

## **CHAPTER 27. STUDENT TRANSPORTATION**

### **SUBCHAPTER 1. GENERAL PROVISIONS**

#### **6A:27-1.1 Scope**

This chapter sets forth the rules governing the transportation of students to and from school and school-related activities. It also contains rules governing contracts for student transportation. Finally, it contains the rules delineating the Department's responsibilities in its oversight of student transportation.

#### **6A:27-1.2 Purpose**

The purpose of this chapter is to ensure the safe and efficient transportation of students to and from school and school-related activities.

#### **6A:27-1.3 Authority**

- (a) As used in this chapter, the term "district board(s) of education" shall refer to both district boards of education and coordinated transportation services agencies (CTSA).
- (b) District boards of education shall provide transportation pursuant to N.J.S.A. 18A:39-1 et seq. and shall adopt policies and procedures governing the transportation of students to and from school and school related activities.
- (c) District boards of education shall adopt policies to ensure that all transportation provided to their resident students is done in compliance with all State and Federal laws and regulations.

- (d) District boards of education providing transportation services shall be responsible for the suspension of transportation services due to inclement weather or other conditions.

**6A:27-1.4 Students who shall be transported**

- (a) Transportation shall be provided to public school students who reside remote from their assigned school of attendance, nonpublic school students who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.2, and special education students who reside remote from their assigned school or who require transportation services in accordance with their individualized education program (IEP). Transportation shall also be provided to preschool students who live remote from their school of attendance and either are enrolled in a universal preschool program or meet the age and income eligibility requirements of and are enrolled in a targeted preschool program pursuant to N.J.S.A. 18A:7F-43 et seq.
  - 1. The words “remote from the school of attendance” shall mean beyond two and one-half miles for high school students (grades nine through 12) and beyond two miles for elementary school students (grades preschool through eight).
  - 2. For the purpose of determining eligibility for student transportation, 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 public walkway and the nearest public entrance of the school which the student attends.
- (b) Pursuant to N.J.S.A. 18A:39-1c, transportation need not be provided if a student’s parent or guardian signs a written statement waiving transportation services for the school year.
  - 1. District boards of education shall develop a policy for the provision of transportation services to the student in the case of a family or economic hardship,

and may develop guidelines and procedures for parental waivers of transportation services.

#### **6A:27-1.5 Students who may be transported**

- (a) District boards of education may provide for the transportation of students who reside less than remote from their school in accordance with their local policies and at their own expense.
  - 1. District boards of education may elect to charge the parent or legal guardian for all or part of the cost of this service in accordance with N.J.S.A. 18A:39-1.3.
- (b) District boards of education that provide for the transportation of students pursuant to N.J.S.A. 18A:39-1 or a cooperative transportation services agency (CTSA) may provide for the transportation of resident and nonresident students who are not otherwise eligible for transportation services by any other law and charge the parent or legal guardian for all or part of the cost of this transportation in accordance with N.J.S.A. 18A:39-1.3.
  - 1. The parent or legal guardian of a nonpublic school student who receives aid in lieu of transportation from their resident district board of education may purchase transportation services from another district board of education or CTSA.
- (c) Whenever a district board of education agrees to provide nonmandated transportation to and from school for reasons of hazard, the board shall adopt a hazardous busing policy in accordance with N.J.S.A. 18A:39-1.5.
- (d) When the parent or legal guardian elects to have transportation provided for their child pursuant to this section, the district board of education or CTSA may elect to charge the parent or legal guardian for all or part of the cost. However, the cost of the transportation paid by the parent or legal guardian shall be no more than the per student cost of the route

and shall be paid at the time and in the manner determined by the district board of education or CTSA.

- (e) Municipal governments may elect to pay the cost of transportation for students who live less than remote from their school through an interlocal agreement with the district board of education in accordance with N.J.S.A. 18A:39-1.2. Municipalities may elect to charge the parent or legal guardian for all or part of the cost of this service.
- (f) Students who are unable to pay because of financial hardship may not be excluded from receiving services described under this section. The criteria used to determine financial hardship shall be the same as the Statewide eligibility standards established for free and reduced-price meals under the State school lunch program.
- (g) District boards of education shall notify the Department on the Commissioner-prescribed form when transportation is provided for students pursuant to this section.

#### **6A:27-1.6 Passengers**

A district board of education shall ensure that only enrolled eligible public school students, eligible private school students, adults serving as chaperons or authorized school personnel are transported.

#### **6A:27-1.7 Insurance**

- (a) Anyone providing for the transportation of students to and from school or school-related activities or subcontracting to provide the services shall furnish automobile liability insurance for bodily injury and property damage in a minimum amount of \$1,000,000 combined single limit per occurrence for all vehicles used for this purpose.



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## Frequently Asked Questions

### Q. Who must be transported?

A. In accordance with state law, *N.J.S.A. 18A:39-1*, all public elementary school students (grades K-8) who live more than two miles from their school and all public secondary school students (grades 9-12) who live more than two-and-a-half miles from their school are entitled to transportation. These students are said to live "remote from school." Whenever a school district is required to provide transportation to students attending regular public school programs, students attending nonpublic schools who meet those distance requirements may also be entitled to transportation services. In addition, any student classified with special needs who either meets these distance requirements or for whom transportation is required in the student's *Individual Education Plan* must be transported.

### Q. How is the distance between a student's home and school measured?

- The school must be a nonprofit school;
- The school must be located within the state, except for certain counties of the third class (Warren);
- The school may be located no more than twenty miles from the student's home;
- The cost of the transportation may not exceed the annual maximum expenditure set by law each year (\$1,000 for the 2018-2019 school year);
- Students must be in grades kindergarten through grade 12; and
- Students must meet the entrance age requirements for students in the resident public school district.

If the cost of the transportation to be provided to the nonpublic school student will exceed the annual maximum expenditure, the school district cannot provide the transportation but instead pay the student's parent or legal guardian the maximum expenditure amount. The maximum expenditure for the transportation of nonpublic school students cannot exceed \$1,000 for the 2018-2019 school year.

In the 2018-2019 school year, transportation services are also extended to students living in third-class counties or second-class counties with a population of less than 235,000 who reside no more than 30 miles from their nonpublic schools located within the state. This applies to Cumberland, Gloucester, Hunterdon, Salem, Sussex and Warren counties.

**Q. Is it a district's responsibility to provide transportation for students who live less than remote from school when hazardous road conditions exist?**

A. Boards of education are not required by law to provide busing for students who live less than remote from school even for safety reasons. However, boards are permitted, at their own discretion and expense, to provide transportation for students who reside less than remote from school and may charge the student's parents or legal guardians for this service. Municipalities may also contract with boards of education for this service and charge the parents. This transportation service is called *Subscription Busing*.

**Q. Where can I purchase subscription busing?**

A. Subscription busing may be purchased from your own school district, another school district transporting students to that school, or a coordinating transportation services agency (CTSA) providing busing to that school. A board of education or CTSA may provide this service at its discretion.

**Q. Who is responsible for safe travel along public roadways or walkways?**

A. Case law has long held that safety along public roadways and walkways is a municipal responsibility. It is for this reason that municipalities install sidewalks, traffic signals and signs, and paint crosswalks. Pursuant to section 40A:9-154.1 of New Jersey statute, school crossing guards are appointed by the municipality and are under the supervision of the chief of police or other chief law enforcement officer.

**Q. How long may a school bus be used to transport students in New Jersey?**

A. Some school buses can be used for 12 years from the date of manufacture or the end of the school year in which that date occurs. Some school buses, other than those of the transit type with a gross vehicle weight exceeding 25,000 pounds, can be used for 15 years from the date of manufacture or the end of the school year in which that date occurs provided the school bus meets certain emission standards. School buses of the transit type with a gross vehicle weight exceeding 25,000 pounds may be used for 20 years from the date of manufacture or the end of the school year in which that date occurs. If you have questions about which category a school vehicle falls into, please contact the School Bus Inspection Unit at the Motor Vehicle Commission.

**Q. Are school buses required to be equipped with passenger seat belts?**

A. All vehicles manufactured after October 1992 are required to be equipped with lap-type seat belts or other child restraint systems. As of September 2013, all school buses without seat belts that were grandfathered under this law are out of service. Consequently, all school buses currently in use are required to be equipped with passenger seat belts.

**Q. What is being done to ensure that students are safely transported to and from school?**

A. School buses are inspected at least twice each year by special school bus inspection teams from the New Jersey Motor Vehicle Commission.

School bus drivers are required to hold a commercial driver's license (CDL) with a passenger and school bus endorsement, and, therefore, are also required to meet federal standards for alcohol and drug testing. The standards include testing upon initial employment followed by random tests. In addition, school bus drivers must undergo a physical examination every two years, a criminal background check upon initial employment and at the time of renewal of their CDL, and submit an annual driver's abstract (i.e., a history of motor vehicle violations).

**Q. Has the school transportation efficiency plan resulted in any actual efficiencies?**

A. Yes, since the inception of the school transportation efficiency plan, the number of districts falling below the state standard of 120 percent vehicle utilization has decreased from 489 school districts to 194 for the 2011-2012 school year. The number of students transported through coordinated transportation services has grown throughout the years from approximately 8,000 to 63,000.



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***NONPUBLIC SCHOOL***

***TRANSPORTATION***

***PROCEDURES***

New Jersey Department of Education  
Office of Student Transportation  
November 2013

## GENERAL PROVISIONS

Transportation or aid in lieu of transportation shall be provided to eligible nonpublic school students Monday through Friday between September 1 and June 30 when the nonpublic school is in session. The rules adopted by the State Board of Education for the transportation of public school students are also applicable to nonpublic school students transported by a local board of education. The rules specific to nonpublic school transportation are found at *N.J.A.C. 6A:27-2*.

Districts shall advertise for bids before determination is made to provide aid in lieu of transportation. Resident district boards of education are not required to bid for nonpublic school transportation when transportation is provided by district owned vehicles, renewal of an existing contract, coordinated transportation services agencies (CTSA), joint transportation agreements, common carriers, or another district board of education or CTSA has bid on the resident board's behalf. *N.J.S.A. 18A:39-11* requires that school districts attempt to utilize one of the coordinated transportation services agencies identified by the Commissioner of Education before paying aid in lieu of transportation for the ensuing school year if they paid aid in lieu of transportation in the prior school year or have determined that they cannot provide transportation to a nonpublic school for the ensuing school year within the maximum per student cost permitted by law.

Boards of education may not be required to provide transportation or pay aid in lieu of transportation when the application for transportation and/or payment vouchers are not properly submitted. In accordance with *N.J.S.A. 18A:39-1*, boards of education shall not expend more than the maximum per student expenditure for nonpublic school transportation. Administrative fees charged by a CTSA are not to be included in the maximum per student expenditure calculation.

## ELIGIBILITY CRITERIA

### **Mandated Transportation**

**To be eligible for transportation or aid in lieu of transportation, all nonpublic school students shall:**

1. reside in a district which provides transportation to and from school for remote public school students.

#### **Exception – Transportation Not Mandated**

Nonpublic school transportation services are not required when the only transportation provided by the local board of education is for students attending special education, vocational/technical, or other specialized programs.

2. reside remote from their school of attendance.

**The words, “remote from the schoolhouse” shall mean beyond 2 ½ miles for high school students and beyond two miles for elementary students. (N.J.A.C. 6A:27-1.2)**

3. attend a private school located in New Jersey 20 miles or less from their residence.

#### **Exception - Out of State**

If the resident district is located in a third class county with a population of not less than 80,000 and not more than 120,000 transportation shall also be provided to a nonpublic school outside the state not more than 20 miles from the student's residence.

4. attend a nonprofit private school. If a local school district is not certain of the status of a private school, it may require the private school to submit an affidavit certifying to their tax exempt status. The affidavit must include a tax exempt number. A letter of determination from the U.S. Treasury Department indicating that the school is a nonprofit tax exempt organization is also acceptable.
5. meet the age requirements for enrollment in the resident district public school and be enrolled in grades kindergarten through 12.

**Transportation services are also mandated for the following nonpublic school students who reside more than 20 miles from their school, located within the State, and meet the five eligibility criteria previously stated:**

- Students who reside in Cumberland, Gloucester, Hunterdon, Salem, Sussex and Warren counties and attend a nonpublic school located not more than 30 miles from their home may be eligible for transportation or aid in lieu of transportation. This provision is determined annually by the legislature.
- Students living more than 20 miles from their nonpublic school are eligible for transportation when seats are available, or aid in lieu of transportation when other remote students living in their municipality, whose residence is less than 20 miles from the school, are transported to the same school. Students who live more than 20 miles from the school may be required to use existing school bus stops established for students living within 20 miles of the school.
- Students living more than 20 miles from their nonpublic schools who are residents of a regional or consolidated school district composed of only two constituent municipalities are eligible for transportation when seats are available, or aid in lieu of transportation when other remote students of the district residing within 20 miles of the same nonpublic school are transported or their parents receive aid in lieu of transportation. Students who live more than 20 miles from the school may be required to use existing school bus stops established for students living within 20 miles of the school.

#### **Non-mandated Transportation** (Courtesy)

1. Boards of education, at their own discretion and expense, may adopt policies to provide transportation for nonpublic school students who are not otherwise eligible for transportation.
2. A board of education that provides transportation pursuant to *N.J.S.A. 18A:39-1* or a coordinated transportation services agency (CTSA) may adopt policies to provide transportation for nonpublic school students who live in or outside the district who are not eligible for transportation or whose parents receive aid in lieu of transportation and charge the parent/guardian for all or part of the cost of transportation. The cost of transportation charged to the parent/guardian shall not exceed the per student cost of the route and shall be paid by the parent/guardian in the manner described by the board of education or CTSA. Nonpublic school students who reside more than 20 miles from the school may be required to use bus stops established for transported students who reside within 20 miles. Students whose parent/guardian is unable to pay the cost of the transportation because of financial hardship may not be excluded from this transportation. In determining financial hardship, the criteria shall be the same as the Statewide eligibility standards established for free and reduced price meals under the State school lunch program.

## PARENT/GUARDIAN RESPONSIBILITIES

### **It is the obligation of a parent/guardian to:**

1. annually obtain the "Application for Private School Transportation" (B6T) from the administrative office of the private school.

A separate application shall be completed for each child requesting transportation.

A new application shall be completed and submitted to the nonpublic school whenever the student has a change of address.

2. annually complete the "Application for Private School Transportation" (B6T) and submit it to the private school on or before March 10 preceding the school year for which transportation is being requested.

**Late applications:** An application received after March 10 is a late application. Eligible students will receive transportation or aid in lieu of transportation based upon the date the application is received by the public school.

The public school will notify the parent/guardian as to the determination of each application by August 1. It is recommended that the parent/guardian contact their resident district transportation office to verify receipt of application if notification is not received by August 1.

3. submit a signed "Request for Payment of Transportation Aid" (B7T) voucher upon resident district request.

### PRIVATE SCHOOL RESPONSIBILITIES

**It is the responsibility of the private school administrator to:**

1. obtain the "Application for Private School Transportation" forms from the New Jersey Department of Education website.
2. supply applications to the parents/guardians of students upon registration in the nonpublic school and whenever the student has a change in address.
3. annually collect the applications for transportation and submit them to the public school from which transportation is being requested within 30 days of the student's registration in the nonpublic school or by March 15 of the school year preceding the year for which transportation is being requested and submit a new application whenever the student has a change of address. Late applications shall be forwarded to the public school upon receipt.
4. ensure the accuracy of the information contained in the applications (except for the one-way mileage from the student's home to the nonpublic school).
5. certify on forms prescribed by the Commissioner of Education that the named students were enrolled for the first and second semesters of the academic year. The forms shall be returned to the public school as prescribed by the resident district board of education.
6. submit the school calendar to the resident district board 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 and days when the school is closed.
7. immediately notify the student's resident district board of education in writing when a student eligible for transportation has a change in address or withdraws from the nonpublic school.
8. submit a new application whenever a student has a change in address.
9. notify the parents of students attending the nonpublic 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.
10. 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 obligation of the district board of education to:**

1. date stamp applications upon receipt and verify information.
2. prepare nonpublic school routes and after consideration of the bidding criteria established by the Commissioner, determine the method of transportation. Nonpublic school transportation may be provided by district owned vehicles, contracted vehicles, coordinated transportation services agencies (CTSA), joint transportation agreements or common carriers. Prior to making the determination to pay aid in lieu of transportation, district boards of education shall advertise for bids or utilize a CTSA. The resident district board of education is not required to bid for nonpublic school transportation when another district board of education or CTSA has bid on the resident board's behalf. District boards of education that paid aid in lieu of transportation in the prior year or who have determined that they cannot provide transportation for the ensuing year must attempt to utilize a CTSA.
3. notify parent/guardian as to the determination of each application by August 1. If transportation will be provided, the bus pass may be used as notification to parents.

**Late Application/Early Withdrawal:** Any application received after March 15 is a late application. Eligible students are entitled to receive transportation or aid in lieu of transportation based upon the date the application is received by the public school.

Aid in lieu of transportation payments may be adjusted for late registration or early withdrawal.

4. prepare the "Private School Transportation Summary" (B8T) and submit it to the private schools for January and May certifications.
5. send the "Request for Payment of Transportation Aid" (B7T) voucher to parent/guardian of eligible students for first and second semester aid in lieu of transportation payments.

**Note:** Local boards of education are not required to pay aid in lieu of transportation when vouchers are not signed and returned by the parent/guardian before the end of the fiscal year.

Local boards of education shall not expend more than the maximum per student amount in accordance with *N.J.S.A.* 18A:39-1a. This maximum expenditure does not include any administrative fee charged by a CTSA.

**FINDING THE DOE STUDENT TRANSPORTATION WEB SITE**

The DOE Student Transportation web site is located at:

<http://www.nj.gov/njded/finance/transportation/trans.htm>

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



**(B6T) APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION**

Please submit a separate application for each child to the private school

SCHOOL YEAR \_\_\_\_\_ RESIDENT DISTRICT BOARD OF EDUCATION \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
LAST FIRST MIDDLE MONTH DAY YEAR

GENDER \_\_\_\_\_ PARENT/GUARDIAN NAME \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_  
M or F AREA CODE + NUMBER

HOME ADDRESS \_\_\_\_\_ CITY or TWP \_\_\_\_\_ ZIP \_\_\_\_\_

NEAREST INTERSECTION TO STUDENT'S RESIDENCE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

FULL NAME OF SCHOOL TO BE ATTENDED \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS OF SCHOOL \_\_\_\_\_

STUDENT'S GRADE FOR THE COMING YEAR \_\_\_\_\_ SHORTEST ONE-WAY MILEAGE BETWEEN HOME AND SCHOOL \_\_\_\_\_  
(MEASURED VIA THE SHORTEST ROUTE ALONG PUBLIC ROADWAYS OR WALKWAYS IN MILES AND TENTHS)

DATE SCHOOL OPENS \_\_\_\_\_ CLOSES \_\_\_\_\_ SCHOOL HOURS FROM \_\_\_\_\_ MILES TENTHS AM TO \_\_\_\_\_ PM

NAME AND ADDRESS OF SCHOOL OF ATTENDANCE IN PRIOR YEAR \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE \* FOR PUBLIC SCHOOL USE ONLY**

YOUR APPLICATION HAS BEEN REVIEWED BY THE RESIDENT DISTRICT BOARD OF EDUCATION. THE FOLLOWING DETERMINATION HAS BEEN MADE:

\_\_\_\_\_ TRANSPORTATION WILL BE PROVIDED \_\_\_\_\_ YOU ARE ELIGIBLE FOR PAYMENT IN LIEU OF TRANSPORTATION

\_\_\_\_\_ INELIGIBLE \_\_\_\_\_ (REASON)

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION (B6T) N.J.A.C. 6A:27-2.5**

1. IT IS THE OBLIGATION OF THE PARENT OR GUARDIAN OF PRIVATE SCHOOL STUDENTS TO:

- ANNUALLY OBTAIN THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION FROM THE ADMINISTRATIVE OFFICE OF THE PRIVATE SCHOOL FOR EACH STUDENT FOR WHICH TRANSPORTATION SERVICES ARE BEING REQUESTED. SUBMIT A SEPARATE APPLICATION FOR EACH STUDENT.

**NOTE:**

- IF THERE IS A CHANGE OF HOME ADDRESS, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.
- IF THERE IS A CHANGE IN THE NONPUBLIC SCHOOL OF ATTENDANCE, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.

- COMPLETE THIS APPLICATION AND RETURN IT TO THE PRIVATE SCHOOL ON OR BEFORE MARCH 10<sup>TH</sup> PRECEDING THE SCHOOL YEAR IN WHICH TRANSPORTATION IS BEING REQUESTED.

LATE APPLICATIONS – ANY APPLICATION RECEIVED AFTER MARCH 10<sup>TH</sup> WILL BE A LATE APPLICATION AND MUST BE ACCOMPANIED BY A STATEMENT OF THE REASON FOR LATENESS. ELIGIBLE STUDENTS WILL RECEIVE TRANSPORTATION OR AID IN LIEU OF TRANSPORTATION BASED ON THE DATE THE APPLICATION IS RECEIVED BY THE PUBLIC SCHOOL.

2. IT IS THE OBLIGATION OF THE NONPUBLIC SCHOOL ADMINISTRATOR TO ANNUALLY COLLECT THE APPLICATION AND SUBMIT IT TO THE PUBLIC SCHOOL FROM WHICH TRANSPORTATION IS BEING REQUESTED PRIOR TO MARCH 15<sup>TH</sup>.

3. IT IS THE OBLIGATION OF THE PUBLIC SCHOOL ADMINISTRATOR TO NOTIFY THE PARENT OR GUARDIAN AS TO THE DETERMINATION OF EACH APPLICATION BY AUGUST 1<sup>ST</sup>.

A DISTRICT BOARD OF EDUCATION SHALL PAY AID IN LIEU OF TRANSPORTATION TO THE PARENT OR GUARDIAN OF AN ELIGIBLE STUDENT ONLY AFTER RECEIVING A SIGNED "REQUEST FOR PAYMENT OF TRANSPORTATION AID" VOUCHER AS PRESCRIBED BY THE COMMISSIONER OF EDUCATION.

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

**(B7T) REQUEST FOR PAYMENT OF TRANSPORTATION AID - PRIVATE SCHOOL STUDENT**

This request shall be filed by the parent or guardian of eligible nonpublic 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:27-2.1(c)).

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 \_\_\_\_\_  
(Nonprofit Private School) (City) (State)

not more than 20 miles from the residence of the student for the period of time from \_\_\_\_\_  
Month Day Year

to \_\_\_\_\_, In consideration thereof, I hereby request payment of transportation aid pursuant  
Month Day Year

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)

**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**

**STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION**  
**Office of Student Transportation**

**(B8T) Private School Transportation Summary**

(1) \_\_\_\_\_ **School Year**

(2) Resident County Code: \_\_\_\_\_ (3) Resident District Code: \_\_\_\_\_

(4) \_\_\_\_\_ **Private School Name** (5) Return To: \_\_\_\_\_ **Resident Public School District**

\_\_\_\_\_ **Street Address** \_\_\_\_\_ **Street Address**

\_\_\_\_\_ **Municipality** \_\_\_\_\_ **Municipality**

	(a)	(b)	(c)	(d)	(e)	(f)	(g) (h) (i) (j)			
							<b>Certification</b>			
No.	Student Name	Student Address	Constituent District Code	Grade	Miles Home to School (one-way)	Status	January Payment	(x)	May Payment	(x)

I certify that the information in column (h) for the January certification is correct. **Signature** \_\_\_\_\_  
 Private School Administrator

I certify that the information in column (j) for the May certification is correct. **Signature** \_\_\_\_\_  
 Private School Administrator

**Some helpful contacts:**

Kelly Atwood-Moreyn  
Transportation Analyst  
Bergen County Department of Education  
Bergen County Office  
One Bergen County Plaza #350  
Hackensack, NJ 07601  
201-336-6893 phone 201-336-6880 fax  
[Kelly.atwood-moreyn@doe.nj.gov](mailto:Kelly.atwood-moreyn@doe.nj.gov)

New Jersey Department of Education  
Office of School Finance  
PO Box 500  
Trenton, NJ 08625-0500  
609-376-9064 phone 609-633-9790 fax  
[Student.trans@doe.state.nj.us](mailto:Student.trans@doe.state.nj.us)  
Raymond Zirilli and Greg Fera  
Website <http://www.nj.gov/education/finance/transportation/>

Linda Raven  
Transportation Coordinator  
Northwest Bergen Council for Special Education/Region One  
60 Ridge Road  
Mahwah, NJ 07430  
201-762-2471 phone 201-762-2431 fax  
[lraven@mahwah.k12.nj.us](mailto:lraven@mahwah.k12.nj.us)