

2024-2025 CALENDAR OF EVENTS

****All information in RED is a reminder for the participating districts****

DUE DATE DESCRIPTION

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|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1/03/24 | SBJC Review Bid Specs Send all bid specs to attorney (Bond review and changes) |
| 2/01/24 | SBJC sends copies of Bid Specs to County Office SBJC provides Calendar of Events and Transportation Guidelines |
| 2/23/24 | SBJC Sends to Districts: <ul style="list-style-type: none"> • Transportation Services Agreement, Joint Transportation Forms, Addendum for closures, Sample Resolutions |
| 3/15/24 | B6T's due to public school districts from Non Public Schools SBJC Sends Door To Door Templates to Districts for 24-25 School year |
| 3/29/24 | <u>Districts</u> to send Non Public School forms & corner stops to SBJC <u>Districts</u> to advise SBJC of Non Public renewals or re-bids |
| 4/05/24 | <u>Districts</u> to send Field Trip & Athletic Requests and indicate non-renewals |
| 4/12/24 | <u>Districts final deadline for Approved Joint Transportation Contracts & Transportation Agreement form with motions to be received by the SBJC</u> |
| 5/03/24 | <u>Districts</u> to send Extended School Year templates/forms to SBJC Finalize contractor renewals/ Prices Updated (SBJC) Non-Public Bid Advertisement (SBJC) – <i>Actual Bid Date TBD</i> |
| 5/10/24 | <u>District Emergency forms due to SBJC</u> ESY and 24-25 School Year Bid Advertisement (SBJC) – <i>Actual Bid Date TBD</i> |
| 5/31/24 | <u>Districts</u> to submit the following RSY Forms to SBJC: <ul style="list-style-type: none"> • Special Ed • In District • Tech/ Academy • Extended School Quotes |

SBJC bids take place through-out the year, however bidding for the upcoming school year and summer school takes place in April, May, July, and August.

Please note, as forms are received they are processed for the upcoming bid as long as they meet the deadline to be added to the bid package. Most bid deadlines are mid-month. During the school year or later part of August quotes are completed as necessary.

- 6/21/24 SBJC to inform districts of Non Pub Bid results
SBJC sends ESY routes to bus companies for review
SBJC sends ESY student lists/route assignments to districts for review
- 7/12/24 SBJC to inform districts of Non Pub bus schedules
- 7/26/24 **Districts to inform non pub parents of aide in lieu or bus schedule**
- 8/26/24 SBJC sends RSY routes to bus companies for review
SBJC sends RSY student lists/route assignments to districts for review

******Any forms not received by the due date cannot be guaranteed transportation and/or inclusion in the bid solicitation. In order to achieve the highest level of efficiency, we need all forms submitted by the requested date******

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NON – PUBLIC TRANSPORTATION

***** NON PUBLIC FORMS DUE 3/29/24 *****

***USE COORDINATED TRANSPORTATION INFORMATION SHEET. Please use NON PUBLIC (Attachment #1 - Please fill out 2 forms Student Name / Corner Stops)**

- All stops will be established by each school district. We recommend that your district keep stops to a maximum of 5 stops.
- Your district will receive the B6T forms from the private schools approximately March 15.
- When submitting your forms, please be sure to include the receiving school's calendar and school hours. Note, school hours change on Fridays for Jewish schools. Please verify and note the hours required.
- The district should keep accurate attendance for billing and state aid purposes.
- The bus companies will receive a student listing from the SBJC. They will not allow any pupils to ride the bus that are NOT on our list.
- In the event that there are very young children on the vehicle please notify us if you require an aide
- The SBJC will bid or renew routes with the stops you have submitted. Stop changes will not be considered until after October. They must be made through the South Bergen Jointure Commission in writing and approved by your Business Administrator. There may be additional costs for mileage. Any additions or deletions to the enrollment after October must be sent in writing. 48 hours at minimum, are required in order to process any request.
- SBJC holds only one non public bid per year.
- Districts will be informed of the bid date, invited to review routes prior to bid and to attend the bid opening.
- Districts are responsible to inform parents by August 1st whether they have transportation or will receive aide in lieu. The SBJC will provide the districts the stops and times. The districts send the route descriptions to the parents. The students can utilize any stop on the route.
- The SBJC will attempt to renew as many routes as possible. If a district decides to cancel and/or rebid any routes, we require written notification to do so.

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2024 EXTENDED SCHOOL YEAR INFORMATION

*****ESY FORMS DUE 5/3/24*****

SBJC will provide a template with all current students on or about 3/15/24. You may update and return the template to SBJC by 5/3/24 for the ESY program. SBJC will provide individual pdf forms for each student on the template. Once the template is submitted and processed, all future additions, changes and cancellations must be submitted through the online portal. Only one template will be provided for both ESY initial uploads and RSY initial uploads.

*** USE REQUEST FOR COORDINATED DOOR TO DOOR TRANSPORTATION.
Please make sure you use the 2024 Extended School Year Form. (Attachment #2)**

The SBJC provides ESY transportation. Some schools change their program location and hours. Please make sure you verify all information before submitting forms.

Please check:

- Hours
- Days of the week
- Address
- Program start date
- Program end date
- ESY calendar (if available)

Please be advised ESY transportation is entirely separate from the regular school year (Sept thru June). A form is required for both.

****If an addition, cancellation, or any change is made to a student during ESY and you have already submitted September, you MUST send us 2 separate forms.****

****All forms are included in this packet and available on our web page at www.njsbjc.org****

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OUT OF DISTRICT SPECIAL EDUCATION

*****SPECIAL ED FORMS (FOR SEPTEMBER) DUE 5/31/24*****

SBJC will provide a template with all current students on or about 3/15/24. You may update and return the template to SBJC by 5/31/24 for the RSY program. SBJC will provide individual pdf forms for each student on the template. Once the template is submitted and processed, all future additions, changes and cancellations must be submitted through the online portal. Only one template will be provided for both ESY initial uploads and RSY initial uploads.

***THE REQUEST FOR COORDINATED DOOR TO DOOR TRANSPORTATION IS USED FOR ALL SPECIAL EDUCATION STUDENTS. (Please check Special Ed - Attachment #2)**

This form is used for the following:

- Additions
 - Deletions
 - Changes – address, school change, alternate drop off, alternate pick up, all special requirements, etc.
 - 48 hours at minimum, are required in order to process any request after September start up. At the end of August and the beginning of school, more time will be needed to add students for transportation.
 - If the SBJC does not have an existing route to accommodate your request, please refer to our quote procedures. (Page 9)
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- All student and school information submitted should be checked for accuracy.
 - Special requirements must be noted – wheelchair, car seat, harness, booster, 1:1 aide, travels with nurse. A one to one aide is for the individual student and the district will be responsible for the full cost.
 - Students that require alternate pick up and/or drop off locations are permitted only upon the approval of the sending district and **within their home district only**. The change must be submitted on our form under Additional Instructions. **Students MUST have one pick up location and one drop off location, Monday through Friday.**
 - Students that are permitted to be dropped off without an adult to receive them are accepted only upon approval by the district. It can be indicated on our form under Additional Instructions or a copy of a letter from the parent for the file.
 - School calendars must accompany new additions.
 - It is **MANDATORY** that all forms be filled out in their entirety.

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BERGEN TECH & ACADEMIES

***** BERGEN TECH FORMS (FOR SEPTEMBER) DUE 5/31/24 *****

- There are two forms accepted for the Bergen Tech and Academy transportation:

***COORDINATED TRANSPORTATION - INFORMATION SHEET.
Please check off Bergen Tech/ Academy (this form is used for corner stops – Attachment #3)**

*** REQUEST FOR COORDINATED DOOR TO DOOR
TRANSPORTATION FORM. (Please check Bergen Tech/ Academy)
(This form is only for students that have an IEP and require door to door transportation – Attachment #2) Please refer to the Out of District
Special Education Transportation hand out.**

- All stops will be established by each school district. Please keep stops to a maximum of 5.
- Any additions or deletions to the enrollment must be sent through the SBJC and 48 hours at minimum are required in order to process any request.
- The bus companies will receive a list of students from the SBJC. It is the district and Tech Schools/Academies responsibility to keep accurate attendance.
- It is the preference and responsibility of the district if they wish to issue bus passes.
- The SBJC will send the districts the stops and times. The district will then be responsible to forward the information to the parents.
- School calendars must accompany new additions.
- Special requirements must be noted – wheelchair, car seat, harness, booster, 1:1 aide. A one to one aide is for the individual student and the district will be responsible for the full cost.
- If the SBJC does not have an existing route to accommodate your request, please refer to our quote procedures. (Page 9)

****All forms are included in this packet and available on our web page at www.njsbjc.org****

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IN DISTRICT TRANSPORTATION

**** IN DISTRICT FORMS (FOR SEPTEMBER) DUE 5/31/24 ****

SBJC will provide a template with all current *door to door* students on or about 3/15/24. You may update and return the template to SBJC by 5/31/24 for the RSY program. SBJC will provide individual pdf forms for each student on the template. Once the template is submitted and processed, all future additions, changes and cancellations must be submitted through the online portal. Only one template will be provided for both ESY initial uploads and RSY initial uploads.

- There are two forms accepted for In District transportation:

***COORDINATED TRANSPORTATION -INFORMATION SHEET.**

Please check off In District (this form is used for corner stops – Attachment #3)

***REQUEST FOR COORDINATED DOOR TO DOOR**

**TRANSPORTATION FORM. (Please check In District -Attachment #2)
(This form is only for students that have an IEP and require door to door transportation) Please refer to the Out of District Special Education Transportation hand out.**

- All stops will be established by each school district. Please keep stops to a minimum.
- Any additions or deletions to the enrollment must be sent through the SBJC and 48 hours at minimum are required in order to process any request.
- The bus companies will receive a list of students from the SBJC. It is the district and schools responsibility to keep accurate attendance.
- It is the preference and responsibility of the district if they wish to issue bus passes.
- The SBJC will send the districts the stops and times. The district will then be responsible to forward the information to the parents.
- School calendars must accompany new additions.
- Special requirements must be noted – wheelchair, car seat, harness, booster, 1:1 aide. A one to one aide is for the individual student and the district will be responsible for the full cost.
- In the event that there are very young children on the vehicle please notify us if you require a bus aide
- If the SBJC does not have an existing route to accommodate your request, please refer to our quote procedures. (Page 8)

****All forms are included in this packet and available on our web page at www.njsbjc.org****

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FIELD TRIPS & ATHLETICS

***** REQUESTS (FOR SEPTEMBER) DUE 4/5/24 *****

(Attachment #4)

The South Bergen Jointure Commission will hold an Athletic and Field Trip bid once a year for participating member school districts only.

- We require the district(s) to submit a copy of the previous school year's athletic and field trip schedule as a sample for the bid.
- At the direction of the school district we will obtain the costs on an hourly minimum with 15 or 30 minutes increments.
- Upon approval of the costs, the district will submit a schedule to the successful contractor. Each district will then be responsible to coordinate all trips and make payments to the bus company directly.

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QUOTE PROCEDURES

The SBJC will quote a route when an existing route is not available.

- Upon receipt of the request we ask the bus companies to submit a quote on the new route. The company has 48 hours to respond.
- Once we receive quotes, the requesting district must approve the cost (the Results Summary sheet is emailed to the district for approval). Quote cost results must be signed by CST Director, Business administrator or other authorized personnel.
- Upon district authorization:
 - Contract paperwork must be completed by the bus company and returned to the SBJC before any route can begin (a bond is required with the Contract as per State law).
 - Anticipate a minimum of '5' business days for the process to be completed if the company provides a Personal Surety Bond. Anticipate a minimum of '10' business days for the process to be completed if the bus company provides a Bonding Company Performance Bond. State law does not allow a district or the Jointure Commission to dictate which type of bond a company may use for quotes.
 - The quote is then awarded to the bus company. The Jointure Commission will inform the district of the start date.
 - The bus company will then set up the route and contact the family(s).
 - Based on the Bidding Threshold Statute set forth by the NJ Department of Education, some quotes need to be publicly bid mid- year. The Jointure Commission will inform the districts prior to the bid if any quotes must be bid.

*****All forms are included in this packet and available on our web page at www.njsbjc.org*****

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TRANSPORTATION CONTACT INFORMATION

Office hours are 8:00 am – 4:00 pm

| | | | |
|------------------|--------------------------|----------|----------------------------------------------------------------|
| Heather Auerbach | Transportation Manager | Ext. 231 | hauerbach@njsbjc.org |
| Rhonda Collazo | Transportation Assistant | Ext. 232 | rcollazo@njsbjc.org |
| Tracy Singh | Transportation Assistant | Ext. 234 | tsingh@njsbjc.org |

General Information

Forms are available online at www.njsbjc.org (click services, transportation, 23-24 & 24-25 Online Door to Door Transportation Form and click the purple link to complete or print a blank form). Districts now have the option to upload numerous students from an excel template, which will be provided to you by SBJC in March. Forms may also be submitted by email or fax (201) 288-2851.

Districts must verify all student information before submitting forms. This is to ensure the most safe and efficient transportation.

- Students address
 - Phone number
 - Emergency number
 - School address
 - School/ Program hours
 - Start date/ End date
 - Special requirements
 - One to one aide (at district cost as per IEP)
 - Harness
 - Booster
 - Wheelchair
 - Additional instructions
 - Alternate pick up/ drop off locations (if applicable)
 - Medical information
- Students that have special transportation needs must be sent to us separately with specific dates and schedule.
- **Changes, additions, deletions, etc. must come in writing directly from the district.**
- **No requests will be accepted from the parents or schools**
 - **Bus companies are informed to only take changes from the SBJC.**
- The SBJC will attempt to renew as many routes as possible pending student enrollment. If a district decides to cancel and/or rebid any routes, we require written notification to do so.

Accidents

In the event of a school bus accident, the procedures below will be followed:

- The bus company will contact the police and/or ambulance, the receiving school and the South Bergen Jointure Commission IMMEDIATELY.
- The bus company will contact the parents of the students on the bus. **IT IS VERY IMPORTANT THAT WE HAVE CURRENT HOME AND EMERGENCY TELEPHONE NUMBERS.**

Bus Attendants (Aides)

Not all buses have an attendant. Buses that have attendants will assist the bus driver with the students.

The bus aide **WILL:**

- Assist students on and off the bus as needed.
- Check that all students are secured with a seat belt or appropriate restraint.
- Check the school bus to ensure that no students were left on the vehicle.
- Assist students off of the vehicle in an orderly manner in the event of an emergency.
- Monitor the behaviors of all students who ride the bus and report any inappropriate behavior (in writing) to the school and SBJC.
- Be seated where he or she can monitor the students and see all activity.

Please be advised that the bus aide **WILL NOT:**

- Pick up or carry a student
- Leave the vehicle, except in emergency situations
- Enter a student's home
- Bring students into a building
- Administer Medication

It is important to be advised that the attendants on the vehicle are not medical aides. If a medical aide/nurse is required, your local school district will need to provide this person.

In the event that the aide does not perform the above listed duties, please contact you Child Study Team or SBJC.

Pupil Conduct

All students are expected to behave in an appropriate manner on the bus. The bus driver and aide will report all inappropriate behaviors to the receiving school by submitting an incident report. If the conduct of the student(s) becomes unmanageable, the bus driver will stop the bus and call the local police department.

In general, below is a list of the “Bus Rules” for every student to follow:

- Smoking and/or vaping is prohibited on any bus in the State of New Jersey
- No eating or drinking is permitted
- Students at all times should be seated in their assigned seat and facing forward
- No standing or blocking the aisle at any time
- Students must not run, push or trip one another
- At no time should part of a student’s body stick out from a window (especially head and hands)
- No objects may be thrown on the bus or out of the bus windows and doors
- Seat belts must be worn at all times
- Fighting is prohibited
- No foul or abusive language will be permitted at any time
- Students will be held responsible for any damage they cause to the bus or other property
- The rear **Emergency Door** will only be used at the direction of the driver and at no time should a student touch or open this door.
- Parents are not permitted on the bus
- Videotaping is strictly prohibited
- Only at the Principal’s discretion will a hand held device (example -iPod, DS) be permitted. The Board of Education and Bus Company are **NOT** responsible for this property if it is lost, stolen or damaged.

The receiving school principal or program director will be informed of all inappropriate behaviors and will be the primary person to discipline the students. (N.J.S.A. 18A: 25.2) The school principal or program director can suspend a student from transportation if he or she finds the student to be unmanageable on the bus. The SBJC can also suspend a student from transportation if we find that the student is a safety hazard to themselves or the other students on the bus.

If a student is suspended from transportation **ONLY**, the parents are responsible to transport their child to and from school.

Communication with the Bus Driver and or Aide

We expect that the driver and the aide be cordial and polite. In addition, the SBJC requires that either the bus driver or the aide speak English fluently. It is important that the students understand the directions given by the driver or the aide.

All buses are required to have a two-way radio communication system or a cell phone at all times.

Parents are advised not to discuss any problems with the driver or the aide. If a problem arises, it would be best to contact your local Board of Education or the receiving school.

All bus drivers and aides are subject to criminal background checks and drug and alcohol tests as prescribed by law.

Special Education Students

Students must be picked up and dropped on the side of the street in which they reside.

All parents/guardians will be advised of the pick up time for their child by the bus company.

BUSES WILL ONLY WAIT 3 MINUTES AT EACH PICK UP. YOUR CHILD MUST BE READY AT THE TIME GIVEN.

IF THE BUS ARRIVES EARLIER THAN SCHEDULED, THEY MUST WAIT UNTIL THE ASSIGNED TIME.

Bergen Tech/Academy/In District and Non Public Transportation:

- For our students that utilize corner stops, please be advised that your local school district has designated the stops.
- The SBJC does not make any changes to the route.
- Once the routes are established with the stops, it is very unlikely that stops will be changed. Only in cases of safety will your local board of education authorize or request a stop change.
- If your local district deems a stop change is required, it will not be considered until after school has officially started with the change taking effect in October.
- Students must be at the stop 10 minutes prior to its designated time. Buses will not go back.
- Some towns have bus passes, if a student does not have their bus pass, they will not be permitted on the vehicle.
- Students can not get on any vehicle other than their assigned vehicle. Unauthorized students will not be permitted on the vehicle.

Parent Responsibilities

A parent or responsible adult MUST be present and meet the vehicle when a special education student is picked up and dropped off. The parent or adult must meet the vehicle. The bus companies have been advised not to release a child without a parent or an adult present. Failure to meet a child at home may result in the SBJC contacting the local board of education, child study team, police and/or other authorities.

Parents are NOT permitted on the vehicles.

Students must be ready at assigned time. Routes can not be changed to accommodate parent's schedules.

Parents must communicate any and all changes in transportation with their local Board of Education. The SBJC will not accept any changes from any parties other than your local Board of Education

Parents must assume the responsibility for lost objects. The bus companies, schools, or SBJC will not be responsible for lost, stolen or damaged items.

Bus Schedules/Time Changes

All routes are contracted for specific arrival and dismissal times at the school. SBJC and the bus company will contract routes per the school's time and calendar. Schedule deviations must be permanent, consistent and approved in advance.

Routes will make ONE trip into school and ONE trip home from school, unless otherwise contracted.

Bus companies will accommodate scheduled half days, delayed openings and alternate schedules as defined on the school calendar. Emergency closings and delay procedures are outlined below.

Bus companies will NOT accommodate requests for additional trips to home or from school. Buses will not be permitted to pick up mid-day due to student or parent's personal schedule requests, illness or medical emergencies.

Snow/Emergency Closings – Delayed Openings

Our policy on delayed opening and emergency closings is as follows:

- If the receiving school is opened or delayed, the South Bergen Jointure Commission expects that the bus companies will adhere to the schedule as set by the school. The schools are responsible to inform the bus companies.
- If your district does not want students to be transported to Out Of District, Tech/Academy or Non-Public on inclement weather days when your public schools are closed, you must notify SBJC in writing prior to November 1st of the current school year. Written notification must come from your Business Administrator or Superintendent.

- The South Bergen Jointure Commission reserves the right to cancel all transportation operations if the roads are impassable or it is deemed unsafe to travel. **If this occurs, NO VEHICLES WILL BE PERMITTED TO BE ON THE ROAD EVEN IF THE RECEIVING SCHOOL IS OPEN. THIS INFORMATION CAN BE HEARD ON OUR GREETING WHEN CALLING (201) 393-0475.**

To: School districts

From: Heather Auerbach
Transportation Manager

Date: February 1, 2024

RE: Student Bus Information Cards

As you are aware, the New Jersey Department of Education has informed districts to secure Student Bus Information Cards. Student information cards are to be stored on the bus for students who require special arrangements during a bus ride or specific instructions about the student for emergencies.

This memo is reminder that if districts have not have already implemented a procedure to collect the forms and forward them to the bus driver (or company) they need to do so promptly.

Thank you