

Mount Ogden Bus Maintenance Audit

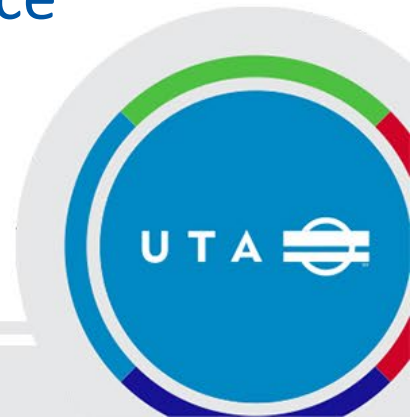
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Audit Scope



- Period of Review: January 1, 2024 – February 28, 2025
- Audit topics:
 - Governance
 - Risk Management
 - Maintenance Performance



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Operations management should work with the Safety Department to review 14 safety-related SOPs and make necessary updates.

Standard Operating Procedure Title	Date Updated
Safety Inspections and Audits	8/21/2015
Walking-Working Surfaces	8/21/2015
Fall Protection	5/31/2017
Roadway Response Safety	8/21/2015
Hot Work (cutting/welding) Plan	5/31/2017
Spray Finishing Operations	8/21/2014
Respiratory Protection Plan	8/21/2015
Confined Space (Permit and Non-Permit)	11/15/2019
Hazard Energy Control (Lockout/Tagout)	5/31/2017
Power Industrial Truck and Forklift Safety Program	8/21/2015
Overhead Lifting (Crane and Hoist Operation)	5/31/2017
Machine/Equipment Safety and Guarding Plan	8/21/2015
Exposure Control Plan (Blood-Borne Pathogens)	6/29/2017
Regulatory Inspection Response	8/21/2015



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Job Title	Last Updated	Minimum Experience Described	Job Duties Described
Bus Vehicle Maintenance Supervisor	09/2019	Yes	Yes
Journeyist	06/2015	Yes	Yes – low level of details
Manager Vehicle Performance & Maintenance	04/2020	Yes	Yes
Mechanic/Technician Apprentice	03/2020	Yes	Yes – low level of details
Service Employee	03/2020	Yes	Yes – low level of details
Coach Cleaner	11/2014	No	Yes – low level of details

- Operations management should work with Human Resources to review all job description documents and make necessary updates.



Next Steps



- Internal Audit will test the timeliness of performing preventative maintenance in October 2025.
- The delay was to give time for a sufficient sample size to be generated.
- Results will be reported to the Audit Committee in December meeting.

