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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: Pat Ditri

FROM: Joseph Seugling 

RE: Board Agenda

DATE: 1/7/2014

The committee recommends and I so move that the board approve NJ TIP In-School Travel Training Services through Rutgers University for Union High School students as part of transition and Community Based Instruction in accordance with the information in the hands of each board member. These three sessions will take place during the 2014-2015 school year at no cost to the district.



Edward J. Bloustein School  
of Planning and Public Policy

NJTIP at Rutgers  
Alan M. Voorhees Transportation Center  
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October 1, 2014

Kim Conti, Director of Special Services  
Township of Union Public Schools  
2155 Morris Avenue  
Union, NJ 07083

Dear Ms. Conti,

Louis Hoffman recently had a conversation with Sarah McCullough about how NJTIP at Rutgers University travel instruction services could be incorporated into the curriculum for your transition students. We believe that collaboration between the Township of Union Public Schools and NJTIP at Rutgers would provide an excellent opportunity to familiarize your students with how to travel safely on public transportation.

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

- NJTIP's Understanding of the Situation
- Proposed Services
- NJTIP Qualifications
- Time and Charges

#### NJTIP's Understanding of the Situation

The Township of Union Public Schools has a beneficial transition program for students with special needs. These programs help to prepare these young adults for the real world challenges they will face when they complete high school and are searching for jobs. The focus of the transition program 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.

Based on our discussion, you are interested in offering transition students both classroom instruction and on-vehicle instruction. This enhancement would be added to the curriculum for the 2014-15 school year. We agree that your students would benefit by being oriented to the transit system, taught safe travel skills, and then provided with supervised opportunities to practice their new skills on public transportation.

### Proposed Services

NJTIP proposes that our staff work cooperatively with Township of Union Public Schools staff during the 2014 – 2015 school year to accomplish the following:

- Provide classroom instruction
- Plan and lead field trips on NJ TRANSIT vehicles

**Provide Classroom Instruction:** NJTIP will provide classroom instruction in Township of Union Public Schools facilities or other locations as deemed appropriate.

Topics to be discussed would include may include:

- Bus Familiarization
- Paying the Fare
- Appropriate Behavior on the Bus and Train

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 will conduct field trip(s) and/or bus demonstrations on NJ TRANSIT or other transit provider vehicles. Field trips provide real world experiences in which students can practice the travel skills they learned in the classroom. Each field trip has a capacity of no more than 17 individuals. Township of Union Public Schools staff will be present during each field trip and will assist the students in practicing travel skills.

### NJTIP Qualifications

Since 2007 NJTIP has provided innovative travel instruction programs to more than 1200 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 throughout New Jersey has clearly demonstrated that travel instruction is an effective way of teaching people with disabilities how to use public transit. NJTIP 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 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 has extensive experience in teaching high school students how to use public transportation. In addition to the more than 75 individuals ages 18-21 who have graduated from our one-on-one travel instruction program, NJTIP teaches a weekly class for transitioning students at The Children's Institute program. That program also includes monthly field trips to local destinations such as shopping malls and

work sites. We have also taught travel training programs to students at Union County Educational Services Commission, Linden High School, Morris Knolls 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 to continue to expand NJTIP's successful travel instruction programs statewide. Under my direction, NJTIP staff includes five full-time travel instructors. Our travel instructors all have Bachelor's Degrees, some 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.

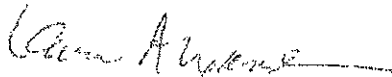
#### Program Details

This initial suite of services is supported through funding from the federal "New Freedom" program.

- Two classroom sessions offering information on transit and travel basics
- One trip to a local destination of interest, fares will be covered up to \$5 per client.

We look forward to developing an exciting new educational opportunity for your students.

Sincerely,



Karen Alexander  
NJTIP Managing Director