

SUSSEX COUNTY REGIONAL COOPERATIVE
PO BOX 1029
HOPATCONG, NJ 07843

RESOLUTION FOR PARTICIPATION IN JOINT TRANSPORTATION AGREEMENT

WHEREAS, the following Boards of Education: Hopatcong Borough, Allamuchy, Andover Regional, Bayonne, Bergenfield, Blairstown, Bloomsbury, Byram Township, Caldwell/West Caldwell, Cedar Grove, Chester Twp., Clifton, Deptford, Dover, East Orange, Essex Fells, Essex Regional Educational Services, Fair Lawn, Fairfield, Franklin Borough, Franklin Twp./Somerset, Franklin Twp./Warren, Fredon Twp., Freehold, Great Meadows, Green Twp., Greenwich, Hackensack, Hackettstown, Hamburg Borough, Hampton Twp., Hardyston Twp., Harmony Twp., Hasbrouck Heights, High Point Reg. H.S., Hoboken, Hope, Hunterdon Central, Jefferson Twp., Jersey City, Kinnelon, Kittatinny Reg., Lafayette Twp., Lenape Valley Regional, Linden, Livingston, Lopatcong, Mansfield, Mendham Borough, Mendham Twp., Millburn, Montague, Morris School District, Morris County Education Services Commission, Mount Arlington, Mount Olive, Mt. Lakes, Netcong, Newton, North Caldwell, North Hunterdon, North Plainfield, North Warren, Nutley, Ogdensburg, Orange, Oxford, Park Ridge, Paterson, Pohatcong, Ramapo Indian Hills, Randolph, Rockaway Twp., Roseland, Roselle, Roxbury, Secaucus, Somerset Hills, South Orange/Maplewood, Southern Regional, Sparta Twp., Stanhope, Sussex Wantage, Teaneck, Tewksbury, Toms River, Union Twp., Vernon Twp., Verona, Warren County Special Services School District, Warren Hills, Washington Borough, Washington Twp./Morris, Washington Twp./Warren, Watchung, Watchung Regional H.S., Wayne, West Essex, West Milford, West Morris Reg., West Orange, White Twp., Wood-Ridge and _____ desire to transport students to specific destinations; and

WHEREAS, the Hopatcong Borough Board of Education is willing to provide the services to coordinate transportation for the above-referred-to Boards of Education for transportation to special education, private, vocational-technical, and other school students to specific destinations in order to attempt to achieve the maximum cost effectiveness;

WHEREAS, the Hopatcong Board of Education shall provide such services under the name of Sussex County Regional Cooperative.

NOW THEREFORE, BE IT RESOLVED by the _____ Board of Education that pursuant hereto, the President and Secretary of the _____ Board of Education are hereby authorized and directed to execute a duplicate of the Resolution which shall act as an agreement between the _____ Board of Education and the Sussex County Regional Cooperative for the coordination of transportation of special education, private, vocational-technical, or their school students to specific destinations upon the following terms and conditions:

1. The _____ Board of Education shall pay to the Sussex County Regional Cooperative in consideration of the services it shall render pursuant to this agreement an amount to equal four percent (4.0%) of the _____ Board of Education's actual cost paid for transportation of students to special education, private, vocational-technical, or other school students to specific destinations during the 2012-2013 school year, said sum to be paid as follows in each year during the term of this agreement or any extension hereof.

	<u>Payment Due</u>
4.0% Administrative Fees.	07\31\12
(100% of estimated fees)	
Initial Deposit	07\31\12
(20% of estimated charges)	
20% of current annual charges.	10\31\12
20% of current annual charges.	12\31\12
20% of current annual charges.	02\28\13
20% of current annual charges.	04\30\13

June - plus or minus final adjustments

*All 2012 summer routes shall be billed upon completion of transportation.

2. The Sussex County Regional Cooperative will provide the following services:

- a. routes coordinated with other districts to attempt to achieve a maximum cost reduction while maintaining a realistic capacity and travel time (see "Attachment A" for cost calculations);
- b. statements prepared on appropriate vouchers according to the above schedule delineating costs per route;
- c. computer print-outs of student lists for all routes coordinated by the Sussex County Regional Cooperative for the ASSA reporting deadlines;
- d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- e. timely review and revision of routes;
- f. provide transportation within three days or sooner after receipt of the formal written request;
- g. timely submission of contracts, renewals or addenda to the county office for approval.

3. The _____ Board of Education will provide the Sussex County Regional Cooperative with the following:

- a. requests for any special, private, vocational-technical on approved forms to be provided by the Sussex County Regional Cooperative, completed in full and signed by _____ Board of Education Secretary or other designated district personnel;
- b. withdrawal for any special, private, vocational-technical on approved forms to be provided by the Sussex County Regional Cooperative, completed in full and signed by the _____ Board of Education Secretary or other designated district personnel; no billing adjustment will be made without this completed form; and
- c. strict adherence to the above payment schedule.

4. Additional Cost - all additional costs generated by unique requests, including but not limited to mid-day runs, early dismissals,

change in number of children being transported on each route, or change in mileage during the year, will be borne by the _____ Board of Education.

5. Length of Agreement - This agreement and obligations and requirements therein shall be in effect between July 1, 2012 and June 30, 2013.

6. It is a condition of this agreement that it shall automatically be renewed annually without amendment and may not be terminated without a notice by certified mail, return receipt requested having been delivered to the Secretary of either party hereto at least 180 days before June 30 of any year. In the event this agreement is renewed, the consideration to be paid to the Sussex County Regional Cooperative set forth in Paragraph 1 hereof, shall be revised to equal four percent (4.0%) of the _____ Board of Education's actual cost paid for transportation of students to special education, private, vocational-technical, and other school students to specific destinations during the prior year.

7. The Hopatcong Borough Board of Education under the name of Sussex County Regional Cooperative accepts no responsibility for a pupil's use of arranged transportation or attendance on an established route. Once assigned to a route, the billing for the pupil's reserved seat will continue until the Sussex County Regional Cooperative is otherwise notified in writing to delete the pupil for the assigned route.

8. Entire Agreement - This agreement constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.

9. It is a condition of this agreement that a representative from each applicable position: School Business Administrator/School Board Secretary, Special Services Director, and Transportation Supervisor attend at least one (1) Sussex County Cooperative meeting on an annual basis to promote and provide effective and efficient transportation services.

AUTHORIZED SIGNATURES

HOPATCONG BOARD OF EDUCATION
(SUSSEX COUNTY REGIONAL COOPERATIVE)
ATTEST:

_____ BOARD OF
EDUCATION
ATTEST:

Board President Date

Board President Date

Board Secretary Date

Board Secretary Date

County Superintendent Date

County Superintendent Date

ADDENDUM A

ROUTE COSTS

In addition to each district's proportionate share of the cost of such joint transportation for special education, each district's cost for individual routes will be determined by prorating that cost on a per pupil mileage basis in accordance with the following:

Pupil Miles (Home to School)

District A - 28.5

District B - 7.8

District C - 5.4

41.7 - Total Pupil Miles Home to School

District A - 28.5 / 41.7 = 68%

District B - 7.8 / 41.7 = 19%

District C - 5.4 / 41.7 = 13%

You would then calculate each district's cost by multiplying the percentage by the total contract cost.

EXAMPLE OF HOW A DISTRICT SHARES ROUTE COST

ORIGINAL ROUTE COSTS \$100.00 PD OR \$18,000 ANNUAL

In addition to each district's proportionate share of the cost of such joint transportation for special education, each district's cost for individual routes will be determined by prorating that cost on a per pupil mileage basis in accordance with the following:

Pupil Miles (Home to School) Shared Cost	District % of Share	District
District A - 28.5	$28.5 / 41.7 = 68\%$	68% of \$100 = \$68.00 PD
District B - 7.8	$7.8 / 41.7 = 19\%$	19% of \$100 = \$19.00 PD
District C - 5.4	$5.4 / 41.7 = 13\%$	13% of \$100 = \$13.00 PD
Total Route Miles 41.7		

ADDENDUM TO ROUTE: ADD 1 STUDENT FROM DISTRICT B (SAME RESIDENCE), INCREASES ROUTE MILES FOR BILLING. **BUT DOES NOT** INCREASE THE ROUTE MILES FOR THE BUS COMPANY

Pupil Miles (Home to School) Shared Cost	District % of Share	District
District A - 28.5	$28.5 / 49.5 = 58\%$	58% of \$100 = \$58.00 PD
District B - 7.8	$15.6 / 49.5 = 32\%$	32% of \$100 = \$32.00 PD
District B - 7.8		
District C - 5.4	$5.4 / 49.5 = 10\%$	10% of \$100 = \$10.00 PD
Total Route Miles 49.5		

ADDENDUM TO ROUTE: ADD 1 STUDENT FROM DISTRICT B THAT ADDS ROUTE MILES FOR THE BUS COMPANY. ADDENDUM TO ROUTE COST = $10.8 - 7.8 = 3$ MILES A.M + 3 MILES P.M. = 6 MILES X \$2.00 PER INCREASE/DECREASE (As reported by Bus Company) = \$12.00 + \$100.00 = \$112.00 PD.

Pupil Miles (Home to School) Shared Cost	District % of Share	District
District A - 28.5	$28.5 / 52.5 = 51\%$	51% of \$112 = \$57.18 PD
District B - 7.8	$18.6 / 52.5 = 35\%$	35% of \$112 = \$39.20 PD
District B - 10.8		
District C - 5.4	$5.4 / 52.5 = 14\%$	14% of \$112 = \$15.62 PD
Total Route Miles 52.5		

REGIONAL TRANSPORTATION COOPERATIVE

PO Box 1029

Hopatcong, NJ 07843

Route # _____

Bus Co. _____

Special Education Transportation Request Form

Start Date _____

Phone: 973-398-3583 973-398-3582 Fax: 973-398-3683

* _____ Board of Education 20____ - 20____ School Year
Check One: _____ New _____ Renewal _____ Summer _____ Split Session

Name: * _____ Sex: _____ D.O.B. * _____
Last First M.I.

Parent or Guardian: _____ Active Phone: * _____

Exact Address: * _____

Street Name & Residing Town

Mailing Address: * _____

Emergency Phone: * _____ Contact Person: * _____

Relationship: _____ Name of Co.: _____

School to be attended: * _____

School Address: * _____

School Phone: * _____ Grade: * _____ App. Mileage: _____

Starting Date: * _____ Hours: * _____ a.m. * _____ p.m.

Classification: * _____ Bus Aide Required: * _____

Comments: _____

(Example: Subject to Seizures, Allergies, Medications, Recommendations to ensure safe transportation)

IMPORTANT! Must be completed if applicable!

CONFINED TO A WHEELCHAIR: _____ TYPE OF CHAIR: _____

Car Seat Required: _____ Harness Required: _____

Required Signature

Title

Date

Transportation Department Use

Route #: _____ I.D. #: _____ Effective Date: _____

A.M./P.M. Contractor: _____ Contractor Phone: _____

Sussex County Regional Cooperative
P.O. Box 1029
Hopatcong, NJ 07843
Phone: 973-398-3583 Fax: 973-398-3683

STUDENT TRANSPORTATION DELETION FORM

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Name: _____
Last First M.I.

Current Route #: _____ Contractor: _____

School Attended: _____

Residing School District: _____

Effective Deletion Date: _____

Check One: _____ Permanent _____ Temporary _____ Change of School

Comments: _____

Required Signature Title Date

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IMPORTANT! CONTRACTOR PLEASE FILL IN & RETURN TO OUR OFFICE

Mileage Reduction Per Day: _____ Increase/Decrease Mileage Rate: _____

.....
Transportation Department Use

ID# _____ Date Recorded: _____