



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

August 5, 2024

MEMORANDUM

TO: City and County Superintendents

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

SUBJECT: 2024 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 18, 2024**. 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 boards of education not maintaining a transportation system, to submit an annual plan for transportation to the State Superintendent of Education. **For 2024, 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 2024, the report will be completed via the Transportation Bus Route/Transportation Plan application. To access the application, school systems should go to [AIM](#) 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. 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, 2024.** This "lock out" time block is necessary to enable the ALSDE to compile the needed school system and statewide data.

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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. The highest count (morning or afternoon) should be used so that miles and times are reported one way.

If new buses have been purchased or are on order, make sure these buses have been substituted for or tied to the old buses being replaced. Due to supply chain issues, if your system has “on order” buses from previous reports that are yet to be received, those buses should remain tied on the 2024 report, to ensure Fleet Renewal credit in the next allocation.

There is a new field on the report that allows you to indicate whether your buses are equipped with air conditioning (a/c). Be sure to complete this field for every bus (including spares).

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) 694-4552 or email at jlassiter@alsde.edu. If you have questions about accessing the Web application, email servicedesk@alsde.edu or call (334) 694-4777.

EGM/JL/FT

cc: City and County Transportation Supervisors
Dr. Brandon Payne
Mr. Chad Carpenter
Mrs. Nancy Smith
Mr. Jerry Lassiter
Mr. Ethan Taylor
Mr. Billy Hollon
Mr. Ward Thigpen

FY24-3042