October 1, 2011

MEMORANDUM

TO: Selected City and County Superintendents of Education
    Selected City and County Chief Financial Officers

FROM: Warren Craig Pouncy, Deputy State Superintendent
      Administrative and Financial Services

SUBJECT: Purchase of State Motor Pool Cars for Driver Education Purposes

The State Department of Education (SDE) will provide financial grants to local education agencies (LEAs) during the 2011-2012 school year for the purchase of a state motor pool car to be used for driver and traffic safety education. Funds will be allocated on a matching basis, with SDE supplying 80% from state funds and the local school system providing 20% from local funds. The cost for a 2008, 2009 or 2010 Ford Taurus or Chevrolet Impala from the Alabama Department of Transportation (DOT) will be approximately $10,500, with the SDE reimbursing the LEA $8,400 of this cost.

Your school system has been selected because of information contained in the DE-1 Form (Application for High School Driver Education Class) which was forwarded to this department. Only a small number of used state motor pool cars are available, therefore, if your system is selected, please follow the directions specified on the attachments in order to receive a grant. Each system must complete and have on file, an Eligibility Form with DOT prior to the purchase of a state motor pool car.

The driver education selection criteria for purchasing a used state motor pool car are as follows:

- Provide Driver Education during the regular school year
- The LEA provides 20% of the total grant cost
- The enrollment per class merits the need for a state motor pool car
- The growth rate of the school
- The cars may only be used for Driver Education purposes
- The age and condition of the system’s current driver education car(s)
- A written request must be submitted by the school system

For additional information about a grant for your system, contact Mr. Michael Bassett or Mr. Chad Carpenter, Driver and Traffic Safety Education, Alabama State Department of Education, P.O. Box 302101, 5308 Gordon Persons Building, Montgomery, Alabama 36130-2101, or call 334-242-8220.

WCP/MB/EH

Enclosures

cc: Mr. Joe Lightsey
    LEA Financial Assistance

FY12-3000
Alabama Department of Education
Local Education Agency (LEA) 80/20% Match Request
for a Used State Motor Pool Car for Use
In A Driver Education Program During the Regular School Year

System Name__________________________________________

Name of high school where car is to be used:__________________________

Total number of students enrolled in driver education for 2011-2012:__________

Year and model of current driver education car:___________________________

Does the high school offer driver education during the regular school year?_________

I would like to request an SDE 80/20 % LEA matching grant to be used for the purpose of acquiring a
used state motor pool car for driver education purposes. The justification for this grant is as follows:

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Date____________________

Name of Superintendent________________________________________Signature_______________________

Mailing Address for System__________________________________________

City_______________________Zip____________________

Please mail the original of this form to: Mr. Michael F. Bassett, Administrator
Driver and Traffic Safety Education
Alabama State Department of Education
P. O. Box 302101, Rm: 5308
Montgomery, AL 36130-2101
ALABAMA DEPARTMENT OF TRANSPORTATION

ELIGIBILITY APPLICATION

Instructions for Completing Eligibility Application*

1. Sign on to ALDOT web site at (www.DOT.STATE.AL.US)

2. Go to Business at the top of the page and scroll down to Surplus Property.

3. Log on, user ID and password required.
   One of the authorized representatives will be the person who picks up the car and delivers
   the check.


5. From the table given, choose the type vehicle in which you are interested (must be the type
   vehicle per your contract).

6. Follow directions concerning purchasing a vehicle or your system’s addition to the waiting
   list.

7. If you choose to purchase and a car is available, an invoice will be generated at your site.
   Obtain the proper signature, mail to ALDOT per instructions within seven (7) working days
   and the sale will be completed.

8. If the item is not available and you choose to be placed on the waiting list, the state system
   will do this and advise you of your system’s position on the list. When you are number one
   (1) on the list, and that item becomes available, the state system will make the match and
   notify you online, advising you of your seven (7) workdays to sign and return the invoice to
   ALDOT.

If you have any questions, please contact Ms. Brandy Hicks at ALDOT at 334-242-6266.

*ALL LEAs MUST HAVE A CURRENT COMPLETED APPLICATION ON FILE