August 15, 2014

MEMORANDUM

TO: City and County Superintendents

FROM: Thomas R. Bice
       State Superintendent

SUBJECT: Annual Comprehensive Required Plan for Transportation

Section 16-13-231 of the Code of Alabama and Chapter 290-1-4 of the Alabama Administrative Code require each local education agency, except for city boards of education not maintaining a transportation system, to submit an annual plan for transportation to the State Superintendent of Education. Attached is the Comprehensive Required Plan for Transportation (CRPT) for 2014.

Few changes have been made in the CRPT for this year. Even so, please carefully review the directions and each item before completing the form and respond to all applicable items. Most items will be applicable to all school systems. Some items may not seem to be applicable if your school system does not transport students on regular bus routes; nonetheless, you may transport students for special needs, preschool, vocational programs and/or extracurricular activities. Consequently, each item should be reviewed carefully as to its applicability for your system.

Your system’s completed, original CRPT must be returned to Mr. Joe Lightsey, Director, Pupil Transportation Section, P. O. Box 302101, Montgomery, Alabama 36130, by September 15, 2014.

If you have questions or need assistance, please contact Mr. Brad Holley, Program Administrator, Pupil Transportation, or Mr. Lightsey at (334) 242-9730.

TRB/JL/JL

cc: City and County Transportation Supervisors
    Mr. Joe Lightsey
    Mr. Brad Holley

Attachment

FY14-3068
Alabama Department of Education
Annual Comprehensive Required Plan for Transportation 2014

School System: Transportation Supervisor:
Supervisor Phone: Bus Shop Phone: Bus Shop Fax:
Supervisor E-mail address: Bus Shop Physical Address:

********** After-Hours Contact Numbers for Emergencies **********

<table>
<thead>
<tr>
<th>Name and Position</th>
<th>Cell Phone Number</th>
<th>Home Phone Number</th>
<th>Southern LINC Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Supervisor)</td>
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</tbody>
</table>

Section 16-13-231 of the Code of Alabama and Chapter 290-I-4 of the Rules of the State Board of Education require each local school system to submit an annual comprehensive education plan to the State Superintendent of Education. As a part of this education plan, each local school system must submit to the Alabama State Department of Education (ALSDE) a Comprehensive Required Plan for Transportation (CRPT). This document serves as the CRPT and will meet the requirements of the law. The CRPT is required for ALL systems, except for city boards of education that own no buses and do not transport or contract for transporting students to or from school or school-related events. Appropriate consultation with local school system personnel from special education, vocational education, and at-risk programs regarding their transportation should occur before the plan is submitted to the ALSDE. The CRPT must be submitted to the ALSDE no later than September 15, 2014.

**************************** DIRECTIONS: Please respond to each item. Some items may not be applicable to city school systems that do not transport students on regular routes. However, all school systems transport students in some way, whether it be for special needs, preschool, vocational programs, and/or extracurricular activities. Consequently, most items will be applicable to all school systems. School systems that contract for student transportation should complete this plan in consultation with their contractor or school system provider. Your responses provide important programmatic and funding information to the ALSDE Pupil Transportation Section. For this reason, your response to all items is extremely important and much appreciated. Respond YES, NO, or N/A to each item based on how transportation is provided. (special education, extracurricular, preschool, vocational, or regular routes, etc.) Some items request information other than a Yes, No, or N/A response. An “N/A” response means your school system transports NO students at all.

1. The school system transportation supervisor holds a current Alabama School Bus Driver Certificate and a valid Commercial Driver License.

2. School bus evacuation drills are conducted twice annually for ALL students served by system route buses and, as necessary, for students transported on activity buses.

3. School bus drivers and attendants transporting students with special needs who require modifications or accommodations to the bus environment receive appropriate training and individual student information to allow them to safely transport those students.

4. To the greatest extent practicable, preschoolers transported on system school buses are transported in accordance with the National Highway Traffic Safety Administration document entitled “Guideline for the Safe Transportation of Pre-school Age Children in School Buses.”
   A. Number of preschool students transported on regular routes
   B. Number of preschool students transported on separate routes
   C. Number of preschool special needs students included above

5. All accidents involving system school buses are reported to the ALSDE Pupil Transportation Section in a timely manner.

6. Current route maps are on file with the transportation supervisor and available for review by the ALSDE.
   A. If a computer data collection, routing, mapping, and/or scheduling program is used, please provide the name of the program.

7. Only bridges that have been certified as safe by a county engineer are crossed by system school buses.
   A. Number of bridges being detoured around due to insufficient weight rating for school buses.
   B. Number of miles required by these detours. (This should be one-way miles.)

8. The use of non-conforming vehicles, particularly fifteen-passenger vans, to transport students is prohibited. (A non-conforming vehicle has a capacity for more than 20 persons, and is used to transport students to and from school or school-related activities, but does not conform to state and federal motor vehicle safety standards for school buses.)

9. The efficiency of routes is reviewed and maximized. Overlapping bus routes, bus stops located too close to each other, and situations requiring students to stand on buses are eliminated as much as possible.

10. Students are loaded and unloaded only at stops authorized by the local transportation supervisor and where loading and unloading can be done with the least amount of risk. No students are required to cross divided, four-lane highways to load or unload school buses.
   A. Number of students injured during loading/unloading process by a passing motorist. (August 1, 2013 – July 31, 2014)
   B. Number of students injured during loading/unloading process by a school bus. (August 1, 2013 – July 31, 2014)
   C. Number of students killed during loading/unloading process by a passing motorist. (August 1, 2013 – July 31, 2014)
   D. Number of students killed during loading/unloading process by a school bus. (August 1, 2013 – July 31, 2014)

11. Turn-a-rounds on system bus routes are minimized as much as possible, particularly those requiring buses to back up.

12. Potential route hazards including blind spots, blind road entries, railroad crossings, steep hills, weight-restricted bridges, dangerous road conditions, and other factors that could affect the safety of students riding the buses are identified and avoided to the greatest degree possible.
A. Number of regular route buses with communications equipment on board.
   Type of equipment (circle each type that applies)  L (line)  C (cell)  R (two-way radio)

B. Number of special needs buses with communications equipment on board.
   Type of equipment (circle each type that applies)  L (line)  C (cell)  R (two-way radio)

13. A comprehensive student management program that ensures school bus safety by requiring appropriate behavior on school buses has been implemented, adequately communicated to school bus drivers, and is supported by school board policies and procedures.
   A. Number of buses equipped with a digital, on-board camera system.
   B. Number of buses equipped with a VHS, on-board camera system.
   C. Number of buses equipped with a stop-arm cameras.

14. Fuel records are maintained in order to allow for calculation of miles per gallon (mpg) for each school bus and to assist in accurate charging for extracurricular trips.

   A. Enter on the table below the number of miles school system school buses were driven during the last school year.

| All Route Miles | Extracurricular Miles (field trips, etc.) | All Athletic Miles (including band) |

15. Criminal history background checks are performed in accordance with Alabama Act #2002-457.

16. Drug testing of all drivers is conducted in accordance with the Omnibus Transportation Employee Testing Act of 1991.

17. Transportation personnel are included in those IEP meetings for students with disabilities, which specify modifications and/or accommodations to the school bus environment. The transportation of special needs students is in compliance with SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended, 29 U.S.C. *794, and its implementing regulation, 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. *12131, and its implementing regulation at 28 C.F.R. Part 35 to include:
   A. All transportation employees receive annual training regarding the confidentiality of student information.
   B. Bus routes for all buses, including those for students with disabilities, are designed to ensure on-time arrival at school and eliminate early departure from school, unless otherwise specified by an individual student’s IEP.
   C. Bus routes for students with special needs are designed to minimize the length of time students must spend on the school bus and are comparable in time to regular routes.

18. Do you currently have a school bus debt?  Yes ___ No ___ If yes, complete the following: (nearest dollar amount)

   (Debt 1) Amount $__________  Annual Pmt $__________  Payoff Date __________
   (Debt 2) Amount $__________  Annual Pmt $__________  Payoff Date __________
   (Debt 3) Amount $__________  Annual Pmt $__________  Payoff Date __________
   (Debt 4) Amount $__________  Annual Pmt $__________  Payoff Date __________
   (Debt 5) Amount $__________  Annual Pmt $__________  Payoff Date __________
   (Debt 6) Amount $__________  Annual Pmt $__________  Payoff Date __________
   (Debt 7) Amount $__________  Annual Pmt $__________  Payoff Date __________
   (Debt 8) Amount $__________  Annual Pmt $__________  Payoff Date __________

19. Other Statistical Information:
   A. _______ Number of buses on regular routes
   B. _______ Number of buses on special needs routes
   C. _______ Number of students transported in wheelchairs
   D. $__________ Substitute driver pay (amount per day)
   E. _______ Number of certified mechanics
   F. _______ Number of non-certified mechanics

<table>
<thead>
<tr>
<th>Transportation Vehicles</th>
<th>#</th>
<th>Other System Vehicles</th>
<th>#</th>
<th>Equipment Other Than Cars/Trucks</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route Buses</td>
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<td>Maintenance Trucks</td>
<td></td>
<td>Tractors</td>
<td></td>
</tr>
<tr>
<td>Spare Buses</td>
<td></td>
<td>Cars</td>
<td></td>
<td>Push or Ride Lawn Mowers</td>
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<tr>
<td>Service Trucks</td>
<td></td>
<td>Other Trucks</td>
<td></td>
<td>Other Lawn Equipment (weed eaters, etc.)</td>
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<tr>
<td>Care</td>
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<td>Vans</td>
<td></td>
<td>Generators</td>
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<tr>
<td>Other Trucks</td>
<td></td>
<td>Bookmobiles, etc.</td>
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<td>Trailers</td>
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<tr>
<td>Wreckers</td>
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<td>Forklifts</td>
<td></td>
<td>Bulldozers</td>
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<tr>
<td>Vans</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Activity Buses (not spares)</td>
<td></td>
<td></td>
<td></td>
<td>Motor graders</td>
<td></td>
</tr>
</tbody>
</table>

20. In accordance with Section 16-27-4.1 of the Code of Alabama and the Rules of the Alabama State Board of Education, all active school bus drivers who transport students to and from school or school-related events have documented that they are physically qualified to drive a school bus by providing an Alabama School Bus Driver Physical Examination Report or a DOT Medical Card to the school system.

This is to certify that the above information is true and correct to the best of my knowledge.

Transportation Supervisor Signature ____________________________ Date __________
Superintendent of Education Signature ____________________________ Date __________

This is a legally required document. Questions regarding the completion of this document should be addressed to Mr. Joe Lightsey, Director, Pupil Transportation, at 334-242-9730. Mail completed plan with original signatures to the ALSDE Pupil Transportation Section, P. O. Box 302101, Montgomery, Alabama 36138-2101 by September 15, 2014.

Annual Comprehensive Required Plan for Transportation 2014