

# FLORIDA DEPARTMENT OF EDUCATION



JOHN L. WINN  
Commissioner of Education



## MEMORANDUM

**TO:** School District Transportation Directors  
School District Driver Trainers

**FROM:** Charlie Hood, Director  
School Transportation Management Section

**DATE:** January 27, 2006

**SUBJECT:** 17<sup>th</sup> Annual Training Meeting, March 27-30, 2006  
Lake Yale Baptist Assembly, Eustis, Florida

We have reserved meeting dates for this year's staff in-service opportunity for driver trainers, route managers, and others at Lake Yale Baptist Assembly on March 27-30, 2006. The theme for this year is "**Lest We Forget—Safety First.**" Topics for this year's meeting were selected from the planning committee's suggestions, and we believe the sessions will be interesting, informative, and relevant for district transportation personnel. We have attached a draft agenda and the registration form. There is no limit to the number of participants who can attend this training.

The Florida Association for Pupil Transportation (FAPT) is charging a \$50 registration fee to cover the cost of materials and all lunches. The registration fee does not include lodging at the Assembly's campus or additional meals. Confirmation of a participant's registration will be based upon receipt of the completed registration form and a check (district/personal) or purchase order made payable to FAPT.

**CHARLIE HOOD**  
*Director, School Transportation*

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For those participants who plan to stay on site, the following costs are in addition to the \$50 registration fee and are based on double occupancy:

Sunday – Thursday Motel Room (4 nights)	Monday – Thursday Motel Room (3 nights)
\$200	\$175

These costs cover lodging for the nights indicated, breakfast each morning (lunch is included in the registration fee), and dinner each night, as indicated on the agenda. Participants arriving Sunday will not receive dinner; however, a Monday breakfast will be prepared for a minimum of 25 persons.

Please complete the attached questionnaire for each participant. A map with directions to the Lake Yale Baptist Assembly is enclosed. Movies and popcorn will be offered every evening in the Activities Wing Room 330.

**Because we must guarantee the participant count, there can be no refunds for cancellations; however, substitutions can be made prior to the meeting. Prepayment by check or purchase order is required for participation; please ensure that all participant payments have been remitted prior to attending the training meeting. In order to properly account for all payments addressed to FAPT, please print on your check or purchase order the words "Lake Yale" to reference the Lake Yale training meeting.**

There will be door prizes daily. District donations of door prizes are greatly appreciated.

For further information on registration or content of this exciting program, please contact Herman Carter, Kay Kanupp, or Ronnie McCallister at (850) 245-9795 or by e-mail at [Ronnie.McCallister@fldoe.org](mailto:Ronnie.McCallister@fldoe.org).

RHM/ikk

Enclosures: Registration Form  
Questionnaire  
Draft Agenda  
Map

cc: Christy Noe, USF Charter Schools Resource Center  
Steven Adams, Director, Charter Schools

**CHARLIE HOOD**  
*Director, School Transportation*