

**Somerset County Educational Services Commission**

991 Route 22 West, Suite 102, Bridgewater, NJ 08807

908-707-1640 ext. 3007

**2016-2017 School Year**

**Resolution/Agreement for Participation in Coordinated Transportation Services**

WHEREAS **Readington Township** Board of Education ("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 that in consideration of 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 district 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 to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
  - b) Transportation each day while school or classes attended are in session;
  - c) Monthly billing and invoices;
  - d) Computer print-outs of student lists for all routes coordinated by SCESC;
  - e) All information necessary for the accurate submission of the District Report of Transported Resident Students;
  - f) All necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
  - g) Constant/timely review and revision of routes;

- h) Transportation as soon as possible after receipt of the formal written request;
  - i) A bid analysis to participating district boards of education upon their request;  
and
  - j) Timely submission of contracts, contract renewals or contract addenda to the county office for approval.
- 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) 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.

- 7) Length of Agreement: This agreement and obligations and requirements therein shall be in effect between September 1, 2016 and August 31, 2017.
- 8) 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.
- 9) 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 Board of Education**

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 three 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 the Executive County Superintendent.**