



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

September 10, 2021

MEMORANDUM

TO: City and County Superintendents

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

SUBJECT: 2021 Pupil Transportation Route Report/Transportation Plan Information

This memorandum provides information about your annual **Local Education Agency Transportation Route Report/Transportation Plan due to the Alabama State Department of Education (ALSDE) on October 12, 2021**. Section 16-13-231 of the *Code of Alabama* and Chapter 290-1-4 of the *Alabama Administrative Code* require each local education agency, except for city boards of education not maintaining a transportation system, to submit an annual plan for transportation to the State Superintendent of Education. **For 2021, the Transportation Route Report and the Transportation Plan have been combined into one report.** 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 2021, the report will be completed via the Transportation Bus Route/Transportation Plan application. To access the application, school systems should go to <https://aim.alsde.edu> and log on 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/Transportation Plan 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/transportation plan 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/transportation plan application.

An electronic sign-off in the Web application is needed from the superintendent when the report is ready for submission. Signoffs are also needed any time changes are made after the original data submission. **No changes can be made from October 16 through October 31, 2021.** This "lock out" time block is necessary to enable the ALSDE to compile the needed school system and statewide data.

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Due to the COVID-19 pandemic, the Second Month Route Report will not be utilized to determine data for the State Route Report. Data collected for the month of September will be incomplete and inaccurate due to school systems implementing attendance schedules to accommodate varying levels of virtual schooling. To complete the State Route Report, Transportation Supervisors will need to look at your school systems enrollment numbers and where the students live to determine whether there would likely be any changes needed to existing routes. If changes are necessary, then route data should be estimated. Supervisors will need to justify their data estimates for future review. If new buses have been purchased or are on order, then make sure these buses have been substituted for or tied to the old buses being replaced. If no changes are foreseen to mileage, student counts, routes, or buses on route, then the report may be submitted with the same data as the prior years' report. **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/transportation plan data, please contact Mr. Jerry Lassiter, Financial Administrator, 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/FT

cc: City and County Transportation Supervisors
Mr. Andy Craig
Dr. Brandon Payne
Mr. Chad Carpenter
Mr. Barry Kachelhofer
Mr. Jerry Lassiter
Mr. Ethan Taylor
Mr. Billy Hollon

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