



Roger León
Superintendent

Newark Board of Education

Where Passion Meets Progress

Office of Pupil Transportation

CONCENTRATION ON COMPLIANCE, COST & CUSTOMER SERVICE

School Bus Company Owners Meeting

August 16, 2019

Quanika Dukes-Spruill, M.A. Ed
Executive Director, Transportation Services



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"Transporting Students on the Road to Success!"

Agenda for Today

Effectively Transporting Newark Students

Quanika Dukes-Spruill – Executive Director, Transportation Services

The Newark Board of Education has unwavering expectations in transporting our most precious cargo. Vendor owners will receive relevant information regarding these expectations and goals and will review policies pursuant to District, NJ Department of Education and Federal Department of Transportation guidelines.

Payment Schedule and Timelines

Jeffrey Morton – Assistant Coordinator of School Transportation – Vendor Management/Finance

Information and the timelines that are necessary to process monthly payments. We'll cover due dates, data needed on invoices.

Procurement Processes and Procedures

Sherelle Spriggs – Director, Purchasing

District Bid and Temporary (Quote) Contracts – Guidelines and Processes

Documents Available on OPT Webpage

- Today's Presentation
- Contact Information for OPT Central Office Team Members
- Liquidated Damages Schedule
- Payment Schedule and Due Dates
- NJSA 39:3B-2 – School Bus Signs and Reporting School Bus Driver Misconduct Statute
- Hard Copy Information Available at the Sign Stations
- Emergency School Bus Procedures
- Process Flow for Accidents
- Reporting Forms (Incident/Accident, No Show)

Our Continued Goals and Expectations for Student Transportation

- **Safe**
- **Reliable**
- **Timely**
- **Efficient**



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Goal One – Vendor Bus Companies are Required to Adhere to Federal and State Required Safety Standards

- Vetted Drivers & Bus Attendants** – Credentials, Abstracts, Required Training, Drug Testing, Professional Behavior and Appearance
- Sound Vehicles** – Motor Vehicle Inspected, Clean, Appropriately Branded, Insured



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Goal Three & Four – We Count on Vendor Bus Companies to Provide Reliable & Timely Service

- ❑ **Routes**– Accurate Rosters, Dry Runs, Bell Times, Appropriate Vehicle & Resources (staff & equipment), Performed as Arranged by OPT
- ❑ **Communication**– Updated business contact phone numbers, Required parent communication, OPT/School messaging, required reporting (behavior, incident, accident)



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Goal Five – The District Expects Efficiency Transportation Service and Partnership Performance

- GPS/Cameras**– Required and Available on Vehicles, Working condition, Accessible when requested
- Business Principles**– Submitting No Show Reports, Timely and Accurate Invoicing, Providing Mandatory Documents, Meeting and Training Participation



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Process for Contractor Payments

Important Instruction to Ensure Timely Payments

Jeffrey Morton

Assistant Coordinator of School Transportation

Vendor Management/Finance



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Invoice Requirements

- All invoices must be submitted separately (Bid, Quote, Field Trips and Athletics)
- Invoices must include:
 - Name of your company
 - Address, contact information
 - Date
 - Invoice number. *The invoice number must change each month and you are not allowed to repeat the same invoice number*
- Signature is required (hand written signatures)
- No handwritten invoices will be accepted by Accounts Payable
- When submitting your invoice do not send pictures – scan and email



Invoice Requirements

- If you do not submit your invoice between the required invoice submittal dates, your payment will be processed the following month
- OPT will contact vendors on the last day before invoices are due, as a courtesy, if invoices have not been received. (see Time Lines & Due Dates for schedule)
- The District will not pay for routes that did not run
- Liquidated Damages must be deducted from invoices
- For timely payments, we must have:
 - signed voucher
 - accurate invoice
 - Insurance
 - completed W-9 form



SAMPLE INVOICE

INSERT LETTERHEAD HERE

(The Name of Your Company)

School Year 2018-2019 Contractor Route Invoice

Vendor Information

Company Name:	Sample LLC	Invoice #:	Sample1021
Address:	111 Sample Blvd.	Date:	Feb19Sample
Phone:	973-SAM-PLES	PO#	19-0000000
Contact Person:	Sample Doe		Bid

Route	Dates of Service	Route Cost	Aide Cost	# of Aide	Total Per Diem	Days	Total
ABC01	02/01/19-02/28/19	\$ 130.00	40	\$ 1.00	\$ 170.00	17	\$ 2,890.00
LMT02	02/01/19-02/28/19	\$ 110.00	40	\$ 1.00	\$ 150.00	17	2,550.00
JJM04	02/01/19-02/28/19	\$ 200.00	45	\$ 1.00	\$ 245.00	17	4,165.00
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
SUBTOTAL							\$ 9,605.00

NBE Only:

Date Reported	School	Route	Penalty	Cost	5%	Total
2/6/2019	ABC Academy	ABC01	Late 15 Min. or More	\$ 50.00	\$ 2.50	\$ 52.50
2/7/2019	ABC Academy	ABC01	Late 15 Min. or More	\$ 100.00	\$ 5.00	\$ 105.00
2/8/2019	ABC Academy	ABC01	Late 15 Min. or More	\$ 300.00	\$ 15.00	\$ 315.00
SUBTOTAL						\$ 472.50

Invoice Total	\$ 9,605.00
Penalty Total	\$ 472.50
Grand Total	\$ 9,132.50

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of his claimant in connection with the above claim, that the amount therein stated is justly due and owing, that the amount charged is a reasonable one.

Signature _____ Title _____ Date _____

SAMPLE INVOICE

INSERT LETTERHEAD HERE

(The Name of Your Company)

School Year 2018-2019 Contractor Route Invoice

Vendor Information

Company Name:	Sample LLC	Invoice #:	Sample1022
Address:	111 Sample Blvd.	Date:	Feb19Sample
Phone:	973-SAM-PLS	PO#	
Contact Person:	Sample Doe		Quotes

Route	Dates of Service	Route Cost	Aide Cost	# of Aide	Total Per Diem	Days	Total
ABC03Q	02/01/19-02/28/19	\$ 150.00	50	\$ 2.00	\$ 250.00	17	\$ 4,250.00
LMT09Q	02/04/19-02/28/19	\$ 100.00	45	\$ 1.00	\$ 145.00	16	2,320.00
JJM05Q	02/01/19-02/28/19	\$ 200.00	50	\$ 1.00	\$ 250.00	17	4,250.00
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
SUBTOTAL							\$ 10,820.00

NBE Only:

Date Reported	School	Route	Penalty	Cost	5%	Total
2/6/2019	ABC Academy	ABC03Q	No Endorsements	\$ 2,500.00	\$ 125.00	\$ 2,625.00
2/14/2019	LMT Charter	LMT09Q	Co-Mingling	\$ 1,000.00	\$ 50.00	\$ 1,050.00
2/7/2019	ABC Academy	ABC03Q	Late 15 Min. or More	\$ 50.00	\$ 2.50	\$ 52.50
SUBTOTAL						\$ 3,727.50

Invoice Total	\$ 10,820.00
Penalty Total	\$ 3,727.50
Grand Total	\$ 7,092.50

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of his claimant in connection with the above claim, that the amount therein stated is justly due and owing, that the amount charged is a reasonable one.

Signature _____ Title _____ Date _____

INSERT LETTERHEAD HERE

(The Name of Your Company)

School Year 2018-2019 Contractor Route Invoice

Vendor Information

Company Name:	Sample LLC	Invoice #:	Sample1023
Address:	111 Sample Blvd.	Date:	Feb19Sample
Phone:	973-SAM-PLES	PO#	
Contact Person:	Sample Doe		FT/AT

SAMPLE INVOICE

Route	Dates of Service	Route Cost	Aide Cost	# of Aide	Total Per Diem	# of Bus	Total
Spencer Miller to NJPAC	02/14/2019	\$ 250.00	0		\$ 250.00	1	\$ 250.00
JFK to Prudential	02/20/2019	\$ 195.00	0		\$ 195.00	4	780.00
Weequahic to Hoboken	02/26/2019	\$ 200.00	0		\$ 200.00	1	200.00
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
					\$ -		-
						SUBTOTAL	\$ 1,230.00

NBE Only:

Date Reported	School	Route	Penalty	Cost	5%	Total	
						SUBTOTAL	\$ -

Invoice Total	\$ 1,230.00
Penalty Total	\$ -
Grand Total	\$ 1,230.00

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of his claimant in connection with the above claim, that the amount therein stated is justly due and owing, that the amount charged is a reasonable one.

Signature	Title	Date
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Time Lines and Due Dates

Invoice Due Date	Check Available
8/31/19 - 9/1/19	9/23/19
9/30/19 - 10/1/19	10/22/19
10/31/19 - 11/1/19	11/19/19
11/29/19 - 12/1/19	12/30/19
12/20/19 - 12/27/19	1/28/20
1/31/20 - 2/3/20	2/25/20
2/28/20 - 3/2/20	3/23/20
3/31/20 - 4/1/20	4/20/20
4/30/20 - 5/1/20	5/18/20
5/31/20 - 6/1/20	6/29/20

Invoices Submitted after the due date will be processed during the next payment cycle



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Purchasing Information

Sherelle Spriggs, MBA
Director of Support Services



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