June 12, 2014

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Warren Craig Pouncey
Chief of Staff

SUBJECT: Alabama School Bus Driver Record and Report Books

The *Alabama School Bus Driver Record and Report Books* for the 2014-2015 school year will again be distributed to local school systems at the annual conference of the Alabama School Transportation Association (ASTA) in Montgomery on June 9-13, 2014. For systems not attending this conference, the books will be delivered by UPS or by Alabama State Department of Education (ALSDE) staff.

For 2014-15, few changes have been made to both the regular and special needs record and report books. Please be reminded that the use of both books is required for all systems and contractors unless a written waiver is secured from the ALSDE, Pupil Transportation Section. If necessary, your transportation supervisor may contact the Pupil Transportation Section regarding a waiver. **However, no waivers will be issued for the special needs record and report book.** The requirement for the *Alabama Special Needs School Bus Driver Record and Report Book* became necessary due to many school systems being cited for shortened school days for special needs students and is part of a corrective action agreement between the ALSDE and the U.S. Office for Civil Rights (OCR). The information recorded in these books will be monitored by both the ALSDE and OCR.

Both books contain the forms, records, reports, and other documents that provide information about school bus operations as required by the ALSDE. Information about school bus safety rules, regulations, and recommendations are also included. The books also serve as logbooks and should be kept on all your route buses. In order to save money, no books have been provided for your spare or activity buses. When driving a spare bus, drivers may record the information in the book assigned to their bus or on forms placed on the spare bus. You may copy the needed pages from either book. Copies of the books can also be found on the ALSDE Web site. All school bus drivers are expected to adhere to the rules, regulations, and recommendations contained in the books.

In order to ensure proper reporting for your school system, the Monthly Route Reports and other records included in the books **must be fully and accurately completed** by each school bus driver, **checked by the supervisor**, and retained by each school system. I would also remind you that information recorded in the books affects your system’s transportation allocation. Therefore, it is imperative that training on how to use the books be provided to drivers prior to the beginning of the school year. Training will be provided for supervisors and other personnel at the ASTA Annual Conference in June.

Contact Mr. Joe Lightsey, Director, Pupil Transportation, or Mr. Jerry Lassiter, Financial Administrator, at 334-242-9730 if you need additional information.

WCP/IL/JL

cc: City and County Transportation Supervisors
Contract Supervisors
Mr. Joe Lightsey
Mr. Jerry Lassiter

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