March 10, 2016

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice  
State Superintendent of Education

SUBJECT: New Transportation Supervisor Orientation Meeting 2016

The Alabama State Department of Education, Pupil Transportation Section, will conduct its annual orientation meeting for new transportation supervisors and other staff on April 7, 2016, 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. Registration will begin at 8:30 a.m. and the meeting will start at 9 a.m. and should conclude by 3 p.m.

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 call our office to 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, 2016. There is no registration fee for this meeting. Travel expenditures for this meeting may be paid from transportation funds.

TRB/KS/JL

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

FY16-3020