MEMORANDUM

TO: City and County Superintendents

FROM: Eric G. Mackey, Ed.D.
State Superintendent of Education

SUBJECT: 2019 Pupil Transportation Route Report Information

This memorandum provides information about your annual Local Education Agency Transportation Route Report due to the Alabama State Department of Education (ALSDE) on October 18, 2019. Since this report affects your school system's transportation funding, it is extremely important that this information be shared with your transportation supervisor, as well as the staff member who compiles this report for your school system.

For 2019, the route report will be completed via the Transportation Bus Route application. To access the application, school systems should go to https://aim.alsde.edu and log-in using AIM log-in credentials. If the supervisor or superintendent is new to AIM, a new account must be created. Once logged into AIM, an application inventory screen will appear with a tile for each application for which a user is granted access. If you do not see a Transportation Bus Route tile, then verify that all personnel needing access to the report are correctly shown by position within the Education Directory. The positions that have access to the new bus route application are the superintendent, assistant superintendent, secretary to the superintendent, chief school financial officer, and transportation supervisor. More than one employee may need to be added to the transportation positions within the Education Directory to ensure access to all employees who need information from the route report application.

An electronic sign-off in the Web application is needed from the superintendent when the report is ready for submission. Sign-offs are also needed any time changes are made after the original data submission. No changes can be made from October 19 through November 3, 2019. This "lock out" time block is necessary to enable the ALSDE to compile the needed school system and statewide data.

The Second Month Route Report (September), found in the School Bus Driver Record and Report Book, should be utilized to determine the data for each route. For the report, school systems should choose the highest count (morning or afternoon) for each day buses are operated in the month of September to arrive at student counts for each route. All of the counts chosen should be averaged to determine the reported student data. Loaded miles, unloaded miles, and “time on bus” data should be collected for each route on a Wednesday designated by the transportation supervisor. For the report, school systems should choose the highest count (morning or afternoon). A new item on the Route Report will allow the reporting of miles per gallon (mpg). Be sure that this data has been included for every bus (including spares) before submitting the report. Failure to do so could affect your Transportation Operations Allocation. Directions for data entry can be found by clicking on the help button.

It is important that these reports be submitted by the due date in order to allow sufficient time for ALSDE staff to review the data for accuracy. Inaccurate data can result in a loss of transportation funding for your school system. Report data should also be compared to the LEAPS report to ensure proper funding of bus driver personnel.

If you have questions about this information or your route report data, please contact Jerry Lassiter at (334) 694-4545 or email at jlassiter@alsde.edu. If you have questions about accessing the Web application, email the servicedesk@alsde.edu or call (334) 694-4777.

EGM/JL/JL

cc: City and County Transportation Supervisors
    Mr. Andy Craig
    Mr. Perry Taylor
    Mr. Chad Carpenter
    Mr. Barry Kachelhofer
    Mr. Jerry Lassiter
    Mr. Ethan Taylor

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