


DEPARTMENT OF SPECIAL SERVICES  
Township of Union Public Schools  
M-E-M-O-R-A-N-D-U-M

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TO: Greg Tatum  
C: Diane Cappiello, Julia Vicidomini  
FROM: Kim Conti   
RE: Board Agenda  
DATE: June 14, 2018

Approve NJTIP at Rutgers to provide travel instruction (bus/train) per students' IEPs for the 2018-2019 school year not to exceed \$14,252, as described in the document in the hands of each board member.



Edward J. Bloustein School  
of Planning and Public Policy

NJTIP at Rutgers  
Alan M. Voorhees Transportation Center  
Rutgers, The State University of New Jersey  
33 Livingston Avenue  
New Brunswick, New Jersey 08901

WEB: [njtip.rutgers.edu](http://njtip.rutgers.edu)  
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FAX: (732) 932-3714

June 8, 2018

Kim Conti, Director of Special Services  
Union Township Board of Education  
2155 Morris Avenue  
Union, NJ 07083

Dear Ms. Conti,

We appreciate the opportunity to discuss how travel instruction provided by NJTIP @ Rutgers could be incorporated into the curriculum for your program. We believe that further collaboration between your district and NJTIP @ Rutgers would provide an excellent opportunity to teach the individuals in your program skills for future independent travel.

In that regard, we are pleased to submit this proposal that details NJTIP @ Rutgers services for your consideration. The proposal is organized into the following four sections:

- NJTIP @ Rutgers' Understanding of the Situation
- Proposed Services
- NJTIP @ Rutgers Qualifications
- Proposed Level of Effort and Project Budget

#### NJTIP @ Rutgers' Understanding of the Situation

Your program offers beneficial transition services for students with special needs. Transition programs help prepare young adults for the real world challenges they will face when they complete high school and are searching for jobs. The focus of these programs is to teach life skills that will enhance an individual's potential for independence and self-sufficiency.

One valuable life skill that may not be part of your current curriculum is learning how to safely and independently use public transportation. Taking public transportation offers individuals the opportunity to travel economically and independently to employment and job training sites, social and recreational destinations, to visit family and friends and to conduct other daily living activities.

Your district is interested in offering travel instruction services that focus on access to community locations for students' use in adult life with on-vehicle instruction for the development of independent travel skills. This enhancement would be added to the curriculum for the 2018-2019 school year with potential extensions in subsequent years. We agree that these travel instruction services are an essential part of making the program successful.

### Proposed Services

NJTIP @ Rutgers proposes that our staff work cooperatively with your staff during the 2018-2019 school year to accomplish the following:

- Develop transit familiarization curriculum & provide classroom instruction (39 hours)
- Plan and lead field trips on NJ TRANSIT vehicles from school (170 hours: 36 hours for route checks, 134 hours for field trips with 2 instructors)

**Develop Travel Instruction Curriculum:** NJTIP staff will consult with staff members to tailor a travel instruction curriculum that will be appropriate for the selected transition students. Examples of potential curriculum topics include:

- Transit Familiarization (Bus, Rail, Light Rail, PATH, Shuttles and other options)
- Paying the Fare
- Appropriate Behavior on the Bus and Train
- Maps, Wayfinding and Landmark Recognition
- Safety Considerations
- Street Crossing
- Time Management
- Schedules and Routes
- Apps and mobile trip planning
- Handling the Unexpected
- Community Support and Emergencies

**Provide Classroom Instruction:** NJTIP @ Rutgers will provide classroom instruction on site at your facilities, jobsite or other locations as deemed appropriate. NJTIP staff will design classroom materials customized to students and individuals with varying learning styles and special needs. Techniques/learning strategies that will be used may include:

- Use of pictures, photographs, videos and visual displays
- Demonstration
- Role playing and classroom practice

**Plan and Lead Field Trip(s) on NJ TRANSIT Vehicles:** NJTIP @ Rutgers will conduct field trip(s) and/or bus demonstrations on NJ TRANSIT or other transit provider vehicles to provide real world experiences in which students can practice the travel skills learned in the classroom. Field trip preparation includes an in-depth check of the route, transportation components, and environmental conditions prior to taking the trip itself. Each field trip has a capacity of up to fifteen student participants. Township of Union BOE district staff will be present during class lessons and field trips and will assist the students in practicing travel skills.

### NJTIP @ Rutgers Qualifications

Since 2007 NJTIP has provided innovative travel instruction programs to more than 9,500 individuals with the goal of increasing the independence and self-sufficiency of people with disabilities, older adults, and others by empowering them to use the public transit system safely and independently. The NJTIP concept was originally developed during a two-year pilot program,

which was funded by NJ TRANSIT. The pilot and subsequent travel training work conducted by NJTIP @ Rutgers throughout New Jersey has clearly demonstrated that travel instruction is an effective way of teaching people with disabilities how to use public transit.

NJTIP @ Rutgers uses a standardized curriculum developed in cooperation with NJ TRANSIT. The curriculum is designed to lead to mastery of 27 travel skills that are needed for safe and independent travel. We use travel training techniques and use tools that have been developed and/or endorsed by Easter Seals PROJECT ACTION and the Association of Travel Instruction. During the pilot, these techniques and tools were customized to fit the realities of riding on NJ TRANSIT bus and rail systems.

NJTIP @ Rutgers has extensive experience in teaching high school students how to use public transportation. In addition to the young adults who have graduated from our one-on-one travel instruction program, NJTIP @ Rutgers also teaches a weekly class for transitioning students at The Children's Institute (TCI), now known as Academy 360, program; this weekly class has been part of the TCI program for the past five years. The Academy 360 program includes monthly field trips to local destinations such as shopping malls and work sites. We have also taught travel training programs to students at Middlesex County Vocational-Technical Schools, Union County Educational Services Commission, Linden High School, Woodbridge High School, Bergen County Special Services, Hackensack High School and Wayne Public Schools, among others.

In January of 2013, NJTIP became part of the Alan M. Voorhees Transportation Center (VTC) at Rutgers, The State University of New Jersey. VTC is a national leader in transportation research and education and is working with NJTIP @ Rutgers to continue to expand our successful travel instruction programs statewide. Under my direction, our staff includes six full-time travel instructors. Our travel instructors have Bachelor's Degrees, many have Masters level education, and all have experience in providing teaching, training and/or social services to persons with disabilities. Two instructors are experienced special education teachers in New Jersey public schools. We bring their knowledge not only as travel instructors, but also as educators and direct service providers, to our in-school training programs.

#### Proposed Level of Effort and Project Budget

The proposal below presents our estimate of the resources required to deliver the proposed services described above. This effort may also include one class and trip at no cost to you supported by our Federal Transit Administration Grant Funding in Union County. Students may also be eligible for one on one travel training after graduation.

### Develop Travel Instruction Curriculum & Teach Travel Instruction Curriculum

- Consult with teachers to determine training needs of participating students
- Program management and supervision
- Adapt resources for local context
- A minimum of 9 classroom instruction sessions (one travel instructor)

Estimate of task hours: 39

### Field Trips

- Route Check – research route, schedule and assess barriers for a minimum of 6 trips (one travel instructor)
- Execute a minimum of 6 field trips to community based locations to prepare students to use public transportation (2 travel instructors)

Estimate of task hours: 170

This project budget totals \$14,252 and the scheduled timeframe is September 1, 2018 and concludes June 15, 2019.

NJTIP @ Rutgers will request reimbursement of up to \$12,340 for staffing costs. This agreement provides for up to 209 total hours of direct NJTIP @ Rutgers staff involvement. If additional staff time is needed, to provide more group or individual instruction, a contract modification or supplemental agreement may be required.

Please note, as we discussed, NJTIP has other contracts in Union County; additional services may be made available to Union High School students in the future. Direct costs for this project, which can include a NJTRANSIT bus demonstration at Union High School, student/UHS staff transit fares, continuing education and staff mileage, will total \$1,912.

### Insurance

The Union Township Board of Education shall obtain and carry in full force and effect liability insurance with a reputable and established insurance company which shall protect The Union Township Board of Education in regards to the events covered in this agreement. The Union Township Board of Education shall supply a current certificate of insurance to RUTGERS if requested.

RUTGERS agrees to have in force and shall maintain for the duration of the Agreement, the following insurance at, or in excess of, the limits detailed below:

- a) A program of self-insurance for Worker's compensation, in accordance the statutory requirements of the State of New Jersey, and commercially purchased employer's liability insurance.

b) Business automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including on-site and off-site operations, and owned, non-owned, or hired vehicles, with \$1,000,000 combined single limits.

c) Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any negligent act or omission of any of its employees, agents with \$1,000,000 combined single limits.

RUTGERS shall provide an insurance certificate evidencing the said insurance coverage and setting forth Union Township Board of Education as an additional insured.

#### Termination

Union Township Board of Education and NJTIP @ Rutgers agree that this agreement may only be terminated upon receiving written notice from the other party 30 days prior to the proposed termination date. Due to the nature of this fixed fee contract, upon termination, the agreement will be paid in full.

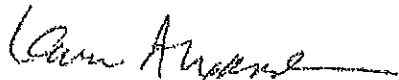
#### Confidentiality

NJTIP @ RUTGERS agrees that any personal information received and/or used in conjunction with services provided under this Agreement shall remain confidential. Personal information shall be defined as any confidential and proprietary information and documents, including education records under FERPA, and student records under the New Jersey administrative code, in any form (e.g., electronic, paper, etc.) concerning any Union Township Public School student, former student, parent, or guardian. RUTGERS agrees to not use or allow access to personal information, except in accordance with BOARD policies and regulations.

In addition, in accordance with RUTGERS UNIVERSITY's Protection of Minors Policy, all NJTIP Staff working under this agreement shall have completed and passed a criminal background check; proof of which will be made available upon request.

We look forward to working with you on this submission, and project, if it is selected for funding. Please feel free to contact me with any questions. I can be reached at 848-932-2831.

Sincerely,



Karen J. Alexander  
NJTIP @ Rutgers Managing Director

Concurrence: The undersigned accepts the work program, which begins September 1, 2018 and concludes June 15, 2019 and budget as presented above, totaling \$14,252. This is a fixed fee agreement that will be invoiced in full upon completion of the project.

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Gregory E. Brennan, Union Township Board of Education

Signature \_\_\_\_\_

Date: \_\_\_\_\_