

Every Child Every Day



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Consent Agenda Item (Action Item): Receive the 2025 KDE Transportation Audit

Applicable State or Regulations: 01.11

Fiscal/Budgetary Impact: N/A

History/Background: Floyd County Schools was randomly selected for an on-site transportation audit. The team looks into driver records, with making sure the files have all the completed documentation. Also, they do an intensive review over pre-selected buses to make sure the paper work that is being filed on them matches up to the services performed. The teams check various parts of the bus to make sure it is in proper working order, and sanitary. Lastly, the team chooses an actual site to visit to make sure the drivers are following proper protocol while driving the bus; specifically, the loading and unloading procedures.

Recommended Action: Continue to work with office staff and mechanics to review findings and be proactive in steps to correct the suggestions from the audit team.

Contact Person(s): Seth Crisp

Principal

Director

Superintendent

Date:

1/12/26

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Floyd County Public Schools Transportation Review

Review Date: December 11th, 2025

To: Tonya Williams, Superintendent

Cc: Seth Crisp, Director of Transportation

Superintendent Williams,

Floyd County Public Schools (FCPS) received a pupil transportation program review by a Kentucky Department of Education (KDE) team on December 11th, 2025.

KDE would like to commend Mr. Crisp and his staff for their helpfulness and collaboration with us during our review. KDE reviewed several areas, and the following is a breakdown of what was found. Please feel free to contact Joe Shepherd if you have questions or concerns.

Current Fleet

The district has 67 buses and services two (2) non-school bus vehicles.

Driver Training Program

Eight (8) driver training records were checked and all training forms met KDE requirements.

The 8-Hour Update agenda met core curriculum standards, and all drivers were accounted for.

Bus evacuations were properly completed and on schedule.

All other provisions of applicable statutes and regulations on school bus drivers' qualifications and responsibilities are met, including physical fitness certificates and motor vehicle checks. All employees have a contract on file for the current school year at central office. Each bus driver has a current driver's license on file in Kentucky that includes a Commercial Driver's License (CDL) with P & S endorsements for school bus drivers.

Shop Operations and Maintenance

In the shop operations and maintenance area, the facility is spacious, clean, and organized. A preventative maintenance program is in place.

The district has five (5) technicians which meets KDE recommendation of 20 vehicles per technician.

Five (5) individual vehicle folders were inspected, and monthly inspection reports are maintained in the folder. The majority were reviewed and met KDE requirements. One bus folder was missing a "D" inspection report, and forms weren't on the newest inspection sheet. Bus inspection folders had work orders that weren't signed by an inspector after the repairs

were made. The district should be filing recalls, warranty, and out-of-service orders. The garage staff were receptive to the changes.

Recommendation: The originator of the work order should sign the work orders, and the inspector should sign the inspection files when repairs are made, and the bus is put back in service. All pre-trip forms that need repairs should be attached to the work orders. Also, inspection forms should be on the newest sheet that can be found in SharePoint on the Inspector page.

Bus Visual Inspections

Six (6) buses were randomly sampled, and most were in satisfactory condition.

Bus #224 was in satisfactory condition and clean. The right rear heater isn't working on the high setting.

Bus #819 was in satisfactory condition and clean. The transmission oil/filter light was on. The bus had butt connectors inside the fuse box that weren't to specification.

Bus #417 was clean. The front heater was inoperable; the left turn signal needed to be replaced and the big red lenses in the rear needed to be replaced.

Bus #117 was placed out of service due to a missing first aid kit, the front grill was loose, and the bus was delivered back to the district after repairs and there is no work order on what repairs had been made.

Bus #521 was placed out of service due to a class II oil leak, butt connectors in the fuse box weren't sealed to specification, brake lights were inoperable, right rear heater inoperable and the 11th seat back on the left needs foam and cover.

Bus #123 was placed out of service due to a class I oil leak, left inside rear tire was flat, the left mud guard was missing, and the seat belt cutter location was not labeled.

Procurement

The district is following proper procurement procedures. Purchase orders are used for all parts and equipment.

Driver Communication

The district uses two-way radios to communicate with drivers.

Policies and Procedures

The district has a transportation manual with policies and procedures

Routing and Bus Capacity

The number of buses is enough so that every child is afforded a safe and comfortable ride, and buses are not overcrowded.

Accident reports are maintained in an appropriate format, are on file, and are added to the KDE Incident Reporting Database.

Student Loading and Unloading

KDE staff visited the following schools to observe loading procedures.

Prestonsburg Elementary had adequate supervision and all buses used the 8-lamp warning system. All students were orderly, and parent pick-up was orderly.

Prestonsburg High School had adequate supervision while loading and all buses used the 8-lamp warning system.

Report Summary: Floyd County Transportation Department has improved substantially since the 2023 review and is committed to providing safe equipment and transportation to the students of Floyd County.