

## BOARD MEMBER ORIENTATION AND TRAINING

### 0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member in the acquisition of information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive:

Choose one or more of the following:

   \* access to and/or a copy of the Board of Education Bylaw and Policy Manual,

   \* the manual of administrative regulations,

   \* **an orientation packet,**

   ~~each negotiated agreement,~~

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   ~~the current budget statement and audit report,~~

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   ~~the most recent long range facilities plan,~~

   \* and such other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

Each newly elected or appointed Board member shall complete **by April 30<sup>th</sup>**, ~~during the first year of the member's first term~~ a training program to be prepared and offered by the New Jersey School Boards Association, in consultation with the New Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school



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district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under P.L. 2002, c.83 (C.18A:37-13 et seq.). A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.

Adopted:



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[See POLICY ALERT Nos. 106, 109, 125, 140, 149, 156 and 218]

## 8600 STUDENT TRANSPORTATION

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic (and charter, if applicable) school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

The Board will provide transportation to and from school for public school pupils living less than remote, as defined in N.J.S.A. 18A:39-1 and N.J.A.C. 6A:27-1.4(a)1 and (a)2. from their school except for pupils living in identified areas of certain schools, in accordance with the school district's routing map.  
**Optional**

**~~[Only Required for School Districts that Provide Courtesy Busing~~**

**~~The Board may provide transportation to and from school for public school students less than remote~~** The Board will provide transportation to and from school for public school students less than remote from their school in grades \_\_\_\_\_ who live more than \_\_\_\_\_ miles from the school they attend and in grades \_\_\_\_\_ who live more than \_\_\_\_\_ miles from the school they attend.]

**~~[Optional for School Districts Limiting Time a Student is Riding on a School Bus~~**

The Board has determined that no public school student in grades \_\_\_\_\_ to \_\_\_\_\_ or classified as \_\_\_\_\_ shall be required to ride a school bus more than \_\_\_\_\_ miles or \_\_\_\_\_ minutes one way per day. The Board has



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~~determined that no nonpublic and/or charter school student shall be required to ride a school bus more than \_\_\_\_\_ minutes one way per day.}~~

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## **~~{Optional for School Districts Limiting a Student's Walking Distance to Bus Stops~~**

~~Students in grades \_\_\_\_\_ shall not be required to walk more than \_\_\_\_\_ miles to the bus stop to which they have been assigned.}~~

### **Optional**

~~{The Board may decide to enter into a contract to provide transportation to and from school for public and nonpublic school students less than remote from their school with the parent or legal guardian paying costs in accordance with N.J.S.A. 18A:39-1.3. Students will not be excluded from receiving these transportation services if it is determined the parent/legal guardian cannot pay the cost in accordance with N.J.S.A. 18A:39-1.4. Such transportation shall be provided in accordance with Policy and Regulation No. 8611, Subscription Busing.}~~

## **~~{Optional for School Districts that Provide Transportation to a Student with a Temporary Disability~~**

~~The Board will transport students certified by a physician as temporarily disabled regardless of the distance between their home and school.}~~

~~The Board will transport disabled students in accordance with N.J.S.A. 18A:46-1 et seq. and Policy No. 8670.~~

**Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.**

The Board will approve all bus routes by \_\_\_\_\_ of each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated **and approved by the Board**. The Board **may** will consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."



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The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5 children for whom the district is determined to be the district of residence and for homeless children enrolled in this district when no district of residence has been determined.

~~The Board will transport resident children who attend a nonpublic or charter school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of students enrolled in the schools of this district. Pursuant to N.J.A.C. 6A:27-2.2, students living more than twenty miles from their nonpublic school are eligible for transportation services when other students living within the district, whose residence is less than twenty miles from school, are transported to the same nonpublic school.~~

### Optional

~~[Only required for any school district located in a county of the third class with a population of not less than 80,000 and not more than 120,000. A third class county is defined as a county that does not border the Atlantic Ocean and has a population between 50,000 and 200,000.]~~

~~Transportation services will be provided in accordance with N.J.A.C. 6A:27-2.2(e)12, and this Policy to a nonpublic school located outside the State not more than twenty miles from the student's home.]~~

~~Aid in lieu of transportation will be provided to a parent(s) or legal guardian(s) of nonpublic and charter students pursuant to N.J.S.A. 18A:39-1. When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, and/or charter school, and/or renaissance school.~~

~~When the Board provides transportation of students to and from:~~



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~~\_\_\_\_\_ county vocational schools and/or~~

~~\_\_\_\_\_ schools classified pursuant to Chapter 46 of N.J.S.A. 18A of the New Jersey Statutes~~

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~~and/or~~

~~\_\_\_\_\_ when the Board has in the prior year provided payments in lieu of transportation for any nonpublic schools pursuant to N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year~~

~~The Board **shall** will utilize \_\_\_\_\_ for providing cooperative/**coordinated** transportation services in accordance with **the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq.** The Board **shall utilize** will attempt to use one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the **cooperative/coordinated transportation services** \_\_\_\_\_ any unique limitations or restrictions of the required transportation.~~

~~When the costs to provide transportation in cooperation with \_\_\_\_\_ is less than the aid in lieu of payments, the Board will contract with the \_\_\_\_\_ to provide transportation. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39-11.1 and shall notify the nonpublic school and the parent(s) or legal guardian(s) of the nonpublic school by August 1 prior to the beginning of the school year.~~

~~Transportation in cooperation with \_\_\_\_\_ will not be required when the district can provide transportation at a lower cost than the \_\_\_\_\_ or the transportation provided by \_\_\_\_\_ does not fall within the policies of the Board regarding length of ride and assignment of students to a route based on student age or classification.~~

**When the Board provides transportation of pupils to and from schools classified pursuant to Chapter 46 of N.J.S.A. 18A of the New Jersey Statutes and/or when the Board has in the prior year provided payments in lieu of transportation for any nonpublic schools pursuant to N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year the Board will utilize Hunterdon County ESC for providing cooperative**



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transportation services in accordance with N.J.S.A. 18A:39-11.1. The Board will attempt to use one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the Hunterdon County ESC any unique limitations or restrictions of the required transportation.

When the costs to provide transportation in cooperation with Hunterdon County ESC is less than the aid in lieu of payments, the Board will contract with the Hunterdon County ESC to provide transportation. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39-11.1 and shall notify the nonpublic school and the parent(s) or legal guardian(s) of the nonpublic school by August 1 prior to the beginning of the school year.

Transportation in cooperation with Hunterdon County ESC will not be required when the district can provide transportation at a lower cost than the Hunterdon County ESC or the transportation provided by the Hunterdon County ESC does not fall within the policies of the Board regarding length of ride and assignment of pupils to a route based on pupil age or classification.

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Departments of Education (NJDOE), and the New Jersey Motor Vehicle Commission (NJMVC), Transportation and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE Department of Education Policy and Procedures Manual for Pupil Transportation.

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In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.



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N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; **39:3B-2.1; 39:3B-10; 39:3B-27**

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;  
**6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;**  
**6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;**  
**6A:27-11.1 et seq.; 6A:27-12.1 et seq.**

Adopted:





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[See POLICY ALERT No. 149, 156, and 218]

## R 8600 STUDENT TRANSPORTATION

### General Requirements - Students Remote From School

#### A. The Board will transport:

1. Students who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1.24(a)1. and (a)2., from their assigned district school of attendance;
2. Nonpublic school students who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.1 et seq.2;
3. Charter school **or renaissance school** students pursuant to N.J.A.C. 6A:27-3.1 et seq.;
4. **Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq. and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1** ~~Special education students who reside remote from their assigned school and students who require transportation services in accordance with their Individualized Educational Program (IEP);~~
5. School choice students pursuant to N.J.A.C. 6A:27-4.1 et seq.;  
**and**
6. **Special population students pursuant to N.J.A.C. 6A:27-6.2 through 6.5.**

#### Optional

**~~{Optional for School Districts Limiting Time a Student is Riding on a School Bus For all districts that provide transportation}~~**

- B. ~~The Board has determined that no public school student in grades \_\_\_\_\_ to \_\_\_\_\_ transported within the school district or student classified as \_\_\_\_\_ shall be required to ride a school bus more than \_\_\_\_\_ minutes one way per day.}~~



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## **~~{Optional for School Districts Limiting a Student's Walking Distance to Bus Stops~~**

C. ~~Students in grades \_\_\_\_\_ shall not be required to walk more than \_\_\_\_\_ miles to the bus stop to which they have been assigned.}~~

### **Optional**

~~{The Board has determined that no student in grades \_\_\_\_\_ to \_\_\_\_\_ or classified as \_\_\_\_\_ shall be required to ride a school bus more than \_\_\_\_\_ miles or \_\_\_\_\_ minutes one way per day.}~~

## **Nonpublic and Charter School Transportation**

A. ~~The Board will transport resident children who attend a nonpublic or charter school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of students enrolled in the schools of this district.~~

B. ~~Students living more than twenty miles from their nonpublic or charter school are eligible for transportation services when other students living within the district, whose residence is less than twenty miles from school, are transported to the same nonpublic school.~~

### **Optional**

~~{These students living more than twenty miles from the school (maybe or are) required to utilize existing bus routes and stops established for students living within the district and within twenty miles of the nonpublic school.}~~

C. ~~Aid in lieu of transportation will be provided to a parent(s) or legal guardian(s) pursuant to N.J.S.A. 18A:39-1.~~

D. ~~The Board has determined that no nonpublic and/or charter school student shall be required to ride a school bus more than \_\_\_\_\_ minutes one way per day.~~

### **Optional**



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~~{Only required for districts located in a county of the third class with a population of not less than 80,000 and not more than 120,000. A third class county is defined as a county that does not border the Atlantic Ocean and has a population between 50,000 and 200,000.~~

~~DE. — Transportation services will be provided in accordance with this N.J.A.C. 6A:27-2.2(c)12. to a nonpublic school located outside the State not more than twenty miles from the student's home.}~~

## Optional

### ~~{Non-Remote Courtesy Transportation~~

~~The Board will provide transportation to and from school for public school students less than remote from their school in grades \_\_\_\_\_ who live more than \_\_\_\_\_ miles from the school they attend and in grades \_\_\_\_\_ who live more than \_\_\_\_\_ miles from the school they attend.~~

~~{Only required for school districts that provide less than remote/courtesy busing services for students who must walk to and from school on a hazardous route.~~

### Hazardous Routes

The Board will approve all bus routes by \_\_\_\_\_ of each school year. ~~These B~~ bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated **and approved by the Board. The Board will approve a list of hazardous routes in the district requiring the courtesy busing of students and the criteria used in designating the hazardous routes. In adopting Policy and Regulation 8600 and the list of hazardous routes, t**he Board will **may** consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 ~~in determining "Hazardous Routes"~~ as follows:

1. Population density;
2. Traffic volume;
3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;



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6. Roads and highways with steep inclines and declines;
7. Drop-offs that are in close proximity to a sidewalk;
8. Bridges or overpasses that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school;  
and
10. Busy roads or highways that must be crossed to reach the school.

A school district shall work in conjunction with municipal officials in determining the criteria necessary for the designation of a hazardous route.]

## ~~Charter School Transportation~~

- ~~A. The Board will provide transportation or aid in lieu of transportation to charter school students pursuant to N.J.S.A. 18A:39-1.~~
- ~~B. The Board is responsible for to and from charter school transportation for the students that reside within the district.~~
- ~~C. Students residing within the district that live less than remote from the charter school are eligible for transportation in accordance with the school district's policies for public school students.~~
- ~~D. Students who reside in the district or region of residence in which the charter school is located shall be provided with transportation in the same manner as transportation is provided to other public school students residing in the district and in accordance with N.J.S.A. 18A:39-1 and N.J.A.C. 6A:27-3.1.~~
- ~~E. The expenditure for charter school student transportation who reside outside of the district or region of residence in which the charter school is located is limited to the annual nonpublic maximum expenditure per student in accordance with N.J.S.A. 18A:39-1.~~
- ~~F. When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any other public school, charter school, and/or nonpublic school.~~



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## ~~{Optional for Districts that Provide Subscription Busing~~

### ~~Subscription Busing~~

~~Subscription busing shall be provided in accordance with Policy and Regulation No. 8611.1.~~

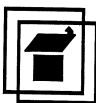
### Cooperative/Coordinated Transportation Services

When the Board provides transportation of pupils to and from schools classified pursuant to Chapter 46 of N.J.S.A. 18A of the New Jersey Statutes and/or when the Board has in the prior year provided payments in lieu of transportation for any nonpublic schools pursuant to N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year the Board will utilize Hunterdon County ESC for providing cooperative transportation services in accordance with N.J.S.A. 18A:39-11.1. The Board will attempt to use one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the Hunterdon County ESC any unique limitations or restrictions of the required transportation.

When the costs to provide transportation in cooperation with Hunterdon County ESC is less than the aid in lieu of payments, the Board will contract with the Hunterdon County ESC to provide transportation. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39-11.1 and shall notify the nonpublic school and the parent(s) or legal guardian(s) of the nonpublic school by August 1 prior to the beginning of the school year.

Transportation in cooperation with Hunterdon County ESC will not be required when the district can provide transportation at a lower cost than the Hunterdon County ESC or the transportation provided by the Hunterdon County ESC does not fall within the policies of the Board regarding length of ride and assignment of pupils to a route based on pupil age or classification.

~~A. The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C 6A:27-10.1 et seq.~~



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~~When the Board provides transportation of students to and from the county vocational schools and/or students classified pursuant to Chapter 46 of N.J.S.A. 18A of the New Jersey Statutes and/or when the Board has in the prior year provided payments in lieu of transportation for any nonpublic schools pursuant to N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year the Board will utilize \_\_\_\_\_ for providing cooperative transportation services in accordance with N.J.S.A. 18A:39-11.1.~~

- ~~B. The Board will attempt to use the cooperative services provided by \_\_\_\_\_ prior to determining to pay aid in lieu of transportation.~~
- ~~C. The Board will provide \_\_\_\_\_ with any unique limitations or restrictions of the required transportation. When the costs to provide transportation by one of the agencies is less than the aid in lieu of payments, the Board will contract with the agency to provide transportation.~~
- ~~D. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39-11.1 and shall notify the nonpublic school and the parent(s) or legal guardian(s) of the nonpublic school by August 1 prior to the beginning of the school year.~~
- ~~E. Transportation by one of these agencies will not be required when the local district can provide transportation at a lower cost than the \_\_\_\_\_ or the transportation provided by \_\_\_\_\_ does not fall within the policies of the Board regarding length of ride and assignment of students to a route based on student age or classification.~~

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## School Bus Use and Standards

- A. ~~The Board requires that Aall school buses bid or purchased shall be equipped with seat belts in accordance with the requirements of N.J.S.A. 39:3B-10 – School Bus Safety Equipment.~~
- B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The



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Board further requires that drivers and passengers using private vehicles to transport students wear seat belts in the same manner.

- C. There shall be displayed on every bus subject to the provisions of N.J.S.A. 39:3B-1, signs or legends which will, insofar as practicable, inform the driver of any vehicle concerning the duty imposed upon him/her by law with respect to passing a bus, while it is loading or unloading. The signs or legends shall be in a color, form, and design as will meet the requirements prescribed by the State Board of Education.

An agency, Board of Education, nonpublic school, or school bus contractor operating a school bus subject to the provisions of N.J.S.A. 39:3B-1 shall display across the rear of the school bus a telephone number, website address, or other identifying information which shall allow the public to report a bus driver's misconduct while operating the school bus to the Board of Education or nonpublic school for which the school bus provides transportation. The lettering shall be of a color that contrasts with the color of the school bus.

The Board of Education or nonpublic school shall comply with New Jersey Department of Education (NJDOE) regulations regarding: the appropriate Board of Education or nonpublic school official or designee to address and respond to a complaint of school bus driver misconduct; the appropriate actions which a Board of Education or nonpublic school may take to respond to a complaint of school bus driver misconduct; and the time period during which a Board of Education or nonpublic school may act to respond to a complaint of school bus driver misconduct in accordance with the provisions of N.J.S.A. 39:3B-2.1.

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- DE. The Board requires every school bus bid or purchased that is used to transport public, non-public, ~~and/or~~ charter, **and/or renaissance** school students will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- ED. School bus purchase, use, and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq. **and N.J.S.A. 18A:18A-1 et seq. – Public School Contracts Law.**

Operation and Management of Transportation System



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- A. The **Business Administrator/Board Secretary or designee** shall
1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;
  2. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all students transported by the Board in accordance with N.J.A.C. 6A:27-11.1 **et seq.** and 6A:27-12.1 **et seq.**;
  3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and
  4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 **et seq.**
- B. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the **NJDOE Department of Education Policy and Procedures Manual for Pupil Transportation**.

Issued:

