



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

August 9, 2023

**MEMORANDUM**

**TO:** City and County Superintendents of Education

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

**SUBJECT:** New Transportation Supervisor Orientation 2023

The Alabama State Department of Education (ALSDE), Pupil Transportation Section, will conduct its annual orientation meeting for new transportation supervisors and other staff on August 30-31, 2023, in Wetumpka. The meeting will be held at the Elmore County Board of Education located at 100 H.H. Robison Drive, Wetumpka, AL 36092. Each day, registration will begin at 8:30 a.m. and the meeting will start at 9 a.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 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 secretaries are encouraged 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.

Mr. Jerry Lassiter, ALSDE Financial Administrator, will conduct a session on the afternoon of the first day of the meeting (August 30), that deals specifically with transportation funding, to include the Route Report, LEAPS Report, and proper coding and submission for both. CSFO's who have questions concerning these topics are welcomed to attend. Mr. Lassiter will cover other funding topics on day two as well.

To register for this training session, or if you have questions, please contact Ms. Felicia Toles, Pupil Transportation Section Secretary, at 334-694-4545, or [ftoles@alsde.edu](mailto:ftoles@alsde.edu) no later than August 28, 2023. There is no registration fee for this meeting. Travel expenditures for this meeting may be paid from transportation funds.

EGM/CC/FT

cc: City and County Transportation Supervisors  
Contract Supervisors  
Dr. Brandon Payne  
Mr. Chad Carpenter  
Alabama School Bus Dealers-  
Transportation Staff

FY23-3040

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