

SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION

2017-2018 School Year

Resolution/Agreement for Participation in Coordinated Transportation Services

WHEREAS Readington Township School District ("Board") desires to transport special education, public and vocational school students to specific destinations; and

WHEREAS, the Somerset County Educational Services Commission ("SCESC") offers coordinated transportation services; and

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

NOW THEREFORE, it is agreed the Board will pay prorated contract costs, plus an administration fee of 4%, as presented to the Board as calculated by the billing formula adopted by the SCESC. The total amount to be charged to the Board will be adjusted based on actual costs. Payments will be due within 30 days of receipt by the district and deemed late after 60 days with an additional 1% fee for late payments. At the discretion of the SCESC, late fee charges may be waived for extenuating circumstances.

1) The SCESC will provide the following services:

- a) Routes coordinated with other districts when possible to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
- b) Monthly billing and invoices;
- c) Computer print-outs of student lists for all routes coordinated by SCESC;
- d) All information necessary for the accurate submission of the District Report of Transported Resident Students;
- e) All necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- f) Constant/timely review and revision of routes;
- g) Transportation as soon as possible after receipt of the formal written request;
- h) Timely submission of contracts, contract renewals or contract addenda to the county office for approval.

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- 2) It is further agreed that the Board will provide the SCESC with the following:
 - a) Copies of district policies as they relate to ride time or other specific transportation parameters;
 - b) Request for transportation on forms to be provided by the SCESC, completed in full and signed by authorized district personnel;
 - c) Forms will contain all necessary and relevant information, medical or otherwise, regarding individual student's condition and transportation needs;
 - d) Withdrawal from any transportation in writing, signed by authorized district personnel; and
 - e) Strict adherence to the established payment schedule.
- 3) Additional Cost: All additional costs generated by unique requests, including but not limited to, mid-day runs or early dismissals, will be borne by the district making such request.
- 4) It is understood that any change in the number of students being transported on each route, or changes in mileage during the course of the year will necessitate a reapportionment and adjustment of costs.
- 5) The SCESC accepts no responsibility for assuring a pupil's use of arranged transportation or attendance on an established route. Once assigned to a route, the monthly billings for the pupil's reserved seat will continue until the SCESC is otherwise notified, in writing, to delete the pupil from the assigned route.
- 6) The SCESC will contract transportation each day while school or classes attended are in session unless the Board's district is closed due to weather conditions (snow, ice, flooding, etc.). The SCESC accepts no responsibility for defaults by transportation contractors; however, the SCESC will make every effort to re-establish transportation expeditiously.
- 7) Other Services: The SCESC also provides coordinated regional bus maintenance services, safety training, and other related transportation services for an additional fee as a shared services program, the Board may participate at any time.

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- 8) Length of Agreement: This agreement and obligations and requirements therein shall be in effect between September 1, 2017 and August 31, 2018.
- 9) Entire Agreement: This agreement constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.
- 10) It is understood and agreed by the parties hereto that this agreement shall be without force and effect until it shall have been approved by the Executive County Superintendent of the County of Somerset and any additional County Superintendent, where applicable.

Authorized Signatures

**Somerset County
Educational Services Commission**

Readington Township School District

_____ SCESC Board President	_____ Date	_____ Board President	_____ Date
_____ SCESC Business Administrator/ Board Secretary	_____ Date	_____ School Business Administrator/ Board Secretary	_____ Date
_____ Somerset Executive County Superintendent of Schools	_____ Date	_____ Hunterdon Executive County Superintendent of Schools	_____ Date

Your Board President and Board Secretary are required to sign **four** copies of this resolution and return all to SCESC with a certified copy of the minute's extract approving the resolution.

SCESC will return a confirmed copy for your records after the agreement is signed by both of the Executive County Superintendents.