



# Internal Audit Assessment of Vendor Contract with The Transportation Authority, LLC (TransAuth)

**July 21, 2025**

**Pembroke Pines Commissioners**

The Honorable Mayor and Members of the City Commission  
City of Pembroke Pines, FL

We have performed the procedures enumerated in the Assessment Procedures section found in Appendix A of this report, which were agreed to by the Commission of City of Pembroke Pines (City) pursuant to our contract dated January 2, 2025, solely to assist you with respect to completing a portion of the City's internal audit plan for the year of 2025 and ending on September 30, 2025, which includes the internal audit of The Transportation Authority, LLC (TransAuth) vendor contract.

The engagement was performed in accordance with consulting standards established by the American Institute of Certified Public Accountants (AICPA). Our services were provided in accordance with Global Internal Audit Standards established by the Institute of Internal Auditors. We were not engaged to, and did not conduct a financial statement audit or an examination, the objective of which would be the expression of an opinion on the financial statements or any elements, accounts, or items thereof as part of this engagement. Accordingly, we do not express such an opinion.

Our engagement did not include a detailed examination of all transactions and was not designed, and cannot be relied upon, to discover all errors, irregularities, or illegal acts, including fraud or defalcations, that may exist. Had we performed additional procedures, other findings of significance may have been reported to you. The sufficiency of the procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in the Appendix of this report for the purpose for which this report has been requested or for any other purpose.

This report summarizes the scope of the engagement, the procedures performed and the results of our procedures.

Our report is intended for use only by City management and solely for reporting findings with respect to the procedures performed. This report is not intended to be, and should not be, used by anyone other than these specified parties unless express written consent is obtained from Forvis Mazars, LLP.

Forvis Mazars, LLP

**Forvis Mazars, LLP**

July 21, 2025

# Internal Audit Assessment of The Transportation Authority, LLC

## Objective and Scope

**Objective:** Forvis Mazars assessed the vendor’s level of contractual compliance and operational performance in the in-scope areas.

**Scope:** Our scope included assessing the current state of the following contract areas:



### Driver qualifications

Obtained evidence of vendor’s performance of validating driver qualifications and licensing.



### Driver testing & training

Obtained evidence of performance of driver physicals and drug testing, pre-employment classroom training, pre-employment road testing, and written testing. We also obtained and reviewed the policies and procedures for training of school bus operators, related curriculum, and evidence of tracking training sessions.



### School bus operations

Obtained evidence of school bus inspections and logs.



### Invoiced amounts

Validated the payment accuracy and evidence of the City’s approval of the invoices submitted to the City for vendor services.

# Operational Background

## Background Information

### Charter School, Community, and Senior Bus Services

#### Transportation Oversight:

- City Transportation:
  - Assistant City Manager responsible for Charter Schools
  - Community Services Director responsible for Community and Senior transportation
  - Owner, The Transportation Authority, LLC, responsible for the direction of driver and bus compliance
  - Pembroke Pines Finance team responsible for budgetary and invoice payment processing
  - The Transportation Authority, LLC, was last audited in 2018 by MSL.

**The contract with The Transportation Authority, LLC (TransAuth) provides for the City operations of transportation driver and bus maintenance requirements for seniors, citizens, and schools.**

Dedicated Vendor Employees	Vendor Admin Structure
<p><u>Senior Transportation</u></p> <ul style="list-style-type: none"> <li>▪ Drivers – 28 full-time and 1 part-time (2 full-time both senior and school)</li> <li>▪ Driver Qualifications – CDL P</li> </ul> <p><u>School Buses</u></p> <ul style="list-style-type: none"> <li>▪ Drivers – 36 full-time and 1 part-time (2 full-time both senior and school)</li> <li>▪ Driver Qualifications – CDL PS</li> </ul> <p><u>Administration</u></p> <ul style="list-style-type: none"> <li>▪ 10 Personnel in office, 4 Mechanics</li> </ul>	<p><u>Senior TransAuth Office</u> Staff – 1 Manager, 1 Supervisor 2 part-time, 1 full-time staff Mechanics – 1 full-time</p> <p><u>School TransAuth Office</u> Staff – 1 Owner, 1 Manager, 1 Bus Supervisor, 2 Office Staff Mechanics – 3 full-time</p>

# TransAuth Driver Qualifications, Testing & Training Background

## Background

### Processes and Procedures Overview

#### Vendor Responsibilities

- Each driver is assessed thoroughly upon hiring and validated that proper training and qualifications are met prior to driving.
- Drug and alcohol testing is conducted in compliance with county and statutory requirements.
- In-person group-led training is conducted periodically for all drivers.
- Licensing and physical testing are monitored and paid.
- Reporting of driver status is provided periodically to three oversight organizations, including Broward County Transportation, Broward County Schools, and Area Agency on Aging Broward County.
- Audits are conducted annually by regulators, and results are communicated directly to City management.

#### Procedures discussed during the walkthroughs included:

- Driver qualifications
- Driver training
- Driver testing
- Reporting to oversight organizations

Training Requirements	Training Documents
Pre-Employment and Employment	Maintained in each personnel file in perpetuity.
Licensing and Regulatory Compliance	Reported for active drivers each month to oversight organizations.

# TransAuth Invoicing Background

## Background Information

### Processes and Procedures Overview

#### Invoicing Activity:

- The TransAuth provides invoicing regularly to the City for payment to subcontractors or the Vendor.
  - Three funds are budgeted and attributed to Transportation.
    - Senior Transportation – Division 8001 & 8005
    - Community Transportation – Division 8004
    - Charter School Transportation – School Function 7800
  - TransAuth submits vendor activities for transportation costs. The City reviews, codes, and performs verification activities, which include:
    - Clothing/Uniforms, Communications, Electricity, Fuel, Insurance, Bonds, Ads, License Renewals, Maintenance Contract, Computer Equipment, Equipment, Software & License, Laundry & Cleaning, Public Utilities, Land Building & Improvement, Vehicles, Rentals (Machinery & Equipment), School Buses, Vehicles, Travel Conferences, Telephone, Supplies, Membership Dues, Medical, Payroll through Frank Crum.

Invoice Types Included in Our Review		
Direct to Vendor	Direct to City Contractors/Vendors	Direct to Payroll Processor
LIABILITY INSURANCE		
HEALTH & LIFE INSURANCE	COMMUNITY AFTER SCHOOL	TRANSAUTH EMPLOYEE PAYROLL
PRE EMPLOYMENT BACKGROUND CHECK & EMPLOYEE VERIFICATION		
CHAUFFER REGISTRATION & LICENSING	EQUIPMENT & MAINTENANCE	TRANSAUTH DIRECTOR PAYROLL
LICENSE TESTING		
DRIVER RECORD SEARCH		
DOT EXAMS & TESTS		
DRUG & ALCOHOL TESTING	LAUNDRY & CLEANING	TRANSAUTH EMPLOYEE PAYROLL BENEFITS
BACKGROUND SCREENING		
BUS INSPECTIONS		
CITY WATER/SEWER	SOFTWARE & LICENSING	TRANSAUTH EMPLOYEE PAYROLL TAXES
SUNPASS		
VENDOR BADGE RENEWAL	MEMBERSHIP DUES	

# Internal Audit of TransAuth Observations

No reportable observations or findings.

# Appendix

# Appendix A: Assessment Procedures

## **Below are procedures performed prior to this presentation:**

- Reviewed the contract to identify testing relevant to TransAuth for the transportation of students and citizens.
- Obtained existing documentation, policies, and procedures for the in-scope areas and assessed the process and control environment.
- Conducted walkthroughs with process owners and key stakeholders.
- Obtained or observed support for each process within the in-scope vendor areas.
- Identified potential gaps and opportunities for improvement as observations.

# Contact

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