

**Post-Audit Review 23-06:
CDL Driver Verification**

March 2025

City Auditor

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OFFICE OF INTERNAL AUDIT

Stan Sewell, City Auditor

March 17, 2025

To: Mayor Tim Kelly
City Council Members

Subject: Post-Audit Review of CDL Driver Verification (Report #23-06)

Dear Mayor Kelly and City Council Members:

Attached is a summary report on the status of audit recommendations in our 2024 CDL Driver Verification report. The purpose of this report is to confirm whether, and to what degree, management has implemented the recommendations made in the original audit.

The original audit concluded:

1. Risk Management should ensure the required number of random drug tests are performed on Commercial Driver's License (CDL) drivers;
2. Comprehensive procedures are needed for the random drug and alcohol program; and,
3. City departments are not maintaining complete employee driver files as required by the Employee Information Guide (EIG).

The audit had five recommendations to address the internal control deficiencies in the random alcohol and drug program and the departmental employee driver files. At the time of this Post-Audit Review, three recommendations were partially implemented, and two were implemented. Recommendations partially implemented are herein reported to the Audit Committee for follow-up, as appropriate.

This Post-Audit Review consisted principally of inquiries of City personnel and examinations of various supporting documentation. It was substantially less in scope than an audit in accordance with generally accepted government auditing standards. The evidence obtained provided a reasonable basis for our conclusions; however, had an audit been performed, other matters might have come to our attention that would have been reported to you and our conclusions may have been modified.

Sincerely,

Stan Sewell, CPA, CGFM, CFE
City Auditor

Attachment

cc: Audit Committee Members
 Jermaine Freeman, Chief of Staff
 Mande Green, Chief Operating Officer
 Steven Wilson, Deputy Chief Operating Officer
 Melody Wingfield, Chief Human Resources Officer
 Phil Hyman, Fire Chief
 Jerramy Wood, Public Works Administrator
 Jim Arnette, TN Local Government Audit

RECOMMENDATIONS PARTIALLY IMPLEMENTED (3)

Recommendation	Actions Taken
1 We recommended Risk Management ensure the minimum number of employees are drug and alcohol tested as required by FMCSA.	The Oracle data sent to Origami for the randomization process still contains employees who are not active City CDL drivers for random testing. Risk Management will continue to review the data until they are confident it is complete and accurate to ensure the minimum number of employees are being tested. Risk Management's new software, Origami, has implemented a process to calculate the number of employees to be randomly tested for drugs and alcohol each month.
2 We recommended Risk Management develop procedures to verify accurate and complete data is used in the random testing.	The Oracle data sent to Origami for the randomization process still contains employees who are not active City CDL drivers for testing. Risk Management is working with Human Resources Management Systems to address the data issues to ensure it is accurate.
4 We recommended Risk Management periodically review the departments' driver files to ensure they are following the EIG. This should include, but not be limited to, ensuring CDL drivers have the proper license to operate the authorized vehicle for their current position.	Risk Management can now monitor new employee's driver's license information because during Onboarding new employees are required to enter their license information. The next step is to require all current employees to enter this data into Oracle so they can easily monitor it. They gained access to Public Works and Wastewater department's digital driver files. However, these are not the only departments with CDL drivers.

RECOMMENDATIONS FULLY IMPLEMENTED (2)

Recommendation	Actions Taken
3 We recommended Risk Management develop comprehensive procedures to document a comprehensive random drug and alcohol testing process.	Risk Management has updated their policy manual which includes comprehensive language addressing the random drug and alcohol testing program.
5 We recommended City Departments maintain driver files as required by the EIG. (Fire & PW)	We verified Fire and Fleet have complete CDL driver files. The two Fire Equipment Specialists have obtained the proper CDL endorsement to operate a fuel truck. We reviewed a judgmental sample of City Wide Services CDL driver files and noted they were complete as well.

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