



RUTGERS

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of Planning and Public Policy

NJTIP @ Rutgers – Travel Instruction

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Mr. Josh Bornstein
Director of Special Projects
Union County Educational Services Commission
45 Cardinal Drive
Westfield, NJ 07090

Dear Mr. Bornstein,

Louis Hoffman, our program manager, and the rest of our staff appreciated the opportunity to work with the Project SEARCH interns over the past four years. Collaboration between the Union County Educational Services Commission (UCESC) and NJTIP @ Rutgers would be an excellent opportunity to teach the new cohort in your program to travel safely to the worksite for Project SEARCH.

We are aware that other funding options are available this year and we will plan to use the DVRS funding source first. Funding for the initial class and trip and trip planning may be provided from DVRS to the CRP (Community Rehabilitation Provider). Currently, the CRP is Project HIRE and we have contracted with them. Those funds should cover a significant portion of resource development, classroom instruction, parent orientations, meetings, route checks and trip plans.

We will plan to bill UCESC for one on one training, dry run, monitoring and coordination, shadowing students as needed, expense management and supervision. In 2020 because of the COVID-19 pandemic the training schedule has been altered significantly and we began training with students virtually. We will keep in close contact regarding the operating status of UCESC, Project SEARCH at OMC and NJTIP @ Rutgers in accordance with the policies of each parent institution.

In that regard, we are pleased to submit this proposal that details NJTIP @ Rutgers services for your consideration. The proposal is organized into the following four sections:

- NJTIP @ Rutgers' Understanding of the Situation
- Proposed Services
- NJTIP @ Rutgers Qualifications
- Proposed Level of Effort and Project Budget

NJTIP @ Rutgers' Understanding of the Situation

The Union County Educational Services Commission offers a variety of transition programs for students with special needs. These programs help prepare young adults for the real world challenges they will face when they complete high school and are searching for jobs. The focus of the transition programs is to teach life skills that will enhance an individual's potential for independence and self-sufficiency.

One valuable life skill that NJTIP enhances in your current curriculum is learning how to safely and independently use public transportation. Taking public transportation offers individuals the

opportunity to travel economically and independently to employment and job training sites, social and recreational destinations, to visit family and friends and to conduct other daily living activities.

Based on our discussion, Union County Educational Services Commission is interested in continuing to offer travel instruction services focused on access to the jobsite from the home of each Project SEARCH student with on-vehicle instruction focused on independent travel. Students will plan to use public transportation options to get to the jobsite throughout the 2020-21 school year and then will use the skills they have learned to get to future job locations after completion of the program. We have also discussed providing travel training services to other programs that receive services from the UCESC. We feel that travel instruction is an essential to making the program successful.

Proposed Services

NJTIP @ Rutgers proposes that our staff work cooperatively with Union County Educational Services Commission staff during the upcoming school year to accomplish the following:

- Develop a customized transit familiarization curriculum
- Provide classroom instruction
- Provide on vehicle instruction to students from home to jobsite
- Plan and lead field trips on NJ TRANSIT vehicles from school to jobsite

Develop Travel Instruction Curriculum: NJTIP staff will consult with staff members to tailor a travel instruction curriculum that will be appropriate for the selected transition students. Examples of potential curriculum topics include:

- Bus Familiarization
- Paying the Fare
- Appropriate Behavior on the Bus and Train
- Landmark Recognition
- Safety Considerations
- Schedules and Routes
- Handling the Unexpected

Provide Classroom Instruction: NJTIP @ Rutgers will provide classroom instruction on site at Union County Educational Services Commission facilities, jobsite or other locations as deemed appropriate. NJTIP staff will design classroom materials customized to students and individuals with varying learning styles and special needs. Techniques that will be used may include:

- Use of pictures, photographs, videos and visual displays
- Demonstration
- Role playing and classroom practice

Plan and Lead Field Trip(s) on NJ TRANSIT Vehicles: NJTIP @ Rutgers may conduct field trip(s) and/or bus demonstrations on NJ TRANSIT or other transit provider vehicles to provide real world experiences in which students can practice the travel skills learned in the classroom. Each field trip has a capacity of up to a total of 9 participants. Union County Educational Services Commission staff will be present during each field trip and will assist the students in practicing travel skills. Field Trips will be a component of the (Transit 101 Class and Trip model for schools) for the Project SEARCH program most training will be provided one on one.

One on One Training: NJTIP @ Rutgers will provide individualized training from home to jobsite for all individuals in the program that are deemed appropriate for independent travel and have a feasible route between home and jobsite. NJTIP has identified 30 travel skills that an individual must master to travel safely and independently on public transit. We will work with Project SEARCH and UCESC staff to customize our skill evaluation tool for Project SEARCH students so that we will be able to track individual progress and incremental development of travel skills. Students will be assessed following each trip session. The proposed budget includes training for up to 9 student interns in the Project SEARCH Program.

NJTIP @ Rutgers Qualifications

Since 2007 NJTIP has provided innovative travel instruction programs to more than 12,000 individuals with the goal of increasing the independence and self-sufficiency of people with disabilities, older adults, and others by empowering them to use the public transit system safely and independently. The NJTIP concept was originally developed during a two-year pilot program funded by NJ TRANSIT. The pilot and subsequent travel training work conducted by NJTIP @ Rutgers throughout New Jersey has clearly demonstrated that travel instruction is an effective way of teaching people with disabilities how to use public transit.

NJTIP @ Rutgers uses a standardized curriculum developed in cooperation with NJ TRANSIT. The curriculum is designed to lead to mastery of 30 travel skills that are needed for safe and independent travel. We use travel training techniques and tools that have been developed and/or endorsed by Easter Seals PROJECT ACTION and the Association of Travel Instruction. During the pilot, these techniques and tools were tailored to fit the realities of riding on NJ TRANSIT bus and rail systems.

NJTIP @ Rutgers has extensive experience in teaching high school students how to use public transportation. In addition to the young adults who have graduated from our one-on-one travel instruction program, NJTIP @ Rutgers also teaches a weekly class for transitioning students at Spectrum 360. The Spectrum 360 program includes monthly field trips to local destinations such as shopping malls and work sites. We have also taught travel training programs to students at Middlesex County Vocational-Technical Schools, Linden High School, Woodbridge High School, Bergen County Special Services, Hackensack High School and Wayne Public Schools, among others. Additionally, over the past four years NJTIP @ Rutgers trained 31 individuals to travel independently as a part of UCESC's Project SEARCH Program at Overlook Medical Center. Interns were trained and gained skills to help them travel independently using paratransit services as well.

In January of 2013, NJTIP became part of the Alan M. Voorhees Transportation Center (VTC) at Rutgers, The State University of New Jersey. VTC is a national leader in transportation research and education and is working with NJTIP @ Rutgers to continue to expand our successful travel instruction programs statewide. Under my direction, our staff includes four full-time travel instructors. Our travel instructors have Bachelor's Degrees, two have Masters level education, and all have experience in providing teaching, training and/or social services to persons with disabilities. Two instructors are experienced special education teachers in New Jersey public schools. We bring their knowledge not only as travel instructors, but also as educators and direct service providers, to our in-school training programs.

Proposed Level of Effort and Project Budget

The proposal below presents our estimate of the resources required to deliver the proposed services described above.

Develop Travel Instruction Curriculum

▪ Program & Expense Management, Supervision	40 hours
▪ Resource Development	14 hours
▪ Classroom Instruction/Parent Orientations/Meetings	<u>26 hours</u>
<u>Estimate of task hours</u>	<u>80 Hours</u>

Dry Run Field Trip(s) & Shadowing

▪ Dry Run, Monitoring and Coordination	25 hours
▪ Shadow students as needed	<u>20 hours</u>
<u>Estimate of task hours</u>	<u>45 hours</u>

One on One Training

• Route Check/Intake	77 hours
• One on One Instruction	<u>160 hours</u>
<u>Estimate of task hours</u>	<u>237 hours</u>

Estimate of total hours for all project efforts **362 hours**

This project budget totals \$23,797 and the scheduled timeframe is October 15, 2020 – June 15, 2021. NJTIP @ Rutgers will request reimbursement of up to \$21,265 for staffing costs. This agreement provides for up to 362 hours of staff effort. If additional staff time is needed, a contract modification or supplemental agreement may be required. Direct costs which may include an NJTRANSIT bus demonstration, travel costs and staff mileage total \$2,532.

Please feel free to contact me with any questions. I can be reached at 848-932-2831.

Sincerely,



Karen J. Alexander
Managing Director

Concurrence: **The undersigned accepts the work program, which begins October 15, 2020 and concludes June 15, 2021 and budget as presented above. NJTIP @ Rutgers will consult with Mr. Bornstein as additional funding becomes available, UCESC will be billed for the services rendered. We will plan to bill UCESC for one on one training, dry run, monitoring and coordination, shadowing students as needed, expense management and supervision this time is above and beyond what any other funding sources provide.**

The billable amount will be reported and may be invoiced after training has been completed.

Helen Kirsch, Board President, Union County Educational Services Commission

Signature_____

Date: _____