
INVESTIGATIVE MEMORANDUM ON MANAGEMENT ISSUES (G-435)

February 2, 2006

To: Annie O'Donoghue

From: Walter Stachnik

Re: Shuttle Bus Log and Employee Commuting Policy (OIG-435)

During an investigation recently conducted by the Office of Inspector General (OIG-435), we identified several concerns regarding the passenger logs for the shuttle bus between Station Place and the Operations Center. The shuttle bus transports Commission staff and contractors for meetings and other official functions during duty hours. Shuttle buses currently service Station Place and the Operations Center.¹

We reviewed a sample of the daily "Metro Shuttle Logs" (from October 3, 2005 to December 28, 2005). Based on this sample, we identified the following problems: missing daily passenger logs, passenger logs without starting dates or times or the driver's name, multiple dates recorded on the same log sheet, and passenger and driver names illegibly signed rather than printed. Some of the passenger log sheets were annotated with passenger comments and complaints in the margins. In addition, during trips on the shuttle bus, we observed that some passengers did not log-in and that some shuttle buses had no log sheet.

We also found during our investigation that at least ten SEC employees appear to be using the shuttle bus for daily commuting to work at the Operations Center. According to the "Shuttle Service Policy" originally issued April 9, 2004, the shuttle bus may not be used for commuting purposes.²

To ensure the appropriate use of the Commission's shuttle service, internal controls over its use should be improved. The Office of Administrative Services (OAS) concurs with the recommendations listed below. We note that OAS is initiating appropriate actions to implement the recommendations for improving the policies and procedures for shuttle bus service, as indicated in the attached memoranda, dated January 30 and 31, 2006.

¹ The Shuttle previously served 901 E Street.

² An updated "Shuttle Service Policy" was posted on the current *Insider* web page and e-mailed to all SEC employees on January 31, 2006.

Recommendation A

The Office of Administrative Services (OAS) should develop improved procedures for ensuring that the shuttle bus log sheets are properly completed, maintained and monitored.

Recommendation B

OAS should review, update, and publish the policies and procedures for the use of the shuttle bus service.

Recommendation C

OAS should take appropriate steps to enforce the policies and procedures for shuttle bus service provided by the Commission (e.g., regular review of the shuttle logs to ensure staff compliance with policies and procedures; publishing a warning e-mail to staff regarding penalties for shuttle misuse; and addressing complaints against the shuttle bus contractor.)

Enclosures: (1) OAS Memorandum of January 30, 2006
(2) OAS Memorandum of January 31, 2006

cc: Peter Uhlmann
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