



DEPARTMENT OF TRANSPORTATION

Section 5311 and 5310 Compliance and Good Practices Follow-up Report and Findings

Grantee: Palace Transit-Mitchell

Reviewer(s): Jennifer Boehm & Terri Boyle

Site Review Date: April 26, 2022

File Review Date: April 12, 2022

Administration and Management

Governance

SD DOT Response: There are no findings in Governance.

Managerial Capacity

SD DOT Response: There are no findings in Managerial Capacity

Control Environment

SD DOT Response: There are no findings in Control Environment.

Financial Management

SD DOT Response: There are no findings in Financial Management.

Technology and Information Systems

1. What computer applications are used:

SD DOT Response: Did not list applications by name (Quickbooks, Norton, etc.)

Satisfactory Continuing Control

19. Are inventory item statistics maintained such as inventory level policy, consumption record, recorder points, economic order quantities, recent bidders and prices, and acquisition times?

SD DOT Response: Need policy written to reflect the inventory process (tracking, inventory tagged, etc.).

Procurement

SD DOT Response: There are no findings in Procurement.

Debarment/Suspension

SD DOT Response: There are no findings in Debarment/Suspension

Lobbying

SD DOT Response: There are no findings in Lobbying

Disadvantaged Business Enterprise

SD DOT Response: There are no findings in Disadvantaged Business Enterprise

Personnel

SD DOT Response: There are no findings in Personnel.

Equal Employment Opportunity (EEO)

SD DOT Response: There are no findings in Equal Employment Opportunity

Operations and Service Provision

Service Provision

SD DOT Response: There are no findings in Service Provision.

Inter City Bus

SD DOT Response: There are no findings in Inter City Bus.

Maintenance

SD DOT Response: There are no findings in Maintenance.

Safety and Security

SD DOT Response: There are no findings in Safety and Security

ADA

SD DOT Response: There are no findings in ADA

Drug and Alcohol Program

16. Are the records from previous employers kept at least 3 years?

SD DOT Response: Had no paperwork from previous employers.

20. How does the grantee check on the drug and alcohol testing records of new hires and transfers that will work in safety-sensitive positions?

What information do you obtain from previous employers?

At what point in the hiring process are applicants placed in safety-sensitive positions?

SD DOT Response: No previous employer drug screening paperwork is provided.

Charter Bus

SD DOT Response: There are no findings in Charter Bus

School Bus

SD DOT Response: There are no findings in School Bus

Service Planning

Service Eligibility

SD DOT Response: There are no findings in Service Eligibility

Nondiscrimination in the Delivery of Service

SD DOT Response: There are no findings in Nondiscrimination in the Delivery of Service

Public Involvement

SD DOT Response: There are no findings in Public Involvement

Marketing

SD DOT Response: There are no findings in Marketing

Planning and Coordination

SD DOT Response: No findings in Planning and Coordination

Facility, Equipment and Vehicle Inspection Follow-up

SD DOT Response: Main facility is very clean, dispatching was friendly. All required posters (Title VI, Labor and Drug & Alcohol) were posted in bus garage. Fire extinguishers were all up to date, Tiger sign was up.

SD DOT Ride Along

Overall the driver did a great job and was very friendly with the passengers. Driver made sure we had our seatbelts on before he moved the bus. Driver greeted riders by name. The bus was well kept

Submitted Document Review

SD DOT Response: Documentation requested while onsite were provided immediately. Procurement file contained proper documentation for procurement of bus cameras based on total cost. Estimates were between \$18K-24K.

Documents provided: Approval of funding requests by city council, proof of insurance, purchasing policy, budget, inventory list and online training samples.

Please sign the acknowledgement form and return it within 30 days of receiving this along with your plan of action to correct the issues mentioned within by June 3, 2022.