

Sussex County Regional
Transportation Cooperative



Annual Meeting

May 25, 2021

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 about 75 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

If you have questions about non-public transportation, please call:

Mr. Neil Cramer

Executive County School Business Official - Sussex

State Coordinator - Executive County School
Business Officials

E-mail – neil.cramer@doe.nj.gov

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

CODE SECTION	CHANGE
	Numerous Transportation forms have been renamed in the regulations but have not yet been updated on the Office of Student Transportation website. The substance of the forms will remain the same and districts should continue to use the existing forms until the updates are released.
6A:27-3.5 and 6A:27-4.3	Charter and Choice parents that submit a request for transportation must be given the option to pay for the difference in cost between aid-in-lieu and the cost of a bidded route along with an explanation of the total cost and the aid-in-lieu amount. Notification must be provided by August 1 each year. The notification can include a deadline for a response and the district can provide a cost range that will depend upon the number of parents accepting the offer.
6A:27-5.1(b)	Transportation costs for charter and choice special education students that exceed the aid-in-lieu amount will be borne by the charter and choice school.
6A:27-6.4(b)2	Students placed in resource family homes within the district of residence must receive transportation within 6 days of notification to the district of residence.
6A:27-6.5(b)	Districts are only responsible for transportation of students in shared custody homes from only one residence.
6A:27-7.14	Districts may authorize the transportation of students with medical needs in a Mobility Assistance Vehicle in accordance with 18A:39-20.1. Such vehicles are exempt from all registration, equipment, inspection, and maintenance requirements imposed on the transportation of students by a school bus.
6A:67-9.2(b)	Bid identification numbers must be included in transportation bid advertisements.
6A:27-9.10(i)1i	Districts may disqualify a bidder for prior negative experience if the bidder has been considered nonperforming based on an evidentiary review and/or hearing before the executive county superintendent in accordance with the procedures outlined in the regulations.
6A:27-9.15(h)	If a Board allows a contract to be subcontracted, the approving resolution and certificate of insurance must be submitted to the executive county superintendent.
6A:27-11.1	Boards must develop a policy to conduct ongoing random checks of driver CDLs, vehicle registration, insurance and inspection stickers, and pre-trip inspections. This includes responsibility for contracted bus company drivers.
6A:27-11.2	Evacuation drills shall include instruction for the proper use and adjustment of seatbelts.
6A:27-11.3(b)	Safety education programs for permanent and substitute drivers and aides must be administered twice per year. This amendment updates code to align with already existing statute 18A:39-19.1a.
6A:27-11.3(d)	Drivers and aides must sign a certification of their completion of training for interacting with students with disabilities.
6A:27-11.5	Boards "may" develop a policy to compile a list of names of students being transported to school-sponsored activities.
6A:27-12.1(f)	Employers must file bus driver transmittal forms with the Office of Student Protection and receive an approval letter before assigning a driver to a route.
6A:27-12.1(h)	Employers must notify drivers when reoccurring requirements need to be renewed: driver license, driver physical, criminal history background check, etc.
6A:27-12.2	Bus drivers must submit accident reporting forms to the principal and business administrator by the end of the first business day after the accident. The Board must submit the accident information in the DOE-prescribed electronic accident report log.
6A:27-12.4	Transportation Supervisor qualification criteria have been added. Certified SBAs shall not be required to complete the School Transportation Supervisors Certification Program to function as the Transportation Supervisor.

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Important Dates

- **2021 ESY-Extended School Year**
 - Sent and received by us no later than Friday, May 21, 2021 – 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.
- **2021-2022 School Year Non Public Forms**
 - Sent and received by us no later than Friday, April 2, 2021 – Bid will take place in the beginning of July
- **2021-2022 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 2, 2021 (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!*
- **2021-2022 School Year Special Education Transportation Forms**
 - Sent and received by us no later than Friday, July 23, 2021
- **2021-2022 Athletic Trips for August/September in by Friday, July 9, 2021**
- *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: www.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.

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- **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/Contracts/West Essex
District Coordinator
 - Ms. Mary Anne Roe – Hopatcong BOE Transportation Coordinator
& Byram BOE Coordinator
 - *Currently Director* – Athletic/Field Trip Dispatcher
 - Ms. Loni Nakos – Compliance Coordinator/Sub Driver
 - Ms. Nancy Rosikiewicz – Part Time Receptionist

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- Let's talk about billing
 - E-Routes are normally renewable routes. These routes bill 18 days per month. (We are bringing this back for the 2021-22 SY)
 - 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 or V 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.
 - This also happens when a school is virtual for a health related emergency.
 - 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
PO Box 1029, Hopatcong, NJ 07843

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