

DISTRICT / EMPLOYER COMPUTER AUDIT PROCEDURE

Student Transportation conducts computer audits for employers of school bus drivers, at least once a year. The purpose of the audits, are to verify the Student Transportation database information is up to date and current per the employer information submitted, regarding driver's employment and driver's required compliance per Minimum Standards. The employer must respond to Student Transportation, when the employer receives audit documents.

Employers will receive an email or fax from Student Transportation. The correspondence will consist of the following:

- Cover Letter - with the employer name and instructions (page one)
- Signature page – to be **immediately** signed and returned to Student Transportation by email or fax (page two)
- Driver's District Report – List of active certified drivers currently in your employment per Student Transportation database
- Driver's Expiration Report – List of certified drivers currently in your employment with expired documents, per Student Transportation database

PLEASE READ THE INSTRUCTIONS ON PAGE ONE

Page Two - the employer, transportation director or supervisor must print, sign and date this form to acknowledge the audit packet was received. Submit this form to Student Transportation by email to schoolbus@azdps.gov or fax to (602) 223-2923.

District Driver Report (A) - Verify the driver names listed on this report are current employees. Any driver currently employed as a school bus driver and is **not listed** on this report, please add driver's name and school bus certificate number to the District Driver Report and submit to Student Transportation. Student Transportation will contact the employer for more information.

If a driver listed on the District Driver Report, currently is **not employed** as a school bus driver, cross out the driver name on the report. Submit a School Bus Cover sheet, marked Resigned / Terminated with the effective date for each driver crossed off the list. Submit forms to Student Transportation by email to schoolbus@azdps.gov or fax to (602) 223-2923.

Driver Expired Report (B) – Lists the REQUIRED certification documents that have expired or are about to expire, for a specific driver. Please email the current documents that replace the expired documents to Student Transportation, along with the school bus driver cover sheet for each driver (exception: Training Reports and PPT forms do not need a cover sheet).

If this report (B) indicates the Employer does not have any drivers with expired documents, then only submit report (A) by email to schoolbus@azdps.gov or fax to (602) 223-2923.