

**CAPE MAY COUNTY SPECIAL SERVICES**  
**SHARED SERVICES TRANSPORTATION GUIDELINES**



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**IMPORTANT DATES**

**2024-2025 School Year for Cooperative Transportation**

<b><u>DATE</u></b>	<b><u>EXPLANATION</u></b>
March 29	Contract for Participation in Cooperative Transportation due
April 12	Districts to submit B6T copies and nonpublic route descriptions
May 6	Advertise bids for non-public & choice transportation
May 10	Districts to submit summer transportation applications
May 16	Bid opening for non-public & choice transportation
June 23	Districts to submit student transportation requests for <b>September</b>
June 24	Advertise for 2024-2025 school year transportation
July 8	Advertise public school/special education transportation for 24/25 school year
July 17	Bid opening for 2024-2025 school year transportation
August (TBT)	Bus Driver / Aide contractor start up meeting
August 16	Districts to submit fall athletic schedules
October 11	Districts to submit winter athletic schedules
October 15	Closing date for District Report of Transported Resident Students (DRTRS)
January 17	District to submit spring/summer athletic schedules

## **TABLE OF CONTENTS**

**PAGE**

<b>I</b>	<b>PURPOSE</b>	1
<b>II</b>	<b>INTRODUCTION</b>	1
<b>III</b>	<b>PARTICIPATING DISTRICTS</b>	1
	A Contracts for Transportation Services	1
	B Cooperative Transportation	2
	C Homeless, Non Public, Cooperative Transportation	2
	D I.E.P. (Individualized Educational Program)	2
	E Field Trips & Athletic Transportation	3
	F Bid Specifications for contracted Routes	4
	G DRTRS (District Report for Transported Resident Students)	5
	H Route Cost Calculation	5
	I Cooperative Transportation Billing	6
	J Final Billing	6
	K Transportation closings/delayed openings	6
	L Viewing Bus Tapes	8
<b>IV</b>	<b>HOST DISTRICT ROUTES</b>	8
	A Joint Agreements	8
	B School Closings	9
	C Payments to Host Districts	9
	D Transfer of Students from One Vehicle to Another	9
	E Routes Comprised of Special Services Assigned Students	9
	F Communications	9
	G Driver / Bus Aide In-Service / Behavior Management	10
	H I.E.P. (Individualized Educational Program)	10
	I Transportation Aides	10
	J Disruptive Behavior	10
	K Seat Belts on the Bus	11
	L Drug Testing for Bus Drivers	12
	M Background Check	12
	N Tuberculosis Testing	12
	O Accident Procedures for bus Drivers	12
	P School Bus Evacuation Drills	15
<b>V</b>	<b>AFTER HOURS CONTACT INFORMATION</b>	15
<b>VI</b>	<b>JOB DESCRIPTION FOR TRANSPORTATION AIDE</b>	16
<b>VII</b>	<b>VENDOR CANCELATION FEES AND POLICIES</b>	18
	A Cancelation Policy for Field Trips/Athletics/Activities	18

**I. PURPOSE**

These guidelines have been generated to outline procedures and time frames for all participating agencies. They present a systematic process by which personnel from local participating and host school districts, receiving schools, contractors, and Cape May County Special Services School District (CMCSSSD) can communicate and cooperate to ensure quality, cost-effective student transportation.

**II. INTRODUCTION**

CMCSSSD operates a cooperative county-wide system of coordinated transportation services for students. All Cape May County public school districts are eligible to participate in the services described in this document. CMCSSSD provides transportation by either entering into a joint agreement with a host public school district, another county cooperative or by contracting with a private transportation contractor.

Public school districts notify CMCSSSD of their transportation needs, and routes are formulated accordingly. The goal is to combine students from several school districts on one route and transport them to a school or schools in the same geographic area.

**III. PARTICIPATING DISTRICTS**

Only districts with a contract on file in the CMCSSSD Transportation Office are eligible for services.

**A. Contracts For Participating Cooperative Transportation Services**

All districts that wish to participate in the following year's cooperative transportation program must have their local Board's approval for participation. A contract will be provided by CMCSSSD to be signed with original signatures and board seals. The signing of the transportation contract is binding in full for all students being transported by CMCSSSD during the current school year.

No additional joint agreements are required for participating individual routes. The Contract For Participation In Cooperative Transportation has been accepted by the State Department of Education in lieu of multiple joint agreements, thus saving time and paperwork processing.

A Joint Transportation Agreement outlining the routes and your estimated costs will be mailed to each district separately from these guidelines.

B. Cooperative Transportation

1. When a participating district would like CMCSOSSD to coordinate its student transportation, one completed application for each student either Special Education or Regular Ed - Homeless requests, **(form F1 or F2)** should be submitted to CMCSOSSD **according to the dates set forth** so that tentative transportation arrangements can be initiated.
2. When a participating district is renewing and coordinating to and from school transportation for **returning** students, a completed multiple student transportation request may be used and submitted to CMCSOSSD **according to the dates set forth. A computerized copy will be accepted.**

C. Homeless and Non Public Cooperative Transportation

1. Homeless Route Coordination

When a resident student becomes homeless, the resident school district will explore all means of providing transportation itself.

If this is impossible, a participating district may request CMCSOSSD to coordinate transportation for the homeless student. One student transportation request form must be completed and emailed to CMCSOSSD **before** transportation arrangements are initiated.

The participating district must notify CMCSOSSD immediately if the homeless student placement is altered in any way.

2. Nonpublic Route Coordination

If a district would like CMCSOSSD to bid its nonpublic transportation routes, one copy of each application for Private School Transportation (B6T) must be submitted to CMCSOSSD by **April 12**. A complete route description to include school name, address, hours, starting date, and designated bus stop descriptions in the order of pick-up must accompany the B6T's. **Please note that group pick-up destinations are strongly suggested.**

Nonpublic routes will be bid once according to the enclosed Important Dates, so that districts will have ample time to notify parents or guardians and private schools.

D. I.E.P. (Individualized Educational Program)

Local Child Study Team members are to be reminded that transportation services are the student's first and last class of each school day. Items such as aides, safety vests, special seats,

lifts or ramps, medical conditions such as seizures or allergies, and any additional information pertinent to a safe trip, must be included on the student application.

Communication of appropriate information must then be relayed to the local transportation coordinator and subsequently to CMCSSSD's Transportation Office. Pursuant to N.J.S.A. 18A:39-19.4 A Student **Information Card** shall be completed and signed by the parent or guardian and returned to CMCSSSD along with the transportation request so it may be provided to the school bus driver and aide.

It is the responsibility of the home district to provide a 1:1 student bus aide if one is needed for a child. **CMCSSSD is not responsible for hiring 1:1 student bus aides.**

Students who are able to ride regular school district vehicles should do so when possible in coordination with the I.E.P. specifications.

E. **Field Trips & Athletic Transportation**

1. **Field Trip Transportation**

Field trip requests shall be submitted **two weeks** prior to the requested departure date to CMCSSSD. All requests must be submitted through our RouteFinder program. Please call our office for login information or questions.

Departure dates for Field Trips cannot be guaranteed; especially during April and May therefore it is highly recommended that requests are sent in early. If the requested date is not available, alternate dates may be provided. **Trips must indicate the total number of passengers or your request will be returned.**

2. **Athletic Event Transportation**

Athletic Events must be submitted through our RouteFinder program as soon as those schedules are coordinated and according to the dates enclosed and listed under "Important Dates", unless received before.

3. **Supervision During Trips**

All Field Trip and Athletic Events **must have adult supervision with them on the bus.** Students should not be riding alone without a coach, teacher or adult supervisor from the school with them. The bus is contracted to stay with the group until they are returned safely back to school. The bus company and driver are responsible for the safe transportation of students and staff to and from their destinations.

**NOTE: No trip can exceed a 12 hour period**

4. **Afterschool Activity Transportation**

Afterschool Activity Transportation is the transportation of students home from school for activities that take place after the regularly scheduled school hours, for academic enrichment. The school district shall submit a monthly calendar showing the dates and time transportation is needed **by the 15<sup>th</sup> of each month**. Transportation is not door to door.

*Schools shall submit a student roster **BEFORE** the first scheduled day of the activity buses and must list each student's first and last name, their street address, city, zip and the route they are on. Students **MUST PRESENT** their school issued ID to the bus driver. Any student without ID or is not listed on the roster may be denied transportation.*

5. **Cancellation Policy for Field Trips / Athletic Events / Afterschool Activities**

Field Trips & Athletic Events are non-binding with the vendors. Trips will be booked based on the availability of the individual vendor(s). Cancellations must be phoned in to the CMCSSSD **transportation staff** and followed up with an email. **Do not leave a voicemail.** In the event our office cannot be reached please refer to the **After Hours Contact Information on page 15** and call the contractor directly followed by an email to them **and** the Transportation Coordinator and secretary.

Each vendor has their own cancellation policy. Refer to **page 18** for individual vendor cancellation fees & policies. Once CMCSSSD receives cancellation policies from the vendors, those policies will be passed to all districts. CMCSSSD charges an additional fee of \$100.00 per cancellation as an administrative fee.

F. **Bid Specifications for Contract Routes**

It is the districts' responsibility to provide all essential details for transportation on individual students so that proper specifications can be written.

Each district with a student included in a bid will receive a copy of that particular bid packet. It is the district's responsibility to check each bid for details of the specifications. This material is sent so that each district will have full information concerning the specifications sent to the contractors who will be providing transportation for the district's students.

G. **DRTRS (District Report for Transported Resident Students)**

The DRTRS is an alphabetical listing by school of all transported district students based on the October 15 enrollment count. State aid reimbursement is based on the October 15 transported student enrollment count. Reimbursement is made directly to the public school district according to procedures established by the State Department of Education, Division of Financial Services.

CMCSSSD will generate an alphabetical listing of students transported by CMCSSSD. A draft copy will be emailed in October to each district for corrections and exact home-to-school mileage updates. A final copy will be prepared for districts listing all transported students as of the **October 15** count.

Districts are to make revisions, if necessary, and submit the report to the County Office of Education based on the submission deadline.

**All participating districts will be responsible for actual home-to-school mileage reporting.**

H. **Route Cost Calculation**

The costs, including CMCSSSD administrative surcharge, are based on:

- Total number of students on a vehicle
- Number of days in a school is in session each month

The cost information will be divided accordingly among districts participating on each route

CMCSSSD's administrative surcharges are 7% of the district's total bill.

1. **Notification of Route Costs**

Following a bid or solicitation of a quote, CMCSSSD will contact each district by telephone or email with the district's estimated portion of the route cost. Written confirmation of these estimated costs will follow. Districts shall respond to a bid or quote within two working days from receipt of notification.

2. **Route Changes**

District route changes will be maintained and updated on a monthly basis. Pupils assigned to a route will be billed for the entire month according to the school calendar. Route costs can fluctuate monthly due to student changes.



I. **Cooperative Transportation Billing**

Districts are billed monthly. Participating districts will be billed for eligible pupils assigned to a route whether or not they occasionally use the transportation, are transported by parents, or use other means of transportation.

In an ongoing effort to be “green”, CMCSSSD will email bills unless otherwise notified.

**It is the district’s responsibility to check monthly transportation bills and attached student list. Participating districts must notify CMCSSSD immediately in writing of a change in transportation status for a student. The monthly billing amount will be maintained until such written notification is received.**

J. **Final Billing**

End-of-year billing will be completed by the end of June each year for prompt payment. No cost adjustment will be made for pupils added or deleted after **May 31**.

K. **Transportation Closings / Delayed Openings**

1. **Emergency School Closing / Delayed Opening Procedures for Transportation**

a. **CMCSSSD School District Closed / No Cooperative Transportation**

CMCSSSD will institute a not transporting / delayed opening announcement with **local television stations and with local television station websites**. It is the responsibility of the Superintendent of the Special Services School District to determine whether or not it is safe to transport students. When CMCSSSD is closed due to inclement weather, ALL host districts, CMCSSSD and contractors will **not** transport CMCSSSD joiner students according to the delayed time.

Parents and transporters share an equal responsibility in determining if their school/school district is closed or has a delayed opening.

b. **Receiving Schools Closed**

Host districts, contractors and parents/students are advised to **watch local television stations or check local television websites** for school closing announcements. Receiving schools should notify television stations/websites early enough for proper announcements. Students will not be transported if their school is closed.

c. **Sending Schools Closed**

When a sending school district is closed and the receiving school is open, students will **not** be transported to the receiving school.

d. **Delayed School Openings**

If the sending district declares a delayed opening, the contractors or host districts will be arriving at the receiving school late based on the delayed time of the sending district. If a host district has a delayed opening, the students from the joining districts will also be taken to the receiving school late based on the delayed time, even if the joining district does not have the same delay.

2. **School Closing After School Is In Session**

a. **Special Services School District**

If CMCSSTD officials decide that early dismissal is necessary, CMCSSTD will contact sending and receiving school districts of the adjusted transportation schedule. CMCSSTD will also notify host districts and contractors of the early school closing. The receiving school, contractors and the host districts shall inform parents/guardians of the adjusted schedule.

b. **Receiving Schools**

Receiving schools must inform CMCSSTD of any early dismissals. CMCSSTD will inform the host district or contractor of the early school closing. The receiving school shall inform parents/guardians of their adjusted schedule

c. **Sending Schools**

If the sending school district is closing and requests its district students be dismissed early from the receiving school, the sending school district must inform CMCSSTD of the early dismissal. CMCSSTD will inform the host district or contractor of the early school closing. The sending school district shall inform the receiving school and parents/guardians of the adjusted schedule.

d. **Host Districts**

If the host district is closing early, the host district will also bring home the sending district students. The host district will notify CMCSSTD of their early pick up times and CMCSSTD will notify the sending school districts. The host district shall inform the parent/s guardian of their adjusted schedule.

**L. Viewing Bus Tapes**

1. Parent/guardian will notify his/her home district child study team representative and/or home district transportation representative that an incident involving their child has occurred during their child's bus ride.
2. The District CST or District Transportation representative will notify CMCSSSD's Transportation Office that an incident has occurred and will provide information about the date and time of the bus ride in question. All requests must be made within 24 hours of the alleged incident, except those that occur immediately before a weekend or holiday, in which case notification must be made on the next school day. CMCSSSD's Transportation office will request that the bus company remove the tape from the bus and forward to CMCSSSD's Transportation office within 24 hours.
3. The Transportation Coordinator will review the tape and contact the District CST and/or Transportation Department with her report.
4. If an incident appears on the tape that warrants disciplinary action, the appropriate parties will be notified. At this time, the parent/guardian, along with a representative from the district's CST or Transportation Office and CMCSSSD's Transportation Coordinator, may ask to view the portion of the tape on which the incident is recorded at a mutually agreeable location.
5. If no incidents appear on the tape that warrant disciplinary action, the Transportation Coordinator will verbally report such to the District's CST and/or Transportation Department, who will report back to the parent/guardian. At this time, the parent/guardian may ask that a representative from their CST and/or Transportation Department view the tape along with CMCSSSD's Transportation Coordinator. A verbal report will be provided by the CST and/or Transportation representative to the parent/guardian of their findings.

**IV. HOST DISTRICT ROUTES**

**A. Joint Agreements**

**All host districts are required to have a joint agreement with CMCSSSD.** A participating district needing out-of-district transportation is required to make arrangements through CMCSSSD. An out-of-county, nonparticipating district is also required to make arrangements through CMCSSSD (joint agreement required with CMCSSSD). Host districts are required to direct all requests to CMCSSSD's Cooperative Transportation Office and take no action to transport. This procedure ensures that all updated county transportation information is maintained in one location.

**B. School Closings**

Host districts are responsible to provide transportation for CMCSSTD and joiners on all school days other than when the host cancels school due to inclement weather.

**C. Payment to Host Districts (Public School Districts Providing Transportation)**

Purchase orders and vouchers with estimated payments will be forwarded to host districts in August (summer routes only) and October (regular school year routes). Host districts will submit bills to CMCSSTD each month. Payment will generally be made on the fourth Wednesday of the following month after our board meeting provided all paperwork is in order.

**D. Transfers of Students From One Vehicle to Another**

When another school district site is being utilized as a drop-off/pick-up point, students must remain in the vehicle until the appropriate bus arrives for transfers. Students are not to be left unattended. The exact number of students must be on the proper vehicle before departure. A count of students is advised at that time.

**E. Routes Comprised of Only CMCSSTD Assigned Students**

Host districts are requested to allow only CMCSSTD assigned students on a route operated for CMCSSTD. If non-participating local district personnel contact a host district to request student transportation, the host district must refer the request to CMCSSTD's Cooperative Transportation Office.

This process eliminates many problems related to billing, joint agreements, DRTRS, etc. Nonparticipating school districts must have a joint agreement with CMCSSTD to be eligible for transportation on a specific route.

**F. Communications**

Districts either participating in the county-wide transportation services or seeking a cooperative routing venture are required to channel all correspondence through CMCSSTD. Copies of CMCSSTD's application & student information cards have been distributed for district convenience to be utilized when requesting services. Complete all information on the student applications as this is vital in establishing proper routing communications.

**G. Driver / Bus Aide in-Service – Behavior Management**

In accordance with *N.J.S.A. 18A:39-19.2*, employers of school bus drivers and bus aides in New Jersey are required to ensure the drivers/aides view the training video on proper procedures for interacting with students with special needs. Training video accessible at <http://www.nj.gov/education/finance/transportation/training/dis/>

Host district and contractor bus drivers/aides of CMCSSSD's routes are required to have at least 16 hours of training to include bus evacuations and safety practices, securing wheelchairs, car seats, safety vests and other equipment, safe driving practices, etc.

The payment of wages for employees attending training will be borne by the host district or contractor. No additional cost is to be billed by CMCSSSD.

**H. I.E.P. (Individualized Educational Program) – Special Requirements**

When a preschool child requires a separate seat, host districts or contractors are responsible for providing the seat and billing CMCSSSD, who in turn bills the appropriate local district. For handicapped pupils below the age of five, safety belts or restraint systems are required. An aide must be assigned with six (6) or more preschool handicapped children on a route. Buses shall be equipped with seatbelts for driver and students in accordance with P.L. 1992, C.92. Administrative Code 6A:27-12.1e.

**I. Transportation Aides**

If a student's I.E.P. recommends a general bus aide, the appropriate district(s) will be billed accordingly. Students who have a seizure protocol will not be transported without an aide on the bus. Child Study Team chairpersons should be advised to consider the resident/sending district is responsible for providing a one to one student bus aide when formulating the I.E.P.

CMCSSSD reserves the right to immediately place an aide on a bus if the general health and welfare of the students are at risk. In such a case, all districts participating on the route will share the cost of the aide.

Aides assigned to vehicles must meet minimum requirements as described on the CMCSSSD's Transportation Aide Job Description. The aides must be fingerprinted and approved by the County Superintendent of Schools.

**J. Disruptive Behavior**

Disruptive behavior on a school bus consists of the following: loud or boisterous talking or singing, profanity, vulgarity, disobedience or impudent remarks to the bus driver/aide,

smoking, fighting, or annoying another pupil in any manner or by any means, eating, depositing paper or litter in the school bus, defacement or destruction of the school bus or equipment, projecting any part of the body or any object through the windows and negligence or refusal of a pupil to sit in the seat assigned by the bus driver. When handling disruptive students who attend your district schools, naturally you can utilize your own policies in this area. When dealing with students who are being transported for

another school district, an alternate method should be present. **Although discipline is the legal responsibility of the receiving school; the sending, receiving, transporting districts, and/or contractors must cooperatively deal with a problem situation.** One recommended means is as follows:

1. Warning from the bus driver (first problem)
2. First Offense – Written notice given to the receiving school and a copy turned into CMCSSSD's Transportation office immediately.
3. Additional offenses should be referred to CMCSSSD's Transportation Office for review with the receiving school principal.

The host district or contractor must complete the **School Bus Incident Report** and forward it to CMCSSSD's Transportation office **immediately**. A copy will be sent by CMCSSSD to all involved sending districts and receiving schools.

CMCSSSD personnel will be available to coordinate this process and follow up with the appropriate correspondence. Naturally, the severity of the problem may dictate

combining the first several steps at once. If a student is suspended, written notification must be made between sending and receiving districts and parents. If the safety or welfare of students and/or driver is endangered, CMCSSSD may immediately suspend transportation for a disruptive student pending a review by the receiving school administrator. CMCSSSD will notify sending school district personnel if such action is taken.

CMCSSSD requests that a copy of all associated correspondence be sent to CMCSSSD's Transportation Office.

**NOTE: Due to the possibility of a choking hazard or food allergy, food and beverages are not permitted on school vehicles.**

K. **Seat Belts on the Buses**

Effective September 1, 1994, students shall be required to wear seat belts on all buses that are equipped with seat belts. It shall be the bus driver's responsibility to instruct the

students in the proper use of these seat belts and to verify the use by the students on each bus equipped with these seat belts.

A discipline report should be submitted to CMCSSTD's Transportation Office for each student incident where the seat belt is not worn.

L. **Drug Testing for Bus Drivers**

Effective January 1, 1995, all transportation vendors with fifty bus drivers or more must begin drug/alcohol testing; and effective January 1, 1996, all transportation vendors with fifty bus drivers or less must begin drug/alcohol testing in accordance with the Omnibus Transportation Employee Testing Act of 1991.

M. **Background Check**

The host district and contractor shall ensure compliance with the requirements of *N.J.S.A.* 18A:39-17 through 20 governing criminal history background checks, and shall annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers.

N. **Tuberculosis Testing**

The host district contractor shall ensure that all bus drivers and bus aides are tested for tuberculosis infection in compliance with *N.J.A.C.* 6A:32-6.3.

O. **Accident Procedures for Bus Drivers**

(Based on the New Jersey Bureau of Pupil Transportation Recommended Procedure)

Your primary responsibility is to your passengers. This must always remain utmost in your mind – therefore, you must remain calm.

If you are unable physically to perform your duties, direct others to do them for you.

Emergency Scene Behavior (accomplished in initial seconds after the incident):

1. Turn off the ignition and take the keys.
2. Set Brakes.
3. Remain calm and reassure students.
4. Be alert for fire or the possibility of fire. **(If there is a suspicion of fire, you must evacuate your students to a safe place – an adequate distance from the vehicle.)**

- a. Check for ruptured fuel tank and fuel lines
- b. Check for electrical fire
- c. Look for smoke
- d. Check for hot tires which may catch fire caused by rubbing against a tree from a point of impact to final resting place
5. Check for injury to students.
  - a. Follow first aid procedures
  - b. Make student(s) comfortable and seek professional help
  - c. All other students are to be examined by the school physician or nurse as soon as possible
6. Determine if evacuation is necessary. Evacuate if:
  - a. Conditions might lead to a fire (or fire is already present)
  - b. Danger of further collision
  - c. Danger of drowning
  - d. Vehicle stopping in unsafe position
  - e. Any other unsafe condition
7. Use warning devices to protect the scene.
  - a. Protect the students and the bus from accidents and injuries. Place reflectors according to state law
  - b. Protect the scene from traffic and people so that evidence is not destroyed
  - c. Under normal circumstances, the vehicle involved should not be moved until law officers advise you to do so.
8. Contact the host district or contractor and law enforcement officials (assuming that you already have requested emergency medical help).
9. Do not discuss the facts of the accident with other motorists, but give information to investigating officers and school officials.
10. Cooperate with the host district or contractor.
  - a. During the investigation of the accident, do not release any of your students to anyone unless told to do so by the host district or contractor.
  - b. If students are injured and need to be removed from the scene, follow policy adopted by your local district if one exists. If not, send someone to call for aide, such as hospital, ambulance service, or fire department – wherever help can be summoned quickly.
11. It is essential that the school bus driver collect certain information at the scene:
  - a. Name and addresses of other persons involved;
  - b. Name, address and driver's license number of the other drivers involved;
  - c. Name and address of owners of property that has been damaged;
  - d. License numbers of other vehicles involved;
  - e. Name and address of witnesses;
  - f. Location and time of accident;
  - g. Weather conditions, visibility, and road conditions.



12. It is important that you be careful what you say:
  - a. Be calm, cooperative, and courteous.
  - b. Do not admit any fault on your part.
  - c. Do not accuse the other driver.
  - d. Be accurate and factual in statement to the police.
  - e. You are required by state law to give only your name, address, driver's license number, insurance company, and vehicle registration. Before giving a statement or answering factual questions about the accident, check with someone in authority (school board official) for advice and permission.
  - f. Make all of your statements in the presence of the other driver and the investigating officer.
13. Any individual, including a person licensed to practice any method or treatment of human ailments, disease, pain, injury, deformity, mental or physical condition, or licensed to render services ancillary thereto, who in good faith renders emergency care at the scene of the accident or emergency to the victim or victims thereof, shall not be liable for any civil damages as a result of any errors and/or omissions by such person in rendering the emergency care.
14. Host district or contractor notifies CMCSSSD's transportation office at 609-465-2720 immediately with the following information: route number, destination, name of injured student(s), and district(s) involved.
15. CMCSSSD notifies the involved sending school and receiving district personnel and informs them of all known information. CMCSSSD notifies the county office of all details.
16. Host district, receiving school or contractor notifies parents of the students. Parents should be instructed to notify their own auto insurance carrier.
17. Host district or contractor notifies the insurance agent.
18. Host district or contractor completes a state required accident report as quickly as possible. A copy of the accident report prepared by the police is secured by the Board Office. All materials are to be sent to CMCSSSD for distribution to the receiving school, sending district(s), county office and state.
19. CMCSSSD's Board of Education is notified if deemed necessary by the CMCSSSD's administrative staff.
20. It is recommended by CMCSSSD that upon determining that the driver was at fault, suspension of the driver is required pending a review.
21. The driver of a school bus involved in an accident resulting in injury or death of any person or damage to property of any one person in excess of \$500 shall within five (5) days after such accident forward a written report of the accident to the Bureau of Security Responsibility, Division of Motor Vehicles, 25 South Montgomery Street, Trenton, New Jersey 08625. A copy of the written report must also be filed with CMCSSD. The driver must also be drug tested immediately.

**P. School Bus Evacuations**

According to New Jersey Administrative Code (NJAC 6A;27-11.2), school bus evacuation drills will take place twice per school. The principal of the receiving school, or their designee, must witness the evacuation drill and sign the bus evacuation drill form stating that the bus evacuation drill was held.

**AFTER HOURS CONTACT INFORMATION  
BEFORE 7:30 AM & AFTER 4:00 PM**

**Please contact the vendor directly if your event is on a weekend or if you are not able to reach the Transportation Secretary or Coordinator and follow up with an email to everyone.**

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David Ripley, Transportation/School Administration Secretary (8:00 am - 3:30 pm)

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Office: 609-884-3475 ext. 243 & 253 email: [laputkaj@lcmrschools.com](mailto:laputkaj@lcmrschools.com) [youngm@lcmrschools.com](mailto:youngm@lcmrschools.com)

**Holcomb Transportation, LLC**

Office: 856-931-3632, press 2, then press 5. Or Stephen Scharff, 856-701-8211

email: [ehtops@holcombbus.com](mailto:ehtops@holcombbus.com)

**Sheppard Bus Company**

Office: 856-765-3812 hit number 1 then number 1 for the Millville Office, (this is the dispatch extension)

Please include all email contacts in all correspondence: [dcurreri@sheppardbus.com](mailto:dcurreri@sheppardbus.com), [april@sheppardbus.com](mailto:april@sheppardbus.com), [cindy@sheppardbus.com](mailto:cindy@sheppardbus.com), [james@sheppardbus.com](mailto:james@sheppardbus.com), [m@sheppardbus.com](mailto:m@sheppardbus.com), [ml@sheppardbus.com](mailto:ml@sheppardbus.com)

**CJ's Bus Service:** Office: 856-712-2132

Email: [carla@cjsbusservice.com](mailto:carla@cjsbusservice.com) [heather@cjsbusservice.com](mailto:heather@cjsbusservice.com) [renee@cjsbusservice.com](mailto:renee@cjsbusservice.com) [jay@cjsbusservice.com](mailto:jay@cjsbusservice.com)

**St. Paul Transportation:** Samuel Hanna 609-622-9883 email: [ptransportation11@gmail.com](mailto:ptransportation11@gmail.com)

**Student One:** Mike Mansi 609-271-6078 email: [studentonetransport@hotmail.com](mailto:studentonetransport@hotmail.com)

**School Hero:** George 717-629-8959 email: [schoolhero2021@hotmail.com](mailto:schoolhero2021@hotmail.com)

VI

JOB DESCRIPTION FOR TRANSPORTATION AIDE

**CAPE MAY COUNTY SPECIAL SERVICES SCHOOL DISTRICT**

TITLE: Bus Aides and Bus Attendants

REPORTS TO: Bus Contractor

HOURS: As established by Bus Contractor

JOB GOAL: To maintain a safe ride for students to and from school and on field trips. To assist Bus Driver in case of an emergency

QUALIFICATIONS

1. High School Diploma
2. Have a pleasant, caring, non-antagonistic personality.
3. Demonstrate aptitude and competence for assigned responsibilities.
4. Demonstrate ability to work cooperatively with others.
5. One or more years experience working with children.
6. Be CPR certified, maintain certification and receive additional job related training.
7. Able to lift weights up to 70 pounds.
8. Able to accept and apply directions.
9. Able to tolerate & effectively discipline children with emotional, behavioral, or physical disabilities, when necessary.
10. Required Criminal History Background Check.
11. Drug Tested.
12. Proof of U.S. Citizenship/Legal Resident Alien Status.

RESPONSIBILITIES

1. Notify the transportation department and driver of any discipline, or safety problems by filing a written student discipline referral or incident report.
2. Knowledge of the medical needs of the students.
3. Respect the **confidentiality** of students.
4. Be on board the bus, or assisting in loading or unloading outside, at all times.
5. Be awake and alert during the ride to and from school to ascertain each student's needs. The more severely handicapped students require careful attention. Some are subject to seizures and may need attention.
6. Check the **entire bus** for children at the **end of each run.**

7. Responsible for getting off the bus whenever students are boarding or leaving, unless officially required to stay on board the bus.
8. Sit in the middle or back of the bus so that students are visible.
9. May be responsible to escort a child into school.
10. Secure students in their seats, car seats, or harnesses, with seat belts during the ride to and from school.
11. Assist students and the bus driver in emergencies, such as emergency evacuations.
12. Knowledgeable of proper safety procedures in emergencies when the bus may require it.
13. Knowledgeable of students and how best to lift or carry, when necessary, to prevent injury to the child and yourself.
14. CPR certified.
15. Knowledgeable of hook-up and lift procedures for wheel-chair students.
16. Knowledgeable of bus rules and regulations and to enforce them.
17. Take daily attendance of students.
18. Knowledgeable of the route, directions, and sequence of pick-ups.
10. Knowledgeable of the equipment required to do the bus run (number of car seats, harnesses, tie-downs, etc.)
20. Engage in **no personal communication with students**. Communications shall not include explicit language (profanity or lewd conversations) or the *promise* of any items, outside of those sponsored and provided by the district and/or community vendors.
21. Conduct self in a courteous, non-antagonistic, professional manner, showing respect for students, parents and other staff members. Discipline is required, however screaming, badgering, provoking, intimidation, derogatory remarks/gestures made directly or indirectly or any other manifestation of wanton behavior is not an acceptable method of bus and self-control.

**THERE IS NO ROOM FOR CARELESSNESS WHEN TRANSPORTING SPECIAL NEEDS STUDENTS**

TERMS OF EMPLOYMENT: As determined by Bus Contractor

EVALUATION: In accordance with Bus Contractor established policy and procedure

**VII VENDOR CANCELTION FEES AND POLICIES**

**A. Cancellation Policy for Field Trips / Athletic Events / Afterschool Activities**

Field Trips & Athletic Events are non binding with the vendors. Trips will be booked based on the availability with the individual vendors. Each vendor has their own cancellation policy.

**Holcomb Transportation, LLC**

If notified en route or upon arrival billed at the current rate of 4 hours will be assessed. Fees are per bus per trip

**Sheppard Bus Service Cancellation Policy**

Sheppard Bus Service requires 60 minutes advance notice of a field trip departure time to be canceled without penalty that is not a result of an “act of god” or medical emergency that may affect the participants of the group traveling.

The penalty for a canceled trip not meeting the criteria as stated above will be assessed a charge of \$200.00 per bus per trip.

**Dennis Township Cancellation Policy**

If notified en route or upon arrival the current rate of 4 hours will be assessed. Notification must be made by telephone and confirmation is needed.

**Lower Cape May Regional Policy**

If notified en route or upon arrival billed for a 4 hour minimum at \$120.00 per hour. \$100 fee if bus is trashed.

**Cape May County Special Services Cancellation Policy**

If notified en route or upon arrival billed for a 4 hour minimum at \$120.00 per hour. Notification must be made by telephone and confirmation is needed.

**\*\*\*NOTE\*\*\***

**AN ADDITIONAL \$100.00 ADMINISTRATIVE FEE WILL BE ASSESSED PER BUS PER TRIP FOR ANY CANCELED TRIP NOT MEETING THE ABOVE CRITERIA.**

**CAPE MAY COUNTY SPECIAL SERVICES  
SHARED SERVICES TRANSPORTATION**

**TRANSPORTATION**

**FORMS**

SPECIAL EDUCATION TRANSPORTATION REQUEST	<b>(F1, F1A)</b>
REGULAR EDUCATION, HOMELESS TRANSPORTATION REQUEST	<b>(F2)</b>
INDIVIDUAL FIELD TRIP REQUEST	<b>(F3)</b>
MULTIPLE FIELD TRIP REQUESTS	<b>(F4)</b>
NON PUBLIC ROUTE DESCRIPTION	<b>(F5)</b>
SCHOOL BUS INCIDENT REPORT	<b>(F6)</b>

Student Transportation and Field Trip Request Forms can be accessed on our website  
<https://www.cmcspecialservices.org/> under Transportation Department Forms and  
returned to [sdever@cmcspecialservices.org](mailto:sdever@cmcspecialservices.org) and [eheitzmann@cmcspecialservices.org](mailto:eheitzmann@cmcspecialservices.org)

**SPECIAL EDUCATION COORDINATED TRANSPORTATION REQUEST**

**ROUTE**

NEW REQUEST      CHANGE REQUEST      DELETE REQUEST      HOMELESS      DCP&P

**Submit a separate request for each student requiring transportation services**      School Year

DISTRICT REQUESTING TRANSPORTATION			
TRANSPORTATION START DATE		END DATE	
STUDENT NAME:		NJ STATE ID#	
ADDRESS:			
<small>STREET (Must be physical address)</small>		<small>CITY</small>	<small>STATE</small>
PARENT / GUARDIAN NAME:		CONTACT NUMBER:	
EMAIL ADDRESS			
EMERGENCY CONTACT NAME:		EMERGENCY CONTACT NUMBER	
DOB:	GRADE:	SEX:	CLASSIFICATION:

SCHOOL OF ATTENDANCE:	<b>Please include a school calendar!!</b>
SCHOOL ADDRESS:	
<small>STREET</small>	<small>CITY</small>
SCHOOL HOURS:	<small>STATE</small>
AM	PM
	<small>ZIP</small>
	EARLY DISMISSAL

**DOES THIS STUDENT HAVE AN IEP**

**Does this student's I.E.P. REQUIRE the assignment of an ASSIST-ALL AIDE on the vehicle?**

**Does this student's I.E.P. REQUIRE a ONE-TO-ONE (1:1) AIDE on the vehicle**

**Does this student's I.E.P. REQUIRE the assignment of a NURSE on the vehicle?**

**If Yes, does the NURSE remain with the student all day at school?**

**Does the student require a parent/guardian to be at home to receive student off the bus?**

SPECIFIC TRANSPORTATION REQUIREMENTS		(CUSTOMER HARNESS MEASUREMENTS REQUIRED)		
SAFETY HARNESS		Chest size (required)	Waist size (required)	
Car Seat	Wheelchair	Air Conditioned vehicle	Seizures	Door to Door

Other information / comments pertinent to ensure the safe transportation of this student
--

**SIGNATURE**

**TITLE**

**\*NOTE\*** Your district will continued to be billed for transportation until a completed CMCSSD Notice of Cancellation (form) is received. **No Exceptions!**

FOR CMCSSD USE ONLY:	Route #	Contractor:	Price:
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**CAPE MAY COUNTY SCHOOLS TRANSPORTATION DEPARTMENT  
PHONE (609) 465-2720 extensions 7731 and 1985**

**STUDENT TRANSPORTATION REQUEST**

**NEW                  CHANGE                  HOMELESS                  DCP&P                  DELETE                  RENEWAL**

CONTRACTOR			ROUTE NUMBER		
<b>DISTRICT</b>		<b>SY</b>	<b>START DATE</b>		
<b>STUDENT NAME</b>			<b>STUDENT NJ ID#</b>		
<b>DATE OF BIRTH</b>	<b>GRADE</b>	<b>SEX</b>	<b>STUDENT ADDRESS</b>		
<b>PARENT / GUARDIAN</b>					
<b>HOME PHONE</b>					
<b>EMAIL ADDRESS</b>					
<b>EMERGENCY CONTACT:</b>			<b>NEAREST INTERSECTION</b>		
<b>EMERGENCY PHONE:</b>					
<b>NAME &amp; ADDRESS OF SCHOOL</b>					
			<b>PICK UP / DROP OFF (IF DIFFERENT)</b>		
<b>SCHOOL HOURS</b>	<b>AM</b>	<b>PM</b>			
<b>EARLY DISMISSAL</b>					
<b>IS TRANSPORTATION REQUIRED IN IEP</b>					

**SPECIAL STUDENT NEEDS: (Please check and/or specify)**

- |  |  |
|--|--|
| <input type="checkbox"/> 1:1 student bus aide<br><input type="checkbox"/> (CPR / <input type="checkbox"/> Sign Language)<br><input type="checkbox"/> General bus aide<br><input type="checkbox"/> (CPR / <input type="checkbox"/> Sign Language)<br><input type="checkbox"/> Wheelchair lift | <input type="checkbox"/> Car Seat <input type="checkbox"/> Weight (must specify child's weight)<br><input type="checkbox"/> Safety Vest <input type="checkbox"/> <b>(must specify child's shirt size)</b><br><input type="checkbox"/> Air conditioned bus<br><input type="checkbox"/> Seizure protocol<br><input type="checkbox"/> other specify _____ |
|--|--|

Any additional information pertinent for driver for a safe trip: \_\_\_\_\_

**APPLICATIONS MUST BE RETURNED TO**

Cape May County Schools Transportation Office  
sdever@cmcspecialservices.org    and    eheitzmann@cmcspecialservices.org

**PLEASE SUBMIT A SEPERATE APPLICATION FOR EACH STUDENT**

for CMCS office use only			
Route #			
Date started	Date cancelled	Date changed	
Notifications sent:	vendor	district	bus pass

7/24/2023



**CAPE MAY COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
TRANSPORTATION QUOTE REQUEST  
ROUTE**

Date of Request:	Quote Due By:
School Destination:	Student Address:
School Hours:	Students Date of Birth:
Type of Vehicle/ Capacity: Type I, II or Type S	Telephone Number: Email Address:
Special Requirements/Equipment/ Other Notations:	
Route Type: Spec. Ed. / Homeless / Nonpublic / Vocational/ Public/CHOICE School/ DCP & P	Starting Date:

**PLEASE NOTE:** The direction of the vehicle from the last stop shall be along the safest most direct route to the destination. The contractor must submit a description of the actual streets traveled within 10 days of the start of the contract.

**\*\*\* ROUTE WILL BE REBID IF NOT UNDER BID THRESHOLD \*\*\***

Submit your quote by email: [sdever@cmcspecialservices.org](mailto:sdever@cmcspecialservices.org) & [eheitzmann@cmcspecialservices.org](mailto:eheitzmann@cmcspecialservices.org)  
 Sharen Dever, Transportation Coordinator. Thank you.

**CONTRACTOR'S COST INFORMATION**

**Contractor:** \_\_\_\_\_

**Quoted Cost Per Diem:** \_\_\_\_\_

**Quoted Cost Per Diem for Aide:** + \_\_\_\_\_ *(if applicable)*

**Total Per Diem Cost:** \_\_\_\_\_

**Mileage Increase/Decrease:** \_\_\_\_\_

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