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Thomas F. Prendergast  
Chairman and Chief Executive Officer



## Metropolitan Transportation Authority

State of New York

October 1, 2013

Honorable Andrew M. Cuomo  
Governor of New York State  
NYS State Capitol Building  
Albany, NY 12224

Honorable Thomas P. DiNapoli  
Office of the State Comptroller  
633 Third Avenue, 31<sup>st</sup> Floor  
New York, NY 10017

RE: Response to Report #2012-S-30 – Bus Driver Licensing

Gentlemen:

On June 13, 2013, the Office of the State Comptroller issued the above referenced audit report. As required by Section 170 of the Executive Law, I am providing you with the attached response which addresses the recommendations contained in the report.

A copy of the final audit report is attached for your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "TFP", with a horizontal line extending to the left.

Thomas F. Prendergast  
Chairman and Chief Executive Officer

Attachments

*The agencies of the MTA*

MTA New York City Transit  
MTA Long Island Rail Road

MTA Metro-North Railroad  
MTA Bridges and Tunnels

MTA Capital Construction  
MTA Bus Company


# Memorandum



## Metropolitan Transportation Authority

Date September 25, 2013

To Thomas F. Prendergast, Chairman and Chief Executive Officer, MTA  
Carmen Bianco, President, MTA New York City Transit

From Darryl C. Irick, Senior Vice President, NYC Transit   
President, MTA Bus

Re NYS Comptroller Report 2012-S-30 Audit of Bus Driver Licensing

As required by Section 170 of the Executive Law, detailed below are the updated actions that have been taken to address the recommendations contained in the Final Audit Report concerning Bus Driver Licensing performed by the New York State Office of the State Comptroller. The audit report contained four recommendations. Our April 24, 2013 response indicated that three of the four recommendations had been implemented. Following are the actions taken with respect to each recommendation.

**Recommendation 1:** "Ensure that all drivers have met the requirements of Article 19A, and instruct depot superintendents that no driver can operate a bus in passenger service if the requirements are not met."

**Response:** Implemented. As indicated in our April 24, 2013 response, we reviewed the 19A records in the Unified Timekeeping System (UTS) to ensure that bus operators were certified within the required time frame (as described in the response to recommendation 4). We have also reminded depot supervision to enforce all Article 19A requirements.

**Recommendation 2:** "Monitor completed medical examination dates on the Unified Timekeeping System and develop a method of ensuring that the completed medical records have been appropriately sent to, reviewed and filed at the training facility."

**Response:** Implemented. As indicated in our April 24, 2013 response, we have modified our UTS to establish the schedule date for upcoming 19A medical examinations as 729 days (i.e., less than 2 years) following the employee's last date of examination, rather than based on the employee's date of birth. Management regularly monitors outstanding medical examinations using UTS reports and performs audits of the medical files to ensure they are complete.

**Recommendation 3:** "Provide physicians with updated medical certification forms to comply with Article 19A requirements."

**Response:** Implemented. Effective July 2013, updated medical certification forms are being utilized.

**Recommendation 4:** "Ensure that any standards promulgated pursuant to the requirements of Article 19A be committed to writing in a timely manner."

**Response:** Implemented. As indicated in our April 24, 2013 response, the audit report indicated we already obtained a memorandum of understanding from the NYS Department of Motor Vehicles to confirm the long-standing practice regarding the timing of 19A certifications (i.e., within the employee's birth month). We will ensure that any future standards are committed to writing in a timely manner.