SOUTH BERGEN JOINTURE COMMISSION
UNLOCKING THE POTENTIAL OF EVERY STUDENT

BOARD OF EDUCATION
696 Route 46 West
Teterboro, NJ 07608
(T) 201-393-0475 (F) 201-288-2825
www.njsbjc.org

2026-2027 CALENDAR OF EVENTS

****All information in RED is a reminder for the participating districts****

DUE DATE	***DESCRIPTION***
2/6/26	**SBJC Review Bid Specs** Send all bid specs to attorney (Bond review and changes)
2/18/26	SBJC sends copies of Bid Specs to County Office SBJC provides Calendar of Events and Transportation Guidelines
2/20/26	**SBJC Sends to Districts:** • Transportation Services Agreement, Joint Transportation Forms, Addendum for closures, Sample Resolutions
3/10/26	**B6T's due to public school districts from Non Public Schools** **SBJC Sends Door To Door Templates to Districts for 26-27 School year** **SBJC begins route renewal process with contractors**
3/27/26	**Districts to send Non Public School forms & corner stops to SBJC** **Districts to advise SBJC of Non Public renewals or re-bids**
4/01/26	**Districts to send Field Trip & Athletic Requests and indicate non-renewals**
4/03/26	**Districts final deadline for Approved Joint Transportation Contracts & Transportation Agreement form with motions to be received by the SBJC**
4/17/26*	****PLEASE NOTE THIS DUE DATE IS EARLIER THAN YEARS PAST**** **Districts to send Extended School Year templates/forms to SBJC** **Districts to send Student Information Cards to SBJC** Finalize contractor renewals/ Prices Updated (SBJC) Non-Public Bid Advertisement (SBJC) – *Actual Bid Date TBD*
5/01/26	**District Emergency forms due to SBJC** ESY and 26-27 School Year Bid Advertisement (SBJC) – *Actual Bid Date TBD*
5/29/26	**Districts to submit the following RSY Forms to SBJC:** • **Special Ed** • **In District** • **Tech/ Academy**

SBJC bids take place through-out the year, however bidding for the upcoming school year and summer school takes place in May, July, and August.

Please note, as forms are received they are processed for the upcoming bid as long as they meet the deadline to be added to the bid package. Most bid deadlines are mid-month. During the school year or later part of August quotes are completed as necessary.

6/19/26	SBJC to inform districts of Non Public Bid results SBJC sends ESY routes to bus companies for review SBJC sends ESY student lists/route assignments to districts for review
7/10/26	SBJC to inform districts of Non Public bus schedules
7/24/26	**Districts to inform nonpublic parents of aide in lieu or bus schedule**
8/14/26	SBJC sends RSY routes to bus companies for review
8/21/26	SBJC sends RSY student lists/route assignments to districts for review

******Any forms not received by the due date cannot be guaranteed transportation and/or inclusion in the bid solicitation. In order to achieve the highest level of efficiency, we need all forms submitted by the requested date******

****All information in RED is a reminder for the participating districts****

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NON – PUBLIC TRANSPORTATION

***** NON PUBLIC FORMS DUE 3/27/26 *****

***USE COORDINATED TRANSPORTATION INFORMATION SHEET. Please use NON PUBLIC (Attachment #1 - Please fill out 2 forms Student Name / Corner Stops)**

- All stops will be established by each school district. We recommend that your district keep stops to a maximum of 5 stops.
- Your district will receive the B6T forms from the private schools approximately March 10.
- When submitting your forms, please be sure to include the receiving school's calendar and school hours. Note, school hours change on Fridays for Jewish schools. Please verify and note the hours required.
- The district should keep accurate attendance for billing and state aid purposes.
- The bus companies will receive a student listing from the SBJC. They will not allow any pupils to ride the bus that are NOT on our list.
- In the event that there are very young children on the vehicle please notify us if you require an aide.
- SBJC will bid or renew routes with the stops you have submitted. Stop changes will not be considered until after October. They must be made through the South Bergen Jointure Commission in writing and approved by your Business Administrator. There may be additional costs for mileage. Any additions or deletions to the enrollment after October must be sent in writing. 48 hours at minimum, are required in order to process any request.
- **SBJC holds only one non public bid per year.**
- Districts will be informed of the bid date, invited to review routes prior to bid and to attend the bid opening.
- Districts are responsible to inform parents by August 1st whether they have transportation or will receive aide in lieu. The SBJC will provide the districts the stops and times. The districts send the route descriptions to the parents. The students can utilize any stop on the route.
- The SBJC will attempt to renew as many routes as possible. **If a district decides to cancel and/or rebid any routes, we require written notification to do so.**

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2026 EXTENDED SCHOOL YEAR INFORMATION

*****ESY FORMS DUE 4/17/26*****

Please note, this date is earlier than years past

SBJC will provide a template with all current students on or about 3/10/26. You may update and return the template to SBJC by 4/17/26 for the ESY program. SBJC will provide individual pdf forms for each student on the template. Once the template is submitted and processed, all future additions, changes and cancellations must be submitted through the online portal. Only one template will be provided for both ESY initial uploads and RSY initial uploads.

*** USE REQUEST FOR COORDINATED DOOR TO DOOR TRANSPORTATION. Please make sure you use the 2026 Extended School Year Form. (Attachment #2)**

The SBJC provides ESY transportation. Some schools change their program location and hours. Please make sure you verify all information before submitting forms. Templates and/or forms may be returned if information is not provided.

Please check:

- Hours
- Days of the week
- Address
- Program start date
- Program end date
- ESY calendar (if available)

Please be advised ESY transportation is entirely separate from the regular school year (Sept thru June). A form is required for both.

****If an addition, cancellation, or any change is made to a student during ESY and you have already submitted September, you MUST send us 2 separate forms.****

*****All forms are included in this packet and available on our web page at www.njsbjc.org*****

******Any forms not received by the due date cannot be guaranteed transportation and/or inclusion in the bid solicitation. In order to achieve the highest level of efficiency, we need all forms submitted by the above due date.******

OUT OF DISTRICT SPECIAL EDUCATION

*****SPECIAL ED FORMS (FOR SEPTEMBER) DUE 5/29/26*****

SBJC will provide a template with all current students on or about 3/10/26. You may update and return the template to SBJC by 5/29/26 for the RSY program. SBJC will provide individual pdf forms for each student on the template. Once the template is submitted and processed, all future additions, changes and cancellations must be submitted through the online portal. Only one template will be provided for both ESY initial uploads and RSY initial uploads.

***THE REQUEST FOR COORDINATED DOOR TO DOOR TRANSPORTATION IS USED FOR ALL SPECIAL EDUCATION STUDENTS. (Please check Special Ed - Attachment #2)**

This form is used for the following:

- Additions
- Deletions
- Changes – address, school change, alternate drop off, alternate pick up, all special requirements, etc.
- 48 hours at minimum, are required in order to process any request after September start up. At the end of August and the beginning of school, more time will be needed to add students for transportation.
- If the SBJC does not have an existing route to accommodate your request, please refer to our quote procedures. (Page 9)

- All student and school information submitted should be checked for accuracy.

- Special requirements must be noted – wheelchair, car seat, harness, booster, 1:1 aide, travels with nurse, travels alone. A one to one aide is for the individual student and the district will be responsible for the full cost. The district business administrator must sign off on any requests for private busing, and the district will be responsible for the full cost.

- Students that require alternate pick up and/or drop off locations are permitted only upon the approval of the sending district and **within their home district only**. The change must be submitted on our form under Additional Instructions. **Students MUST have one pick up location and one drop off location, Monday through Friday.**

- Students that are permitted to be dropped off without an adult to receive them are accepted only upon approval by the district. It can be indicated on our form under Additional Instructions or a copy of a letter from the parent for the file.

- School calendars must accompany new additions.

- It is **MANDATORY** that all forms be filled out in their entirety.

*****All forms are included in this packet and available on our web page at www.njsbjc.org*****

******Any forms not received by the due date cannot be guaranteed transportation and/or inclusion in the bid solicitation. In order to achieve the highest level of efficiency, we need all forms submitted by the above due date.******

BERGEN TECH & ACADEMIES

***** BERGEN TECH FORMS (FOR SEPTEMBER) DUE 5/29/26 *****

- There are two forms accepted for the Bergen Tech and Academy transportation:

  ***COORDINATED TRANSPORTATION - INFORMATION SHEET. Please check off Bergen Tech/ Academy (this form is used for corner stops – Attachment #3)**

  *** REQUEST FOR COORDINATED DOOR TO DOOR TRANSPORTATION FORM. (Please check Bergen Tech/ Academy) (This form is only for students that have an IEP and require door to door transportation – Attachment #2) Please refer to the Out of District Special Education Transportation hand out.**

- All stops will be established by each school district. Please keep stops to a maximum of 5.

- Any additions or deletions to the enrollment must be sent through the SBJC and 48 hours at minimum are required in order to process any request.

- The bus companies will receive a list of students from the SBJC. It is the district and Tech Schools/Academies responsibility to keep accurate attendance.

- It is the preference and responsibility of the district if they wish to issue bus passes.

- The SBJC will send the districts the stops and times. The district will then be responsible to forward the information to the parents.

- School calendars must accompany new additions.

- Special requirements must be noted in additional instructions– alternate times, wheelchair, car seat, harness, booster, 1:1 aide, travels with nurse, travels alone. A one to one aide is for the individual student and the district will be responsible for the full cost. The district business administrator must sign off on any requests for private busing, and the district will be responsible for the full cost.

- If the SBJC does not have an existing route to accommodate your request, please refer to our quote procedures. (Page 9)

*****All forms are included in this packet and available on our web page at www.njsbjc.org*****

******Any forms not received by the due date cannot be guaranteed transportation and/or inclusion in the bid solicitation. In order to achieve the highest level of efficiency, we need all forms submitted by the above due date.******

IN DISTRICT TRANSPORTATION

**** IN DISTRICT FORMS (FOR SEPTEMBER) DUE 5/29/26 ****

SBJC will provide a template with all current *door to door* students on or about 3/10/26. You may update and return the template to SBJC by 5/29/26 for the RSY program. SBJC will provide individual pdf forms for each student on the template. Once the template is submitted and processed, all future additions, changes and cancellations must be submitted through the online portal. Only one template will be provided for both ESY initial uploads and RSY initial uploads.

- There are two forms accepted for In District transportation:

  ***COORDINATED TRANSPORTATION -INORMATION SHEET. Please check off In District (this form is used for corner stops – Attachment #3)**

  ***REQUEST FOR COORDINATED DOOR TO DOOR TRANSPORTATION FORM. (Please check In District -Attachment #2) (This form is only for students that have an IEP and require door to door transportation) Please refer to the Out of District Special Education Transportation hand out.**

- All stops will be established by each school district. Please keep stops to a minimum.
- Any additions or deletions to the enrollment must be sent through the SBJC and 48 hours at minimum are required in order to process any request.
- The bus companies will receive a list of students from the SBJC. It is the district and schools responsibility to keep accurate attendance.
- It is the preference and responsibility of the district if they wish to issue bus passes.
- The SBJC will send the districts the stops and times. The district will then be responsible to forward the information to the parents.
- School calendars must accompany new additions.
- Special requirements must be noted in additional instructions– alternate times, wheelchair, car seat, harness, booster, 1:1 aide, travels with nurse, travels alone. A one to one aide is for the individual student and the district will be responsible for the full cost. The district business administrator must sign off on any requests for private busing, and the district will be responsible for the full cost.
- In the event that there are very young children on the vehicle please notify us if you require a bus aide.
- If the SBJC does not have an existing route to accommodate your request, please refer to our quote procedures. (Page 8)

*****All forms are included in this packet and available on our web page at www.njsbjc.org*****

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FIELD TRIPS & ATHLETICS

***** REQUESTS (FOR SEPTEMBER) DUE 4/1/26 *****
(Attachment #4)

The South Bergen Jointure Commission will hold an Athletic and Field Trip bid once a year for participating member school districts only.

- We require the district(s) to submit a copy of the previous school year's athletic and field trip schedule as a sample for the bid.
- At the direction of the school district we will obtain the costs on an hourly minimum with 15 or 30 minutes increments.
- Upon approval of the costs, the district will submit a schedule to the successful contractor. Each district will then be responsible to coordinate all trips and make payments to the bus company directly.

*****All forms are included in this packet and available on our web page at www.njsbjc.org*****

******Any forms not received by the due date can not be guaranteed transportation and/or inclusion in the bid solicitation. In order to achieve the highest level of efficiency, we need all forms submitted by the above due date.******

QUOTE PROCEDURES

The SBJC will quote a route when an existing route is not available.

- Upon receipt of the request we ask the bus companies to submit a quote on the new route. The companies have 48 hours to respond.

- SBJC must award quotes to the lowest bidder per state statues. SBJC cannot award quotes by choice, nor can we exclude companies by choice.

- Once we receive quotes, the requesting district must approve the cost (the Results Summary sheet is emailed to the district for approval). Quote cost results must be signed by CST Director, Business Administrator or other authorized personnel within 48 hours of receipt or quote may be forfeited.

- Upon district authorization:

  - Contract paperwork must be completed by the bus company and returned to the SBJC before any route can begin (a bond is required with the Contract as per State law).

  - Anticipate a minimum of '5' business days for the process to be completed if the company provides a Personal Surety Bond. Anticipate a minimum of '10' business days for the process to be completed if the bus company provides a Bonding Company Performance Bond. State law does not allow a district or the Jointure Commission to dictate which type of bond a company may use for quotes.

  - The quote is then awarded to the bus company. The Jointure Commission will inform the district of the start date.

  - The bus company will then set up the route and contact the family(s).

  - Based on the Bidding Threshold Statute set forth by the NJ Department of Education, some quotes need to be publicly bid mid- year. The Jointure Commission will inform the districts prior to the bid if any quotes must be bid.

*****All forms are included in this packet and available on our web page at www.njsbjc.org*****

******Any forms not received by the due date can not be guaranteed transportation and/or inclusion in the bid solicitation. In order to achieve the highest level of efficiency, we need all forms submitted by the above due date.******

TRANSPORTATION CONTACT INFORMATION

Office hours are 8:00 am – 4:00 pm

Heather Auerbach	Transportation Manager	Ext. 231	hauerbach@njsbjc.org
Rhonda Collazo	Transportation Assistant	Ext. 232	rcollazo@njsbjc.org
Jake Stroker	Transportation Assistant	Ext. 234	jstroker@njsbjc.org

General Information

Forms are available online at www.njsbjc.org (click services, transportation, 26-27 Online Door to Door Transportation Form). Districts now have the option to upload numerous students from an excel template, which will be provided to you by SBJC in March. Forms may also be submitted by email or fax (201) 288-2851.

Districts must verify all student information before submitting forms. This is to ensure the most safe and efficient transportation.

- Students address
- Phone number
- Emergency number
- School address
- School/ Program hours
  - Please note in additional instructions if times do not follow regular school schedule
- Start date/ End date
- Special requirements
  - One to one aide (at district cost as per IEP)
  - Car Seat
  - Harness
  - Booster
  - Wheelchair
- Additional instructions
  - Alternate pick up/ drop off locations (if applicable)
  - Medical information

- Students that have special transportation needs must be sent to us separately with specific dates and schedule.

- **Changes, additions, deletions, etc. must come in writing directly from the district.**
  - **No requests will be accepted from the parents or schools**
  - **Bus companies are informed to only take changes from the SBJC.**

- The SBJC will attempt to renew as many routes as possible pending student enrollment. If a district decides to cancel and/or rebid any routes, we require written notification to do so.

Accidents

In the event of a school bus accident, the procedures below will be followed:

- The bus company will contact the police and/or ambulance, the receiving school and the South Bergen Jointure Commission IMMEDIATELY.

- The bus company shall contact the parents of the students on the bus. **IT IS VERY IMPORTANT THAT WE HAVE CURRENT HOME AND EMERGENCY TELEPHONE NUMBERS.**

- **Districts will be notified by SBJC and should also reach out to parents for notifications.**

Bus Attendants (Aides)

Not all buses have an attendant. Buses that have attendants will assist the bus driver with the students.

The bus aide **WILL:**

- Assist students on and off the bus as needed.
- Check that all students are secured with a seat belt or appropriate restraint.
- Check the school bus to ensure that no students were left on the vehicle.
- Assist students off of the vehicle in an orderly manner in the event of an emergency.
- Monitor the behaviors of all students who ride the bus and report any inappropriate behavior (in writing) to the school and SBJC.
- Be seated where he or she can monitor the students and see all activity.

Please be advised that the bus aide **WILL NOT**:

- Pick up or carry a student
- Leave the vehicle, except in emergency situations
- Enter a student's home
- Bring students into a building
- Administer Medication

It is important to be advised that the attendants on the vehicle are not medical aides. If a medical aide/nurse is required, your local school district will need to provide this person.

In the event that the aide does not perform the above listed duties, please contact you Child Study Team or SBJC.

Pupil Conduct

All students are expected to behave in an appropriate manner on the bus. The bus driver and aide will report all inappropriate behaviors to the receiving school by submitting an incident report. If the conduct of the student(s) becomes unmanageable, the bus driver will stop the bus and call the local police department.

In general, below is a list of the "Bus Rules" for every student to follow:

- Smoking and/or vaping is prohibited on any bus in the State of New Jersey
- No eating or drinking is permitted
- Students at all times must be seated in their assigned seat and facing forward
- No standing or blocking the aisle at any time
- Students must not run, push or trip one another
- At no time should part of a student's body stick out from a window (especially head and hands)
- No objects may be thrown on the bus or out of the bus windows and doors
- Seat belts must be worn at all times
- Fighting is prohibited
- No foul or abusive language will be permitted at any time
- Students will be held responsible for any damage they cause to the bus or other property
- The rear **Emergency Door** will only be used at the direction of the driver and at no time should a student touch or open this door.
- Parents are not permitted on the bus
- Videotaping is strictly prohibited.
- SBJC does not require or request video footage from bus companies.
- Only at the Principal's discretion will a hand held device (example -IPod, DS) be permitted. The Board of Education and Bus Company are **NOT** responsible for this property if it is lost, stolen or damaged.

The receiving school principal or program director will be informed of all inappropriate behaviors and will be the primary person to discipline the students. (N.J.S.A. 18A: 25.2) The school principal or program director can suspend a student from transportation if he or she finds the student to be unmanageable on the bus. The SBJC can also suspend a student from transportation if we find that the student is a safety hazard to themselves or the other students on the bus.

If a student is suspended from transportation ONLY, the parents are responsible to transport their child to and from school.

Communication with the Bus Driver and or Aide

We expect that the driver and the aide be cordial and polite. In addition, the SBJC requires that either the bus driver or the aide speak English fluently. It is important that the students understand the directions given by the driver or the aide.

All buses are required to have a two-way radio communication system or a cell phone at all times.

Parents are advised not to discuss any problems with the driver or the aide. If a problem arises, it would be best to contact your local Board of Education or the receiving school.

All bus drivers and aides are subject to criminal background checks and drug and alcohol tests as prescribed by law.

Special Education Students

Students must be picked up and dropped on the side of the street in which they reside.

All parents/guardians will be advised of the pick up time for their child by the bus company.

BUSES WILL ONLY WAIT 3 MINUTES AT EACH PICK UP. YOUR CHILD MUST BE READY AT THE TIME GIVEN.

IF THE BUS ARRIVES EARLIER THAN SCHEDULED, THEY MUST WAIT UNTIL THE ASSIGNED TIME.

Student Information Card for School Bus Driver and School Bus Aide serving Students with Disabilities

Please see attached memo from the State of New Jersey Department of Education regarding Student Information Cards

- Student Information card is attached and also available at the Office of Student Transportation Website
- SBJC Recommends that cards are given to case workers to distribute to parents. Many case managers include the form as part of the students IEP meeting or review.
- Cards should be returned to SBJC in one packet at time of ESY or RSY form submission.
- SBJC will distribute cards to bus companies to keep on vehicles/with route info. SBJC will not distribute to or collect from parents directly.
- Forms and requests will be reviewed by SBJC. Certain requests may not be honored without district approval.

Bergen Tech/Academy/In District and Non Public Transportation:

- For our students that utilize corner stops, please be advised that your local school district has designated the stops.
- The SBJC does not make any changes to the route.
- Once the routes are established with the stops, it is very unlikely that stops will be changed. Only in cases of safety will your local board of education authorize or request a stop change.
- If your local district deems a stop change is required, it will not be considered until after school has officially started with the change taking effect in October.
- Students must be at the stop 10 minutes prior to its designated time. Buses will not go back.
- Some towns have bus passes, if a student does not have their bus pass, they will not be permitted on the vehicle.
- Students can not get on any vehicle other than their assigned vehicle. Unauthorized students will not be permitted on the vehicle.

Parent Responsibilities

A parent or responsible adult MUST be present and meet the vehicle when a special education student is picked up and dropped off. The parent or adult must meet the vehicle. The bus companies have been advised not to release a child without a parent or an adult present. Failure to meet a child at home may result in the SBJC contacting the local board of education, child study team, police and/or other authorities.

Parents are NOT permitted on the vehicles.

Students must be ready at assigned time. Routes can not be changed to accommodate parent's schedules.

Parents must communicate any and all changes in transportation with their local Board of Education. The SBJC will not accept any changes from any parties other than your local Board of Education

Parents must assume the responsibility for lost objects. The bus companies, schools, or SBJC will not be responsible for lost, stolen or damaged items.

Bus Schedules/Time Changes

All routes are contracted for specific arrival and dismissal times at the school. SBJC and the bus company will contract routes per the school's time and calendar. Schedule deviations must be permanent, consistent and approved in advance.

Routes will make ONE trip into school and ONE trip home from school, unless otherwise contracted.

Bus companies will accommodate scheduled half days, delayed openings and alternate schedules as defined on the school calendar. Emergency closings and delay procedures are outlined below.

Bus companies will NOT accommodate requests for additional trips to home or from school. Buses will not be permitted to pick up mid-day due to student or parent's personal schedule requests, illness or medical emergencies.

Bus companies will ONLY accommodate testing schedules if the entire school or specific route are affected. If students on shared routes do not have the same testing schedules, only the regular AM and PM contracted times will be honored.

Snow/Emergency Closings – Delayed Openings

Our policy on delayed opening and emergency closings is as follows:

- If the receiving school is opened or delayed, the South Bergen Jointure Commission expects that the bus companies will adhere to the schedule as set by the school. The schools are responsible to inform the bus companies.

- If your district does not want students to be transported to Out Of District, Tech/Academy or Non-Public on inclement weather days when your public schools are closed, you must notify SBJC in writing prior to November 1st of the current school year. Written notification must come from your Business Administrator or Superintendent.

- The South Bergen Jointure Commission reserves the right to cancel all transportation operations if the roads are impassable or it is deemed unsafe to travel. ***If this occurs, NO VEHICLES WILL BE PERMITTED TO BE ON THE ROAD EVEN IF THE RECEIVING SCHOOL IS OPEN. THIS INFORMATION CAN BE HEARD ON OUR GREETING WHEN CALLING (201) 393-0475.***

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www.njsbjc.org

To: School districts

From: Heather Auerbach
Transportation Manager

Date: February 12, 2026

RE: Student Bus Information Cards

As you are aware, the New Jersey Department of Education has informed districts to secure Student Bus Information Cards. Student information cards are to be stored on the bus for students who require special arrangements during a bus ride or specific instructions about the student for emergencies.

This memo is reminder that if districts have not have already implemented a procedure to collect the forms and forward them to the bus driver (or company) they need to do so promptly.

Thank you

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 29, 2025

To: Local Educational Agency Leads

Route To: Directors of Special Services, Directors of Student Transportation, Special Education Parent Advisory Groups (SEPAGs)

From: Ambrose Duckett, Assistant Commissioner
Division of Field Support Services

Kathy Ehling, Assistant Commissioner
Division of Educational Services

Student Information Card for School Bus Drivers and School Bus Aides Serving Students with Disabilities

This memorandum serves as a reminder to LEAs regarding the requirements outlined in P.L. 2015, c.123 and N.J.S.A. 18A:39-19.4 related to the use of the student information card for school bus drivers and school bus aides serving students with disabilities. The student information card is required to include information that should be readily available to school bus drivers and school bus aides for the purpose of promoting proper interactions with students with disabilities. The student information card is a vital resource that equips school bus drivers and aides with key information to support appropriate and effective interactions with students with disabilities.

The parent or guardian of a student with an Individualized Education Program (IEP) is responsible for completing the student information card when the IEP is developed or amended for a student who receives transportation services. With the parent's or guardian's consent, the LEA is required to distribute a copy of the completed card to the assigned school bus driver and/or school bus aide on the relevant bus route. The card must be kept in an easily accessible location for both the school bus driver and school bus aide.

The student bus information card is available on the Office of Student Transportation website, under the "Safety & Training" tab.

Questions may be directed to the Office of Student Transportation at OfficeofSchoolBusSafety@doe.nj.gov or the Office of Special Education at OSEinfo@doe.nj.gov.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group

Attachment #6

New Jersey Department of Education
Office of Special Education Programs

STUDENT BUS INFORMATION CARD

Name:	Date:
Age:	School:

Please use the space below to provide information to the school bus driver and/or bus aide that will assist them in ensuring your child rides the bus successfully.
Does your child utilize any adaptive equipment, including a communication device, that the school bus driver and/or aide should be familiar with?
Additional Comments/Suggestions:
Parent/Guardian Signature: Date:

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SNOW/EMERGENCY CLOSURES – DELAYED OPENINGS

Our policy on delayed opening and emergency closings is as follows:

- If the receiving school is opened or delayed, the South Bergen Jointure Commission expects that the bus companies will adhere to the schedule as set by the school. The schools are responsible to inform the bus companies.

- If your district does not want students to be transported to Out Of District, Tech/Academy or Non-Public on inclement weather days when your public schools are closed, you must notify SBJC in writing prior to November 1st of the current school year. Written notification must come from your Business Administrator or Superintendent.

- The South Bergen Jointure Commission reserves the right to cancel all transportation operations if the roads are impassable or it is deemed unsafe to travel. If this occurs, NO VEHICLES WILL BE PERMITTED TO BE ON THE ROAD EVEN IF THE RECEIVING SCHOOL IS OPEN. THIS INFORMTION CAN BE HEARD ON OUR GREETING WHEN CALLING (201) 393-0475.

SOUTH BERGEN JOINTURE COMMISSION

District Emergency Contact Form
2026-2027 SCHOOL YEAR
****

School District : _____

Transportation Contact Name OOD : _____

Transportation Phone # : _____ Email: _____

Transportation Contact Name ID/Tech/NP: _____

Transportation Phone # : _____ Email: _____

CST Director : _____

CST Director Phone # _____ Email: _____

Business Administrator : _____

Business Administrator Phone # _____ Email: _____

Superintendent : _____

Superintendent Phone # _____ Email: _____

BOE Address : _____

After Hours Contact Name/Phone : _____

Our district policy, if no one is available to receive a student at the end of the days is:

Bring to the Board Office/CST Department located at:

_____

Bring to the local Police Department located at: (Police must be notified of your policy)

_____

Signature _____ Date _____

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www.njsbjc.org

COORDINATED TRANSPORTATION INFORMATION SHEET
SCHOOL YEAR 2026-2027

NON-PUBLIC _____

RESIDENT PUBLIC SCHOOL DISTRICT _____

SCHOOL TO BE ATTENDED _____

SCHOOL ADDRESS _____

OPENING DATE _____ SCHOOL HOURS: Mon-Thurs _____
Fri _____
Other _____

STUDENT NAME (one student per line)

# 1	
# 2	
# 3	
# 4	
# 5	
# 6	
# 7	
# 8	
# 9	
# 10	
# 11	
# 12	
# 13	
# 14	
# 15	
# 16	
# 17	
# 18	
# 19	
# 20	
TOTAL # OF STUDENTS THIS PAGE	

PLEASE COMPLETE ONE FOR FOR EACH SCHOOL
MAKE COPIES OF THIS FORM AS NEEDED. PLEASE FORWARD A COPY OF THE SCHOOL CALENDAR

THIS FORM WAS COMPLETED BY: _____

SOUTH BERGEN JOINTURE COMMISSION
UNLOCKING THE POTENTIAL OF EVERY STUDENT

BOARD OF EDUCATION
696 Route 46 West
Teterboro, NJ 07608
(T) 201-393-0475 (F) 201-288-2825
www.njsbjc.org

COORDINATED TRANSPORTATION INFORMATION SHEET
SCHOOL YEAR 2026-2027

NON-PUBLIC _____

RESIDENT PUBLIC SCHOOL DISTRICT _____

SCHOOL TO BE ATTENDED _____

SCHOOL ADDRESS _____

OPENING DATE _____ SCHOOL HOURS: Mon-Thurs _____
Fri _____
Other _____

CORNER STOP **(Only one stop per location is needed regardless if multiple students use same stop)**

# 1	
# 2	
# 3	
# 4	
# 5	
# 6	
# 7	
# 8	
# 9	
# 10	
# 11	
# 12	
# 13	
# 14	
# 15	
# 16	
# 17	
# 18	
# 19	
# 20	
TOTAL # OF STUDENTS THIS PAGE	

PLEASE COMPLETE ONE FOR FOR EACH SCHOOL
MAKE COPIES OF THIS FORM AS NEEDED. PLEASE FORWARD A COPY OF THE SCHOOL CALENDAR

THIS FORM WAS COMPLETED BY: _____

Attachment # 2

South Bergen Jointure Commission
696 Route 46 West, Teterboro, NJ 07608
Phone: 201-393-0475
Fax: 201-288-2851 or 201-288-2854

Request for Coordinated Door to Door Transportation

(THIS FORM IS FOR DISTRICT USE ONLY)

School Year 2026-2027

Date

Status Type

District

Sending District (Required)

Billing District (Required)

Door To Door Transportation Only

Student Information

Last Name (Required)

First Name (Required)

Date Of Birth (Required)

Sex

Address (Required)

City (Required)

State (Required)

Zip (Required)

Home Phone (Required)

Emergency (Required)

Father First Name

Father Last Name

Father Cell Phone

Mother First Name

Mother Last Name

Mother Cell Phone

School Information

Name (Required)

Classification

Start Date

Terminated

Address (Required)

City (Required)

Start Time (Required)

End Time (Required)

Special Requirements

- [ ] One to one aide, at district cost as per IEP
- [ ] Wheelchair
- [ ] Carseat
- [ ] Booster
- [ ] Harness
- [ ] Child could exhibit aggresive behavior
- [ ] See Medical Plan (must send plan)

Days

- [x] Mon
- [x] Tue
- [x] Wed
- [x] Thu
- [x] Fri

Additional Instructions

Signatures

Case Manager (Required)

Case Manager Phone (Required)

Approved By CST Director (Required)

Date

Approved By Business Administrator (Required)

Date

Form Completed By (Required)

Phone (Required)

Attachment # 3

SOUTH BERGEN JOINTURE COMMISSION
UNLOCKING THE POTENTIAL OF EVERY STUDENT

BOARD OF EDUCATION
696 Route 46 West
Teterboro, NJ 07608
(T) 201-393-0475 (F) 201-288-2825
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COORDINATED TRANSPORTATION INFORMATION SHEET
SCHOOL YEAR 2026-2027

In District _____
Tech & Academy _____

RESIDENT PUBLIC SCHOOL DISTRICT _____

SCHOOL TO BE ATTENDED _____

SCHOOL ADDRESS _____

OPENING DATE _____

SCHOOL HOURS: Mon-Thurs _____
Fri _____
Other _____

	STUDENT NAME	**CORNER STOP** (Please do not repeat stops on each line)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
	TOTAL # OF STUDENTS THIS PAGE	

PLEASE COMPLETE ONE FOR FOR EACH SCHOOL
MAKE COPIES OF THIS FORM AS NEEDED. PLEASE FORWARD A COPY OF THE SCHOOL CALENDAR

THIS FORM WAS COMPLETED BY: _____

Attachment # 4

SOUTH BERGEN JOINTURE COMMISSION
UNLOCKING THE POTENTIAL OF EVERY STUDENT

BOARD OF EDUCATION
696 Route 46 West
Teterboro, NJ 07608
(T) 201-393-0475 (F) 201-288-2825
www.njsbjc.org

2026-2027 ATHLETICS AND FIELD TRIPS

Name of School District _____

Contact Person & Phone _____

Please Check Renew or Bid for 2026-2027 and sign below.

ATHLETICS **RENEW** _____ **BID** _____ (choose one)

FIELD TRIPS **RENEW** _____ **BID** _____ (choose one)

IF REQUESTING A NEW BID FOR 2024-2025 Please do so on district letterhead.

Recommended Minimum Bidding 2 hours with a per 1/4 hour overtime rate.

Example:	16 OR 54 PASSENGER WEEKDAY PER BUS COST PER 2 HOURS	$ -
	OVERTIME COST WEEKDAY PER 1/4 HOUR	$ -
	16 or 54 PASSENGER WEEKEND PER BUS COST PER 2 HOURS	$ -
	OVERTIME COST WEEKEND PER 1/4 HOUR	$ -

District will be responsible for any tolls and/or parking fees

Please submit a sample of the 2025-2026 school year field trips and/or athletic schedule to be used as a reference.

Requested by: _____ Date _____
(Athletics Director or Business Administrator)

Please return to the South Bergen Jointure Commission by April 1, 2026