



December 15, 2023
Luke Schroeder, Superintendent
Kimberly School District
141 Center St W
Kimberly, Id 83341

Dear Superintendent Schroeder,

Re: Findings of Spot Inspection
Preliminary Financial Audit Report
Appeals Due Date: December 29, 2023

The State Department of Education, Student Transportation conducted a spot inspection on December 11, 2023. I rode school bus routes, inspected school buses, reviewed driver personnel files, financial and maintenance records. The following are commendations related to the findings:

- School bus drivers exhibited excellent vehicle operation and student management skills.
- Drivers are performing their student crossing in accordance with state loading / unloading training curriculum with proper eye contact from students and proper hand signal.
- The supervision at the schools shows a safe and courteous structure in the staging and loading areas.
- All required driver record support documentation was present and organized, reflecting a compliance rating of 100%.
- The transportation staff was helpful and courteous throughout the inspection process.
- In compliance with Standards for Idaho School Buses and Operations, all required reports were completed within the required time frame.

Listed below are exceptions to Idaho Code, State Board of Education Rules of the Board Governing Education, and rules and regulations adopted by reference, including the Standards for Idaho School Buses and Operations (SISBO). These requirements must be met if the district is to operate a fully approved reimbursable student transportation program.

SDE Transportation team rode *two* school bus routes, evaluated driver skills and bus stops, and assessed district routing configurations, resulting in a compliance rating of 100%.

While riding bus routes the bus(es) stopped *four* times at various schools the team observed continuous and interactive loading/unloading zone supervision, resulting in a compliance rating of 100%.

Six driver files were reviewed. All required documentation was present and reflects a compliance rating of 100%.

I reviewed the sixty-day and annual inspection records of *three* buses. *Three* sixty-day inspections were missing or occurred outside the required time frame, resulting in a compliance rating of 88%.

"The board of trustees of each school district shall provide for an annual inspection of all school buses by district personnel or upon contract at intervals of not more than twelve (12) months. At intervals of not more than sixty (60) days during each school year the board of trustees shall cause inspection to be made of all school buses operating under the authority of the board. Buses that are removed from service must be inspected and IBUS documentation completed the same day to "Return to Service" if outside the 60day/Annual window." (Idaho Code 33-1506)

I inspected *three* school buses, resulting in a compliance rating of 95.62%. All vehicle components inspected may be viewed in the Idaho Bus Utilization System at <https://apps.sde.idaho.gov/ibus> and all deficiencies need to be certified in IBUS as repaired within 30 days of the inspection.

Public School Finance adjusted the district's 2022-2023 Transportation Reimbursement Claim. The adjustments have been reviewed by the department's financial specialist and resulted in revisions to the district's 2022-2023 Transportation Reimbursement Claim as indicated below.

The first amount reflects the amount reported by the district, then the adjustment amount reflecting in the corrected figure.

Line 21-85 - Training and Travel Expense (SDE Specific):	\$2,135.00 + \$136.00 = \$2,271.00
	From line 27 for driver training meal costs
Line 26-85 - Shop Materials and Parts (Bus Specific):	\$30,556.00 + (\$45.00) = \$30,511.00
	Removed non-reimbursable freight costs.
Line 27 - Office Supplies:	\$1,445.00 + (\$136.00) = \$1,309.00
	Moved driver training meal costs to line 21-85

You can review the detailed audit report in IBUS at <https://apps.sde.idaho.gov/ibus>. The above operational findings are open to appropriate differences of opinion. I welcome your comments and expressions of concern. Resolution inquiries related to any of the operational

findings detailed above should be directed to Ali Stolzman, Transportation Director, at (208) 332-6851.

Based on observations, Student Transportation believes the following recommendations will strengthen your student transportation program, if implemented:

- Sixty-day inspections should be scheduled on a less than sixty-day rotation prior to the start of the school year. Review IBUS procedures to “Return to Service” to avoid any overdue status.
- SDE recommends the local board of trustees review their written policies governing the student transportation system to meet the requirements of 33-1501 through 33-1512, Idaho Code. (for a minimum list see SISBO page 67).

In conclusion, although certain operational items have been identified as needing or requiring improvement, these items should not overshadow the positive aspects of the district's student transportation operational program. The commendations listed at the beginning of this report affirm the inspection team's assessment of the district's effort to manage an efficient student transportation program that ensures student safety.

I would like to thank administrative and transportation personnel for their cooperation during my visit.

Sincerely,



Tim Hicks
Regional Specialist, Student Transportation

cc: Shonia Gaston, Transportation Director
Laurie Writz, Business Manager
Curtis Giles, School Board Chair