



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

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**Agenda Item Number:** 7

**Agenda Date:** April 30, 2024

**In Control:** Audit Committee

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**DEPARTMENT:** Office of the City Auditor

**DEPARTMENT HEAD:** Kevin Barthold

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Acceptance of the Office of the City Auditor Report AU23-032 Audit of Pre-K 4 SA Transportation Contract.

**SUMMARY:**

Determine if the Pre-K 4 SA transportation contract is adequately managed.

**BACKGROUND INFORMATION:**

Background

A Transportation Services Agreement between Pre-K 4 SA and Star Shuttle, Inc. was approved in 2017 to provide Pre-K 4 SA students with morning and afternoon transportation services between bus depots (satellite pick-up/drop-off locations) and their respective education center for school years 2018 – 2023. During the 2023 school year, there were eleven bus depots, designated to serve the four education centers (North, East, West, & South).

Pre-K 4 SA Bus Monitors aboard each bus are tasked with safety and oversight of the children, taking attendance, and teaching curriculum while in route. Star Shuttle bus drivers are responsible for recording route times on Daily Bus Reports. Furthermore, these Daily Bus Reports are used by Pre-K 4 SA staff as support documentation during invoice review.

Expenses include transportation services to and from bus depots, transportation for field trips, and bi-annual fuel adjustments. Expenses totaled \$535,031 and \$656,247 for school years 2022 and 2023 respectively.

### Scope & Methodology

The audit scope was school years 2022 & 2023 and included contract monitoring efforts, bus driver qualifications and training, fleet and facility maintenance, safety plans, and invoice review.

### Conclusion

Pre-K 4 SA has adequate policies in place as it pertains to emergency procedures and bus monitor responsibilities. Additionally, buses utilized to transport students are equipped with adequate safety equipment and bus routes are in alignment with contract goals.

However, controls could be improved over bus driver qualifications documentation, invoice review, and contract modification. We made recommendations to improve these areas. Management agreed with the recommendations and developed positive corrective action plans.

### **ISSUE:**

This item is presented for acceptance by the Audit Committee.

### **FISCAL IMPACT:**

NA

### **ALTERNATIVES:**

NA

### **RECOMMENDATION:**

Staff recommends acceptance of this audit report.