

Charter and Renaissance School

Transportation Procedures

New Jersey Department of Education
Office of Student Transportation
September 2014

General Provisions

The district in which the student resides shall provide transportation or aid in lieu of transportation to eligible charter and renaissance school students in accordance with *N.J.S.A.* 18A:39-1 et. seq. and *N.J.A.C.* 6A:27-3.1.

The district in which the student resides shall provide transportation to eligible students who reside outside the district of residence or region of residence in which the charter or renaissance school is located within the maximum per student expenditure established by *N.J.S.A.* 18A:39-1a. If the cost of this transportation will exceed that amount, then the parents or legal guardians of the student may pay the amount over the maximum or receive the amount established by the statute as aid in lieu of transportation. If no transportation bid is received, the parents or legal guardians of the student shall receive the amount established by the statute as aid in lieu of transportation. Aid in lieu of transportation may be adjusted for late registration or early withdrawal from the charter school. Boards of education are not required to pay aid in lieu of transportation when vouchers for payment are not signed and returned before the close of the fiscal year. (*N.J.A.C.* 6A:27-3.4)

Eligibility Criteria

The charter or renaissance school must be located within the State.

Resident Students

Charter and renaissance school students who reside in the district of residence or region of residence in which the charter or renaissance school is located must reside remote from their charter or renaissance school to be eligible for transportation. Charter and renaissance school students who live less than remote from their charter or renaissance school are eligible for courtesy transportation services in accordance with the policies of the district board of education in which they live.

Nonresident Students

To be eligible for transportation services, charter and renaissance school students who do not reside in the district of residence or region of residence in which the charter or renaissance school is located must reside remote from their charter or renaissance school. Students who live less than remote from their charter or renaissance school are eligible for courtesy transportation services in accordance with the policies of the district board of education in which they live. The cost of transporting nonresident charter and renaissance school students must not exceed the per student maximum expenditure established by *N.J.S.A.* 18A:39-1a.

Special Education Students

Special education students must reside remote from their charter or renaissance school of attendance. Those students who reside less than remote from their charter or renaissance school are eligible for courtesy transportation in accordance with the policies of the district board of education in which they live. Special education students are also eligible for transportation services as specified by the student's individual education plan (IEP).

Remote is defined by N.J.A.C. 6A:27-1.2

The words, "remote from the schoolhouse" shall mean beyond 2 ½ miles for high school students and beyond two miles for elementary school students.

Measurement shall be made by the shortest route along public roadways or public walkways between the entrance of the student's residence nearest such public roadway or walkway and the nearest public entrance of the charter or renaissance school.

Parent/Guardian Responsibilities

It is the responsibility of the parents or legal guardians of the charter or renaissance school student to:

- provide the student's name, date of birth, address, grade, one-way mileage between the student's home and the charter school, and the name of the last school of attendance to the lead person of the charter or renaissance school at the time of enrollment in the charter or renaissance school and whenever there is a change of the student's address.
- submit a signed "Request for Payment of Transportation Aid" voucher in the manner prescribed by the district board of education in which the student resides, in order to be eligible to receive aid in lieu of transportation. (This requirement applies to nonresident students.)
- notify the district board of education in which the student resides, in writing, of their decision regarding whether they wish to pay for transportation costs which exceed the maximum permitted expenditure. Once the district board of education has been notified that the parents or legal guardians agree to pay the amount over the maximum, the parents or legal guardians are no longer entitled to receive aid in lieu of transportation for that school year. (This requirement applies to nonresident students.) If the parents or legal guardians of the charter or renaissance school student do not submit a written request for transportation services within seven days of receipt of the district's notice that the cost will exceed the maximum permitted expenditure, then the student shall not be entitled to transportation, but the parents or legal guardians shall receive aid in lieu of transportation.

- pay for transportation services in the manner prescribed by the district board of education in which the student resides when transportation is provided at a cost exceeding the maximum permitted expenditure. (This requirement applies to nonresident students.)
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Charter and Renaissance School Responsibilities

It is the responsibility of the lead person of the charter or renaissance school to:

- submit to each district board of education in which a student resides, on forms prescribed by the Commissioner, the student's name, date of birth, address, grade, one-way mileage from the student's home to the charter or renaissance school, and the name of the last school of attendance. In the case of special education students, any special transportation needs required by the student's IEP must also be included. This information shall be submitted at the time of each student's enrollment in the charter or renaissance school or by March 15 preceding the school year in which transportation services are being requested, whichever is later.
- ensure the accuracy of the information contained in the applications (except for the one-way mileage from the student's home to the charter or renaissance school).
- notify the district boards of education in which the students reside in writing when a student eligible for transportation or aid in lieu of transportation has a change in address or withdraws from the charter or renaissance school by submitting a new application for transportation.
- submit a new application whenever a student has a change in address.
- submit the charter or renaissance school calendar to the district boards of education responsible for providing transportation services by May 15 preceding the school year in which transportation is being requested. The school calendar must include the opening and closing times of the school day, days when school is closed, and any schedule which is less than or extended beyond the regular school day.
- certify, on forms prescribed by the Commissioner, that the students who receive transportation services or aid in lieu of transportation were enrolled for each semester of the academic year. The certification forms shall be completed and returned to the district board of education in which each student resides as prescribed by the board.
- notify the parents of students attending the charter or renaissance school of their responsibility to complete and return any documents necessary for transportation services or the payment of aid in lieu of transportation required by the district board of education in which the student resides.
- immediately notify the student's resident district board of education in writing when there is a change in the school location.

District Responsibilities

It is the responsibility of the district board of education in which the charter or renaissance school student resides to:

- determine eligibility for transportation services and provide transportation or aid in lieu of transportation to eligible charter and renaissance school students in accordance with *N.J.S.A. 18A:39-1 et. seq.*
- provide transportation to eligible students who reside outside the district of residence or region of residence in which the charter or renaissance school is located within the maximum per student expenditure. District boards of education shall not be required to bid for transportation services but may instead pay aid in lieu of transportation when the request for transportation is received after the start of the school year.

If the cost of this transportation will exceed the maximum permitted expenditure, then the parents or legal guardians of the student may choose to pay the amount over the maximum or receive aid in lieu of transportation. Once the district board of education in which the student resides has been notified in writing that the parents or legal guardians agree to pay the amount over the maximum permitted expenditure, the parents or legal guardians are no longer entitled to receive aid in lieu of transportation for that school year.

Aid in lieu of transportation may be adjusted by the district board of education in which the student resides for late registration or early withdrawal from the charter or renaissance school.

- prepare routes and determine the method of transportation to be provided to the charter or renaissance school student.
- notify, by August 1, the parents or legal guardians of the charter or renaissance school student and the lead person of the charter or renaissance school regarding the transportation services to be provided.
- submit forms to the lead person of the charter or renaissance school for the January and May certifications.
- send the “Request for Payment of Transportation Aid” voucher to the parents or legal guardians of the charter or renaissance school student after each semester in order to pay aid in lieu of transportation.
- establish transportation agreement and payment procedures for transportation services for nonresident students which are to be provided at a cost exceeding the maximum permitted expenditure.

FINDING THE DOE STUDENT TRANSPORTATION WEB SITE

The DOE Student Transportation web site is located at:

<http://www.nj.gov/education/finance/transportation/>

This document explaining charter school transportation procedures, as well as the forms necessary to apply for such transportation, can be found on the web site under the heading "Procedures and Related Documents".

Charter and Renaissance School Application for Transportation Services

INSTRUCTIONS

- The application must be completed by the charter or renaissance school and must include each student requiring transportation services to and from school. **All entries should be typewritten.**
- An application must be submitted to each student's district board of education in which he/she resides (i.e., a separate application must be completed for each district board of education from which students attend the charter or renaissance school).
- All applications must be submitted at the time of each student's enrollment in the charter or renaissance school or by March 15 preceding the school year in which transportation services are being requested, whichever is later.
- All sections of the application must be completed. "Miles Home to School (one way)" should be the distance between the student's home and the charter or renaissance school, measured by the shortest route along public roadways and walkways (NJAC 6A:27-1.2).
- The grade for regular students must be reported as one of the following:

PK	6
K	7
1	8
2	9
3	10
4	11
5	12

The grade for special education students classified in accordance with NJSA 18A:46-23 shall be reported as:

- S1 (Elementary: PK-8)
- S2 (High School: 09-12)

- If a special transportation need is required by the student's IEP (Individual Education Plan), it should be reported as:

- 01 (aide, nurse, or attendant)
- 02 (wheelchair)
- 03 (extended school year program)
Use this code if the school operates a 12 month program.
- 04 (other special needs)
If this code is used, attach a separate sheet to identify the special needs.

NEW JERSEY STATE DEPARTMENT OF EDUCATION
Division of Finance
Office of Student Transportation

REQUEST FOR PAYMENT OF TRANSPORTATION AID - CHARTER AND RENAISSANCE SCHOOL STUDENTS

This request shall be filed by the parent or guardian of eligible charter and renaissance school students with the secretary of the local school district for the first and second semesters upon request. This request must be filed prior to the end of the fiscal year (N.J.A.C. 6A:27-3.4(b)).

I, _____ do hereby certify that _____
(Parent or Guardian) (Name of Student)

who resides at _____ has been transported to _____
(Address of Student - Street #, City/Town, State, and Zip Code)
_____ situated in _____
(Charter/Renaissance School) (City) (State)

for the period of time from _____ to _____
Month Day Year Month Day Year

In consideration thereof, I hereby request payment of transportation aid pursuant to N.J.S.A. 18A:39-1.

I do solemnly declare and certify under the penalties of the law that this request for payment is correct in all its particulars, and that I am not claiming reimbursement or receiving transportation from any other school district for the same period of time.

(Date) (Signature of Parent or Guardian)

(Daytime Telephone Number)

WHEN PROPERLY EXECUTED, THIS FORM MAY BE ACCEPTED AS AN OFFICIAL VOUCHER. THE LOCAL BOARD OF EDUCATION MAY PAY TRANSPORTATION AID BASED ON THIS CLAIM PURSUANT TO N.J.S.A. 18A:39-1 and 18A:19-3