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**Sussex County Regional Transportation Cooperative
P. O. Box 1029
Hopatcong, NJ 07843
973-398-3583**

TO: School Official

DATE: April 2, 2018

**RE: JOINT RESOLUTION FOR PARTICIPATION OF
TRANSPORTATION SERVICES**

Enclosed is the Joint resolution for participation of transportation services for the 2018-2019 school year. **PLEASE READ AND COMPLETE ALL BLANK SPACES ACCORDINGLY.** Please make THREE additional copies of the joint resolution, sign all 4 copies by hand (do not photocopy or stamp)

Please return ALL 4 COPIES with also include 4 COPIES of the certified sealed extracts of your board minutes that will approve participation with the Sussex Coop.

*original
signatures*

A blank student transportation form and deletion form are attached for your convenience.

Please submit summer student transportation forms by:

May 1, 2018. The 2018-2019 school year transportation student list will be required by **June 1, 2018** and student transportation forms will be required by **June 15, 2018**

Please note an additional Joint resolution for participation of transportation services for Public Athletic Events and Extra Curricular/Field Trips for the 2018-2019 can also be provided with additional resolution upon request with an administrative fee of 2 %.

Each year a sincere effort to bus all non-public students is processed. It is imperative that the non-public information, B6T forms, is submitted by: **April 30, 2019.**

I would appreciate any comments or questions concerning your participation in the Cooperative. The Cooperative is an extension of your school district and was formed to service your school district with safe and cost efficient pupil transportation.\

Thank You
Peg Byrnes

SUSSEX COUNTY REGIONAL TRANSPORTATION COOPERATIVE
PO BOX 1029
HOPATCONG, NJ 07843

RESOLUTION FOR PARTICIPATION IN JOINT TRANSPORTATION AGREEMENT

WHEREAS, the following Boards of Education: Allamuchy, Andover Regional, Bedminster, Bergenfield, Blirstown, , Butler, Byram Township, Caldwell/West Caldwell, Camden, Chester Twp., Clifton, Dumont, Frankford, Franklin Borough, Franklin Twp./Somerset, Franklin Twp./Warren, Fredon Twp., Freehold, Great Meadows, Green Twp., Hackettstown, Hamburg, Hampton Twp., Hardyston Twp., High Point Reg. H.S., Hopatcong Borough, Hope, Hunterdon Central, Irvington, Jefferson Twp., Jersey City, Kinnelon, Kittatinny Reg., Knowlton Twp., Lafayette Twp., Lenape Valley Regional, Livingston, Madison, Mansfield, Mendham Borough, Mendham Twp., Millburn, Mine Hill, Montague, Morris County ESC, Mount Arlington, Montclair, Mount Olive, Netcong, Newton, Newark, North Caldwell, North Hunterdon, North Warren, Nutley, Ogdensburg, Orange, Pompton Lakes, Prospect Park, Passaic, Randolph, Riverdale, Rockaway, Roseland, Roxbury, Region V, Sandyston Walpack, Secaucus, Somerset Hills, South Orange/Maplewood, Sparta Twp., Stanhope, Stillwater, Summit, Sussex County ESC, Sussex County Technical, Sussex Wantage, Teaneck, Toms River, Unity Charter, Vernon Twp., Verona, Wall, Warren County Special Services School District, Warren Hills, Washington Borough, Washington Twp./Morris, Washington Twp/ Warren, Weehawken, West Milford, West Morris Reg., West Orange, Wharton, and Union desire to transport students to specific destinations; and

1. WHEREAS, the Hopatcong Board of Education is willing to provide the services to coordinate transportation for the above-referred-to Boards of Education for transportation to special education, private, vocational-technical, and other school students to specific destinations in order to attempt to achieve the maximum cost effectiveness;

WHEREAS, the Hopatcong Board of Education shall provide such services under the name of Sussex County Regional Transportation Cooperative.

NOW THEREFORE, BE IT RESOLVED by the Twp. of Union Board of Education that pursuant hereto the President and Secretary of the _____ Board of Education are hereby authorized and directed to execute a duplicate of the Resolution which shall act as an agreement between the Twp. of Union Board of Education and the Sussex County Regional Transportation Cooperative for the coordination of transportation of special education, private, vocational-technical, or their school students to specific destinations upon the following terms and conditions:

1. The Twp. of Union Board of Education shall pay to the Sussex County Regional Transportation Cooperative in consideration of the services it shall render pursuant to this agreement an amount to equal four percent (4.0%) of the Twp. of Union Board of Education's actual cost paid for transportation of students to special education, private, vocational-technical, or other school students to specific destinations during the 2018-2019 school year, said sum to be paid as follows in each year during the term of this agreement or any extension hereof.

Payment Due

4.0% Administrative Fees07/31/18
(100% of estimated fees)
Initial Deposit/First Installment07/31/18
(20% of estimated charges)

All services will be invoiced on a monthly basis September – June.
June will include any plus or minus final adjustments.

~~* All 2016 summer routes shall be billed upon completion of transportation.~~

2. The Sussex County Regional Transportation Cooperative will provide the following services:

- a. routes coordinated with other districts to attempt to achieve a maximum cost reduction while maintaining a realistic capacity and travel time (see “Attachment A” for cost calculations);
- b. statements prepared on appropriate vouchers according to the above schedule delineating costs per route;
- c. computer print-outs of student lists for all routes coordinated by the Sussex County Regional Transportation Cooperative for DRTRS reporting deadlines;
- d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- e. timely review and revision of routes;
- f. provide transportation within three days or sooner after receipt of the formal written request;
- g. timely submission of contracts, renewals or addenda to the county office for approval.

3. The Twp of Union Board of Education will provide the Sussex County Regional Transportation Cooperative with the following:

- a. requests for any special, private, vocational-technical on approved forms to be provided by the Sussex County Regional Transportation Cooperative, completed in full and signed by Twp of Union Board of Education Secretary or other designated district personnel;
- b. withdrawal for any special, private, vocational-technical on approved forms to be provided by the Sussex County Regional Transportation Cooperative, completed in full and signed by the Twp of Union Board of Education Secretary or other designated district personnel; no billing adjustment will be made without this completed form; and
- c. strict adherence to the above payment schedule.

4. Additional Cost – all additional costs generated by unique requests, including but not limited to mid-day runs, early dismissals, change in number of children being transported on each route, or change in mileage during the year, will be borne by the Twp of Union Board of Education.

5. Length of Agreement – This agreement and obligations and requirements herein shall be in effect between July 1, 2018 and June 30, 2019.

6. It is a condition of this agreement that it shall automatically be renewed annually without amendment and may not be terminated without a notice by certified mail, return receipt requested having been delivered to the Secretary of either party hereto at least 180 days before June 30 of any year. In the event this agreement is renewed, the consideration to be paid to the Sussex County Regional Transportation Cooperative set forth in Paragraph 1 hereof, shall be revised to equal four percent (4.0%) of the Twp of Union Board of Education’s actual cost

paid for transportation of students to special education, private, vocational-technical, and other school students to specific destinations during the prior year.

7. The Hopatcong Board of Education under the name of Sussex County Regional Transportation Cooperative accepts no responsibility for a pupil's use of arranged transportation or attendance on an established route. Once assigned to a route, the billing for the pupil's reserved seat will continue until the Sussex County Regional Transportation Cooperative is otherwise noticed in writing to delete the pupil from the assigned route.

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 a condition of this agreement that a representative from each applicable position: School Business Administrator/School Board Secretary, Special Services Director, and Transportation Supervisor attend at least one (1) Sussex County Regional Transportation Cooperative meeting on an annual basis to promote and provide effective and efficient transportation services.

AUTHORIZED SIGNATURES

HOPATCONG BOARD OF EDUCATION
SUSSEX COUNTY REGIONAL
TRANSPORTATION COOPERATIVE
ATTEST:

Twp of Union BOARD OF
EDUCATION

ATTEST:

Board President Date

Board President Date

Board Secretary Date

Board Secretary Date

County Superintendent Date

County Superintendent Date

SUSSEX COUNTY REGIONAL
TRANSPORTATION COOPERATIVE

SUSSEX COUNTY REGIONAL
TRANSPORTATION COOPERATIVE

Director of Transportation Date

Director of Transportation Date