# Manual for Completion of Transportation Contract Forms and Related Documents

New Jersey Department of Education Office of Student Transportation

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## Section I – Creating, Storing and Printing Files

### Setting Up Your Computerized Contract Filing System

* Before downloading blank contract templates from the DOE website, create a new folder called 20xx-20xx Contracts Templates. All contracts templates are stored in this folder.
* Create a second folder called 20xx-20xx Transportation Contracts. This folder holds all completed contracts.

### Opening a File

After downloading the contracts templates and storing them in the contracts templates folder:

* In Excel, click File, and then click Open.
* In the Look in list, click the drive or folder that contains the file you want to open.
* In the folder list, locate and open the folder that contains the file.
* Click the file, and then click Open.

### How to Name Contract Files

* Save each completed contract in the 20xx-20xx Transportation Contracts folder using the contract number and the contractor’s name.

Example: Contract #M123 was awarded to ABC Transport.

Name the file: ABC Transport – M123

* An alternate method of naming and storing your contract files is:

1. Create folders named for each contractor who holds a contract with your school district within the 20xx-20xx Transportation Contracts folder.
2. Save the completed contract in the folder named for the contractor holding that contract using the contract number.

Example: Contract #M123 was awarded to ABC Transport.

Name the file: M123

Store it in the folder named ABC Transport.

* + Save each completed addendum using the chosen filing method. Name the document “Addendum Route #”.

### How to Save Files

* On the File menu, click Save.  
  Note: If you are saving the file for the first time, you must name the file.
* To save a copy of a file:

1. On the File menu, click Save As.
2. In the File name box, enter a new name for the file using the instructions appearing above.
3. Click Save.

Note: To save the copy in a different folder, choose a different drive in the Save in drop-down list or a different folder in the folder list, or both. To save the copy in a new folder, click the Create New Folder button, located in the Save in row of buttons.

Reminder: You must use the Save As command every time you begin working on a new file. Otherwise you may overwrite a previously saved document.

### Printing Contracts Documents

#### To Print a Document or Sheet

* On the File menu, click Print.
* On the Print menu, click Pages and enter the page numbers for the pages you wish to print. (Example: 1-3 or 1)

## Section II – Downloading Contract Forms

Directions for downloading the transportation contract forms are as follows:

* Access the New Jersey Department of Education, Division of Finance, [Student Transportation Computerized Transportation Contracts](https://www.nj.gov/education/finance/transportation/contracts/) web page at www.nj.gov/njded/finance/transportation/contracts.
* Select the specific contract you wish to download by clicking on the hyperlink.
* A “File Download” screen will appear and ask what you would like to do with this file.
* Select “Save this file to disk”.
* A “Save as” screen will appear asking where to save the file.
* Follow the instructions in Section I of this manual for saving template files.

## Section III – Original Multi Contract

The original multi contract form is used for contracts containing more than one route and allows the entry of up to 400 routes. The form is divided into four parts: the input sheet, the contract, the route information sheet, and the approval request.

The following sections of this manual explain each of the parts of the original multi contract form:

### Entering Route Data

If the “Route Information” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the Route Information sheet, you must enter data for all the routes included in this original multi contract, up to 400 routes. The Route Information sheet contains basic information needed to complete the original multi contract form. The “Per Diem Contract Total”, if this is a per diem contract, and the “Annual Contract Total” are automatically calculated. Input the following information:

Note: Do not skip lines when entering data.

| Column | Field | Instructions | 1st Route | 2nd Route |
| --- | --- | --- | --- | --- |
| A | Route Number | Enter the route numbers for all the routes covered by this multi contract. | A-23 | A-24 |
| B | Destination | Enter the destination(s) for each of the routes. | Archway/LEAP | St. Bart |
| C | School Type | Enter the school type(s) for the destination school(s) for each of the routes. 1-Public, 2-Nonpublic, 3-PSD, 4-Charter | 3/4 | 2 |
| D | Arrival Time | Enter the arrival time at each destination. | 8:15/9:00 | 8:00 |
| E | Departure Time | Enter the departure time from each destination. | 2:20/3:00 | 2:15 |
| F | Per diem Cost | Enter the per diem cost, if this contract was bid as a per diem contract. You cannot enter both a per diem and per annum cost. | 145.00 | 0 |
| G | # of Days | Default is 180. Enter the number of days only if the contract is to run for a different number of days. Quoted Contracts – current bid threshold divided by the per diem rate = maximum number of days. | 180 | 0 |
| H | Per annum Cost | Enter the per annum cost, if this contract was bid as a per annum contract. You cannot enter both a per diem and per annum cost. If the contract is pro-rated, enter the pro-rated cost of the contract. | 0 | 27,000.00 |
| I | Per diem Aide Cost | Enter the per diem cost of an aide, if an aide is included in the bid. If the route requires more than one aide, the cost must represent the total cost for multiple aides. | 45.00 | NA |
| J | Cost Represents # of Aides | Default is 1. Enter the number of aides, if cost in column I represents more than one aide. | 1 | 0 |
| K | # of Days for Aide | Default is 180. If an aide was included in the bid, enter the number of days onlyif the aide will be needed for a different number of days. If the bid included an aide but the aide is not needed at the start of the contract, enter a zero. | 180 | 0 |
| L | Inc/Dec Provision | Enter the increase/decrease amount, as specified in the bid. | 5.00 | 2.00 |
| M | Per diem Contract Total | This amount is automatically calculated by the contract program for per diem contracts. | $190.00 |  |
| N | Annual Contract Total | This amount is automatically calculated by the contract program for both per diem and per annum contracts. | $34,200.00 | $27,000.00 |

### Printing the Multi Contract and Request for Transportation Contract Approval

Once you have completed all data entries, print the input sheet, the original multi contract, the approval request and the route information sheet(s). Submit contracts to the county superintendent in accordance with Section XII.

**Please Note**: The County Superintendent of Schools no longer signs each contract, but instead signs the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

## Section IV – Original Multi-Year Contract

The original multi-year contract form is used for contracts extending beyond one year and allows you to enter up to 400 routes. The form is divided into four parts: the input sheet, the contract, route information sheets for up to four years, and the approval request.

The following sections of this manual explain each of the parts of the original multi-year contract form:

### Entering Input Data

If the “Input Sheet” is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The Input Sheet contains basic information needed to complete the original multi-year contract form. You must input the following information:

| Field | Instructions | **Example** |
| --- | --- | --- |
| Board of Education | Enter the full district name. | Ewing Township |
| County | Enter the county in which your district is located. | Mercer |
| Contractor | Enter the contractor’s name. | ABC Transport |
| Terminal Location | Enter the terminal location of the contractor holding this contract. | Trenton |
| Contractor Code | Enter the contractor code from the list supplied in the “Student Transportation Handbook”. | 050338 |
| Multi contract Number | If this is a multi-route contract, enter the multi contract number assigned to this contract. You cannot enter both a multi contract number and a single route number. | MH-23 |
| Single Route Number | If this is a single route, enter the route number assigned to this contract. You cannot enter both a multi contract number and a single route number. | NA |
| Bid Number | Enter the number assigned to the bid which resulted in this contract. | 5-02-18 |
| Contract Term – From | Enter the start date of the contract. | September 2019 |
| Contract Term – To | Enter the end date of the contract. | June 2021 |
| Pro-rated From | If the contract is bid for a full school year but will not run the full school year, enter the actual date the contract started. | NA |
| # of Years in Contract | Use drop down menu to select the number of years in the contract or type the number of years in the contract. The number of years in a multi-year contract must be 2, 3 or 4. | 3 |

### Entering Route Data

If the “20xx-xx Route Information” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the 20xx-xx Route Information sheet you must enter data for all the routes included in this original multi-year contract, up to 400 routes. The Route Information sheet contains basic information needed to complete the original multi-year contract form. The “Per Diem Contract Total”, if this is a per diem contract, and the “Annual Contract Total” are automatically calculated. Input the following information:

Note: Do not skip lines when entering data.

| Column | Field | Instructions | 1st Route | 2nd Route |
| --- | --- | --- | --- | --- |
| A | Route Number | Enter the route numbers for all the routes covered by this multi-year contract. | A-23 | A-24 |
| B | Destination | Enter the destination(s) for each of the routes. | Archway/LEAP | St. Bart |
| C | School Type | Enter the school type(s) for the destination school(s) for each of the routes. 1-Public, 2-Nonpublic, 3-PSD, 4-Charter | 3/4 | 2 |
| D | Arrival Time | Enter the arrival time at each destination. | 8:15/9:00 | 8:00 |
| E | Departure Time | Enter the departure time from each destination. | 2:20/3:00 | 2:15 |
| F | Per diem Cost | Enter the per diem cost, if this contract was bid as a per diem contract. You cannot enter both a per diem and per annum cost. | 145.00 | 0 |
| G | # of Days | Default is 180. Enter the number of days only if the contract is to run for a different number of days. | 180 | 0 |
| H | Per annum Cost | Enter the per annum cost, if this contract was bid as a per annum contract. You cannot enter both a per diem and per annum cost. If the contract is pro-rated, enter the pro-rated cost of the contract. | 0 | 27,000.00 |
| I | Per diem Aide Cost | Enter the per diem cost of an aide, if an aide is included in the bid. If the route requires more than one aide, the cost must represent the total cost for multiple aides. | 45.00 | NA |
| J | Cost  Represents # of Aides | Default is 1. Enter the number of  aides, if cost in column I represents more than one aide. | 1 | 0 |
| K | # of Days for Aide | Default is 180. If an aide was included in the bid, enter the number of days onlyif the aide is needed for a different number of days. If the bid included an aide but the aide is not needed at the start of the contract, enter a zero. | 180 | 0 |
| L | Inc/Dec Provision | Enter the increase/decrease amount, as specified in the bid. | 5.00 | 2.00 |
| M | Per diem Contract Total | This amount is automatically calculated by the contract program for per diem contracts. | $190.00 | 0 |
| N | Annual Contract Total | This amount is automatically calculated by the contract program for both per diem and per annum contracts. | $34,200.00 | $27,000.00 |

For contract years following 2019-2020, the route information entered in Columns A, B, C, D and E will automatically carry forward to the subsequent year route information pages. If necessary, information carried forward in these columns can be modified, but changes made will be highlighted with bold italicized text.

Cost information (columns F through L) for contract years following the 20xx school year must be input. Routes that were originally per diem routes must remain per diem routes in the subsequent years of a multi-year contract. Likewise, routes that were originally per annum routes must remain per annum routes through the term of the multi-year contract.

### Printing the Multi-Year Contract and Request for Transportation Contract Approval

Once you have completed all data entries, print the input sheet, the original multi-year contract, the approval request and the route information sheet(s). Submit contracts to the county superintendent in accordance with Section XII.

**Please Note**: The County Superintendent of Schools no longer signs each contract, but instead signs the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

## Section V – Out of District Special Needs Transportation Contract

This contract form is only used if you have bid on a per vehicle, pupil or mileage basis for out of district special needs students.

The out of district special needs transportation contract form is used for contracts for the transportation of special needs students attending out of district schools and allows you to enter up to 250 routes. The form is divided into four parts: the input sheet, the contract, the route information sheet, and the approval request.

The following sections of this manual explain each of the parts of the out of district special needs transportation contract form:

### Entering Route Data

If the “Route Information” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the Route Information sheet, enter data for all the routes included in this out of district special needs transportation contract, up to 250 routes. The Route Information sheet contains basic information needed to complete the out of district special needs transportation contract form. The “Per diem Contract Total”, if this is a per diem contract, and the “Annual Contract Total” will be automatically calculated. You must input the following information:

Note: Do not skip lines when entering data.

| Column | Field | Instructions | 1st Route | 2nd Route |
| --- | --- | --- | --- | --- |
| A | Route Number | Enter the route numbers for all the routes covered by this out of district special needs transportation contract. | A-23 | A-24 |
| B | Destination | Enter the destination(s) for each of the routes. | Archway | LARC |
| C | School Type | Enter the school type(s) for the destination school(s) for each of the routes. 1-Public, 2-Nonpublic, 3-PSD, 4-Charter | 3 | 3 |
| D | Arrival Time | Enter the arrival time at each destination. | 8:15 | 8:00 |
| E | Departure Time | Enter the departure time from each destination. | 2:20 | 2:15 |
| F | Per diem Cost | Enter the per diem cost, if this contract was bid as a per diem contract. You cannot enter both a per diem and per annum cost. | 250.00 | 0 |
| G | # of Days | Default is 180. Enter the number of days only if the contract is to run for a different number of days. Quoted Contracts – current bid threshold divided by the per diem rate = maximum number of days. | 180 | NA |
| H | Per annum Cost | Enter the per annum cost, if this contract was bid as a per annum contract. You cannot enter both a per diem and per annum cost. If the contract is pro-rated, enter the pro-rated cost of the contract. | 0 | 54,000.00 |
| I | Cost Represents Number of: | N/A | N/A | N/A |
| I | Vehicles | Enter the # of vehicles, if bid is based on a per vehicle price. | 2 | 0 |
| I | Pupils | Enter the # of pupils, if bid is based on a per pupil price. | 0 | 3 |
| I | Miles | Enter the # of miles, if bid is based on a per mile price. | 0 | 0 |
| J | Per diem Aide Cost | Enter the per diem cost of an aide, if an aide is included in the bid. | 50.00 | 50.00 |
| K | Cost Represents # of Aides | Default is 1. Enter the number of aides, if cost in column J represents more than one aide. | 1 | 1 |
| L | # of Days for Aide | Default is 180. If an aide is included in the bid, enter the number of days only if the aide will be needed for a different number of days. If the bid included an aide but the aide is not needed at the start of the contract, enter a zero. | 180 | 180 |
| M | Inc/Dec Provision Per: | N/A | N/A | N/A |
| M | Vehicle | Enter the amount per vehicle, if bid includes an inc/dec provision based on a per vehicle price. | 125.00 | 0 |
| M | Pupil | Enter the amount per pupil, if bid includes an inc/dec provision based on a per pupil price. | 0 | 500.00 |
| M | Mile | Enter the amount per mile, if bid includes an inc/dec provision based on a per mile price. | 0 | 0 |
| N | Per Diem Contract Total | This amount is automatically calculated by the contract program for per diem contracts. | $300.00 | 0 |
| O | Annual Contract Total | This amount is automatically calculated by the contract program for both per diem and per annum contracts. | $54,000.00 | $63,000.00 |

### Printing the Out of District Special Needs Transportation Contract and Request for Transportation Contract Approval

Once you have completed all data entries, print the input sheet, the out of district special needs transportation contract, the approval request and the route information sheet(s). Submit contracts to the county superintendent in accordance with Section XII.

**Please Note**: The County Superintendent of Schools no longer signs each contract, but instead signs the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

## Section VI – Contract Renewal

The student transportation contract renewal form is used for the renewal of all contracts, whether the original contract is for a single route or a multi contract containing multiple routes. The contract will accommodate 400 routes. The form is divided into four parts: the input sheet, the renewal contract, the route sheet(s), and the approval request.

The following sections explain each of the parts of the renewal contract forms:

### Entering Input Data

If the “Input Sheet” is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The Input Sheet contains basic information needed to complete the contract renewal form. You must input the following information:

| Field | Instructions | Example |
| --- | --- | --- |
| Board of Education | Enter the full district name. | Ewing  Township |
| County | Enter the county in which your district is located. | Mercer |
| Contractor | Enter the contractor’s name. | ABC Transport |
| Terminal Location | Enter the terminal location of the contractor holding this contract. | Trenton |
| Contractor Code | Enter the contractor code from the list supplied in the “Student Transportation Handbook”. | 050338 |
| Contract Term - From | Enter the start date of the contract. | September 2019 |
| Contract Term – To | Enter the end date of the contract. | June 2020 |
| Multi Contract Number or Route Number | Enter the route number if a single route contract is being renewed or the multi contract number for each multi contract being renewed. | ABC123 |
| Bid Number | Enter the bid number assigned to each original single route contract or multi contract being renewed. | 05-25-13 |
| Renewal Number | Enter the renewal number for each single route contract or multi contract being renewed. | 5 |

### Entering Route Data

If the “Route Information” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen. **Note:** For renewal contracts the Route Information sheet is represented by the numbered tabs (1 to 10 for up to 10 contracts).

On the Route Information sheet, you must enter data for all the routes included in the single route and/or multi contract renewal. You may enter data for up to 400 routes on each multi contract. The Route Information sheet contains basic information needed to complete the contract renewal form. The “Per diem Contract Total”, if this is a per diem contract, and the “Annual Contract Total” are automatically calculated. Input the following information:

**Note**: Do not skip lines when entering data.

| Column | Field | Instructions | 1st Route | 2nd Route |
| --- | --- | --- | --- | --- |
| A | Route Number | Enter the route numbers for all the routes covered by this renewal. | LC-3 | H-2 |
| B | Destination | Enter the destination(s) for each of the routes. | Learning Center | Harmony School |
| C | School Type | Enter the school type(s) for the destination school(s) for each of the routes. 1-Public, 2-Nonpublic, 3-PSD, 4-Charter | 4 | 2 |
| D | Arrival Time | Enter the arrival time at each destination. | 8:00 | 6:30 |
| E | Departure Time | Enter the departure time from each destination. | 3:00 | 1:30 |
| F | Per Diem Renewal Contract Amount | Enter the per diem cost, if this contract was bid as a per diem contract. You cannot enter both a per diem and per annum cost. Note: When renewing an Out-of-District Special Needs Transportation Contract bid on a per vehicle, per pupil, or per mile basis, enter the total cost of all vehicles, pupils, or miles used on the route. | 127.00 | 0 |
| G | # of Days | Default is 180. Enter the number of days only if the contract is to run for a different number of days. | 180 | 0 |
| H | Annual Renewal Contract Amount | Enter the per annum cost, if this contract was bid as a per annum contract. You cannot enter both a per diem and per annum cost. Note: When renewing an Out-of-District Special Needs Transportation Contract bid on a per vehicle, per pupil, or per mile basis, enter the total; cost of all vehicles, pupils, or miles used on the route. | 0 | 21,600.00 |
| I | Per diem Aide Amount | Enter the per diem cost of an aide, if an aide was included in the original bid. If the route requires more than one aide, the cost must represent the total cost for multiple aides. | 45.00 | 0 |
| J | Cost Represents # of Aides | Default is 1. Enter the number of aides, if cost in column I represents more than one aide | 1 | 0 |
| K | # Aide Days | Default is 180. If an aide was included in the bid, enter the number of days only if the aide is needed for a different number of days. If the bid included an aide but the aide is not needed at the start of the contract, enter a zero. | 180 | 0 |
| L | Increase/Decrease Provision | Enter the increase/decrease amount, as specified in the bid. | 5.00 | 2.00 |
| M | NJSA 18A:39-3 Extension | Enter the negotiated increase within the maximum permitted by law. If no increase is given, enter a zero. | 4.52 | 568.08 |
| N | Total Per Diem Renewal Amount per Route | This amount is automatically calculated by the contract program for per diem contracts. | $176.52 | NA |
| O | Total Renewal Contract Amount per Route (contract, aide and extension) | This amount is automatically calculated by the contract program for both per diem and per annum contracts. | $31,613.40 | $22,168.08 |

### Entering Renewal Contract Information

Information and data entered in the “Input Sheet” and in the “Route Information” sheet is automatically filled in the appropriate lines on the renewal contract form. Click on the “Renewal Contract” tab, go to the last page of the renewal and enter the date on the lines to the right of the signature lines.

### Printing the Renewal Contract and Transportation Contract Renewal Approval Request

Once you have completed all data entries, print the input sheet, the renewal contract, the approval request, and the route information sheet(s). Submit contracts to the county superintendent in accordance with Section XII.

**Please Note**: The County Superintendent of Schools no longer signs each contract, but instead signs the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

## Section VII – Contract Addendum

The addendum form is used for adjusting both per diem and per annum contract terms for original transportation contracts and renewal contracts. The form is divided into three parts, an input sheet, the addendum form, and the approval request. The following sections explain the parts of the transportation contract addendum form.

### Entering Input Data

If the “Input Sheet” is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The Input Sheet contains basic information needed to complete the contract addendum form. You must input the following information:

| Field | Instructions | Example |
| --- | --- | --- |
| Board of Education | Enter the full district name. | Ewing Township |
| County | Enter the county in which your district is located. | Mercer |
| Contractor | Enter the contractor’s name. | ABC Transport |
| Terminal Location | Enter the terminal location of the contractor holding this contract. | Trenton |
| Contractor Code | Enter the contractor code from the list supplied in the “Student Transportation Handbook”. | 050338 |
| Multi contract Number | Enter the multi contract number if the addendum is to a multi contract. | MK-45 |
| Route Number | Enter the route number for the route being changed. | H-3 |
| Bid Number | Enter the number assigned to the bid when this single route contract or multi contract was bid. | 5-02-15 |
| Renewal Number | If this addendum is to a renewal contract, enter the renewal number. If this addendum is not a renewal contract, leave this blank. | 3 |
| 20xx-20xx Contract Cost – Per diem | Enter the per diem cost, if this contract was bid as a per diem contract. You will not be permitted to enter both a per diem and per annum cost. | $125.00 |
| 20xx-20xx Contract Cost – Per annum | Enter the per annum cost, if this contract was bid as a per annum contract. You will not be permitted to enter both a per diem and per annum cost. | 0 |
| Contract Term - From | Enter the start date of the contract being adjusted. | September 2019 |
| Contract Term – To | Enter the end date of the contract being adjusted. | June 2020 |
| Amount of Compensation Increased / Decreased in Accordance with the Bid at a Rate of: Per Pupil: | Enter the increase/decrease per pupil in accordance with the original bid. This provision only applies to out of district special needs transportation contracts. | $50.00 |
| Amount of Compensation Increased / Decreased in Accordance with the Bid at a Rate of: Per vehicle: | Enter the increase/decrease per vehicle in accordance with the original bid. This provision only applies to out of district special needs transportation contracts. | $125.00 |
| Amount of Compensation Increased / Decreased in Accordance with the Bid at a Rate of: Per mile: | Enter the increase/decrease per mile in accordance with the original bid. | $1.50 |
| Amount of Compensation Increased / Decreased in Accordance with the Bid at a Rate of: Per Aide: | Enter the increase/decrease per aide in accordance with the original bid. | $40.00 |

### Entering Addendum Data

If the “Addendum” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the Addendum sheet you must enter data for all adjustments to the routes included in the original contract or contract renewal. The Addendum Sheet contains basic information needed to complete the contract addendum form. The “Addendum Number”, “Adjusted Contract Cost for Prior Addenda”, “Per diem Increase/Decrease”, if this is a per diem contract, and the “Final Adjusted Contract Amount” is automatically calculated. You must input the following information:

**Note**: Do not skip lines when entering data.

| Column | Field | Instructions | 1st Addendum | 2nd Addendum |
| --- | --- | --- | --- | --- |
| A | Addendum # | The addendum # is automatically entered by the program. | 1 | 2 |
| B | Effective Date of Change | Enter the effective date of the contract adjustment. | 11/3/2019 | 12/2/2019 |
| C | Adjusted Contract Cost (Prior Addenda) | The program automatically calculates this amount for all but the 1st addendum. | NA | $225.00 |
| D | This field is blank for per diem contracts. For per annum contracts, field reads:  Per Annum Contracts Only Number of Days | If this is an addendum to a per annum contact, enter the number of days this adjustment will be effective. Otherwise, this field is blank. | NA | NA |
| E | Rate at Which the Amount of Compensation Will Be Increased / Decreased in Accordance with the Bid: | N/A | N/A | N/A |
| E | $ Per diem  Per Pupil  # New Pupils | Enter the number of pupils being added or deleted. Out of district special needs transportation contracts only. | 2 | 0 |
| E | $ Per diem  Per vehicle  # New Vehicles | Enter the number of vehicles being added or deleted. Out of district special needs transportation contracts only. | 0 | 0 |
| E | $ Per diem Per mile # New Miles | Enter the number of miles being added or deleted. | 0 | 0 |
| E | $ Per diem Per Aide  # New Aides | Enter the number of aides being added or deleted. | 0 | 1 |
| F | Per diem Negotiated Aide Increase/Decrease | Enter the per diem cost of an aide, not included in the bid. | 0 | 0 |
| G | Per diem Increase/Decrease | This amount is automatically calculated by the addendum program. | $100.00 | $40.00 |
| H | Final Adjusted Contract Amount | This amount is automatically calculated by the addendum program. | $225.00 | $265.00 |

### Entering Comments

Once you have entered all the Addendum data, explain the terms and reasons for the adjustment in the Comments section.

### Canceling a Transportation Contract

If transportation is no longer required before the expiration of the term of the contract, a statement located above the signature block on the addendum accommodates canceling the contract. Enter the effective date the contract is cancelled and the adjusted annual contract amount.

### Printing the Addendum and Request for Approval of Transportation Addendum

Once you have completed all data entries, print the input sheet, the approval request and the addendum. Submit contracts/addenda to the county superintendent in accordance with Section XII.

**Please Note:** The County Superintendent of Schools no longer signs each contract, but instead signs the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

## Section VIII – Parental Contract

The parental contract form is used for contracts where a parent transports his/her own child(ren). The form is divided into two parts: the contract and the approval request.

The following sections of this manual explain each of the parts of the parental contract:

### Entering Contract Data

If the “Contract Sheet” is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The Contract sheet contains basic information needed to complete the parental contract form. You must input the following information:

| **Field** | **Instructions** | **Example** |
| --- | --- | --- |
| Board of Education of | Enter the full district name. | Ewing Township |
| In the County of | Enter the county in which your district is located. | Mercer |
| Parent/Legal Guardian | Enter the parent/legal guardian’s name. | John B. Goode |
| Route Number | Enter the route number assigned to this contract. | JB-001 |
| Destination | Enter the destination of the route. | New Grange |
| School Type | Enter the school type(s) for the destination school(s) for each of the routes. 1-Public, 2-Nonpublic, 3-PSD, 4-Charter | 3 |
| Contract Term | Enter the start date and the end date of this contract. | September 2019 to June 2020 |
| Total Contract Amount | Enter the total amount of this contract. Note: The current bid threshold is the maximum amount for parental contracts. | $ 19,000.00 |

### Printing the Parental Contract and the Request for Approval of Transportation Contract

Once you have completed all data entries, print the parental contract and the approval request and submit the contract to the county superintendent in accordance with Section XII.

**Please Note**: The County Superintendent of Schools no longer signs each contract, but instead signs the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

## Section IX – School-Related Activities Contract

The school-related activities contract form is used to record field trip, athletic trip, after school routes, and other school-related activity routes. The form is divided into three parts: the contract, the route information sheet, and the approval request.

The following sections of this manual explain each part of the school-related activities contract:

### Entering Contract Data

If the “Contract” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The contract sheet contains basic information needed to complete the school-related activities contract form. You must input the following information:

| Field | Instructions | Example |
| --- | --- | --- |
| Board of Education | Enter the full district name. | Ewing Township |
| In the County of | Enter the county in which your district is located. | Mercer |
| Contractor | Enter the contractor’s name. | ABC Transport |
| Terminal Location | Enter the terminal location of the contractor holding this contract. | Trenton |
| Contractor Code | Enter the contractor code from the list supplied in the “Student Transportation Handbook”. | 050338 |
| Multicontract or Trip # | Enter the multi contract number or trip number assigned to this contract. | FA-1 |
| Bid Number | Enter the number assigned to the bid which resulted in this contract. If this is a quoted contract, enter “quote”. | Bid Number or Quote |
| Contract Term | Enter the start date and the end date of the contract. | September 2018 to  June 2019 |
| For bonding purposes only, the estimated amount of this contract is: | Enter the estimated amount of performance bonding required by the board of education. (Note: When calculating this amount, a board of education should consider the previous annual expenditure and the current budgeted amount and establish a bonding amount which protects the interest of the board of education). | $125,000.00 |

### Entering Route Data

If the “Route Information” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the Route Information sheet, enter data for all the routes included in this school-related activity contract. You must input the following information:

| Column | Field | Instructions | 1st Route | 2nd Route |
| --- | --- | --- | --- | --- |
| A | Identification Number | Enter the identification numbers for all the routes covered by this contract. | F-1 | PZ-1 |
| B | Destination | Enter the destination(s) for each of the routes. | Various Field Trips | Philadelphia Zoo |
| C | Departure/Return Time | Enter the departure and return times at each destination. | Between 8:00 a.m. and 5:00 p.m. | 8:00 – 2:30 |
| D | Basis of the Bid | Enter the specifics of the basis of the bid as bid. | 54 passenger wheelchair equipped school bus with air conditioning and aide within 50 miles. Per hour rate for the first 3 hours. | 49 passenger coach bus with lavatory and air conditioning per bus per trip. |
| E | Basis of the Bid Cost | Enter the cost of the bid based on the bid. | $50.00 | $300.00 |
| F | Basis of the Adjustment | Enter the specifics of the adjustment. | Each additional hour. | NA |
| G | Basis of the Adjustment Cost | Enter the cost as bid for any adjustments to the contract. | $35.00 | 0 |
| H | Aide Cost | Enter the aide cost as bid and note weather the cost represents a per hour or per trip cost. | $15.00 | 0 |
| H | Aide Cost Per Hour | Enter “X” if the aide cost in Column H is based on a per hour rate. | X | NA |
| H | Aide Cost Per Trip | Enter and “X” if the aide cost in column H is based on a per trip rate. | NA | NA |

### Printing the School-related Activities Contract and Transportation Contract Approval Request

Once you have completed all data entries, print the contract, the route information sheet(s), and the approval request. Submit contracts to the county superintendent in accordance with Section XII.

**Please Note**: The County Superintendent of Schools no longer signs each contract, but instead signs the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

## Section X – School-Related Activities Contract Renewal

The school-related activities contract renewal form is used to renew school-related activity contracts. The form is divided into three parts: the contract, the route information sheet, and the approval request.

### Entering Contract Data

If the “Contract” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The contract sheet contains basic information needed to complete the school-related activities contract renewal form. You must input the following information:

| Field | Instructions | Example |
| --- | --- | --- |
| Board of Education | Enter the full district name. | Ewing Township |
| In the County of | Enter the county in which your district is located. | Mercer |
| Contractor | Enter the contractor’s name. | ABC Transport |
| Terminal Location | Enter the terminal location of the contractor holding this contract. | Trenton |
| Contractor Code | Enter the contractor code from the list supplied in the “Student Transportation Handbook”. | 050338 |
| Multicontract or Trip # | Enter the multi contract number or trip number assigned to this contract. | FA-1 |
| Bid Number | Enter the number assigned to the bid which resulted in this contract. | 5-02-2016 |
| Renewal Number | Enter the renewal number of the contract being renewed. | 2 |
| Contract Term - From | Enter the start date and the end date of the contract as bid. | September 2019 to  June 2020 |
| For bonding purposes only, the estimated amount of this contract is: | Enter the estimated amount of performance bonding required by the board of education. (Note: When calculating this amount, a board of education should consider the previous annual expenditure and the current budgeted amount and establish a bonding amount which protects the interest of the board of education). | $125,000.00 |

### Entering Route Data

If the “Route Information” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the Route Information sheet, you must enter data for all the routes included in this school-related activity renewal contract. Input the following information:

| Column | Field | Instructions | 1st Route | 2nd Route |
| --- | --- | --- | --- | --- |
| A | Identification Number | Enter the identification numbers for all the routes covered by this contract. | F-1 | PZ-1 |
| B | Destination | Enter the destination(s) for each of the routes. | Various Field Trips | Philadelphia Zoo |
| C | Departure/Return Time | Enter the departure and return times at each destination. | Between 8:00 a.m. and 5:00 p.m. | 8:00 – 2:30 |
| D | Basis of the Bid | Enter the specifics of the bid as recorded on the original bid. | 54 passenger wheelchair equipped school bus with air conditioning and aide within 50 miles. Per hour rate for the first 3 hours. | 49 passenger coach bus with lavatory and air conditioning per bus per trip. |
| E | Basis of the Bid Cost | Enter the renewal contract cost based on the bid. | $50.00 | $300.00 |
| F | N.J.S.A. 18A:39-3 Extension | Enter the negotiated increase within the maximum permitted by law. If no increase is given, enter a zero. | 0 | 7.89 |
| G | Total Renewal Cost Per Bus | This amount is automatically calculated*.* | $50.00 | $307.89 |
| H | Basis of the Adjustment | Enter the specifics of the adjustment. | Each additional hour. | NA |
| I | Basis of the Adjustment Cost | Enter the cost as bid for any adjustments to the contract. | $35.00 | 0 |
| J | Aide Cost | Enter the aide cost as bid and note weather the cost represents a per hour or per trip cost. | $15.00 | 0 |
| J | Aide Cost Per Hour | Enter “X” if the aide cost in Column H is based on a per hour rate. | X | NA |
| J | Aide Cost Per Trip | Enter and “X” if the aide cost in column H is based on a per trip rate. | NA | NA |

### Printing the School-related Activities Renewal Contract and Transportation Contract Renewal Approval Request

Once you have completed all data entries, print the contract, the route information sheet(s), and the approval request. Submit contracts to the county superintendent in accordance with Section XII.

**Please Note**: The County Superintendent of Schools no longer signs each contract, but instead signs the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

## Section XI – Joint Transportation Agreement

The joint transportation agreement form is used when two boards of education enter into an agreement for transportation services. The form is divided into three parts: the joint transportation agreement, the to and from school route information page, and the school-related activities route information sheet.

The following sections of this manual explain each part of the joint transportation agreement:

### Entering Joint Transportation Agreement Data

If the “Joint Transportation Agreement” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

The joint transportation agreement sheet contains basic information needed to complete the form. You must input the following information:

| **Field** | **Instructions** | **Example** |
| --- | --- | --- |
| Host District | Enter the full host district name. | Ewing Township |
| County | Enter the county in which the host district is located. | Mercer |
| Joiner District | Enter the full joiner district name. | Plainsboro |
| County | Enter the county in which the host district is located. | Middlesex |

### Entering To and From School Route Data

If the “To and From School Routes” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the to and from school routes sheet you must enter data for all the routes included in this joint transportation agreement. Input the following information:

**Note**: Do not skip lines when entering data.

| Column | Field | Instructions | 1st Route | 2nd Route |
| --- | --- | --- | --- | --- |
| A | Term of the Agreement (if other than the full school year) | Enter the term of the agreement (if other than the full school year) | NA | NA |
| A | Start Date | Enter the start date of this agreement. | Sept 2019 | Oct 2019 |
| A | End Date | Enter the end date of this agreement. | June 2020 | June 2020 |
| B | Host District’s Route Number | Enter the host district’s route number. | LARC-1 | Alpha-1 |
| C | Destination | Enter the destination of this route. | Bancroft School | Alpha Academy |
| D | Contracted Vehicle | Default is “N”. Enter “Y” if this route is done with a contracted vehicle. | N | Y |
| E | Contractor Code  (If Applicable) | If the host district has a contract for this route, enter the contractor code from the list provided in the Student Transportation Handbook. | NA | 011234 |
| F | Number of Host District Students | Enter the number of host district students on the route. | 1 | 3 |
| G | Number of Joiner District Students | Enter the number of joiner district students on this route. | 1 | 1 |
| H | Joiner Cost | Enter the joiner district’s cost of this route. | $4000.00 | $2250.00 |

### Entering School-Related Activities Route Data

If the “School-Related Activities” sheet is not already visible on your computer screen, click on that tab located at the bottom of your screen.

On the school-related activities sheet you must enter data for all the routes included in this agreement. Input the following information:

**Note**: Do not skip lines when entering data.

| Column | Field | Instructions | 1st Route | 2nd Route |
| --- | --- | --- | --- | --- |
| A | Term of the Agreement (if other than the full school year) | Enter the term of the agreement (if other than the full school year) | NA | NA |
| A | Start Date | Enter the start date of this agreement. | Sept 2019 | Oct 2019 |
| A | End Date | Enter the end date of this agreement. | June 2020 | June 2020 |
| B | Host District’s Identification Number | Enter the host district’s identification numbers for all the routes covered by this contract. | A-1 | PZ-3 |
| C | Destination | Enter the destination(s) for each of the routes. | Various Athletic Trips | Philadelphia Zoo |
| D | Contracted Vehicle | Default is “N”. Enter “Y” if this router is done with a contracted vehicle. | N | N |
| E | Basis of the Agreement Per Bus | Enter the specifics of the agreement. | 54 passenger school bus within 50 miles. Per hour rate. | 54 passenger school bus with aide. Per bus per trip. |
| F | Per Bus cost (Based on the agreement) | Enter the agreed upon cost based on basis of the agreement. | $30.00 | $180.00 |
| G | Aide Cost | Enter the agreed upon aide cost. | 0 | $40.00 |
| G | Aide Cost Per Hour | Enter “X” if the aide cost in Column H is based on a per hour rate. | NA | NA |
| G | Aide Cost Per Trip | Enter and “X” if the aide cost in column H is based on a per trip rate. | NA | X |

### Printing the Joint Transportation Agreement

Once you have completed all data entries, print the joint transportation agreement, and as applicable, either the to and from route information sheet(s) or the school-related activities sheet(s). Submit contracts to the county superintendent in accordance with Section XII.

**Please Note**: The County Superintendent of Schools no longer signs each contract, but instead signs the Request for County Superintendent Approval form indicating whether the contract is approved or disapproved.

## Section XII - Submission of Contract Forms

### Signatures

The following signatures are required for all computerized contract forms:

* School District Business Administrator/Board Secretary
* President of the Board of Education
* Authorized representative of the school bus contractor – notarized

### Documents Needed

In accordance with N.J.A.C. 6A:27-9, all contracts for transportation must be submitted to the county superintendent of schools for approval within 30 days of the award of the contract by the board of education or by September l of the school year in which transportation is to be provided.

In addition to the Input Sheet, Contract Form and Route Information Sheet(s), the following documents must be submitted to the county superintendent of schools for the approval:

#### Original Contract

* + PT-1 Form
  + Specifications
  + Route Description
  + Certified Board Minutes
  + Summary of the Bids Received
  + Insurance Certificate
  + Bid Advertisement
  + Business Registration
  + Surety Bond
  + Bidder Guarantee
  + Consent of Surety
  + Affirmative Action Material
  + Stockholder’s Disclosure Statement
  + Non-collusion Statement
  + Bid Sheets
  + Investment Activities in Iran Disclosure
  + Request for Contract Approval

#### Contract Renewal

* PT-1 form
* Certified Board Minutes
* Insurance Certificate
* Surety Bond
* Affirmative Action Material
* Investment Activities in Iran Disclosure
* Request for Contract Approval

#### Contract Addendum

* Certified Board Minutes
* Surety Bond (if applicable)
* Request for Addendum Approval

## Section XIII – Technical Assistance

Contact your county school transportation coordinator if you have any questions regarding:

1. school transportation contracts rules and regulations; or
2. your county office’s preferred methods for submission of school transportation contracts, contract renewals and addenda.

Contact the Office of Student Transportation at (609) 376-9064 if:

* you have trouble accessing the contracts forms on the DOE website; or
* you have questions about completing the computerized contract forms.