March 30, 2022

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
             State Superintendent of Education

SUBJECT: REMINDER - School Bus Illegal Passing Survey

This memorandum is being sent to remind you that the 2022 Illegal School Bus Passing Survey will be conducted on Wednesday, April 13, 2022. This is our annual statewide survey regarding motorists who illegally pass school buses that are stopped to load or unload students. The driver survey form can be found on page 39 of the **Alabama School Bus Driver Record and Report Book**.

To obtain adequate data, it is very important that we have the highest level of participation in this survey by our school systems; therefore, if your system has a conflict with the April 13, 2022, date set for the survey, you may use April 6 or April 20, 2022, as alternate dates. Starting this year, the illegal passing survey results will be reported in the AIM Portal. Detailed instructions are attached and can be found under the "Help" tab in the "School Bus Illegal Passing Survey" app. **Completed system surveys can be submitted between April 1-30, 2022.** It is not necessary to mail any original tally sheet or individual driver surveys.

If you have not already done so, please communicate with your school bus drivers to remind them to collect the data. They should also be instructed as to how the information will be collected and reported for your school system. **The survey is designed so that no data recording will be necessary during any school bus routes. Remind drivers that student safety is their main responsibility.** Also, remind drivers that with the implementation of the illegal passing law, the only passing of buses on divided four-lane highways that should be recorded are those that occur from behind the bus. Motorists on the opposite side of a divided four-lane highway and traveling in the opposite direction from a school bus are no longer required to stop.

All transportation supervisors and their designees should be given proper permissions to the "School Bus Illegal Passing Survey" app. Instructions for this can be found on page 4 of the user guide referenced above.

Thank you for your cooperation regarding this safety project. Please contact Chad Carpenter, Program Administrator, Pupil Transportation Section, at 334-694-4545 if you have questions.

EGM/CC/FT

Attachments

cc: City and County Transportation Supervisors
     Contract Supervisors
     Dr. Brandon Payne
     Mr. Chad Carpenter
     Pupil Transportation Staff

FY22-3025

Once you have an account created and have been approved for access you will need to login. After you have successfully logged into the AIM you will see the School Bus Illegal Passing Survey application tile in your application list on the main home page. Your application home page may look something like this.

Click on the School Bus Illegal Passing Survey tile to enter the application.
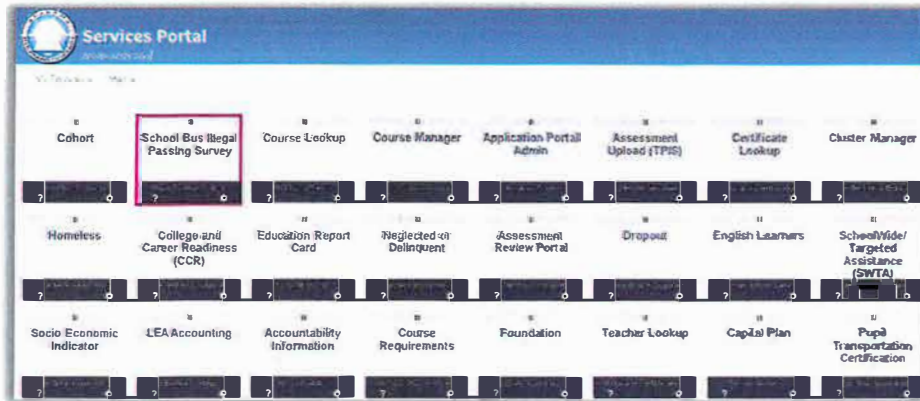
3. Navigating the Site

To navigate from one page to another within School Bus Illegal Passing Survey, you will use the menu bar just under the ALSDE logo. Click on the grey page title to navigate to that page.

4. Definitions, Acronyms and Abbreviations

LEA – Local Education Agency

Submitting School Bus Illegal Passing Survey Data – The process by which each LEA reviews their School Bus Illegal Passing Survey data for the selected year and submits the data to the ALSDE. Once the data is submitted by the LEA, updates can be applied to the data until the Submission End Date.

Submission Start and End Dates: The time period that LEAs can submit the data that they enter for their survey. No LEA submissions are allowed outside of this time period.

Survey Dates: The dates set by the State that LEA needs to do their survey

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5. Survey

School Bus Illegal Passing Survey

To view or enter survey data, navigate to the "Survey" page, by clicking "Survey" and then "School Bus Illegal Passing Survey" in the menu per the Navigating the Site section of this document.

Once on the School Bus Illegal Passing Survey page, select your School Year and School System from the System Selection list. Please note, if you are a LEA level user, your system will be the only system in the list.

Upon entering the application, you will find the menu bar at the top of the page and just below the menu to the left you will see the Survey Submission Status table which lists the Survey Submission details.

After a system is selected and "Select" button is clicked, the form will load. Select the survey date from the dropdown.

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Survey Date	Jan 15, 2020				
Time of Pass	Number of Students at Bus Stop	Vehicle Passed from the:	Vehicle Passed on Which Side Of the Bus?	Type of Vehicle	Type of Roadway
Number of Passes	**Number of Stops**	**Number of Passings**	**Number of Passings**	**Number of Vehicles**	**Number of Passings**
	Total # 1-5 Students 0	Total # Front (opposite way) 0	Total # Left (driver side) 0	Car 0	2 Lanes 0
AM 0					3 Lanes 0
	Total # 6-10 Students 0	Total # Rear (same way) 0	Total # Right (door side) 0	Light Truck / Van 0	4 Lanes, No Median 0
PM 0					4 Lanes with Median 0
	Total # 11 or more Students 0			Heavy Truck 0	Over 4 Lanes 0
System Total 0	System Total 0	System Total 0	System Total 0	System Total 0	System Total 0

ALL TOTALS IN EACH COLUMN SHOULD BE EQUAL

Save Entry

Enter the survey data on the form. Make sure the total for all columns are the same. The data will not be saved / submitted if the total in all columns are not the same.

Survey Date	Jan 15, 2020				
Time of Pass	Number of Students at Bus Stop	Vehicle Passed from the:	Vehicle Passed on Which Side Of the Bus?	Type of Vehicle	Type of Roadway
Number of Passes	**Number of Stops**	**Number of Passings**	**Number of Passings**	**Number of Vehicles**	**Number of Passings**
	Total # 1-5 Students 2	Total # Front (opposite way) 2	Total # Left (driver side) 2	Car 2	2 Lanes 1
AM 2					3 Lanes 1
	Total # 6-10 Students 2	Total # Rear (same way) 2	Total # Right (door side) 2	Light Truck / Van 1	4 Lanes, No Median 1
PM 2					4 Lanes with Median 2
	Total # 11 or more Students 2			Heavy Truck 2	Over 4 Lanes 0
System Total 4	System Total 6	System Total 4	System Total 4	System Total 5	System Total 5

ALL TOTALS IN EACH COLUMN SHOULD BE EQUAL

Save Entry

If the column totals are not the same, you will receive the message like the one below when attempting to save.

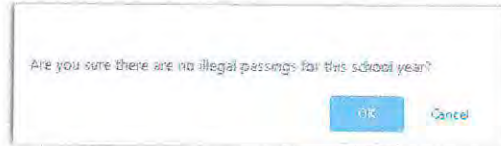The total reported in the columns should be the same

OK
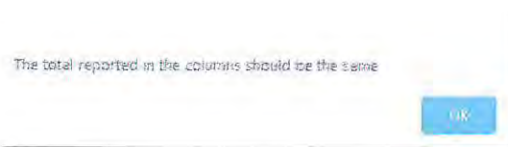
When your data is correct, click "Save Entry" to submit your survey data. After your data is submitted, the submission status will be shown in the summary table just above the form.

Survey Period Status	Open	Survey Period	12/2/2019 - 3/31/2020		
LEA Survey Status	Submitted	LEA Submission Date	1/28/2020	LEA Submitted By	spence.agee@acboe.net

Note(s): You can make updates to your data as needed as long as the submission period is still open. To correct the data, simply log in the system and select the school year for the survey and make the changes.

You can also submit the survey with zero passes. The pop-up message will appear asking you to confirm your data. Click "OK" to continue, "Cancel" to exit.
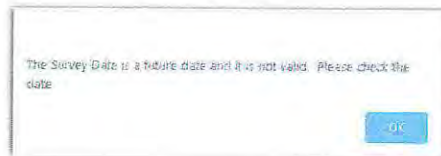

You only can select the survey dates from the dropdown box.

If you select a survey date that is later than the current date, you will receive the error message below:

The survey is only saved and submitted with a valid survey date.

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School Bus Illegal Passing Survey Details

To view all systems' surveys, navigate to the "Survey" page, by clicking "Survey" and then "School Bus Illegal Passing Survey Details" in the menu per the Navigating the Site section of this document.

When a school year is selected, the grid will load showing the survey data from all the systems. The data can be exported by clicking the "Export to Excel" button.