



**ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION  
TRANSPORTATION**

333 Fairfield Road  
Fairfield, New Jersey 07004  
Tel: (973) 405-6262/ Fax: (973) 405-6566

LAURIE W. NEWELL, Ph.D.  
Superintendent

IVELISSE VERAS  
Director

January 17, 2019

Mr. Gregory E. Brennan  
Business Administrator/Board Secretary  
Township of Union Public Schools  
2369 Morris Ave  
Union, NJ 07083

Dear Mr. Brennan:

As we continue with the 2018-2019 school year, we would like to offer our transportation services to your School District. These services range from transporting special education and regular education students, field and athletic trips, and other unique transportation needs that your district may request.

The Commission has always been committed to cost-effective transportation as well as the safety and well-being of the children. We maintain constant communication with our contractors to ensure the best possible transportation. Every effort will always be made to improve the system.

Enclosed, for your consideration, are four (4) copies of the Transportation Services Agreement for 2018-2019 school year. The Agreement outlines our responsibility to coordinate transportation for all applications submitted to the Commission.

The Agreements must be signed, dated and notarized by the President of your Board of Education and your Board Secretary. Please return to this office as soon as possible so that we can plan accordingly. We request that the Agreements be accompanied by a Board Resolution authorizing the Essex Regional Educational Services Commission to coordinate, and administer the transportation for all the applications submitted by your district.

**PLEASE RETURN ALL (4) COPIES OF THE TRANSPORTATION SERVICES AGREEMENT.** We will process them through the Interim Executive County Superintendent of Schools' Office and return a copy to you upon approval.

As always, we look forward to the new school year and working with you to provide safe, cost effective and reliable transportation.

Sincerely yours,

Laurie W. Newell, Ph.D.  
Superintendent

LWN/dm  
Enclosures (4)

CONSTITUENT DISTRICTS: Belleville, Bloomfield, East Orange, Essex County  
Vocational Schools, Irvington, Livingston, Montclair, Newark, Orange, and South Orange-Maplewood

RECEIVED  
3/7/19

**ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION  
 DIVISION OF TRANSPORTATION  
 TRANSPORTATION SERVICES AGREEMENT  
 SCHOOL YEAR 2018 - 2019  
 (SPECIAL AND REGULAR EDUCATION TRANSPORTATION)  
 (FIELD AND ATHLETIC TRIPS, AND OTHER UNIQUE TRANSPORTATION REQUESTS)**

The Board of Directors of the Essex Regional Educational Services Commission hereby agrees to furnish school transportation to all students of Township of Union Public Schools District Board of Education of whom applications for transportation are submitted. Transportation will be arranged by the Board of Directors of the Essex Regional Educational Services Commission through contractual agreement with responsible school bus contractors. The Essex Regional Educational Services Commission shall inform the bus contractors of any specialized instructions for individuals who need transportation. In turn, the bus contractors shall duly inform the bus drivers in writing of these specialized services prior to picking up the students the first time.

The Board of Directors of the Essex Regional Educational Services Commission agrees to transport all students in accordance with State Law and Code, and with the rules and regulations governing pupil transportation as set down by the State Board of Education. All vehicles used to transport students will be approved by the Executive County Superintendent (Essex County).

The Board of Directors of the Essex Regional Educational Services Commission agrees to provide all the necessary administration and supervision inherent in providing this service, for an administrative fee as follows for each transportation service we provide:

<b>Administrative Fee</b>	
Regular Education	4.75%
Special Education	4.75%
Field and Athletic Trips, and other Unique Transportation Requests	4.75%

The ERESK Transportation Services to be provided as a part of this contract will include the following for daily Special Education and Regular Education routes:

1. If requested by school district, routes coordinated with other districts to attempt to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
2. Statements prepared on appropriate vouchers according to the above schedule delineating costs per route to district;
3. Computer print-outs of student lists for all routes coordinated by the ERESK Transportation Services division for DRTRS reporting deadlines;
4. All necessary interaction and communication between the sending district, receiving school and the respective transportation vendors;

5. Timely review of routes;
6. Timely revision of routes;
7. Provide transportation within 48 hours or sooner after receipt of the formal written request;
8. Timely submission of contracts, renewals or addenda to the county office for approval;
9. Daily reporting to designated district point person on:
  - Student Conduct Reports
  - Bus Incident Reports
  - "3-Day No Show" Reports
10. Clear listing and contact information for E.R.E.S.C. transportation personnel;
11. Listing and contact information for assigned Transportation Vendors;
12. Office phone availability from 7:30AM to 5PM;
  - After hours (>6PM) contact person is assigned per district;
13. Bus Monitors/Inspectors who physically inspect buses and routes to ensure vendor compliance;
14. Ongoing verification of bus company employee credentials;
15. Timely response to transportation complaints/inquiries;
16. Detailed specifications of penalties applied to vendors for offenses detailed in our Bid Specification;
17. Manage correspondence to parents in regards to changes with student transportation;
18. Facilitate meetings and workshops with contractors for the purpose of addressing issues, and developing recommendations to better serve districts;
19. Responding to emergency situations during and after standard hours;

For coordination of Field and Athletics Trips, items 9 and 17 (above) may not apply. However the below are supplemental to the above listed items for these services:

1. In emergency cases, ability to respond to urgently needed bus requests within 24 hours;
2. Contact person for trips coordinated on the weekend and/or "after business hours";
3. Managing trip cancellation form for clear visibility between schools, districts, vendors, and the ERESC on cancelled trips for accurate billing;

Further specific guidance and enforcement are delineated in the ERESC Bid Specification. The terms of this Agreement shall be in effect from July 1, 2018 to June 30, 2019.

The Board of Directors of the Essex Regional Educational Services Commission will bill its members and participating districts for transportation costs as follow:

All invoices will reflect a monthly bill for all pupils assigned to a route. The Commission does not accept responsibility for a pupil who arranges other transportation or fails to be transported on an assigned route. Once assigned to a route, the billing for the pupil's reserved seat will continue until the Commission is otherwise notified in writing of a requested cancellation. The timely remittance of the monthly bills to the Commission by the contracting district is of utmost importance in order for the Commission to meet its contractual obligations; therefore, in the event a district fails to forward the necessary funds within 30 days the Commission shall have the right to discontinue services immediately, without further notice.

Since the final billing must be presented during the month of June, no cancellations to route lists can be made after June 1, 2019. After this date, the Commission will commence final billing and all pupils assigned and listed on a route will be included in the billing for the remainder of the school year.

The Township of Union Public Schools District Board of Education hereby agrees to submit applications for transportation for all students by June 1, 2018 for initial bidding purposes. The Board of Directors of the Essex Regional Educational Services Commission agrees to accept applications through the school year as additions to existing routes, and if necessary, subsequent bidding procedures.

The Township of Union Public Schools District Board of Education agrees to allow the Board of Directors of the Essex Regional Educational Services Commission to act as its agent in the routing, scheduling, bidding, and awarding of all routes.

The Township of Union Public Schools District Board of Education agrees to pay the Board of Directors of the Essex Regional Educational Services Commission a sum of money equal to a proportionate share of monthly transportation route costs on all routes on which there are students from the district

**BOARD OF DIRECTORS OF THE ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION**

Approved:

Paul W.  
President (ERESC) (Date)  
Carmel Grapstein 2/4/19  
Secretary (ERESC) (Date)

**BOARD OF EDUCATION  
OF THE DISTRICT OF:**

Township of Union Public Schools District

Approved:

\_\_\_\_\_  
President (District) (Date)  
\_\_\_\_\_  
Secretary (District) (Date)

Approved:

\_\_\_\_\_  
County Superintendent (of district other than Essex County)

Approved:

\_\_\_\_\_  
Executive County Superintendent (of Essex County)

The Essex Regional Educational Services Commission is an Equal Opportunity Employer and as such, is governed by the employment goals promulgated by the Treasurer pursuant to New Jersey Public Laws of 1975, Chapter 127 as amended and supplemented from time to time.