

# Regulation — STAFFORD TOWNSHIP BOARD OF EDUCATION

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Non-Student Transportation

## 8611 NON-STUDENT TRANSPORTATION

### A. Definitions

1. Non-Student Transportation – Individuals who are non-students may be provided with transportation as a cost set by the Board of Education, which shall include, but shall not be limited to, the cost of the transportation contract and/or the cost of fuel, driver salaries and insurance, if district bus(es) are used.
2. Non-Student – Individuals who are not students of the Stafford Township School District and who are not otherwise entitled by law or Board of Education Policy No. 8600 to transportation from the Stafford Township Board of Education. This includes, but is not limited to, students enrolled in not-for-profit non-public schools.
3. Total transportation cost - The total route cost of the transportation contract with the transportation contractor and/or the cost to operate a district owned bus to include the cost of fuel, driver salaries and insurance.
3. Per individual non-student transportation cost - The total transportation cost of the route divided by the number of pupils who will be using the transportation service to and from their public school.
4. Financial hardship - Parent(s) or legal guardian(s) whose children qualify for free and reduced priced meals under the State school lunch program as established by the State Board of Education. N.J.S.A.18A:39-1.4

### B. Establishing Non-Student Transportation Routes

1. Non-students or a non-student's parent(s)/legal guardian(s) may request information from the School Business Administrator about non-student transportation. This School Business Administrator shall provide information, including an approximate projected cost of the service based on the total number of individuals subscribing to the service.
2. Non-students or a non-student's parent(s)/legal guardian(s) will be required to notify the School Business Administrator by August 1<sup>st</sup> that they would be interested in the program for the subsequent school year by completing the Non-Student Transportation Request Form provided by the school district.



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3. The Transportation Coordinator will compile the names and addresses of the individuals that have completed the Non-Student Transportation Request Form and will design a transportation route(s) with a minimum of 1 individual and the route duration no longer than 60 minutes each way. A route will not be developed if it cannot meet this criteria and the non-student or non-student's parent(s)/legal guardian(s) will be notified that non-student transportation is not available for them.
- C. Awarding and/or Providing Non-Student Transportation Service
1. The cost to provide the non-student transportation route shall be determined by calculating the district cost to provide the non-student transportation route.
  2. The projected cost to each non-student shall be calculated using the total cost of the non-student transportation route divided by the total number of individuals that have completed a Non-Student Transportation Request Form.
  3. Upon the calculation of the projected per individual non-student transportation cost, the School Business Administrator shall provide each non-student or non-student's parent(s)/legal guardian(s) with a Non-Student Transportation Contract to be completed and returned to the School Business Administrator within fifteen calendar days of its receipt. The non-student or non-student's parent(s)/legal guardian(s) will be deemed to not want the transportation if the Non-Student Transportation Contract is not returned within fifteen calendar days of its receipt by the non-student or the non-student's parent(s)/legal guardian(s).
  4. The parent(s) or legal guardian(s) will be informed that the per individual cost provided to the parent in the Non-Student Transportation Contract is a projection based on the number of individuals who have completed a Non-Student Transportation Request Form. The Board reserves the right to increase the per individual cost in the event the number of individuals that do not return the Non-Student Transportation Contract is less than the number of individuals who return the Non-Student Transportation Request Form.
  5. The non-student or the non-student's parent/legal guardian is required to return a Non-Student Transportation Contract even if the non-student or the non-student's parent(s)/legal guardian(s) completed a Non-Student Transportation Request.



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6. The Board will pay 50% of the cost for a non-student who is eligible for non-student transportation, in accordance with Board Policy, if the pupil receives a reduced priced meal under the State Free and Reduced Lunch Program and the parent(s) or legal guardian(s) is unable to pay the cost due to financial hardship.
- D. Operating the Non-Student Transportation Bus Route
1. The operation of any non-student transportation bus route is on a year-by-year basis.
  2. The Board reserves the right to cancel the non-student transportation bus route and return a pro-rated payment to the parent(s) or legal guardian(s) in the event the number of the subscribers of the bus route is reduced for the second half of the school year.
  3. There shall be no returned payments, for any reason, to a non-student or non-student's parent(s)/legal guardian(s) in the event the non-student service is no longer desired for the individual that has already paid.

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