

UNION COUNTY EDUCATIONAL SERVICES COMMISSION

45 CARDINAL DRIVE  
WESTFIELD, NEW JERSEY 07090  
(908) 233-9317 X911, 912, 915

2013-2014 SCHOOL YEAR

RESOLUTION/AGREEMENT FOR PARTICIPATION IN COORDINATED  
TRANSPORTATION SERVICES

WHEREAS, the Union Board of Education desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the UNION COUNTY EDUCATIONAL SERVICES COMMISSION, hereinafter referred to as the CTSA, offers coordinated transportation services; and

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

NOW THEREFORE, it is agreed that in consideration of pro-rated contract costs, plus an administration fee of 4%, as presented to the Union Board of Education as calculated by the billing formula adopted by the CTSA, payment will be made according to the billing schedule attached hereto. Said formula shall be based on the route cost(s) divided by the number of students allocated to each participating district. The total amount to be charged to districts will be adjusted based on the actual cost. Any balance due back to the district will be made by June.

1. The CTSA will provide the following services:
  - a. transportation each day while school or classes attended are in session;
  - b. monthly billing and invoices;
  - c. computer print-outs of student lists for all routes coordinated by the CTSA;
  - 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. a bid analysis to participating district boards of education upon their request; and
  - i. timely submission of contracts, contract renewals or contract addenda to the county office for approval.
2. It is further agreed that the Union Board of Education will provide the CTSA with the following:
  - a. copies of district policies as they relate to ride time or other specific transportation parameters;
  - b. requests for transportation on forms to be provided by the CTSA, 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 and 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 CTSA 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 CTSA is otherwise notified, in writing, to delete the pupil from the assigned route.
6. Length of Agreement - this agreement and obligations and requirements therein shall be in effect between July 1, 2013 and June 30, 2014.
7. 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.
8. 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 County Superintendent of the County of Union and any additional County Superintendent, where applicable.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their respective Presidents and their corporate seals affixed and attested by their respective Secretaries all on the day and year first above written.

**AUTHORIZED SIGNATURES**

UNION COUNTY EDUCATIONAL SERVICES COMMISSION

Union

(Board of Education)

\_\_\_\_\_  
U.C.E.S.C. President                      Date

\_\_\_\_\_  
Board President                      Date

Attest:

Attest:

\_\_\_\_\_  
U.C.E.S.C. Business Administrator/  
Board Secretary                      Date

\_\_\_\_\_  
School Business Administrator/  
Board Secretary                      Date

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Union County Superintendent  
of Schools                      Date

\_\_\_\_\_  
County  
Superintendent of Schools                      Date

BOARD PRESIDENT AND BOARD SECRETARY MUST SIGN  
RESOLUTION/AGREEMENT AND RETURN TO CTSA WITH A  
CERTIFIED COPY OF THE MINUTE EXTRACT APPROVING THE  
RESOLUTION/AGREEMENT.

CTSA WILL RETURN A CONFIRMED COPY FOR YOUR RECORDS  
FOLLOWING SIGNING BY THE COUNTY SUPERINTENDENT(S).