March 16, 2015

MEMORANDUM

TO:       City and County Superintendents of Education

FROM:    Andy Craig
         Deputy State Superintendent
         Administrative and Financial Services

SUBJECT: New Transportation Supervisor Orientation Meeting 2015

The Alabama State Department of Education, Pupil Transportation Section, will conduct its annual orientation meeting for new transportation supervisors and other staff on April 9-10, 2015, in Montgomery. The meeting will be held in Room P-103 on the Plaza Level of the Gordon Persons Building (GPB) at 50 North Ripley Street. Parking is available in the Cranton Bowl parking lot, which is one block behind the Gordon Persons Building. A trolley serves the Cranton Bowl parking lot and will bring you to the GPB. The last run for the trolley is at 8:30 a.m. Additional parking is located across Madison Avenue from Cranton Bowl in the Patterson Field parking lot. From Cranton Bowl, enter the GPB at the Jackson/Monroe entrance and follow the signs. On April 9, registration will begin at 8:30 a.m. The meeting will start at 9 a.m. and should conclude by 3 p.m. on April 10.

Along with our new supervisor mentor program, this annual orientation meeting provides critical program information to local school system staff members who work with the transportation program, especially new or recently appointed transportation supervisors, secretaries, chief school financial officers and others. Topics for the meeting focus on the basic principles for operation of a school system transportation program, including the transportation funding formula, how to complete accurate transportation reports, driver training and licensing, preventive maintenance, school bus inspections, special needs transportation, school bus bids and other pertinent information. All new transportation supervisors and new transportation secretaries are expected to attend this important meeting. If space is available, others who have attended this training before may also attend, if desired, but they must still register.

To register for this training session or if you have questions, please contact Mrs. Jennifer Luster, Pupil Transportation Section Secretary, at 334-242-9730 no later than March 31, 2015. There is no registration fee for this meeting. Travel expenditures for this meeting may be paid from transportation funds. A list of area hotels and a map are enclosed for your convenience.

AC/KS/JL

Enclosures

cc:    City and County Transportation Supervisors
       Contract Supervisors
       Mr. Dennis Coe
       Mr. Kevin Snowden
       Alabama School Bus Dealers
       Transportation Staff

FY15-3028
Listed below are some hotels in the area you may wish to contact:

Hampton Inn and Suites Downtown Montgomery - (334) 265-1010
Address: 100 Commerce St., Montgomery, AL

Renaissance Montgomery Hotel - (877) 545-0311
Address: 201 Tallapoosa Street, Montgomery, AL

Embassy Suites Hotel - (334) 269-5055
Address: 300 Tallapoosa Street, Montgomery, AL

These are the closest to the Gordon Persons Building.
DIRECTIONS TO THE ALABAMA DEPARTMENT OF EDUCATION
GORDON PERSONS BUILDING
50 NORTH RIPLEY STREET, MONTGOMERY, ALABAMA

From Birmingham
➢ I-65 South to Exit 172-Clay Street Exit.
➢ Turn left on Herron Street (this is one-way into downtown).
➢ Bear left onto Bibb Street and stay straight.
➢ Bear right onto Madison Avenue and stay straight.
➢ Turn right on Ripley Street; go one block and the Gordon Persons Building is on the left.
➢ Meter parking is available around the building, or you can use free public parking in the Cramton Bowl Parking Lot. To that parking lot, turn left on Monroe Avenue and go two blocks; the parking lot is visible on your right.

From Mobile
➢ I-65 North to I-85 North.
➢ I-85 North to the Court Street Exit.
➢ Stay straight on Arba Street (parallel to I-85).
➢ Turn left on Union Street.
➢ Follow Union Street to Adams Avenue. Turn right on Adams Avenue.
➢ Follow Adams Avenue two blocks to Jackson Street. Turn left onto Jackson Street.
➢ The Gordon Persons Building is two blocks ahead on your left.
➢ Meter parking is available around the building, or you can use free public parking in the Cramton Bowl Parking Lot. Turn right on Pelham Avenue and go one block to that parking lot.

From East Alabama on I-85 South
➢ I-85 South to the Union Street Exit.
➢ Take the Union Street Exit.
➢ Follow Union Street to Adams Avenue. Turn right on Adams Avenue.
➢ Follow Adams Avenue two blocks to Jackson Street. Turn left onto Jackson Street.
➢ The Gordon Persons Building is two blocks ahead on your left.
➢ Meter parking is available around the building, or you can use free public parking in the Cramton Bowl Parking Lot. Turn right on Pelham Avenue and go one block to that parking lot.

From Troy-Dothan via U.S. 231
➢ Take U.S. 231 North.
➢ Just inside the Montgomery City Limits, turn right on Taylor Road.
➢ Follow Taylor Road to I-85 and turn left on I-85 South.
➢ Follow the directions as if coming from East Alabama.

From West Alabama on U.S. 80
➢ Intersect I-65 North and follow the directions as if coming from Mobile.

From West Alabama on U.S. 82
➢ Intersect I-65 South at Prattville and follow the directions as if coming from Birmingham.