

GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

TO: Mark Silverstein

FROM: Scott Henry 

DATE: May ⁸7, 2017

RE: Agenda Item – 2017-18 MVC On-Line Abstract Request Program Contract

Recommend the Board approve the 2017-18 participation in the Gloucester County Special Services School District's (GCSSSD) MVC On-Line Abstract Request Program. Cost for this program is \$21 per year.



GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

1340 TANYARD ROAD • SEWELL, NEW JERSEY 08080
TRANSPORTATION OFFICE
856-464-2383 • FAX 856-468-1106

April 24, 2017

APR 25 2017

Mr. Scott Henry
School Business Administrator/Board Secretary
Glassboro Public Schools
560 Joseph L. Bowe Boulevard
Glassboro NJ 08028

Dear Mr. Henry:

Enclosed are two copies of a 2017-2018 Contract for Participation in GCSSSD's MVC On-line Abstract Request Program as well as a copy of the 2017-2018 Abstract Request Guidelines.

As you know, all districts are required to provide updated school bus drivers' MVC abstracts to the county office on a yearly basis as well as to keep on file abstracts for other eligible staff. Currently, abstracts must be obtained on-line through NJCAIR, which charges a yearly registration fee of \$150.00. GCSSSD will provide this service to districts at a yearly cost of \$21.00 per district. Your district will provide us with a list of eligible staff names and license numbers and we will retrieve the abstracts and return printed copies to you. COPIES OF YOUR DISTRICT'S ABSTRACTS WILL NOT BE KEPT BY GCSSSD. The attached Guidelines contain additional information and procedures about this program.

Please present the enclosed contract to your Board for approval. Sign each copy (original signatures required), affix your Board seal, and return both copies to GCSSSD by **May 26, 2017**. We will return a fully executed copy to you as soon as they are completed. An invoice for the \$21.00 fee will be sent to you when we receive the signed copy of your contract.

Please let me know if you have any questions or concerns. We look forward to serving your district in the 2017-2018 school year.

Sincerely,

Diane Gormley

Director of County Services - Transportation

c: Andrew Sole Interim Transportation Supervisor
Enclosures

Gloucester County Special Services School District
MVC On-line Abstract Request Guidelines
2017-2018 School Year

1. Participating Districts will be able to request abstracts for all eligible employees at least twice a year (July and January). Eligible employees include district bus drivers and district employees who are authorized to drive District vehicles. Abstracts may be requested for newly hired eligible employees at any time during the year. Additional requests may be made as needed by the District.
2. Requests must be made on the attached Abstract Request Form and must contain the signature of the person authorized to make such requests. Requests may be faxed to GCSSSD's Transportation Office (856-468-1106). However, all abstracts will be mailed by GCSSSD to the District to the person and address indicated on the request form. Incomplete and/or inaccurate request forms may delay processing.
3. District requests will be processed in the order in which they are received. Every attempt will be made to process and mail requests within 48 hours.
4. COPIES OF DISTRICT ABSTRACTS WILL NOT BE KEPT AT GCSSSD'S OFFICES.
5. District will be eligible to begin requesting abstracts upon receipt of the completed Participation Agreement. The yearly charge will be \$21.00 per school year.

GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT
MVC Abstract Request Form

Please type or print clearly!

District Name: _____

Person Requesting Abstracts: _____

Mail to: _____

Signature: _____

Staff Name	License Number

Use Additional Pages as Needed

Please contact Diane Gormley, 856-464-2383 with any questions.

2017-2018 CONTRACT
FOR PARTICIPATION IN
MVC ON-LINE CUSTOMER ABSTRACT INFORMATION RETRIEVAL

THE GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT, 1340 Tanyard Road, Sewell, New Jersey 08080, hereinafter referred to as Special Services School District and **Glassboro Public Schools**, Gloucester County, New Jersey, by and through **Mr. Scott Henry**, duly authorized and appointed representative of the District Board of Education, hereinafter referred to as District, covenant and agree that:

1. Special Services School District shall provide MVC abstracts for eligible District staff obtained through the NJMVC On-line Customer Abstract Information Retrieval System.
2. District agrees to participate in the Gloucester County Special Services School District MVC On-line Abstract Request Program for the school year 2017-2018 (which period shall not exceed twelve (12) months) at a cost of \$21.00.
3. Special Services School District and District agree to be bound by the Gloucester County Special Services School District MVC On-line Abstract Request Guidelines.
4. District acknowledges that this Agreement is not self-renewing and may be renewed for renewal periods not to exceed one (1) year.

President, Gloucester County Special Date
Services School District

President, District Date
Board of Education

Board Secretary, Gloucester Date
County Special Services School District

Board Secretary, District Date
Board of Education

SEAL

2017-2018 CONTRACT
FOR PARTICIPATION IN
MVC ON-LINE CUSTOMER ABSTRACT INFORMATION RETRIEVAL

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SEAL