



## OSBIE's Best Practices Program for School Board Transportation Consortiums

### AUDIT Checklist

**Consortium Name:**  
**Location Address:**  
**Conference with:**  
**Auditor Name:**  
**Date:**

AUDIT CONDITION	ACCEPTABLE		
1. Operational Risks	YES	NO	N/A
<b>A) Premises Occupier's Liability</b>			
i. Snow removal log books complete and current			
ii. Controlled Access – building security			
iii. Evidence that maintenance activities are logged			
<b>B) Staff hiring/training practices</b>			
i. Staff Hiring Policy			
ii. Documented Criminal Record Checks & Offence Declarations			
<b>C) Safety Complaints</b>			
i. Documented procedure to receive, record and respond to safety complaints			
<b>D) Bus Accident &amp; Student Incident Reporting</b>			
i. Outlines the duties of the Transportation Consortium			
ii. Outlines the duties of the Bus Driver/Bus Operator			
iii. Outline the duties of the School Principal			
<b>Total</b>			<b>/9</b>
<b>Notes:</b>          			

<b>AUDIT CONDITION</b>	<b>ACCEPTABLE</b>		
<b>2. Bus Patroller Programs</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
i. Documented use of CAA or equivalent program			
ii. Periodic documented review of lessons and safety instructions			
<b>Total</b>			
<b>/2</b>			
<u>Notes:</u>			

<b>AUDIT CONDITION</b>	<b>ACCEPTABLE</b>		
<b>3. Bus Operator Audits</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
i. Conducting annual documented Operator Audits			
ii. Documented follow-up on outstanding recommendations			
iii. Reporting on Safety			
iv. Reporting on Driver Meetings			
v. Reporting on Accident Policy & Procedures			
vi. Reporting on Maintenance			
vii. Reporting on Contingency Plans.			
<b>Total</b>			
<b>/7</b>			
<u>Notes:</u>			

<b>AUDIT CONDITION</b>	<b>ACCEPTABLE</b>		
	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>4. Bus Route Liability</b>			
i. Policy in place for designated stops only			
ii. Student drop pick-up/drop-off protocol			
iii. Route safety – policy for same side drop-off/pick-up, not stopping on blind hills, busy intersections etc.			
iv. Communication procedure for route changes/stop changes			
v. Procedures for JK/SK drop-off (return to school policy)			
vi. Centralized procedure to manage one-time riders (going to a friend's house after school)			
vii. Route Mapping Software in use			
<b>Total</b>			<b>/7</b>
<u>Notes:</u>			

<b>AUDIT CONDITION</b>	<b>ACCEPTABLE</b>		
	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>5. Bus Operator Contract</b>			
i. Copy of indemnity & hold harmless agreement			
ii. Evidence of Bus Operator's autobus insurance			
iii. Evidence of commercial general liability insurance naming consortium as additional insurance (\$5 million minimum)			
<b>Total</b>			<b>/3</b>
<u>Notes:</u>			

AUDIT CONDITION	ACCEPTABLE		
6. Taxi & Paid Parent Driver Contracts	YES	NO	N/A
<b>A) Taxi Contracts</b>			
i. Evidence of automobile insurance (\$1 million minimum)			
ii. Evidence of commercial general liability insurance naming consortium as additional insurance (\$2 million minimum)			
iii. Review of taxi agreement re: vehicle safety, driver licensing, driver selection (criminal background checks)			
<b>B) Paid Parent Drivers</b>			
i. Paid parent driver form in use			
ii. Documented licensing requirement met			
iii. Valid insurance			
iv. Contract with driver current and on file			
<b>Total</b>			<b>/7</b>
<u>Notes:</u>			

AUDIT CONDITION	ACCEPTABLE		
7. Staff Fidelity Exposures	YES	NO	N/A
i. Annual financial audit			
ii. Policy on cash management			
iii. Policy on contract tendering, RFP, RFQ			
<b>Total</b>			<b>/3</b>
<u>Notes:</u>			

AUDIT CONDITION	ACCEPTABLE		
8. Business Continuity/ERP	YES	NO	N/A
i. Documentation supporting BCP/ERP plan			
ii. For Suppliers			
iii. For Emergencies			
<b>Total</b>			<b>/3</b>
<u>Notes</u>           			