

**WARREN COUNTY SPECIAL SERVICES SCHOOL DISTRICT
682 OXFORD RD
OXFORD, NEW JERSEY 07863**

**RESOLUTION FOR PARTICIPATION IN
COORDINATED TRANSPORTATION**

SCHOOL YEAR _____

WHEREAS, the _____ Board of Directors desires to transport students for the purpose of special education, non-public school education, or their own public school students to specific destinations; and

WHEREAS, the Warren County Special Services School District hereinafter referred to as WCSSSD offers coordinated transportation services; and

WHEREAS, the WCSSSD will organize and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of pro-rated contract costs, plus a **4%** administration fee as presented to _____ Board of Directors as calculated by the billing formula adopted by the WCSSSD's Board of Education and according to the following schedule:

	Payment Due
Summer Routes (Months of July and August)	Due on Receipt
First Payment (Charges for September)	09/30/18
Second Payment (Charges for October)	10/31/18
Third Payment (Charges for November)	11/30/18
Fourth Payment (Charges for December)	12/31/18
Fifth Payment (Charges for January)	01/31/19
Sixth Payment (Charges for February)	02/28/19
Seventh Payment (Charges for March)	03/30/19

Eighth Payment (Charges for April)	04/30/19
Ninth Payment (Charges for May)	05/31/19
Tenth Payment (Charges for June)	06/30/19

- I. The WCSSSD will provide the following services for Special Education Transportation:
 - a. Routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
 - b. Statements prepared on appropriate vouchers according to the above schedule delineating costs per route;
 - c. Computer printouts of all routes, including directions, coordinated by Special Services for your district;
 - d. All necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
 - e. Ongoing review and revision of routes;
 - f. Transportation provided within five days or sooner after receipt of the formal, signed, written request;
 - g. Arrange all field and extra-curricular trips as requested by the Board of Education;
 - h. Monthly billings of all special education children;
 - i. Contractor will notify parents of pickup location and time;
 - j. WCSSSD will supply all route information to complete DRTRS.

- II. The WCSSSD will provide the following services for Non Public Transportation:
 - a. Routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
 - b. Statements prepared on appropriate vouchers according to the above schedule delineating costs per route;
 - c. Computer printouts of all routes, including directions, coordinated by Special Services for your district;
 - d. All necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
 - e. Transportation provided within five days or sooner after receipt of the formal, signed, written request and B6T form;
 - f. Monthly billings of all Non-Public children;
 - g. WCSSSD will notify parents of pickup location and time;
 - h. WCSSSD will supply all route information to complete DRTRS.

- III. The WCSSSD will provide the following services for Public Transportation:

- a. Routes coordinated to achieve a realistic capacity and travel time;
- b. Statements prepared on appropriate vouchers according to the above schedule delineating costs per route;
- c. Computer printouts of all routes, with student names, addresses and telephone numbers;
- d. Transportation provided within five days or sooner after receipt of the formal, signed, written request;
- e. Arrange all field and extra-curricular trips as requested by the Board of Education;
- f. Monthly billings of all Regular Education Routes;
- g. WCSSSD will notify parents of pickup location and time;
- h. WCSSSD will supply all route information to complete DRTRS.

It is further agreed that the _____ Board of Directors will provide the WCSSSD with the following:

- a. Requests for transportation on approved forms to be provided by the WCSSSD completed in full and signed by the Business Administrator or other designated district personnel;
 - b. Withdrawal or long term suspension (over 15 days) for any special education transportation on approved forms to be provided by the WCSSSD, completed in full and signed by the Business Administrator or other designated district personnel; no billing adjustments will be made without this completed form; and
 - c. Strict adherence to the above payment schedule
- IV. Additional cost - All additional costs generated by requests including, but not limited to, mid-day runs, early dismissals, additions and deletions of students from a route will be borne equally by all of the districts on the affected route. If, after the start of the route, a student is added which will require an additional mileage charge, that charge will be borne by that district. The _____ Board of Directors must first approve all such costs.
- V. Length of agreement - this agreement and obligations and requirements therein shall be in effect between July 1, 2018 and June 30, 2019.
- VI. Entire agreement – this agreement constitutes the entire and only agreement between the parties and may only be amended by an instrument in writing over authorized signatures.

AUTHORIZED SIGNATURES

WCSSSD

WCSSSD Board President date

Business Administrator date

County Superintendent date

(School District)

Board of Director President date

District Business Administrator date

County Superintendent *(if applicable)* date