August 7, 2019

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
State Superintendent of Education

SUBJECT: New Transportation Supervisor Orientation 2019

The Alabama State Department of Education, Pupil Transportation Section, will conduct its annual orientation meeting for new transportation supervisors and other staff on August 28-29, 2019, in Montgomery. The meeting will be held at the Richard Beard Building and Auditorium located at 1445 Federal Drive, Montgomery, AL 36107. On August 28, registration will begin at 8:30 a.m. The meeting will start at 9 a.m. and should conclude by noon on August 29.

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 will focus on the basic principles for operation of a school system transportation program, including the Pupil Transportation Certification AIM portal, 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 334-694-4545 no later than August 23, 2019. There is no registration fee for this meeting. Travel expenditures for this meeting may be paid from transportation funds.

EGM/CC/JL

cc: City and County Transportation Supervisors
   Contract Supervisors
   Mr. Perry Taylor
   Mr. Chad Carpenter
   Alabama School Bus Dealers
   Transportation Staff

FY19-3047