



Roger León  
Superintendent

# Newark Board of Education

Where Passion Meets Progress

## Office of Pupil Transportation



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# SCHOOL BUS COMPANY OWNERS' MEETING

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

OCTOBER 4, 2019

# Agenda for Today

## Home to School Transportation Updates

**Quanika Dukes-Spruill – Executive Director, Transportation Services**

- Improvements in Transportation – A look at SY 2018-2019
- Recaps in Goals and Objectives

## 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 review due dates, data needed on invoices.

## Procurement Processes and Procedures

**Sherelle Spriggs – Director, Purchasing**

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

# CONTRAST

## SY 18-19 – SY 19-20

- Number of Students Transported
    - 3,729
  - Number of Routes
    - 666
  - Average number of students on vehicles
    - 7
  - Infractions
    - 53
  - Fines
    - \$23,053
- Number of Students Transported
    - 4,044
  - Number of Routes
    - 468
  - Average number of students on vehicles
    - 8
  - Infractions
    - 34
  - Fines
    - \$45,456 (8 for unendorsed drivers 1/2 of fines)

# ***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 SAFETY STANDARDS**

- Vetted Drivers & Bus Attendants –**  
**Credentials, Abstracts, Required Training,**  
**Drug Testing, Professional Behavior and**  
**Appearance – **ENDORSED DRIVERS!****
- Communication– Accidents – ensure that**  
**your drivers know accident procedure –**  
****CONTACT OPT****



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# **GOAL TWO – VENDOR BUS COMPANIES ARE EXPECTED TO PROVIDE RELIABLE SERVICE**

- Routes**– **SUBMIT No Show Reports**, drivers are required to have updated route reports
- Communication**– Updated business contact phone numbers, Required parent communication, OPT/School messaging, required reporting (behavior, incident, accident)  
– **Follow through with OPT personnel!**



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# GOAL THREE & FOUR – THE STUDENTS DESERVE EXPECTS EFFICIENCY

- Routes**– arrive to school on time – wait time is 3 – 5 minutes, get to know your students
- Communication**– if there are concerns or issues with your route, let us know



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# 2<sup>ND</sup> QUARTER BID – OCTOBER 18, 2019

## REQUIREMENTS

- Only bid on routes that you are able to effectively operate –  
*Do not waste time, energy and effort*
- Ensure that you meet all of the required guidelines, prior to bidding on the route
- Have all of your required documents ready for processing and meet the dates outlines by the Office of Purchasing



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# ***IMPORTANT DATES***

School Bus Evacuation Drills for each route must be mailed or scanned to your assigned Pupil Transportation Coordinator (Rickey Ore, or Jeffrey Morton) on or before **October 23, 2019**.

## **REQUIRED MEETINGS - Bus Company Owners**

<b>October 4, 2019</b>	<b>NO November Meeting</b>	<b>December 2, 2019</b>
<b>January 10, 2020</b>	<b>February 3, 2020</b>	<b>March 3, 2020</b>
<b>April 3, 2020</b>	<b>May 1, 2020</b>	<b>June 2, 2020</b>

## **REQUIRED TRAININGS – Vendor School Bus Drivers and Aides**

**August 30, 2019**

**November 15, 2019**

**February 28, 2020**

**May 8, 2020**



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# Process for Contractor Payments

REMINDERS



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**JEFFREY MORTON**  
**ASSISTANT COORDINATOR OF SCHOOL TRANSPORTATION**  
**VENDOR MANAGEMENT/FINANCE**

## 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
  
- 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









# 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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# QUESTIONS

VENDOR MANAGEMENT FINANCE TEAM



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# **PURCHASING INFORMATION**

**Kristen Hunter, Sr. Purchasing Analyst**