

**CMCSS
Transportation Internal Audit Form**

DISPATCH/TRIPS	Signature: _____		
	Yes	No	Comments
Route Sheets Correctly Displayed / Current			
Sub Drivers Assigned Correctly			
Emergency Procedures are Documented in Dispatch			
Driver Notes Displayed Properly (Bus Depot)			
Trips Assigned and Logged on Dispatch			
TRAINING / SAFETY	Signature: _____		
	Yes	No	Comments
Accident/Incident Reports Complete			
Drug & Alcohol Randoms up to Date			
All Training Documents Completed / D/A/DOT/MVR			
Proper Amount of Training Hours Logged (Hands On)			
All Classes Completed			
SPECIAL EDUCATION	Signature: _____		
	Yes	No	Comments
All Student Transportation Files Up to Date			
Number of Car Seats Listed in Each Bus			
Sign in Sheets Filled Out Properly			
Trips Logged and Assigned Properly (Bus Depot)			
Medical Information Secure From Public			
Pre-K Sign in Sheets Filled Out Properly (Accountability Form)			
ROUTING TECHNICIAN	Signature: _____		
	Yes	No	Comments
Routes are Correct			
Route Times are Correct			
Software Updated			
BUS MAINTENANCE	Signature: _____		
	Yes	No	Comments
Service (PM) Schedules Updated (7,500)			
Maintenance Interval Met (15,000)			
Shop is OSHA Compliant			
Bus Files Up to Date			
Work Orders Completed			
DBI Complete & Filed			
Purchase Orders/Request for Check Efficient			
ADMINISTRATIVE ASSISTANT	Signature: _____		
	Yes	No	Comments
Personnel Folders Up to Date			
Personnel Information Up to Date (Directory)			
Student Discipline Reports Filed			
BUSES	Signature: _____		
	Yes	No	Comments
Swept			
Trash Emptied			
Exterior Clean			
Fluids at Full Mark			
Dash Clear of Debris			
Overhead Storage Kept Free of Debris			
Bumper Sticker Displayed			
Annual State Inspection Sticker			