


GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

TO: Mark Silverstein
FROM: Scott Henry 
DATE: April 3, 2017
RE: Agenda Item for April 26, 2017

Recommend the board approve the Contract for Participation in Cooperative Transportation Services with the Gloucester County Special Services School District for the 17-18 school year. Contract and participation guidelines are attached.



GLoucester County Special Services School District

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

March 20, 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 three copies of your 2017-2018 Contract for Participation in Cooperative Transportation Services and a copy of the 2017-2018 Cooperative Transportation Guidelines.

Signing of the attached contract eliminates individual joint agreements.

GCSSSD's administrative fee for 2017-2018 will remain the same as it has been for the last 22 years:

Seven percent (7%) of a district's portion of each cooperative route for **special education, vocational, public, and homeless students.**

Please present the enclosed contract to your Board for approval. Sign each copy (**original signatures required**), **affix your Board seal**, and return all three copies to GCSSSD by **April 28, 2017**. In addition, we will need a certified copy of your Board Meeting minutes showing the approval of the Participation Agreement with us. Once the County Superintendent has approved the contract, a fully executed copy will be returned to you.

We look forward to serving your district in the 2017-2018 school year.

Sincerely,

Diane Gormley
Director of County Services - Transportation

Enclosures

c: Doris Isaacs, County School Business Administrator
Michael Dicken, Superintendent, Special Services
Amy Capriotti, Assistant Superintendent of Business/Board Secretary

2017-2018 CONTRACT FOR
PARTICIPATION IN COOPERATIVE TRANSPORTATION

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 transportation services pursuant to the 2017-2018 Gloucester County Special Services School District Transportation Guidelines annexed hereto and made an express part of this Agreement.

2. Special Services School District and District agree to be bound by the Gloucester County Special Services School District Transportation Guidelines.

3. District contracts for Cooperative Transportation Routing for Homeless, Nonpublic, Special Education, and Vocational routes.

4. District agrees to participate in the Gloucester County Special Services School District Transportation Project Services for the school year 2017-2018 which period shall not exceed twelve (12) months.

5. District acknowledges that this Agreement is not self-renewing and may be renewed only by means outlined in the Gloucester County Special Services School District Transportation Guidelines and for renewal periods not to exceed one (1) year.

President, Gloucester County Special Services School District	Date
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President, District Board of Education _____ Date _____

Board Secretary, Gloucester County Special Services School District	Date
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Board Secretary, District _____ Date _____
Board of Education

SEAL

County Superintendent of Schools Date

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President, Gloucester County Special Services School District	Date
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President, District Board of Education _____ Date _____

Board Secretary, Gloucester County Special Services School District	Date
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Board Secretary, District _____ Date _____
Board of Education

SEAL

County Superintendent of Schools Date

2017-2018 CONTRACT FOR

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President, Gloucester County Special Services School District	Date
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President, District Board of Education

Board Secretary, Gloucester County Special Services School District	Date
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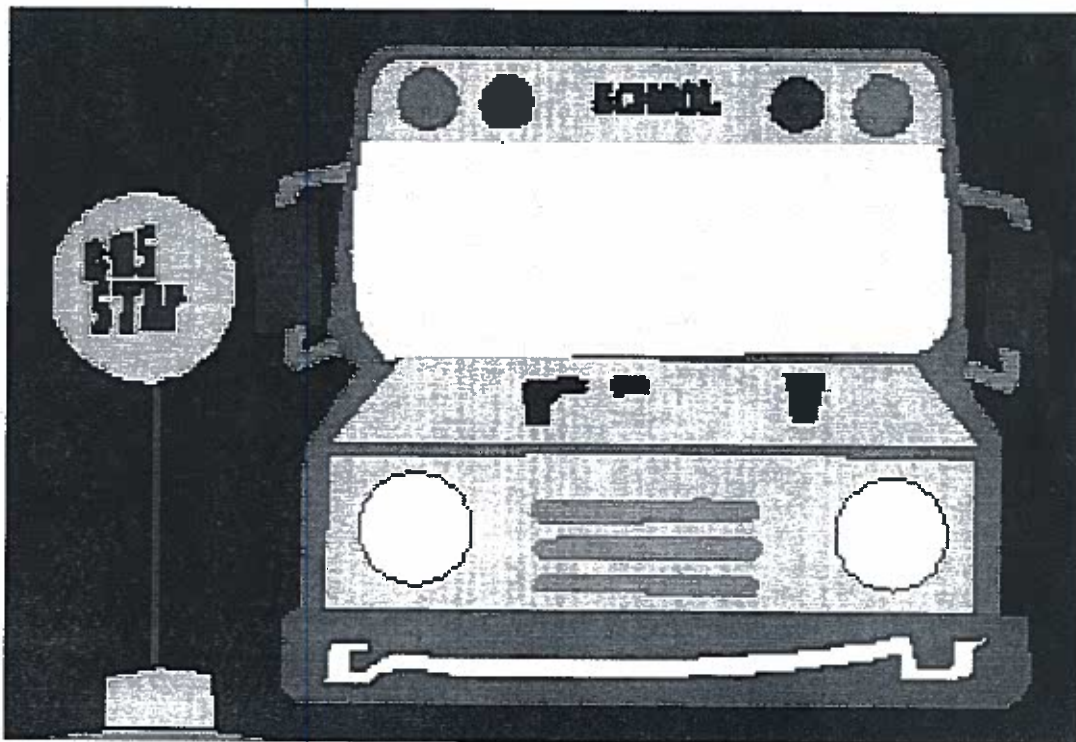
Board Secretary, District _____ Date _____
Board of Education

SEAL

County Superintendent of Schools Date

GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

2017-2018 COOPERATIVE TRANSPORTATION GUIDELINES



Marlene A. McConnell
President

Michael Dicken
Superintendent

Amy Capriotti
Assistant Superintendent for Business/Board Secretary
(856) 468-6530

CONTACT PERSONS

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Director of County Services - Transportation

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I. PURPOSE

These guidelines have been generated to outline procedures and time frames for all participating agencies. They present a systematic process by which personnel from local participating and host school districts, receiving schools, contractors, and Gloucester County Special Services School District (GCSSSD) can communicate and cooperate to ensure quality, cost-effective student transportation.

II. INTRODUCTION

GCSSSD operates a cooperative county-wide system of coordinated transportation services for students. All Gloucester County public school districts are eligible to participate in the services described in this document. GCSSSD provides transportation by either entering into a joint agreement with a host public school district or by contracting with a private transportation contractor.

Public school districts notify GCSSSD of their transportation needs, and routes are formulated accordingly. The goal is to combine students from several school districts on one route and transport them to a school or schools in the same geographic area.

III. PARTICIPATING DISTRICTS

Only districts with a contract on file in the GCSSSD Transportation Office are eligible for services.

A. CONTRACTS FOR PARTICIPATING COOPERATIVE TRANSPORTATION SERVICES

All districts that wish to participate in the following year's cooperative transportation program must have their local Board's approval for participation. **Three contracts will be provided by GCSSSD to be signed with original signatures and board seals.**

No additional joint agreements are required for participating in individual routes. This one document has been accepted by the State Department of Education in lieu of multiple joint agreements, thus saving time and paperwork processing.

B. COOPERATIVE TRANSPORTATION - SPECIAL EDUCATION AND VOCATIONAL

1. When a participating district would like GCSSSD to coordinate its special education student transportation, one completed application for each student (sample on page 12) should be submitted to GCSSSD by **Tuesday, May 23rd** so that tentative transportation arrangements can be initiated.

C. COOPERATIVE TRANSPORTATION - HOMELESS AND NONPUBLIC

1. Homeless Route Coordination

When a resident student becomes homeless, the resident school district will explore all means of providing transportation itself.

If this is impossible, a participating district may request GCSSSD to coordinate transportation

for the homeless student. One student transportation request form (sample on page 14) must be completed and either mailed or faxed to GCSSSD before transportation arrangements are initiated.

The participating district must notify GCSSSD immediately if the homeless student's placement is altered in any way.

2. Nonpublic Route Coordination

If a district would like GCSSSD to bid its nonpublic transportation routes, one copy of each application for Private School Transportation (B6T) must be submitted to GCSSSD by **April 5th**. A complete route description to include school name, address, hours, starting date, and designated bus stop descriptions in the order of pick-up (sample on page 13), must accompany the B6T's. **Please note that group pick-up destinations are strongly suggested.**

Nonpublic routes will be bid once by mid-May, so that districts will have ample time to notify parents or guardians and private schools by the August 1 deadline.

D. I.E.P. (INDIVIDUALIZED EDUCATIONAL PROGRAM)

Local Child Study Team members are to be reminded that transportation services are the student's first and last class of each school day. Items such as aides, safety vests, special seats, lifts or ramps, medical conditions such as seizures or allergies, and any additional information pertinent to a safe trip, must be included on the student application.

Communication of appropriate information must then be relayed to the local transportation coordinator and subsequently to GCSSSD's Transportation Office.

Students who are able to ride regular school district vehicles should do so when possible in coordination with the I.E.P. specifications.

E. BID SPECIFICATIONS FOR CONTRACTED ROUTES

It is the districts' responsibility to provide all essential details for transportation on individual students so that proper specifications can be written.

Each district with a student included in a bid will receive a copy of that particular bid packet. It is the district's responsibility to check each bid for details of the specifications. This material is sent so that each district will have full information concerning the specifications sent to the contractors who will be providing transportation for the districts' students.

F. DISTRICT REPORT FOR TRANSPORTED RESIDENT STUDENTS (DRTRS)

The District Report of Transported Resident Students is an alphabetical listing by school of all transported district students based on the October 15 enrollment count. State aid reimbursement is based on the October 15 transported student enrollment count. Reimbursement is made directly to the public school district according to procedures established by the State Department of Education, Division of Financial Services.

GCSSSD will generate an alphabetical listing of students transported by GCSSSD. A draft copy will be mailed by October 1 to each district for corrections and exact home-to-school mileage updates. A final copy will be prepared for districts listing all transported students as of the October 15 count.

Districts are to make revisions, if necessary, and submit the report to the County Office of Education based on the submission deadline.

All participating districts will be responsible for actual home-to-school mileage reporting.

G. ROUTE COSTS ARE CALCULATED AS FOLLOWS:

The costs, including GCSSSD' administrative surcharge, are prorated based on:

- Total number of students on a vehicle
- Each student's home-to-school mileage
- Number of days students are assigned to a route

The cost information will be divided accordingly among districts participating on each route.

GCSSSD's administrative surcharges are 4% for nonpublic routes and 7% for all other routes.

1. Notification of Route Costs

Following a bid or solicitation of a quote, GCSSSD will contact each district by telephone or fax with the district's estimated portion of the route cost. Written confirmation of these estimated costs will follow. Districts shall respond to a bid or quote within two (2) working days from receipt of notification.

2. Route Changes

District route changes will be maintained and updated on a monthly basis. Pupils assigned to a route will be billed for the actual number of days they were assigned to that route. Route costs can fluctuate monthly due to student changes.

H. COOPERATIVE TRANSPORTATION BILLING

Districts are billed monthly. Participating districts will be billed for eligible pupils assigned to a route whether or not they occasionally use the transportation, are transported by parents, or use other means of transportation.

It is the district's responsibility to check monthly transportation bills and attached student list. Participating districts must notify GCSSSD immediately in writing of a change in transportation status for a student. The monthly billing amount will be maintained until such written notification is received.

I. FINAL BILLING

End-of-year billing will be completed by June 15 each year for prompt payment. No cost adjustment will be made for pupils added or deleted after May 31.

J. EMERGENCY/INCLEMENT WEATHER PROCEDURES1. School Closing/Delayed Opening Prior to the Start of Schoola. GCSSSD School District Closed/No Cooperative Transportation

GCSSSD will institute a not transporting/delayed opening announcement with **local television stations and with local television station websites**. It is the responsibility of the Superintendent of the Special Services School District to determine whether or not it is safe to transport students. When GCSSSD is closed due to inclement weather, **ALL** host districts and contractors will **not** transport GCSSSD joiner students. When GCSSSD has a delayed opening due to inclement weather, **ALL** host districts and contractors will transport GCSSSD joiner students according to the delayed time. Parents and transporters share an equal responsibility in determining if their school/school district is closed or has a delayed opening.

b. Receiving Schools Closed

Host districts, contractors and parents/students are advised to **watch local television stations or check local television websites** for school closing announcements. Receiving schools should notify television stations/websites early enough for proper announcements. Students will not be transported if their school is closed.

c. Sending Schools Closed

When a sending school district is closed and the receiving school is open, students will be **not** transported to the receiving school.

d. Host District Closed

If the host district is closed and the receiving school is open, the host district may determine whether or not to transport the sending district students.

2. School Closing After School Is In Sessiona. Special Services School District

If GCSSSD officials decide that early dismissal is necessary, GCSSSD will contact sending and receiving school districts of the adjusted transportation schedule. GCSSSD will also notify host districts and contractors of the early school closing. The receiving school, contractors and the host districts shall inform parents/guardians of the adjusted schedule.

b. Receiving Schools

Receiving schools must inform GCSSSD of any early dismissals. GCSSSD will inform the host district or contractor of the early school closing. The receiving school shall inform parents/guardians of their adjusted schedule.

c. Sending Schools

If the sending school district is closing and requests its district students be dismissed early from the receiving school, the sending school district must inform GCSSSD of the early dismissal. GCSSSD will inform the host district or contractor of the early school closing. The sending school district shall inform the receiving school and parents /guardians of the adjusted schedule.

d. Host Districts

If the host district is closing early, the host district will also bring home the sending district students. The host district will notify GCSSSD of their early pick up times and GCSSSD will notify the sending school districts. The host district shall inform the parents/guardian of their adjusted schedule.

K. PROCEDURES FOR VIEWING BUS TAPES

1. Parent/guardian will notify his/her home district child study team representative and/or home district transportation representative that an incident involving their child has occurred during their child's bus ride.
2. District CST or District Transportation representative will notify GCSSSD's Transportation Office that an incident has occurred and will provide information about the date and time of the bus ride in question. All requests must be made within 24 hours of the alleged incident, except those that occur immediately before a weekend or holiday, in which case notification must be made on the next school day. GCSSSD's Transportation Office will request that the bus company remove the tape from the bus and forward it to GCSSSD's Transportation Office within 24 hours.
3. The Director of Transportation will review the tape and contact the District CST and/or Transportation Department with her report.
4. If an incident appears on the tape that warrants disciplinary action, the appropriate parties will be notified. At this time, the parent/guardian, along with a representative from the district's CST or Transportation Office and GCSSSD's Director of Transportation, may ask to view the portion of the tape on which the incident is recorded at a mutually agreeable location.
5. If no incidents appear on the tape that warrant disciplinary action, the Director of Transportation will verbally report such to the District's CST and/or Transportation Department, who will report back to the parent/guardian. At this time, the parent/guardian may ask that a representative from their CST and/or Transportation Department view the tape along

with GCSSSD's Director of Transportation. A verbal report will be provided by the CST and/or Transportation representative to the parent/guardian of their findings.

IV. HOST DISTRICT ROUTES

A. JOINT AGREEMENTS

All host districts are required to have a joint agreement with GCSSSD.

A participating district needing out-of-district transportation is required to make arrangements through GCSSSD (no joint agreement required). An out-of-county, nonparticipating district is also required to make arrangements through GCSSSD (joint agreement required with GCSSSD). Host districts are requested to direct all requests to GCSSSD's Cooperative Transportation Office and take no action to transport. This procedure ensures that all updated county transportation information is maintained in one location.

B. COST BREAKDOWNS

Blank Cost Breakdown Worksheets for each route will be sent to the all districts along with a student listing. Completed Cost Breakdown Worksheets will be collected from all districts wishing to host a route/routes. If new routes are added during the year, the Cost Breakdown Worksheets must be submitted within a two-week time period. If changes to the hosted route occur during the school year, a revised cost breakdown must be submitted to GCSSSD's Cooperative Transportation Office within ten (10) days.

C. SCHOOL CLOSINGS FOR HOLIDAYS

Host districts are responsible to provide transportation for GCSSSD and joiners on all school days other than when the host cancels school due to inclement weather.

D. PAYMENT TO HOST DISTRICTS (PUBLIC SCHOOL DISTRICTS PROVIDING TRANSPORTATION)

1. Purchase orders and vouchers with estimated payments will be forwarded to host districts in August (summer routes only) and October (regular school year routes). Host districts will submit bills to GCSSSD each month. Payment will generally be made on the third Thursday of the following month after our board meeting provided all paperwork is in order.

E. TRANSFERS OF STUDENTS FROM ONE VEHICLE TO ANOTHER

When another school district site is being utilized as a drop-off/pick-up point, students must remain in the vehicle until the appropriate bus arrives for transfers. Students are not to be left unattended. The exact number of students must be on the proper vehicle before departure. A count of students is advised at that time.

F. EXTRA VEHICLE AVAILABILITY

Districts are requested to notify GCSSSD when an extra vehicle is available so that a transportation route could be developed and the local district could realize the revenue from that venture.

G. ROUTES COMPRISED OF ONLY GCSSSD ASSIGNED STUDENTS

Host districts are requested to allow only GCSSSD assigned students on a route operated for GCSSSD. If nonparticipating local district personnel contact a host district to request student transportation, the host district must refer that request to GCSSSD's Cooperative Transportation Office.

This process eliminates many problems related to billing, joint agreements, District Report of Transported Resident Students, etc. Nonparticipating school districts must have a joint agreement with GCSSSD to be eligible for transportation on a specific route.

H. COMMUNICATIONS

Districts either participating in the county-wide transportation services or seeking a cooperative routing venture are required to channel all correspondence through GCSSSD. Copies of GCSSSD's application (sample on page 13) have been distributed for district convenience to be utilized when requesting services. Complete all information on the student applications as this is vital in establishing proper routing communications.

I. DRIVER IN-SERVICE - BEHAVIOR MANAGEMENT

Host district and contractor bus drivers/aides of GCSSSD's routes are requested to attend a Gloucester County Special Services School District in-service.

The payment of wages for employees attending the seminar will be borne by the host district or contractor. No additional cost is to be billed to GCSSSD.

The in-service will be held prior to the start of school. It will be a maximum of three (3) hours during a morning.

J. I.E.P. (INDIVIDUALIZED EDUCATIONAL PROGRAM) - SPECIAL REQUIREMENTS

When a preschool child requires a separate seat, host districts or contractors are responsible for providing the seat and billing GCSSSD, who in turn bills the appropriate local district. For handicapped pupils below the age of five, safety belts or restraint systems are required. An aide must be assigned with six (6) or more preschool handicapped children on a route. Buses shall be equipped with seatbelts for driver and students in accordance with P.L. 1992, C. 92. Administrative Code 6A:27-12.1e.

K. TRANSPORTATION AIDES

If a student's Individualized Educational Program (I.E.P.) recommends a transportation aide, the appropriate district(s) will be billed accordingly. Students who have a seizure protocol will not be

transported without an aide on the bus. Child Study Team chairpersons should be advised to consider this aspect when formulating the I.E.P. During the course of the year, an aide can be placed on a vehicle if student behavior is such that one is needed.

GCSSSD reserves the right to immediately place an aide on a bus if the general health and welfare of the students are at risk. In such a case, all districts participating on the route will share the cost of the aide.

Aides assigned to vehicles must meet minimum requirements as described on the GCSSSD's Transportation Aide Job Description (sample on page 14). The aides must be fingerprinted and approved by the County Superintendent of Schools.

Costs of aides must be extracted and noted on the Cost Breakdown Worksheets.

L. DISRUPTIVE BEHAVIOR

Disruptive behavior on a school bus consists of the following: loud or boisterous talking or singing, profanity, vulgarity, disobedience or impudent remarks to the bus driver/aide, smoking, fighting, or annoying another pupil in any manner or by any means, eating, depositing paper or litter in the school bus, defacement or destruction of the school bus or equipment, projecting any part of the body or any object through the windows and negligence or refusal of a pupil to sit in the seat assigned by the bus driver.

When handling disruptive students who attend your district schools, naturally you can utilize your own policies in this area. When dealing with students who are being transported for another school district, an alternate method should be present. **Although discipline is the legal responsibility of the receiving school; the sending, receiving, transporting districts, and/or contractors must cooperatively deal with a problem situation.** One recommended means is as follows:

1. Warning from bus driver (first problem).
2. First Offense - Warning notice sent home with a copy sent to the GCSSSD Transportation office.
3. Additional offenses should be referred to the Cooperative Transportation Office for review with the receiving school principal.

The host district or contractor must complete the School Bus Incident Report (sample on page 15) and forward to GCSSSD's Transportation Office immediately. A copy will be sent by GCSSSD to all involved sending districts and receiving schools.

GCSSSD personnel will be available to coordinate this process and follow up with appropriate correspondence. Naturally, the severity of the problem may dictate combining the first several steps at once. If a student is suspended, written notification must be made between sending and receiving districts and parents. If the safety or welfare of students and/or driver is endangered, GCSSSD may immediately suspend transportation for a disruptive student pending a review by the receiving school administrator. GCSSSD will notify sending school district personnel if such action is taken.

GCSSSD requests that a copy of all associated correspondence be sent to GCSSSD's Transportation Office.

M. SEAT BELTS ON BUSES

Effective September 1, 1994, students shall be required to wear seat belts on all buses that are equipped with seat belts. It shall be the bus driver's responsibility to instruct the students in the proper use of these seat belts and to verify the use by the students on each bus equipped with these seat belts.

A discipline report should be submitted to GCSSSD's Cooperative Transportation Office for each student incident where the seat belt is not worn.

N. DRUG TESTING FOR BUS DRIVERS

Effective January 1, 1995, all transportation vendors with fifty bus drivers or more must begin drug/alcohol testing; and effective January 1, 1996, all transportation vendors with fifty bus drivers or less must begin drug/alcohol testing in accordance with the Omnibus Transportation Employee Testing Act of 1991.

We may request a copy of your testing plan for our records.

O. TRANSPORTATION ACCIDENT PROCEDURE FOR BUS DRIVERS

(Based on the New Jersey Bureau of Pupil Transportation Recommended Procedure)

Your primary responsibility is to your passengers. This must always remain utmost in your mind - therefore, you must remain calm.

If you are unable physically to perform your duties, direct others to do them for you.

Emergency Scene Behavior (accomplished in initial seconds after accident):

1. Turn off ignition and take keys.
2. Set brakes.
3. Remain calm and reassure students.
4. Be alert for fire or the possibility of fire. **(If there is a suspicion of fire, you must evacuate your students to a safe place - an adequate distance from the vehicle.)**
 - a. Check for ruptured fuel tank and fuel lines.
 - b. Check for electrical fire.
 - c. Look for smoke.
 - d. Check for hot tires which may catch fire caused by rubbing against a tree from a point of impact to final resting place.

5. Check for injury to students.
 - a. Follow first aid procedures.
 - b. Make student(s) comfortable and seek professional help.
 - c. All other students are to be examined by the school physician or nurse as soon as possible.
6. Determine if evacuation is necessary. Evacuate if:
 - a. Conditions might lead to a fire (or fire is already present);
 - b. Danger of further collision;
 - c. Danger of drowning;
 - d. Vehicle stopping in unsafe position; or
 - e. Any other unsafe condition.
7. Use warning devices to protect the scene.
 - a. Protect the students and the bus from accident and injuries. Place reflectors according to state law.
 - b. Protect the scene from traffic and people so that evidence is not destroyed.
 - c. Under normal circumstances, the vehicle involved should not be moved until law officers advise you to do so.
8. Contact host district or contractor and law enforcement officials (assuming that you already have requested emergency medical help).
9. Do not discuss the facts of the accident with other motorists, but give information to investigating officers and school officials.
10. Cooperate with the host district or contractor.
 - a. During the investigation of the accident, do not release any of your students to anyone unless told to do so by the host district or contractor.
 - b. If students are injured and need to be removed from the scene, follow policy adopted by your local district if one exists. If not, send someone to call for aid, such as hospital, ambulance service, or fire department - wherever help can be summoned quickly.
11. It is essential that the school bus driver collect certain information at the scene:
 - a. Names and addresses of other persons involved;
 - b. Name, address, and driver's license number of other drivers involved;
 - c. Name and address of owners of property that has been damaged;
 - d. License numbers of other vehicles involved;
 - e. Name and address of witnesses;
 - f. Location and time of accident;
 - g. Weather conditions, visibility, and road conditions.

12. It is important that you be careful what you say:
 - a. Be calm, cooperative, and courteous.
 - b. Do not admit any fault on your part.
 - c. Do not accuse the other driver.
 - d. Be accurate and factual in statement to the police.
 - e. You are required by state law to give only your name, address, driver's license number, insurance company, and vehicle registration. Before giving a statement or answering factual questions about the accident, check with someone in authority (school board official) for advice, and permission.
 - f. Make all of your statements in the presence of the other driver and the investigating officer.
13. Any individual, including a person licensed to practice any method or treatment of human ailments, disease, pain, injury, deformity, mental or physical condition, or licensed to render services ancillary thereto, who in good faith renders emergency care at the scene of the accident or emergency to the victim or victims thereof, shall not be liable for any civil damages as a result of any errors and/or omissions by such person in rendering the emergency care.
14. Host district or contractor notifies GCSSSD's transportation Office at 464-2383 immediately with the following information: route number, destination, name of injured student(s), and district(s) involved.
15. GCSSSD notifies the involved sending school and receiving district personnel and informs them of all known information. GCSSSD notifies County Office of all details.
16. Host district or contractor notifies parents of the students. Parents should be instructed to notify their own auto insurance carrier.
17. Host district or contractor notifies insurance agent.
18. Host district or contractor completes state required accident report as quickly as possible. A copy of the accident report prepared by the police is secured by the Board Office. All materials are to be sent to GCSSSD for distribution to receiving school, sending district(s), County Office, and state.
19. GCSSSD's Board of Education is notified if deemed necessary by the GCSSSD's administrative staff.
20. It is recommended by GCSSSD that upon determining that the driver was at fault, suspension of the driver is required pending a review.
21. The driver of a school bus involved in an accident resulting in injury or death of any person or damage to property of any one person in excess of \$500 shall within five (5) days after such accident forward a written report of the accident to the Bureau of Security Responsibility, Division of Motor Vehicles, 25 South Montgomery Street, Trenton, New Jersey 08625. A copy of the written report must also be filed with GCSSSD. The driver must also be drug tested immediately.

V. APPLICATION

CONTRACTOR _____

ROUTE # _____

GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT
STUDENT TRANSPORTATION REQUEST

District:		School Year: 2017-2018	Transportation Begins:
Student's Name:		Student's NJ ID#:	
Date of Birth:	Sex: M F	Student's Address:	
Parent/Guardian:			
Home Phone:	Emergency #:	Pick up/Drop off (if different-please circle one or both):	
Name and Address of School			
		Phone #:	
School Hours:	AM PM	Grade Level:	One-way Mileage to School:
		Transportation Required in IEP YES NO	

SPECIAL STUDENT NEEDS: (Please check and/or specify)

☐ One-on-One Aide (☐ CPR / ☐ Sign Language)
 ☐ Aide on Bus (☐ CPR / ☐ Sign Language)

☐ Car seat (Size: ___ lbs.)
 ☐ Safety Vest
 ☐ Wheelchair lift

☐ Camera on Bus
 ☐ Air-conditioned Bus
 ☐ Seizure Protocol (must be attached)

Any additional information pertinent to a safe trip:

APPLICATIONS MUST BE RETURNED TO:

Cooperative Transportation Office
 Gloucester County Special Services School District
 1340 Tanyard Road, Sewell, New Jersey 08080
 Fax Number - 856-468-1106

PLEASE SUBMIT A SEPARATE APPLICATION FOR EACH STUDENT

For GCSSSD Office Use ONLY

Route Number							
Date(s) Started							
Date(s) Canceled							
Date(s) of Changes							

VI. NONPUBLIC ROUTE DESCRIPTION

GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

COORDINATED NONPUBLIC TRANSPORTATION - BID ON PER ROUTE BASIS

2017-2018 BID #1

SPECIAL SERVICES ROUTE # _____

TYPE OF VEHICLE: _____

SENDING SCHOOL DISTRICT: _____

RECEIVING SCHOOL HOURS: _____

RECEIVING SCHOOL NAME AND ADDRESS: _____

STARTING DATE: _____

ROUTE DESCRIPTION

**The direction of the vehicle from the last stop shall be along
the safest most direct route to the destination.**

VII. JOB DESCRIPTION FOR TRANSPORTATION AIDE**GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT**

TITLE: Transportation Aide

QUALIFICATIONS: High School Diploma or requirements set by Board of Education. Must be fingerprinted as required under 18A: 6-7-1.

REPORTS TO: Transportation Coordinator and/or Driver (Based on Assignment)

JOB GOAL: To assist the driver in maintaining a high degree of order on the transportation vehicle.

PERFORMANCE RESPONSIBILITIES:

1. Assists the driver in the implementation of the assigned transportation route.
2. Assists the driver in collection and preparation of required documents in regard to transportation.
3. Assists the driver with individual problems as they arise.
4. Participates in in-service training when required.
5. Follows current Gloucester County Special Services guidelines.
6. Aide to be stationed in a location on the vehicle most conducive to maintaining order.
7. Official warnings in regard to discipline problems to be given by the driver when recommended by the aide. Aide will be familiar with Special Services and state regulations regarding disruptive students.
8. Assists students in boarding and exiting vehicle when necessary.
9. Assists driver in handling disturbances with as little confusion as possible.
10. Performs such other duties as deemed necessary by the employing transportation agency.

VIII. SCHOOL BUS INCIDENT REPORT**GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT**

DATE: _____

CONTRACTOR: _____

ROUTE #: _____

DESTINATION: _____

The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus, which may have jeopardized the safety and well-being of all students.

_____ has been cited for an infraction of the rules listed below:

☐ Improper boarding/departing☐ Hanging out window☐ Bringing objectionable articles aboard bus☐ Throwing objects☐ Failure to remain seated☐ Lighting matches/smoking on bus☐ Refusing to obey driver☐ Spitting/littering☐ Fighting/pushing/tripping☐ Unnecessary noise☐ Tampering with bus equipment☐ Rude, discourteous, and annoying
conduct☐ Destruction of property☐ Other behavior relating to safety,
well-being, and respect for others

SPECIFIC DETAILS: _____

Please take the necessary disciplinary action regarding his/her behavior.

SPECIAL SERVICES COMMENTS: _____

If you have any questions or concerns, please do not hesitate to contact the Transportation Office at 464-2383.

IX. IMPORTANT DATES - 2017-2018 School Year for Cooperative Transportation

<u>DATE</u>	<u>EXPLANATION</u>
April 5	Districts to submit B6T copies and nonpublic route descriptions.
May 17	GCSSSD bids nonpublic transportation.
May 18	Districts to submit summer transportation applications.
May 26	Districts to submit special education transportation applications.
Mid July/Early August	GCSSSD bids special education/vocational/homeless routes.
August	Bus Driver/Aide Seminar
Mid to late September	Districts to revise student home to school mileage for DRTRS.
*October 15	District Report of Transported Resident Students (DRTRS).

*District Report of Transported Resident Students - timeline for submission established by County Office of Education.