

# WCSSSD

Warren County Special Services School District

Joseph E. Flynn ~ Superintendent

Date: January 2020

To: Business Administrator

RECEIVED  
1/13/2020

Warren County Special Services School District is preparing for the upcoming school year. Enclosed you will find four Resolutions for Participation in Coordinated Transportation contracts. Even if you do not have a student needing transportation at this time, we would like to have a contract in place in the event the need does arise. Please sign, date all four copies, and forward to your County DOE office for their signatures with the attached letter and the envelope provided. This will streamline the process so that we can have the contracts in place by September.

**\*Please enclose four *certified sealed extracts* from your board meeting indicating the Administrative fee in your motion and that the contract has been approved.**

Once we receive back from your county DOE office, we will send to our county DOE office for approval. When we receive the approved contracts back, we will send the fully executed contracts for your district and county files.

Thank you,

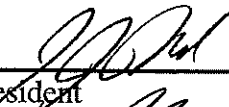
WCSSSD  
Transportation Department

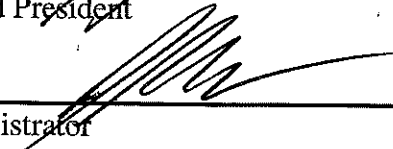
682 Oxford Road, Oxford NJ 07863  
Education Dept. 908-223-7275 ~ Business Dept. 908-223-7303 ~ Transportation Dept. 908-223-7296  
Fax 908-223-7314 ~ [www.wcsssd.org](http://www.wcsssd.org)

cc: [unclear]

**AUTHORIZED SIGNATURES**

**WCSSSD**

  
\_\_\_\_\_  
WCSSSD Board President 11-27-18  
date

  
\_\_\_\_\_  
Business Administrator 11/27/18  
date

\_\_\_\_\_  
County Superintendent date

**UNION TOWNSHIP SCHOOL**

\_\_\_\_\_  
District Board President date

\_\_\_\_\_  
District Business Administrator date

\_\_\_\_\_  
County Superintendent date

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

**RESOLUTION FOR PARTICIPATION IN  
COORDINATED TRANSPORTATION**

2020-2021 School Year

WHEREAS, the UNION TOWNSHIP SCHOOL Board of Education 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 the UNION TOWNSHIP SCHOOL Board of Education as calculated by the billing formula adopted by the WCSSSD's Board of Education and according to the following schedule:

	<b>Payment Due</b>
Summer Routes (Months of July and August)	Due on Receipt
First Payment (Charges for September)	09/30/20
Second Payment (Charges for October)	10/31/20
Third Payment (Charges for November)	11/30/20
Fourth Payment (Charges for December)	12/31/20
Fifth Payment (Charges for January)	01/31/21
Sixth Payment (Charges for February)	02/28/21
Seventh Payment (Charges for March)	03/30/21

Eighth Payment (Charges for April)	04/30/21
Ninth Payment (Charges for May)	05/31/21
Tenth Payment (Charges for June)	06/30/21

- 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 UNION TOWNSHIP SCHOOL Board of Education 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 UNION TOWNSHIP SCHOOL Board of Education must first approve all such costs.
- V. Length of agreement - this agreement and obligations and requirements therein shall be in effect between July 1, 2020 and June 30, 2021.
- 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.