



HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
TRANSPORTATION DEPARTMENT
27 Belvidere Avenue, Clinton, NJ 08809
908-638-5904, fax: 908-638-8113
dnitzsche@hunterdonesc.org

March 20, 2025

TO: Chief School Administrators
Transportation Coordinator
Child Study Team Coordinator

SUBJECT: 2025-2026 Coordinated Transportation

As you know, Chapter 53, P.L. 1997 mandates that school districts participate with their local Coordinated Transportation Services Agency (CTSA) in order to coordinate the transportation of special education, nonpublic, and vocational school students wherever possible.

In order to achieve the **maximum cost effectiveness possible** we must have all student applications in our office by the following dates:

Nonpublic Transportation.....Tuesday, April 15, 2025
Summer Transportation.....Thursday, May 1, 2025
Special Education Transportation 2025-2026Tuesday, June 3, 2025

The early submission of applications is essential in order to coordinate routes, prepare bid specifications, award bids, renew routes, and be able to provide you with pertinent data (approximate cost, contractor/route data) prior to the start of the route. Please do not send transportation requests unless you intend to use the service, as it is costly to other districts to withdraw after the bidding procedure.

Late submission of applications, after the bids, will not only increase your cost but will delay the student's start date.

Because most students return to the same schools they previously attended, this information should be readily available in accordance with the above dates. **It is essential that the Child Study Team be made aware of this schedule and provide student data prior to leaving for their summer breaks**

Attached you will find a copy of the Hunterdon County Educational Services Commission request form and deletion form to be used when requesting transportation or canceling a contract. It is important that the request form be completed accurately, i.e. exact home location for pickup and drop off, school times (**and calendar**), accurate phone numbers (home and emergency contact) and any special needs of the student during transportation. This is important information for the contractor to have in order to make the student's school experience more successful.

We at the Hunterdon County Educational Services Commission would like to thank each of you who participated in our Coordinated Transportation program during the present school year. The cooperation and support of you and your staff has been excellent and we look forward to serving your district during the upcoming school year.

HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
37 Hoffmans Crossing Road, Califon, NJ 07830

RESOLUTION FOR PARTICIPATION IN COORDINATED TRANSPORTATION

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

WHEREAS, the Hunterdon County Educational Services Commission hereinafter referred to as HCESC offers coordinated transportation services; and

WHEREAS, the HCESC will organize 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 5.5% for member districts and 8.5% for non-member districts as presented to the Readington Township Board of Education as calculated by the billing formula adopted by the HCESC's Board of Education. Said formula shall be based on a route cost divided by the student mile allocated to each participating district.

- I. The HCESC 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. monthly billing and invoices;
 - c. computer print-outs of student lists for all routes coordinated by HCESC
 - d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
 - e. constant review and revision of routes;
 - f. provide transportation as requested on the formal written request; and

It is further agreed that the Readington Township Board of Education will provide the HCESC with the following;

- a. requests for special transportation on approved forms to be provided by the HCESC, completed in full and signed by previously authorized district personnel;
 - b. withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received;
- II. Additional Cost – all additional costs generated by unique requests such as mid – day runs or early dismissals will be borne by the district. All such costs must first be approved by the Readington Township Board of Education.
- III. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2025 and June 30, 2026.

- IV. Entire Agreement – this agreement and constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.
- V. It is understood and agreed by all parties hereto that the Board of Directors of the HCESC is not responsible for its transportation contractor's failure to provide the services agreed upon herein. It will make every reasonable effort to provide alternative services should such a failure occur.

AUTHORIZED SIGNATURES

HCESC

DISTRICT

HCESC PRESIDENT DATE

BOARD PRESIDENT DATE

SBA/ BOARD SECRETARY DATE

BOARD SECRETARY DATE

INTERIM EXECUTIVE COUNTY SUPERINTENDENT DATE