

Secretary of State **AUDIT REPORT**

Report No. 2000-03 • January 26, 2000

Oregon Department of Transportation Driver and Motor Vehicle Services Division: Change of Director Audit

Bill Bradbury, Secretary of State
John Lattimer, Director, Audits Division

Summary

This audit was conducted in compliance with *Oregon Revised Statute 297.210*, which requires the Audits Division to perform an audit or review when the executive head of a state agency retires from his or her position. Jan M. Curry, who was appointed as director of the Driver and Motor Vehicle Services Division (DMV) in August 1996, resigned from that position effective August 31, 1998. Our audit was limited to determining whether appropriate actions to protect state assets were taken upon the former director's separation from the agency.

DMV is part of the Oregon Department of Transportation. Its mission is to promote driver safety, protect financial and ownership interests in vehicles, and collect revenue for Oregon's roads.

We found that DMV took appropriate actions. We found no instances of noncompliance with laws, rules, or regulations.

BACKGROUND

DMV licenses and registers more than 2.5 million drivers and 4 million motor vehicles. DMV also enforces motor vehicle-related laws. There are 67 DMV offices statewide serving over 13,000 customers every day. Law enforcement agencies access DMV computer information files more than 30,000 times every day.

DMV is supported by fees levied for the various services that it provides. Passenger vehicle license fees are the largest single revenue source, followed by vehicle title transfers and truck and trailer licensing fees.

SCOPE AND METHODOLOGY

This audit was conducted in compliance with *Oregon Revised Statute 297.210*, which requires the Audits Division to perform an audit or review when the executive head of a state agency retires from his or

her position. Our audit objectives were to assure that DMV took appropriate actions to protect state assets upon the former director's separation from DMV. Specifically we:

- Determined whether the former director's access to state automated systems, including dial-in access, was terminated.
- Determined whether state assets in the custody and control of the former director were returned to DMV upon her resignation.
- Reviewed reimbursement claims, including travel reimbursement claims, filed by the former director during her final six months of service.
- Determined that a state procurement card was not issued to the former director.
- Reviewed payroll disbursements to the former director, and those for whom she signed time sheets, during her final six months of service.

- Reviewed personal service contracts which originated in the former director's office during her final six months of service.

We conducted this audit according to generally accepted government auditing standards. We limited our audit to the areas specified above.

AUDIT RESULTS

Our audit procedures did not disclose any noncompliance with laws, rules, or regulations. We found that DMV took appropriate actions upon the former director's separation from the agency.

This report, which is a public record, is intended for the information of the Department of Transportation and its management, the Department of Administrative Services' management, the governor of the state of Oregon, the Oregon Legislative Assembly, and all other interested parties. Copies may be obtained by mail at Oregon Audits Division, Public Service Building, Salem, Oregon 97310, by phone at 503-986-2255 and 800-336-8218 (hotline), or internet at Audits.Hotline@state.or.us and <http://www.sos.state.or.us/audits/audithp.htm>.

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The courtesies and cooperation extended by the officials and employees of the Oregon Department of Transportation and Driver and Motor Vehicle Services Division during the course of our audit were commendable and sincerely appreciated.

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