

Mental Health Matters: A Better You, A Better ADMH



# Travel – Bus Accommodations, Carpool, Parking & Parking Permits

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### Q. What are the Travel-Carpool Requirements?

**A.** All ADMH staff must utilize a state vehicle, ride the bus from Central Office (Montgomery) (see below), or provide justification via the assigned form for use of a personal vehicle.

- All policies and procedures related to ADMH Travel must be adhered to. View ADMH travel documents [here](#).
- ADMH staff who drive a state vehicle must arrange to carpool with staff members.
- If no state vehicle is available, staff will be required to complete and submit a [Justification Form](#) for mileage reimbursement for personal vehicle transportation.
- The parking permit is one **per car**. Carpooling is expected in state vehicles. See the 'Parking' section for more information on parking permits.

### Q. I am driving. Where should I park when I arrive?

**A.** Parking passes/parking information will be emailed to you at least one week prior to the conference, for the deck by the conference center. **This is one per car.** Carpooling is expected in state vehicles, as previously noted.

**Mental Health Matters: A Better You, A Better ADMH****Q. Will there be bus transportation for the conference?**

**A.** Yes. There is bus transportation for the conference from the Central Office (Montgomery) to the Bryant Conference Center. One bus per day will take staff to and from the conference. To sign up for this efficient, comfortable, and easy transportation to the conference, [click here](#).

**Q. Who can ride the bus?**

**A.** Central Office (Montgomery) employees and Region 4 Office staff may choose this option. Other Regional offices will utilize state vehicles to drive and carpool to the conference.

**Q. When is the last day to register for bus transportation?**

**A. Space is limited.** As soon as you know the date you will attend the conference, you will need to [reserve your seat on the bus](#) as soon as possible thereafter, and no later than **the close of conference registration.**

**Seat reservations are first-come, first-served.** Please be sure the date you select is the day you plan to attend the conference and ride the bus, as requests for changes in bus travel dates may not be accommodated. **If you can no longer ride the bus for any reason, please email Staff Development at <mailto:staffdevelopment.dmh@mh.alabama.gov> as soon as possible.**

**Mental Health Matters: A Better You, A Better ADMH****Q. Do I have to pay to ride the bus?**

**A.** No, you do not have to pay to ride the bus. The buses are WIFI-enabled and have on-board restrooms. To sign up for this efficient, comfortable, and easy transportation to the conference, [click here](#).

**Q. What time will the bus leave from Montgomery (Central Office) heading to Tuscaloosa?**

**A.** Each day, the bus will leave Central Office at 6:00 a.m., heading to Tuscaloosa. Please **arrive early** and **be on the bus before 6:00 a.m.**

**Q. What time will the bus depart from Tuscaloosa heading back to Montgomery (Central Office)?**

**A.** Once the conference day has ended at 4:00 p.m., the bus will depart the Bryant Conference Center in Tuscaloosa **each day** at 4:15 p.m. Please **arrive early** and **be on the bus before 4:15 p.m.**