

On-Site Compliance Audit Checklist

School Transportation

District/Charter: _____ **Reviewer:** _____

School: _____ **Date:** _____

Legislation/Regulation Authority:

14 DE Admin. Code 1105 School Transportation

Relevant sections from this regulation:

- 2.1.13- Driver records
- 10.0- Accident reports
- 2.1.12- Contract monitoring

Intent of the Legislation/Regulation:

To ensure school bus drivers and aides are qualified, information is on file for follow-up of school bus accidents and valid contracts are in place

Focus of Review:

Ensure safety for students and ensure appropriate expenditures

Method of Assessment: (Check all that apply)

- Document Review
- Observation
- Interview

Location of Audit: (Check all that apply)

- LEA Office..... Excludes Charters
- Elementary School..... Excludes Charters
- Middle School Excludes Charters
- High School..... Excludes Charters
- Other Agency

Over the past three years, what guidance, technical assistance, and/or professional development has been offered to the districts and charters regarding this regulation?

Special briefings to the LEAs in each county during 2008-2009 and monthly transportation supervisor meetings since that time

Required District and Charter School Compliance Items of School Transportation	Evidence	Compliance			Comments/Corrective Action	Corrective Action Due Date
		Yes	No	N/A		
<p>The following information available for current bus drivers:</p> <ul style="list-style-type: none"> • Initial class registration • Affidavit • Background Check Receipt • Physical and TB Initial Test Result • Drug Test Verification • 6-Hour Checklist (three forms) • Classroom Certificate (copy) • Child Protection Registry Form • Copy of License with "S" Endorsement or Learner's Permit 	Driver Training Records					
<p>Description of damage Description of personal injuries List of passengers & witnesses Driver information Seating chart, if available Follow-on information:</p> <ul style="list-style-type: none"> • Litigation • Summonses • Net effects of injuries • Other property damage • Corrective actions-Driver • Summation of Driver's record 	Accident Reports					
<p>The following information available:</p> <ul style="list-style-type: none"> • Contract for current year • Bus(es) identified <ul style="list-style-type: none"> ○ Bus number ○ Make ○ Model year ○ Size ○ License ○ VIN • Bond (if specified) • Proof of insurance (if specified) 	School Transportation Contracts (all except Brandywine S.D., Providence Creek Academy C.S. and Positive Outcomes C.S.)					