

Sussex County Regional  
Transportation Cooperative



# Annual Meeting

**April 7, 2020**

# Sussex County Regional Transportation Cooperative



- History – The Sussex County Regional Cooperative has been in existence since June 23, 1995. This was after the Sussex ESC discontinued their transportation service. The Hopatcong BOE was kind enough to take us on and it is where we have existed ever since.
- The Hopatcong Board of Education approves our Agenda each month.
- We started with about 14 School Districts within Sussex County.
- We now serve 82 School Districts in Sussex, Bergen, Morris, Essex, Passaic, and Warren Counties.
- Only the administration fee portion of your invoice allows us to pay our bills, salaries, and operate. We are a Non-Profit organization and are considered a CTSA-Coordinated Transportation Service Agency under NJ Code.



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

No procedures have changed with the Department of Education.

If you have questions, you may contact:

Mr. Neil Cramer

Executive County School Business Official - Sussex

State Coordinator - Executive County School Business Officials

E-mail – [neil.cramer@doe.nj.gov](mailto:neil.cramer@doe.nj.gov)

Sussex - Phone 973-420-5706 Fax 973-579-6476

# Sussex County Regional Transportation Cooperative



## Important Dates

- **2020 ESY-Extended School Year**
  - Sent and received by us no later than Friday, May 22, 2020 – If you cannot fill out the forms accurately and completely, send them when you have them completed. We will try to be as fluid as possible during the COVID-19 Crisis.
- **2020-2021 School Year Non Public Forms**
  - Sent and received by us no later than Friday, April 3, 2020 – Bid will take place in the beginning of July
- **2020-2021 School Year Public Forms**
  - Let us know if you have any new routes for bid or if you want current routes to be renewed or put out to bid by Friday, April 3, 2020 (if possible) or as soon as possible.
  - *\*Remember to lock in contractors for the next school year early to get the best price and ensure your routes are covered!*
- **2020-2021 School Year Special Education Transportation Forms**
  - Sent and received by us no later than Friday, July 24, 2020
- **2020-2021 Athletic Trips for August/September in by Friday, July 10, 2020**
- *Note: The above dates are suggested in order for you to get the best price and for you to get on already existing shared routes. We realize that these deadlines are not always possible and we will handle late forms as quickly and cost effectively as possible.*

# Sussex County Regional Transportation Cooperative



- We provide coordinated and shared Transportation services for:
  - Special Education
    - 4% admin fee under \$1,000,000/3% admin fee over \$1,000,000
  - Public, Charter, Choice
    - 2% admin fee
  - Private and Parochial
    - 2% admin fee
  - Athletic Trips and Field Trips
    - 4% admin fee
  - B6T Processing
- Professional Services – DRTRS Guidance & Completion
- SCRTC has a fleet of 17 vehicles which we use to provide cost effective transportation to Sussex County area Districts.
- All requests for transportation or services can be found on our website: [sussexcoop.org](http://sussexcoop.org)
- **IMPORTANT!** New transportation requests or changes to transportation can take up to 3 to 4 BUSINESS days to process. Please keep in mind that requests made after normal business hours or on the weekend will not be processed until the next business day.

# Sussex County Regional Transportation Cooperative



- **Team Members – Administration**

- Mr. Shannon G. Wilson – Director
- Ms. Kathy Schwab – Assistant Director

- **Administrative Assistant Team**

- Ms. Diane Scanlon – Special Education Coordinator/SCRC Transportation Dispatcher
- Ms. Dana Jones – Public/Non Public Coordinator
- Ms. Peggy Byrnes – District Resolutions/Irvington District Coordinator
- Ms. Mary Anne Roe – Hopatcong BOE Transportation Coordinator & Byram BOE Coordinator
- Ms. Liz Molisso – Athletic/Field Trip Dispatcher
- Ms. Marisa Broesder – Contracts Specialist/Trip Billing
- Ms. Loni Nakos – Compliance Coordinator/Orange In-District Coordinator
- Ms. Sandra Ackerson – Accounts Payable, Confirmations, Receptionist

# Sussex County Regional Transportation Cooperative



- Let's talk about billing
  - E-Routes are normally renewable routes. These routes bill 18 days per month.
    - If a student drops off or is added mid-month, you may not see the credit or adjustment charge until the following month.
  - Q-Routes are emergency quoted routes and bill for actual days according to the school calendar.
  - SR-Routes in the summer are renewable routes but bill actual days.
  - When you see an X at the end of a route name it means that there is either an adjustment or a credit.
    - This happens when students are added to routes or deleted from routes or when a new route starts at the end of the month after billing has been processed for the month.
  - If you have questions regarding billing, you should contact Kathy Schwab or Shannon Wilson.

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## **FILLING OUT THE TRANSPORTATION FORMS**



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 MI

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 \_\_\_\_\_

Route #: \_\_\_\_\_ I.D. #: \_\_\_\_\_ Transportation Department Use Effective Date: \_\_\_\_\_

A.M./P.M. Contractor: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

Sussex County Regional Cooperative  
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Phone: 973-398-3583 Fax: 973-398-3683

**Bus Aide Request Form**

Board of Education Phone Number School Year

\*Pupil Name: \_\_\_\_\_ Sex: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Last First M.I.

\*Parent or Guardian: \_\_\_\_\_ \*Home Phone: \_\_\_\_\_

\*Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\*Physical Address: \_\_\_\_\_

Street Name & Residing Town  
\*School to be attended: \_\_\_\_\_ \*Type of Program \_\_\_\_\_

\*School Address: \_\_\_\_\_

**Please place a checkmark at each special requirement for the Bus Aide and Student which will assist with creating a safe transportation environment:**

- General Bus Aide is required
- Personal 1:1 Bus Aide is required
- Male Bus Aide is Preferred
- Female Bus Aide is Preferred
- Bus Aide must be trained in seizure management
- Bus Aide must be trained in the usage of an epi pen
- Bus Aide must be trained to manage a severely medically fragile student
- Bus Aide must be trained to properly secure a student in a harness  car seat  & wheelchair tie-downs
- Student has severe allergies to: \_\_\_\_\_
- Student is non-verbal
- Student is aggressive & requires personal attention
- Student must not sit near other students
- Student requires climate control
- Student must not exceed the following time limit due to medication regimen:

Student requires the following special requirements to ensure a safe environment, Example: headphones, fidget boxes, to avoid certain triggers, calming techniques, seating space, etc....

\_\_\_\_\_  
\_\_\_\_\_

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Thank you for  
being a part of us