribution reports been established.

For vehicles assigned to DOT, a clerk reviews the reports to detect errors, such as breaks in the continuity of the odometer readings reported. The clerk follows up on the exceptions by researching the daily and weekly manual reports provided by the vehicle maintenance centers and the fuel distribution information provided by outside fuel vendors. If the source of the exception cannot be determined, the manager at the respective vehicle maintenance center is contacted. If the exceptions still cannot be resolved, the clerk makes copies of the pertinent reports and forwards them to the appropriate manager for further review and ultimate resolution.

Our review of fuel consumption reports for 420 DOT vehicles for August 2002 and September 2002 disclosed that there was no evidence of record of management's review and resolution of exceptions. We noted 25 instances of unresolved errors in recording the odometer reading that distorted the calculation by the automated fuel management system

of the miles driven between refueling transactions. The errors in calculated miles ranged from zero to 70,341, with an average error of 9,897 miles. In addition, our review disclosed 98 instances (23 percent) when DOT personnel had manually increased the odometer reading by one mile to allow the system to continue calculating the number of miles driven between refueling transactions. These adjustments are necessary when the odometer reading recorded at the time of refueling is the same as for the previous refueling transaction. The combined effect of these two types of errors in recording the odometer readings at the time the vehicles were refueled resulted in a distortion of calculated miles per gallon for 91 (22 percent) of the 420 vehicles reviewed. The fuel consumption reports corresponding to these 91 vehicles indicated calculated miles per gallons ranging from less than 1 to 776 miles per gallon. The unresolved odometer reading errors caused a significant distortion in the mileage per gallon of the reviewed vehicles. As a result, the effectiveness of management's monitoring of the fuel efficiency for these vehicles was compromised and the risk of unauthorized usage of District fuel for these vehicles increased.

In April 2003, the District initiated a pilot test of a new automated fuel distribution system at DOT's Central East Center on 70 vehicles. This test is expected to run for a period of 90 days. If this test is successful, the necessary equipment will be installed in all vehicles assigned to the Central East Center to further assess the system. DOT management anticipates that this phase of the test will extend through November 2003, at which time the plan is to install the necessary equipment on all District-owned vehicles. DOT management expects that implementation will be completed by June 2004.

Recommendation:

We recommend that the District establish written procedures for all departments assigned District-owned vehicles to determine the fuel efficiency of its vehicles. We also recommend that the District explore the use of summary exception-type reports to identify vehicles with unusual fuel consumption, determine the causes, and find appropriate solutions. Unusual fuel consumption may be indicative of unauthorized use of fuel or the need for maintenance work. In addition, supervisory review of fuel consumption reports should be documented to enhance accountability and control over fuel usage.

Given that the new automated fuel distribution system is not expected to be fully implemented until June 2004, we recommend that the District's Office of Management and Compliance Audits participate in the system's implementation to ensure that appropriate controls and fuel consumption accountability are included in the design of the system.

District's Response:

Subsequent to the timeframe in which the Auditor General's review was conducted, appropriate controls and fuel consumption accountability records have been specifically incorporated into the new, automated fuel dispensing system.

Finding No. 4: Department of Transportation Procurement Card Purchases

The District provides credit cards (procurement cards) to authorized employees to be used for purchasing goods and services. The District contracted with a financial institution to provide the procurement cards and to process purchase transactions. Purchases made using the procurement cards are documented by a "Procurement Credit Card Program Purchase Authorization" form (purchase authorization form). The purchase authorization form contains all the information unique to the purchase, including description, identification of the fund, object, location, program, and function corresponding to the expenditure to be recorded in the District's financial records. According to the Procurement Credit Card Program Policies and Procedures Manual, the purchase authorization form must be submitted to the

Work Location Administrator for approval prior to the purchase. DOT has three authorized procurement cards. One card is assigned to the Administrative Director and two cards are assigned to the District Director of Vehicle Maintenance with the following limits:

Assigned to:	Administrative Director	District Director-Vehicle Maintenance	District Director-Vehicle Maintenance
Monthly Limit	$ 15,000.00	$ 50,000.00	$ 50,000.00
Limit per Transaction	$ 749.99	$ 749.99	$ 749.99
Daily Limit	$ 2,000.00	$ 8,000.00	$ 8,000.00
Transaction/Day	10	40	40

The established procedures provide that the receipt of procurement card purchases be documented by the signature of the employee receiving the goods on the credit card receipt or the invoice. All DOT employees who obtain an approved purchase authorization form can receive items purchased with a procurement card. In addition, procedures require the reconciliation of the monthly statement received from the financial institution to the purchase authorization forms processed to ensure that all billed charges match the original receipts for each purchase. Based on our review of these reconciliations, we determined that DOT had a total of $783,494 in procurement card expenditures during the fiscal year ended June 30, 2002. A total of $72,050 (9.2 percent) was charged to the card assigned to the Administrative Director and $711,444 (90.8 percent) was charged to the cards assigned to the District Director of Vehicle Maintenance.

Our review of 60 procurement card transactions, totaling $12,726 processed from July 2001 through November 2002, disclosed the following:

- For six purchases, totaling $2,696, the purchase authorization form was approved subsequent to the date of the invoice or the receipt of goods, contrary to the policies prescribed in the Procurement Credit Card Program Policies and Procedures Manual. The authorization forms were approved up to 17 days subsequent to the date of the invoice or receipt of goods. Under current procedures, DOT management's approval of procurement card purchases subsequent to the date of the invoice or receipt of goods increases the risk of unauthorized purchases.

- For ten purchase authorization forms supporting payments totaling $2,715, the description shown on the form did not contain sufficient detail to compare the approved purchased items to the invoices, or the quantity originally approved was changed without evidence of approval by the Work Location Administrator. District management informed us that, effective June 2002, when changes to authorization forms are necessary, a new form must be processed. Under current procedures, the absence of evidence that DOT management has reviewed and approved the specific items purchased or the changes to purchase authorization forms increases the risk of unauthorized purchases without timely detection by management.

- For 15 purchases, totaling $3,047, there was not sufficient documentation to determine who had received the items. Under these circumstances, the District may be paying for items it never received. Also, the absence of documentation evidencing who receives the items purchased limits the District's ability to assign responsibility for the receipt of these purchases.

Recommendation:

To enhance the efficiency and effectiveness of DOT procedures regarding procurement card purchases, we recommend consideration be given to assigning purchasing cards to selected employees at each work location, thereby eliminating the requirement to obtain prior approval from a Director level position for each purchase. Also, while current procedures are in effect, we recommend that procedures be strengthened as follows:

*** Procurement card purchases be approved prior to the date of the invoice or receipt of goods and contain sufficient information of the items being purchased.**

*** Documentation be maintained to evidence DOT management's approval of all changes made to the quantities originally approved on the authorization forms.**

*** Procedures be enhanced to document, at the time goods are received, the name of the employee responsible for receiving the items purchased with procurement cards.**

District's Response:

Occasionally an invoice can be dated before supervisory approval has occurred when the vendor places the wrong date on the invoice. As a result, procedures have been changed to reconcile the invoice date with the approval date. Although the authorization form sometimes does not fully describe the purchased items in detail, the request form from the shop has a sufficient description of the item. In the future, we will include a more detailed description of the item on the initial authorization form. It is important to note that, while there is an exposure, no evidence of theft was discovered.

Procedures have been changed to require a new form whenever a change of any kind to the original authorization form is required. Although all documents presented to us had an employee name, sometimes these were not easily recognizable by the State Auditor. However, each person receiving the purchased items, was subsequently identified as authorized staff by M-DCPS personnel. In addition, we have changed procedures to include the employee number next to the employee signature.

Finding No. 5: Procurement Card Purchases Charged to Vehicle Maintenance Work Orders

The periodic bus safety inspections and vehicle maintenance work performed on District vehicles are documented by work orders using COMPASS. Work orders for periodic bus safety inspections and scheduled vehicle maintenance are automatically generated by COMPASS three work-days before the due date to facilitate the scheduling of vehicles and personnel. Each work order is uniquely identified by a number sequentially assigned by COMPASS and a prefix that identifies the type of work and the center where the work is performed and reflects the cost of labor and materials required. Effective August 2002, the total dollar value of items purchased with procurement cards are included on the work order.

During our test of vehicle maintenance work orders completed during September 2002 and October 2002, we noted procurement card purchases of parts and supplies in 15 of the 40 (38 percent) work orders selected for testing. In these instances, the total dollar value of the purchases was recorded on the work order and shown under the column labeled "Other." However, an itemized listing of the parts/supplies purchased with the procurement card was not shown on the work order because this information cannot be currently entered into COMPASS. The dollar value of procurement card purchases noted in the work orders selected for testing totaled $4,975, constituting 28 percent of the total cost of the work orders tested and 55 percent of the $9,095 cost of materials.

The inability to obtain a detailed listing of parts and supplies purchased using procurement cards and charged to a work order reduces the ability of DOT's supervisory personnel to assess the volume and type of parts and supplies being purchased and for which vehicles these parts are being purchased. An evaluation of the parts and supplies purchased with the procurement cards would provide management with information to routinely determine whether it is more cost efficient for the District to purchase these items with procurement cards or to maintain them on

hand as part of their current stock inventory at the Central Warehouse.

Recommendation:

We recommend that an itemized listing of the parts and supplies purchased with the procurement cards be entered into COMPASS and included in the "Work Order Material Inquiry" information.

District's Response:

The costs of supplies and parts obtained through the Procurement Cards are now reflected on the COMPASS work order system via the AC05 entries. However, the actual parts numbers, and subsequent warranty tracking cannot yet be entered. This capability is being included in the RFP for maintenance software now under development.

Finding No. 6: Drivers' License Verification

We obtained copies of driver license transcripts from the Florida Department of Highway Safety and Motor Vehicles for approximately 3,000 District employees whose job descriptions required possession of a valid driver's license. Using these records, we noted 428 employees whose licenses were expired or suspended, or whose records included DUI violations or the assessment of points due to infractions during the period of November 1999 through November 2002. The detail of our analysis is shown below:

Description	Total	Number of Employees-DOT	Number of Employees-Other Departments
Expired licenses	16	8	8
Suspended licenses (1)	210	172	38
DUI violations	2	0	2
Point assessments	235	148	87
Totals (2)	463	328	135

Notes:

(1) The number of suspended licenses includes the two instances of DUI violations. A total of 184 suspended licenses were reinstated as of December 9, 2002.

(2) Some District employees had more than one violation.

The District's OIT generates a weekly report containing data obtained from the Florida Department of Education that lists all District employees in the database who had any changes to their driving records during the previous week. This report is printed by work location and distributed to each department for review by supervisory personnel.

From the 428 employees with recorded violations, we selected a sample of 93 employees from four District departments. These 93 employees included 23 in the Department of Transportation, 7 in the Maintenance Materials Management department, 56 in the Maintenance Operations department, and 7 in the Stores and Mail Distribution department. We reviewed District records for these employees to determine compliance with District policies and procedures. The results of our review are discussed below.

Department of Transportation

The *Miami-Dade County Public Schools, Department of Transportation, School Bus Transportation Rules and Policies Manual* (Manual), Section V.F, requires that: a) driving records be checked prior to initial employment and prior to the first day of the fall semester; b) the District should screen driver records continuously; c) any driver found to have a revoked, expired, or suspended driver's license, regardless of cause, while operating a bus be subject to immediate dismissal; and d) other violations may be cause for disciplinary action, including suspension without pay or dismissal, depending on the number and severity of the driving violations, as specified in the Safe Driver Plan, which is defined in the Manual's Section XII.

Our review indicated that the DOT monitors driving records in accordance with its Safe Driver Plan. Our audit tests of the driving records of 23 DOT employees disclosed the following:

- In seven instances, employees drove buses for periods ranging from two to six days while their licenses were suspended. These bus drivers failed to inform DOT management of their suspensions, contrary to the provisions of the District's Safe Driver Plan, Section 8.5,

which requires that drivers report on the next scheduled workday to the Center Director or designee, any expiration, suspension, or revocation of the driver's license.

- In six instances, a Safe Driver Program Log, required by the District's Safe Driver Plan for bus drivers, was either not completed or not updated to reflect driving infractions incurred by the corresponding employee. As a result, one of these six bus drivers, who accumulated seven points within one year, was not placed on five-day suspension without pay, as prescribed by the Safe Driver Plan. Only one of the six bus drivers received the required documented warning for accumulating between one and six points.

We recommend that DOT management enhance its drivers' license monitoring procedures, including the accurate and timely completion of the Safe Driver Program Logs, in order to prevent drivers without a valid license or a significant number of traffic violations from driving District vehicles. In addition, effective penalties should be imposed for not self-reporting instances of violations in accordance with the Safe Driver Plan. Furthermore, the disciplinary actions recommended by the Safe Driver Plan should be consistently applied.

Maintenance Materials Management (MMM), Maintenance Operations, and Stores and Mail Distribution (S&MD)

Our review of the driving records of seven MMM employees disclosed the following:

- Two employees did not have a valid driver's license for in excess of two months. District records evidenced that at least one of these employees drove District vehicles during this period. District records did not evidence that these license suspensions were reported to the District by the employees. Subsequent to our inquiries, department supervisory personnel indicated that disciplinary action had been taken against the employee that drove with an expired license for over two months without reporting it.
- Another MMM employee held a Class E license (regular operator's license), although the minimum requirements for the position were revised in March 2001 to include having a Class D license (any single vehicle weighing between 8,000 and 26,001 pounds). We were informed by department supervisory personnel that the employee had been "grandfathered" into the position but had not yet successfully changed his license classification as of January 10, 2003.

Our review of the driving records of 56 Maintenance Operations employees disclosed the following:

- There was no uniformity in the procedures followed by Maintenance Operations satellite directors when notifying employees that they were no longer authorized to drive District vehicles. We were informed by department management that the notification could be written or verbal, contrary to the procedures in the Maintenance Administrator's Handbook, which requires written notification. As a result, documentation was not always maintained to evidence the action taken by satellite directors with regard to employees whose licenses were suspended.
- There was no evidence of record to show that Maintenance Operations management was informed, either by the employees or through the weekly report generated by OIT, of the license suspensions of three employees. Since the department's policy was to retain the weekly reports only for the current fiscal year, department personnel could not confirm whether they had received any notification of these license suspensions which occurred prior to June 30, 2002. It was not evident of record whether or not these employees had driven District vehicles while their driver's licenses were suspended.
- There were significant delays, ranging from 4 to 12 days, in notifying the immediate supervisors of six Maintenance Operations employees who had their licenses suspended. We determined the length of the delays by reviewing the weekly reports and corresponding notices to the immediate supervisors.

Our review of the driving records of seven S&MD employees whose job descriptions required

maintaining a valid driver's license disclosed the following:

- One employee drove with a suspended license for a period of four days. We were informed by S&MD management that the weekly report notifying the department of the license suspension was received on the same date that the driver's license was reinstated.
- One employee had a suspended license, effective June 28, 2002. On January 13, 2003, S&MD management informed us that this employee was applying for a hardship license because the license still had not been reinstated. We were also informed that this employee's daily duties at the warehouse do not include driving.

Recommendation:

We recommend that the Maintenance Materials Management, Maintenance Operations, and Stores and Mail Distribution departments enhance their drivers' license monitoring procedures. For these departments, as well as other departments whose employees are required to maintain a valid driver's license, the District should consider implementing policies and procedures similar to those prescribed in the Safe Driver Plan used by the District's DOT. Such policies and procedures would ensure consistent safety practices for all drivers of District vehicles by requiring the accurate and timely monitoring of driving records and appropriate disciplinary actions when employees fail to report violations or accumulate excessive violations within a given time period. Also, we recommend that the District centralize the monitoring process to enhance the effectiveness and efficiency of monitoring drivers' records.

District's Response:

The district has an excellent, carefully prescribed, contractually negotiated, Safe Driver Plan for school bus drivers. Since implementation in 1994, there have been over 800 instances of points assessments and over 50 school bus drivers, who have been recommended to the Board for suspension or dismissal for Safe Driver Plan violations. Since the implementation of the weekly driver record printout system, drivers' requirements for self reporting of violations has become moot since the district is notified within a matter of days of any driver record infractions. Appropriate actions are then initiated. Even though the department has a better than 99% compliance rate, it will strive to log and implement points under the Safe Driver Plan for 100% compliance.

Procurement Management Services concurs with the recommendation and has corrected deficiencies and modified procedures to prevent recurrence.

Driver's license monitoring procedures at Maintenance Materials Management (MMM) have been enhanced by complementing the Bus Driver Information Report (F62.324) with access to the Department of Highway Safety and Motor Vehicles internet address. Updated license information on applicable employees is obtained once a week in accordance with attached MMM procedure 9-2.

Employees who required a valid Class D or higher license are now in compliance. Two employees from MMM requested a downward reclassification to be compliant with the licensing requirements. Maintenance Materials Management has terminated one employee, suspended another for thirty days without pay, and initiated disciplinary action on an employee who failed to maintain a valid driver's license, report violations and driving with a suspended license. MMM will continuously monitor driver's licenses and take appropriate disciplinary action.

Stores and Mail Distribution (S&MD) has written new procedures to prevent recurrence. The new procedure complement the Bus Driver Information Report (F62.454); thus, enhancing the ability to monitor S&MD's personnel driver license status.

Although, all warehouse (AFSCME) personnel job descriptions require a Class D driver's license, not all jobs require employees to drive. Staff has the flexibility to use these employees as drivers in special situations. However, S&MD staff will ensure that the employee with the suspended license reinstates it within the next 60 days, or be placed in a position that does not require a license. The following personnel are ***required*** *to drive: Mail Couriers (6190), Motor Equipment Operators (6427), Property Asset Specialists (6382), and Material Distribution Specialists (6371).*

Scope, Objectives, and Methodology

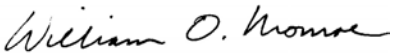
The scope of this audit included a review of procedures and tests of management controls to

determine whether DOT policies and procedures followed applicable laws, Board rules, and sound business practices. We reviewed employee job qualifications for DOT supervisory personnel and tested District policies and procedures related to fuel distribution, monitoring of employees' driving records, and the disposal of District vehicles. Our objectives were as follows:

- To determine that supervisory personnel in the District's DOT met the minimum job qualifications.
- To determine whether DOT expenditures, including procurement card purchases, complied with legal and administrative guidelines and sound business practices, and were reasonable.
- To determine whether procedures related to DOT work orders were effective in controlling cost and complied with management controls and sound business practices, and that parts were used for the appropriate vehicles.
- To determine that DOT procedures were operating effectively to ensure that safety inspections of school buses were being timely performed and significant exceptions timely resolved.
- To determine the effectiveness of controls related to the distribution of fuel to District vehicles to ensure accuracy of records and compliance with applicable guidelines and sound business practices.
- To review Board policies and procedures in place to ensure that all drivers of District vehicles were monitored with regard to required training, acceptable driving records, and other safety monitoring.
- To review the procedures related to the disposal of District vehicles to determine whether they were operating effectively.

Authority

Pursuant to the provisions of Section 11.45, Florida Statutes, I have directed that this report be prepared and submitted to the President of the Senate, the Speaker of the House, and the Legislative Auditing Committee.



William O. Monroe, CPA
Auditor General

District's Response

Certain attachments referred to in the Superintendent's response letter have not been reproduced in this report. The Superintendent's response letter, dated June 27, 2003, can be viewed in its entirety on the Auditor General's Web site.

This audit report, as well as other reports prepared by the Auditor General, can be obtained on our Web site at www.state.fl.us/audgen; by telephone at (850) 487-9024; or by mail at G74 Claude Pepper Building, 111 West Madison Street, Tallahassee, Florida 32399-1450.

This audit was conducted by Enrique A. Alonso, CPA, and supervised by Ramon A. Gonzalez, CPA. Please address inquiries regarding this report to David W. Martin, CPA, Audit Manager, via e-mail at davidmartin@aud.state.fl.us or by telephone at (850) 487-9039.

giving our students the world

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Superintendent of Schools
Merrett R. Stierheim

June 27, 2003

Mr. William O. Monroe, C.P.A.
Auditor General - State of Florida
G74 Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

RE: TRANSPORTATION ACTIVITIES FOR MIAMI-DADE COUNTY DISTRICT SCHOOL BOARD - FOR THE PERIOD JULY 1, 2001, THROUGH JANUARY 31, 2003

Dear Mr. Monroe:

The following responses are submitted to address the preliminary audit findings and recommendations of the operational audit of Transportation Activities for Miami-Dade County.

FINDING NO. 1: QUALIFICATIONS OF STAFF

Recommendation:

We recommend that the District continue its efforts to ensure that the revised procedures for direct appointments and verification of work experience are properly implemented.

Administrative Response:

In our view, the Executive Director, Transportation Operations, was in fact, qualified to be appointed to her current position. Her experience far exceeded minimum requirements of the job description and her degree was considered a "related field" consistent with the job requirements.

School Board Administration Building • 1450 N.E. 2nd Avenue • Miami, FL 33132
305-995-1430 • FAX 305-995-1488 www.dadeschools.net

Several employees were directly appointed to their positions during the period of 1993-2000, without verifying previous work experience. As noted in the report, this process has already been revised.

FINDING NO. 2: WORK ORDER SYSTEMS AND INVENTORY

Recommendations:

We recommend that D.O.T. management continue to work with I.T.S. staff to archive inventory data, including non-stock items, for a longer time period and to generate summary reports of stock items exceeding established parameters.

Administrative Response:

Modifications to the current Compass System are ongoing. In addition, a Request for Proposals for a more technologically advanced work order system is being developed.

FINDING NO. 3 FUEL ACCOUNTABILITY

Recommendations:

We recommend that the District establish written procedures for all departments assigned District-owned vehicles to determine the fuel efficiency of its vehicles; and be able to identify vehicles with unusual fuel consumption, determine causes, and find appropriate solutions.

Administrative Response:

Subsequent to the timeframe in which the Auditor General's review was conducted, appropriate controls and fuel consumption accountability records have been specifically incorporated into the new, automated fuel dispensing system.

FINDING NO. 4 PARTS PROCUREMENT PROCEDURES

Recommendations:

We recommend that procedures be strengthened, as follows: procurement card purchases be approved prior to the date of invoice or receipt of goods containing sufficient information of items purchased, documentation be maintained to evidence DOT management's approval of changes made to quantities originally approved on authorization forms, and procedures enhanced to document, at time the goods are received, name of employee responsible for receiving items purchased with procurement cards.

Administrative Response:

Occasionally an invoice can be dated before supervisory approval has occurred when the vendor places the wrong date on the invoice. As a result, procedures have been changed to reconcile the invoice date with the approval date. Although the authorization form sometimes does not fully describe the purchased items in detail, the request form from the shop has a sufficient description of the item. In the future, we will include a more detailed description of the item on the initial authorization form. It is important to note that, while there is an exposure, no evidence of theft was discovered.

Procedures have been changed to require a new form whenever a change of any kind to the original authorization form is required. Although all documents presented to us had an employee name, sometimes these were not easily recognizable by the State Auditor. However, each person receiving the purchased items, was subsequently identified as authorized staff by M-DCPS personnel. In addition, we have changed procedures to include the employee number next to the employee signature.

FINDING NO. 5 PROCUREMENT CARD PURCHASES

Recommendations:

We recommend that an itemized listing of the parts and supplies purchased with the procurement cards be entered into COMPASS and included in the "Work Order Material Inquiry" information.

Administrative Response:

The costs of supplies and parts obtained through the Procurement Cards are now reflected on the COMPASS work order system via the AC05 entries. However, the actual parts numbers, and subsequent warranty tracking cannot yet be entered. This capability is being included in the RFP for maintenance software now under development.

FINDING NO. 6 DRIVERS LICENSE VERIFICATION

Recommendations:

We recommend that DOT management enhance its driver's licenses monitoring procedures, including the accurate and timely completion of the Safe Driver Program Logs, in order to prevent drivers without a valid license or a significant number of traffic violations from driving District vehicles. We recommend that the

Maintenance Materials Management Maintenance Operations, and Stores and Mail Distribution departments enhance their driver's licenses monitoring procedures.

Administrative Response:

The district has an excellent, carefully prescribed, contractually negotiated, Safe Driver Plan for school bus drivers. Since implementation in 1994, there have been over 800 instances of points assessments and over 50 school bus drivers, who have been recommended to the Board for suspension or dismissal for Safe Driver Plan violations. Since the implementation of the weekly driver record printout system, drivers' requirements for self reporting of violations has become moot since the district is notified within a matter of days of any driver record infractions. Appropriate actions are then initiated. Even though the department has a better than 99% compliance rate, it will strive to log and implement points under the Safe Driver Plan for 100% compliance.

Procurement Management Services concurs with the recommendation and has corrected deficiencies and modified procedures to prevent recurrence.

Driver's license monitoring procedures at Maintenance Materials Management (MMM) have been enhanced by complementing the Bus Driver Information Report (F62.324) with access to the Department of Highway Safety and Motor Vehicles internet address. Updated license information on applicable employees is obtained once a week in accordance with attached MMM procedure 9-2.

Employees who required a valid Class D or higher license are now in compliance. Two employees from MMM requested a downward reclassification to be compliant with the licensing requirements. Maintenance Materials Management has terminated one employee, suspended another for thirty days without pay, and initiated disciplinary action on an employee who failed to maintain a valid driver's license, report violations and driving with a suspended license. MMM will continuously monitor driver's licenses and take appropriate disciplinary action.

Stores and Mail Distribution (S&MD) has written new procedures to prevent recurrence. The new procedure (copy attached) complement the Bus Driver Information Report (F62.454); thus, enhancing the ability to monitor S&MD's personnel driver license status.

Although, all warehouse (AFSCME) personnel job descriptions require a Class D driver's license, not all jobs require employees to drive. Staff has the flexibility to use these employees as drivers in special situations. However, S&MD staff will ensure that the employee with the suspended license reinstates it within the next 60 days, or be placed in a position that does not require a license. The following

personnel are **required** to drive: Mail Couriers (6190), Motor Equipment Operators (6427), Property Asset Specialists (6382), and Material Distribution Specialists (6371).

Should you have any questions pertaining to this matter, please contact my office.

Sincerely,

Merrett R. Stierheim
Superintendent of Schools

MRS:bb
Attachment

L2778 (R3816)

cc: Audit Committee Members
Mr. Eduardo Alfaro
Mr. Joseph A. Gomez
Mr. Jose F. Montes de Oca
Mr. Jerry Klein
Mr. Azim Eoonous
Mr. Robert Breiner
Mr. Johnny Brown
Mr. William L. Scott

Miami-Dade County Public Schools
Stores and Mail Distribution

EMPLOYEES -
DRIVER LICENSE REVIEW **Procedure No. 10-1**

Purpose:

To provide a uniform method to insure all driver licenses are current and valid as required by job descriptions.

Definition:

Stores and Mail Distribution reviews the Florida Department of Education School Bus Driver Information Report annually and any report on randomly selected licenses and/or licenses that have activity throughout the year to insure that all driver licenses are valid.

Procedure:

1. Qualification Requirements:

   A. The following job codes require staff to have and maintain an appropriate driver license while employed with M-DCPS, Department of Stores and Mail Distribution.

Job Code	Job Title	Type of License
6194	Senior Mail Clerk	Class D
6373	Material Handler II	Class D
6375	Material Handler III	Class D
6427	Motor Equipment Operator	Class D
6190	Mail Courier	Class D
6371	Material Distribution Specialist	Class D
6378	Foreperson-Material Handling	Class D
6382	Property Asset Specialist	Class D
6193	Foreperson-Mail Service	Class D
6191	Sr. Foreperson-Mail Service	Class D
6377	Sr. Foreperson-Material Handling	Class D

B. Any other administrative, professional and technical, and clerical employee that may operate a M-DCPS vehicle.

2. The Stores & Mail Distribution supervisor or designee will review all driver licenses as scheduled below:

A. Annual Review

1) Receive Bus Driver Information Reports from ITS (See Attachment A).

2) Check report to insure all required staff is included.

3) Review each record:

a) Check expiration date of license.

b) Review most current input to insure that the license has not been suspended or revoked.

c) Review all deficiencies to ensure they have been corrected.

B. Weekly Review

1) Logon to reports in online system.

a) Type in "Driver License Weekly 9181"

b) Type in "Data from and to" (See Attachment B).

c) Press Enter

d) Tab down to current week (See Attachment C).

e) Type in appropriate command.

f) Press "V" for view and enter.

2) Review each record.

a) Verify type of record.

1. Random check record.

2. Record containing activity or deficiency

b) Print all deficient records (See Attachment D).

C. As necessary.

1) Log onto Department of Highway Safety and Motor Vehicles, www.2.hsmv.state (See Attachment E).

2) Enter the driver license number and check enter.

3) If the license is valid, print screen.

4) If the license is suspended, revoked or has expired, print screen and contact the Department of Highway Safety and Motor Vehicles for further information (850-922-9000).

5) To acquire a detailed report contact the Department of Highway Safety and Motor Vehicles (850-488-6878) and request a Division of Driver license transcript of driving record.

3. Notify employees of any violations and obtain employee signature and date on the applicable reports as proof of notification.

4. It is the responsibility of each employee (driver) to inform their immediate supervisor by the next workday of any conviction, suspension, or revocation of their license while driving his or her M-DCPS or privately owned vehicle as stated in the Division's Driver (employee) Handbook (p. 2, par. 4).

ATTACHMENT A

F62.454
01/15/03

FLORIDA DEPARTMENT OF EDUCATION
SCHOOL BUS DRIVER RECORDS SYSTEM
BUS DRIVER INFORMATION REPORT

DISTRICT NUMBER: 13 DADE

FIRST, MIDDLE OR MAIDEN, LAST NAME	SUFFIX	DOB	HT.	RACE	SEX	SOCIAL SECURITY NO	ENDORSEMENTS
JOHN DOE	9181	XX	X	X	X	XXX	

ADDRESS	LICENSE TYPE	DATE ISSUED	DATE EXPIRED	RESTRICTIONS	FL DRIVER LICENSE NO	DATE ORIG DL ISSUED
XXXXX	D	XX	XX	XX		

CITY	STATE	ZIP CODE	PRIOR STATE & DRIVER LICENSE NO	DRIVER TYPE
MIAMI	01	33175-0000	XX	A

EFFECTIVE DATE (ARREST)	CONVICTION DATE	REINSTATE DATE	STATE/COUNTY INFO	CITY	COURT	ENTRY	DESCRIPTION		CITATION	ACCIDENT	DISP	ACTION
01-20-01	01-23-01	- -	DADE	011	COUNTY	ADJ WITHHELD	CARELESS DRIVING			A	5	
01-20-01	- -	- -	DADE	001		ACCIDENT	INVESTIGATED BY	F.H.P.	C			
10-28-00	11-08-00	- -	DADE	010	COUNTY	CONV-0.0 PTS	EXPIRED TAG - 6 MOS OR LESS				1	
01-03-98	01-16-98	- -	DADE	009	COUNTY	ADJ WITHHELD	SPEED IN POSTED ZONE	045/30			5	
12-02-88	- -	- -		002			DUPLICATE ID CARD ISSUED					

ATTACHMENT B

```
-- ---------------- CONTROL-D  -  USER REPORTS ENTRY PANEL ----------------(U)
COMMAND ===>

   OPTIONS ===>                1. PERMANENT  2. ACTIVE     3. HISTORY

    REPORT NAME    ===> DRIVER LIC WKLY 9181  Report name, prefix or mask
    USER           ===>                       Recipient name or prefix
    DATE FROM      ===> 090102 TO 033003      Report date or relative day
    JOBNAME        ===>                       Job name, prefix or mask

    DISPLAY TYPE   ===> G                     BYPASS PANEL ===> N

SELECT AN OPTION FILL IN THE SELECTION CRITERIA AND PRESS ENTER        09.33.49
```

ATTACHMENT C

```
ACTIVE LIST     <G> JOB          REP DRIVER LIC WKLY 9181 USR          CHILD (U)
COMMAND ===>                                                     SCROLL===> CRSR
O REPORT NAME           PRODUCT NUMBER   DATE     TIME   PAGES V N CATG RECIP
   RIVER LIC WKLY 9181 F62.454          12/26/02 12:21      2 V   TRAN LOC9181
  DRIVER LIC WKLY 9181 F62.454          01/02/03 12:11      2 V   TRAN LOC9181
  DRIVER LIC WKLY 9181 F62.454          01/16/03 12:06      1     TRAN LOC9181
====== >>>>>>>>>>>>>>>>   B O T T O M    O F   L I S T   <<<<<<<<<<<<<<<< ======

V VIEW E EDIT P PRINT U UPDT I INS D DEL N NOTE A ADD INFO G GIVETO     09.41.13
```

ATTACHMENT D

F62.454
01/15/03

FLORIDA DEPARTMENT OF EDUCATION
SCHOOL BUS DRIVER RECORDS SYSTEM
BUS DRIVER INFORMATION REPORT

DISTRICT NUMBER: 13 DADE

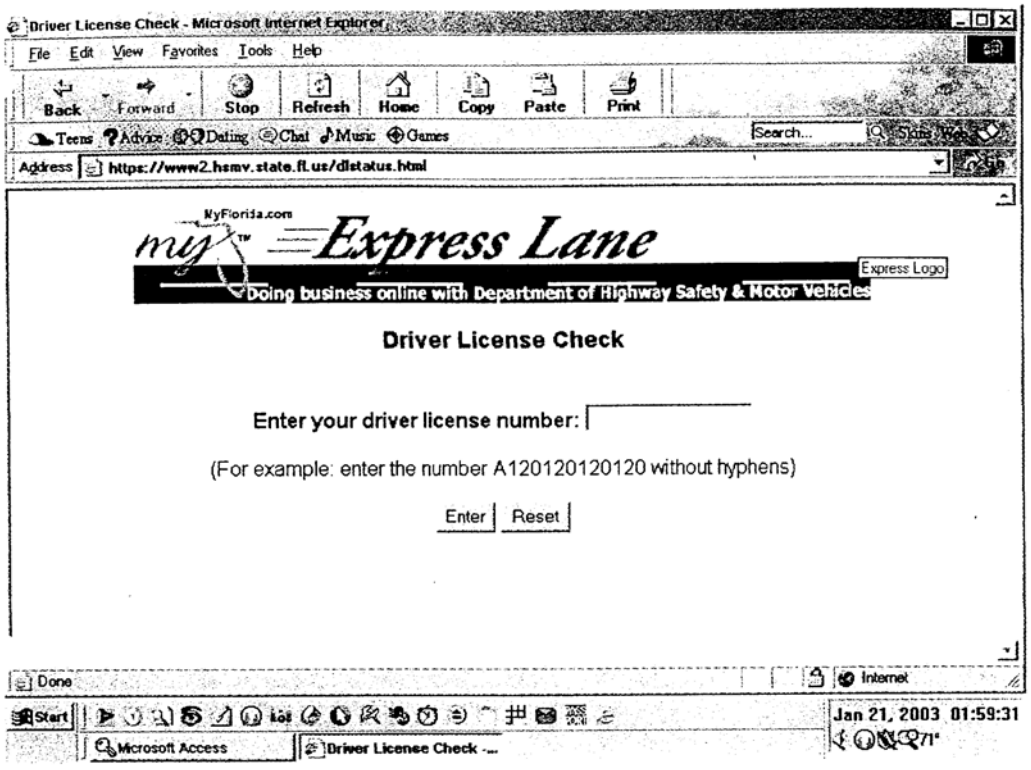
FIRST, MIDDLE OR MAIDEN, LAST NAME	SUFFIX	DOB	HT.	RACE	SEX	SOCIAL SECURITY NO	ENDORSEMENTS
JOHN DOE	9181	XX	X	X	X	XXX	

ADDRESS	LICENSE TYPE	DATE ISSUED	DATE EXPIRED	RESTRICTIONS	FL DRIVER LICENSE NO	DATE ORIG DL ISSUED
XXXXXX	D	XX	XX	XX		

CITY	STATE	ZIP CODE	PRIOR STATE & DRIVER LICENSE NO	DRIVER TYPE
MIAMI	01	33175-0000	XX	A

EFFECTIVE DATE (ARREST)	CONVICTION DATE	REINSTATE DATE	STATE/COUNTY INFO	CITY	COURT	ENTRY	DESCRIPTION		CITATION	ACCIDENT	DISP	ACTION
01-20-01	01-23-01	- -	DADE	011	COUNTY	ADJ WITHHELD	CARELESS DRIVING			A	5	
01-20-01	- -	- -	DADE	001		ACCIDENT	INVESTIGATED BY F.H.P.		C			
10-28-00	11-08-00	- -	DADE	010	COUNTY	CONV-0.0 PTS	EXPIRED TAG - 6 MOS OR LESS				1	
01-03-98	01-16-98	- -	DADE	009	COUNTY	ADJ WITHHELD	SPEED IN POSTED ZONE	045/30			5	
12-02-88	- -	- -		002			DUPLICATE ID CARD ISSUED					

ATTACHMENT E



RHB #2763
January 13, 2003
995-3000

MEMORANDUM

TO: Ms. Tamara Brooks
Auditor General Staff

FROM: Robert H. Breiner, Supervisor
Stores and Mail Distribution

SUBJECT: **DRIVING RECORDS**

The following are the responses/corrections to your inquiry.

1. When the driver's license of an employee of the Department is suspended or revoked, the employee is called into the office for a conference. Generally, no formal written documentation of this conference is given to the employee or maintained by the Department. The employee is informed that he/she has a 30-day period to resolve the problem. The employee is required to provide evidence that he/she possesses a valid license. No documentation of this valid license is maintained by the Department.

Correction

When the driver's license of an employee of the Department is suspended, revoked, commits a serious infraction or an accident occurs, the employee is called into the office and notified. Generally, no formal written documentation of this notification is given to the employee or maintained by the Department. However, the employee is given a copy of the report. The employee is informed that he/she has a 30-day period to resolve the problem and a follow-up date is marked on the administrator's calendar. The employee is required to provide evidence that he/she possesses a valid license. The documentation is maintained and attached to the report (see Attachment A).

2. The job description for James McCoy requires possession of a valid Florida Class D driver's license as one of the minimum qualification requirements for his position. According to records provided to us by the State of Florida Department of Highway Safety and Motor Vehicles, James McCoy's license was suspended on 6/28/02 and not reinstated.

James McCoy is a textbook handler who works in the warehouse. His daily duties do not include driving.

Response

The Department is supporting Mr. McCoy as he works with his attorneys to correct his legal situation. Mr. McCoy has requested a hardship license in order to maintain his job (see Attachment B).

3. The job description for Theresa May (Trice) requires possession of a valid Florida Class D driver's license as one of the minimum qualification requirements for her position. According to records provided to us by the State of Florida Department of Highway Safety and Motor Vehicles, Theresa May's license was suspended on 8/5/02, and reinstated on 8/9/02.

Response

The report notifying the Department that Theresa May's license was suspended on 08/05/02 was run on the evening of 08/07/02 and was delivered in the afternoon school mail of 08/08/02 or the morning mail of 08/09/02. By the time the administration sorted the mail and went to notify Ms. May of the situation, she had already returned from her mail route. On 08/09/02 the situation was corrected (see Attachment C).

It is the Department's normal practice when notified of a suspended, revoked license to send another driver to pick up the vehicle and the person driving that vehicle. We never allow anyone to drive a vehicle once we know their license is suspended or revoked.

Please do not hesitate to contact me if you require any further information.

RHB:rhv

Attachments

cc: Mr. Craig Buttrill

Purpose:

To provide a uniform method to review driver licenses for all staff maintaining a driver license as part of their job requirements, to ensure that each license is valid.

Definition:

MMM receives an annual Florida Department of Education Bus Driver Information Report that provides information on a driver's license record, as well as random reports throughout the year to ensure that all driver licenses are valid. This would augment the existing process by including a weekly and monthly review.

Application:

This procedure applies to all MMM staff authorized to drive M-DCPS vehicles as part of their job requirement.

Applicable Forms:

Bus Driver Information Report
FL Dept of Highway Safety & Motor Vehicles Driver License Check
MMM Weekly/Monthly License Check

Procedure:

1. Qualification Requirements

The following job codes require staff to have and maintain an appropriate valid Commercial Drivers License while employed with M-DCPS.

Job Code	Job Title	Type of License
6373	Material Handler II	Class D
6375	Material Handler III	Class D
6377	Senior Foreperson – Material Handling	Class D
6378	Foreperson – Material Handling	Class D
6380	Senior Parts Inventory Clerk	Class D
6381	Property Control Clerk I	Class D
6430	Material Acquisition & Transport Spec. I	Class B
6431	Material Acquisition & Transport Spec. II	Class A

2. Review Process

The MMM supervisor, or designee, will review all driver licenses as scheduled below.

A. Annual Review

1) Receive Bus Driver Information Reports from ITS. (Attachment 1)
2) Review each report to ensure that the driver's license is valid
   a) Check expiration date of license
   b) Review most current entries to ensure that the license has not been suspended or revoked.
   c) Review all deficiencies to ensure they have been corrected.

B. Weekly/Monthly Review

On a weekly basis, each Satellite Administrator will conduct a driver license review. On a monthly basis, MA&D Administrator will conduct a full review of all applicable employees' license status, and print file copy.

1) Log onto the Department of Highway Safety & Motor Vehicles (www2.hsmv.state.fl.us/dlctatus.html) (Attachment 2)
2) Enter the driver license number from the MMM Weekly/Monthly License Check form, and click enter. (Attachment 3)
3) If license is valid, record entry on form by checking appropriate column.
4) If license has been suspended, revoked or has expired, print screen and contact the Department of Highway Safety & Motor Vehicles for further information. (850-922-9000)
5) To acquire a detailed report, contact the Department of Highway Safety & Motor Vehicles and request a Division of Driver Licenses Transcript of Driver Record. (850-488-6878)
6) Employees will be notified of any violations, acknowledging receipt by signing the applicable reports pursuant to the process.

4. Due Process

It is the responsibility of each employee under these specific job codes to inform their immediate supervisor, by the next workday of any conviction, suspension, or revocation of their license while driving his or her M-DCPS or privately owned vehicle. Pursuant to the AFSCME Contract, Article XI – Disciplinary Action, Section A, a Conference-for-the Record will be held when there is a violation of federal or State Statutes to determine if formal disciplinary action should be taken (i.e., letter of reprimand, suspension, demotion or dismissal).

F62.324
07/31/02

FLORIDA DEPARTMENT OF EDUCATION
SCHOOL BUS DRIVER RECORDS SYSTEM
BUS DRIVER INFORMATION REPORT

DISTRICT NUMBER: 13 DADE

FIRST, MIDDLE OR MAIDEN, LAST NAME | SUFFIX | DOB | HT. | RACE | SEX | SOCIAL SECURITY NO | ENDORSEMENTS

ADDRESS | LICENSE TYPE | DATE ISSUED | DATE EXPIRED | RESTRICTIONS | FL DRIVER LICENSE NO | DATE ORIG DL ISSUED

CITY | STATE | ZIP CODE | PRIOR STATE & DRIVER LICENSE NO | DRIVER TYPE

EFFECTIVE DATE (ARREST)	CONVIC-TION DATE	REIN-STATE DATE	STATE/ COUNTY INFO	CITY	COURT	ENTRY	DESCRIPTION	CITA-TION	ACCI-DENT	DISP	AC-TION

ATTACHMENT 1

MyFlorida.com my Express Lane

Doing business online with Department of Highway Safety & Motor Vehicles

Driver License Check

A.

Enter your driver license number: C640320525230

(For example: enter the number A120120120120 without hyphens)

Enter Reset

MyFlorida.com my Express Lane

Doing business online with Department of Highway Safety & Motor Vehicles

Driver License Check

B.

As of Dec 13, 2002, at 07:55 AM, driver license number **C640320525230** is **VALID.**
Expiration date is **Jan 23, 2006.** You may purchase a driver history via mail or electronically.

Would you like to check another driver license?

The Express Lane Office Locator Highway Safety Home Page Privacy Policy Contact Us

ATTACHMENT 2

MAINTENANCE MATERIALS MANAGEMENT
CENTRAL WAREHOUSE WEEKLY/MONTHLY LICENSE CHECK

Date of Review: _____

EMPLOYEE NAME	EMPLOYEE NUMBER	POS AND LICENSE CLASS	DRIVER LICENSE	STATUS

POS Titles:
①0422 Coordinator III
②6381 Property Control Clerk
③6378 Foreperson Material Handling
④6377 Senior Foreperson – Material Handling
⑤6373 Material Handler III