



**February 14, 2024**

**To:** Finance and Administration Committee

**From:** Darrell E. Johnson, Chief Executive Officer

Janet Sutter, Executive Director  
Internal Audit

**Subject:** OC Vanpool Program, Internal Audit Report 24-505

### **Overview**

The Internal Audit Department of the Orange County Transportation Authority has completed an audit of the OC Vanpool Program. Based on the audit, controls are adequate and operating.

### **Recommendation**

Receive and file OC Vanpool Program, Internal Audit Report No. 24-505, as an information item.

### **Background**

The purpose of the OC Vanpool Program (program) is to provide commuters with a convenient and cost-effective transportation option. The program offers a monthly incentive of \$400 to \$500 to qualified vanpool groups to offset vanpool expenses. There are currently 137 active vanpools and 37 employers participating in the program.

The Orange County Transportation Authority (OCTA) is responsible for program implementation, including contracting with the vanpool providers, and providing a subsidy to offset vehicle costs for qualified vanpools.

### **Discussion**

Program staff has developed, documented, and implemented standard operating procedures to ensure program requirements are met and vanpool providers comply with their agreements. Program staff perform quarterly reviews to ensure vanpool providers comply with vehicle and maintenance requirements,

verify that vanpools qualify to participate in the program, and exercise controls to ensure the accuracy of subsidy amounts. These activities demonstrate a commitment to integrity and customer focus.

**Summary**

The Internal Audit Department has completed an audit of the OC Vanpool Program.

**Attachment**

- A. OC Vanpool Program, Internal Audit Report No. 24-505

**Prepared by:**

  
Jonathan Thompson  
Internal Auditor  
(714) 560-5930

**Approved by:**

  
Janet Sutter  
Executive Director, Internal Audit  
(714) 560-5591