June 18, 2007

MEMORANDUM

TO: City and County Superintendents of Education
   City and County Transportation Supervisors
   Junior, Technical, and Community Colleges Presidents
   Contract Supervisors

FROM: Joseph B. Morton
   State Superintendent of Education

SUBJECT: Disposal of Used School Buses

In recent months, the Alabama State Department of Education (SDE), Pupil Transportation Section, has received numerous questions regarding procedures for the disposal of used school buses. While most of the questions received were related to safety and liability, others concerned the issue of security. Due to this department’s continuing concern for the safety and protection of Alabama’s school students, employees, and the general public, I would like to remind everyone of the procedures for disposal of used school buses. These procedures have been in place for many years, and can assist you in ensuring proper bus disposal. This memorandum is being sent to remind you of the procedures to be followed when school buses are sold or otherwise removed from your school system inventory.

Alabama law requires that school buses be equipped with signal lamps and other visual signals and markings that clearly identify the vehicle as a school bus. These visual markings and signals which include amber and red flashing lights, stop signs, school bus lettering, and crossing control arms are peculiar to school buses and may not be used on other vehicles with the exception of, church buses and emergency vehicles. Accordingly, the disposal of school buses requires measures above and beyond those necessary for the disposal of other system vehicles.

To avoid possible liability, improve security, and also ensure compliance with the law, the following procedures should be followed when disposing of buses that will no longer be used as school buses:

1. Disable the overhead amber and red flashing lamps and stop arm used when loading and unloading students.
2. Disable the crossing control arm.
3. Paint out all references to the entire name of the system on the sides of the bus, not just the name of the county or city.
4. Paint out the words “SCHOOL BUS” on the front and rear of the bus.
5. Remove the Alabama State Inspection Sticker from the windshield.
6. Remove the county or municipal tag from the vehicle before the sale.

If the bus is sold to another school system, private school, or other agency that will continue to use the vehicle as a school bus, only the name of your system, the state inspection sticker, and the tag should be removed.

If you have questions regarding the information contained in this memorandum, please contact Mr. Joe Lightsey, Director, Pupil Transportation at 334-242-9730.

JBM/JL/JL

cc: Joe Lightsey