



STATE OF SOUTH CAROLINA  
DEPARTMENT OF EDUCATION

INEZ MOORE TENENBAUM  
STATE SUPERINTENDENT OF EDUCATION

November 5, 2001

To: School District Superintendents  
School Business Officials  
School District Transportation Officials  
SDE Area and County Supervisors of Transportation

From: Doug Hamrick, Assistant Director  
District Services, Office of Transportation

Subject: Audit and Record Retention Procedures R-16 and R-17 Route  
Description Forms

The Office of Internal Audit has issued audit findings as a result of its review of the School Bus Driver Salary Funding Program. These findings require both the Office of Transportation and all school districts to implement the following procedures concerning the R-16 and R-17 Route Description Forms that are to be considered for and approved for state funding.

1. Any route descriptions approved for state funding must have the signature of the driver, the authorized school district official, and the local SDE County Supervisor.
2. SDE County Supervisors are only to approve route descriptions that are properly completed and appropriately signed.
3. A copy of each route description signed and approved by the SDE County Supervisor must be given to the school district transportation supervisor.
4. SDE County Supervisors and school district transportation officials must maintain copies of R-16s and R-17s, including route amendments that have been approved for state funding.
5. R-16/17 Retention Schedule. Keep for three (3) years. One year current and two years boxed-up.