

**BERLIN BOROUGH  
BOARD OF EDUCATION**

**CAMDEN  
COUNTY**

**2017-2018  
SCHOOL YEAR**

**BID SPECIFICATIONS**

**FOR**

**STUDENT TRANSPORTATION SERVICES**

**TO AND FROM SCHOOL**

**BID NUMBER 1-3-17**

**LEGAL NOTICE  
SPECIFICATIONS  
PRESCRIBED QUESTIONNAIRE  
STOCKHOLDERS' DISCLOSURE STATEMENT  
AFFIRMATIVE ACTION QUESTIONNAIRE/STATEMENT  
NON-COLLUSION AFFIDAVIT  
BID SHEET**

**August 2016**

**BID SPECS**

**SPECIFICATIONS FOR STUDENT TRANSPORTATION SERVICES  
TO AND FROM SCHOOL**

BERLIN BOROUGH BOARD OF EDUCATION

2017-2018 School Year

**GENERAL PROVISIONS**

1. All contractors shall comply with current applicable New Jersey statutes, regulations and with the policies and procedures of the district board of education governing student transportation.
2. The term of the contract shall, in general, be from September 1 through June 30 according to the school calendar. Student transportation contracts are deemed to include all the rules and procedures pertaining to student transportation though not expressly stated.
3. It is the intent of the Board of Education to award a contract for transportation as soon as possible after the date set for the opening of bids and to require the successful contractor to provide transportation in accordance with the school calendar. The school calendar, copy attached, is part of these specifications and of the contract.
4. The successful bidder will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the board of education.
5. As authorized by the district board of education, only enrolled eligible public and private school students, adults serving as chaperones or school personnel shall be transported. The vehicle(s) assigned to the routes specified herein shall not be utilized for other purposes during the time periods designated by the route descriptions.
6. Vehicle(s) shall arrive and/or depart the assigned school(s) as indicated on the enclosed route descriptions.
7. No transportation contract shall be subcontracted without the prior written approval of the board of education.
8. Bids are to be placed in a sealed envelope and plainly marked, "BID FOR STUDENT TRANSPORTATION SERVICES, BERLIN BOROUGH SCHOOL DISTRICT" and presented to the board in session, authorized committee, designated official or employee of the board. The board or designated official shall unseal the bids in the presence of the parties bidding and publicly announce the contents. Bids will be received at the Berlin Borough Board of Education Business Office, located at 215 S. Franklin Ave., Berlin, NJ 08009 up to 11:00 am prevailing time on April 24, 2017.
9. If awarded a contract, your company/firm will ensure compliance with all applicable federal, state and local regulations and will certify such compliance to the board of education upon request.

10. The Board of Education reserves the right to transfer transportation contracts awarded under these specifications to another Board of Education.
11. If any litigation should arise between the Board of Education and the successful bidder pursuant to the award of this contract, the venue for any suit shall be laid in the Superior Court of New Jersey, Law Division, in the county where the Board of Education administering the contract is located.

## **VEHICLES**

1. Transportation equipment shall be properly registered by the Motor Vehicle Commission, meet all current specifications in accordance with Federal and State law, the rules of the State Board of Education, and any additional specifications of this district's board of education.
2. All vehicles shall be systematically inspected twice within the year and display a school bus certification inspection sticker to ensure that such vehicles and equipment are in safe and proper operating condition.
3. The contractor shall provide and maintain an adequate number of school buses, including spares, to safely transport any and all students assigned to the routes contained in this bid and to assure uninterrupted service in the event of mechanical breakdown.

## **ACCIDENT REPORTING**

1. Contractors shall ensure that every school bus driver will: a) immediately inform the principal(s) of the receiving school(s) and the school business administrator or designee of the district board of education providing the transportation following an accident which involves an injury, death, or property damage, b) complete and file the accident report as prescribed by the Commissioner of Education and deliver it to the principal(s) of the receiving school(s) by the conclusion of the next working day, and c) deliver the report to the school business administrator or designee of the district board of education providing the transportation after it is signed by the principal(s) of the receiving school(s) in accordance with *N.J.A.C. 6A:27-12.2*. In addition, the driver must also complete and file a motor vehicle accident report in accordance with *N.J.S.A. 39-4:130*.

## **REPORTING STUDENT LEFT UNATTENDED ON THE SCHOOL BUS**

1. Every owner/operator of a school vehicle shall immediately inform the administrator or principal of the receiving school and the chief school administrator of the district board of education providing for the transportation or their designee following an incident in which it has been determined that a student has been left unattended on the school bus at the end of the route. School district or school bus contractor personnel who discover, or to whom it is reported, that a student has been left on a school bus shall immediately report the incident to the owner/operator of the vehicle. A student is considered to have been left unattended on the school bus at the end of the route when the driver has left the vicinity of the bus.

## **DRIVERS/AIDES**

1. The driver shall be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, *N.J.S.A. 18A:39-17* through 20 (background check), and tuberculosis testing.
2. If a student assigned to a special education route is not present at the assigned bus stop for three consecutive days, the contractor shall report this absence to the principal in writing.
3. The bus driver shall be in full charge of the school bus at all times and will be required to report unmanageable students to the principal of the receiving school on the district prescribed incident/discipline form.
4. A bus aide assigned to a route awarded by this bid shall be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and will be required to comply with the criminal background check and tuberculosis testing as prescribed by law.
5. Bus aides shall attend to the special needs of students, maintain order on the vehicle to ensure the safety of all students, assist students getting on and off the vehicle as needed, and other duties which may be specified by the board of education.
6. If, in the judgment of the Board of Education, any driver or aide assigned to a vehicle operating under a contract awarded by this bid shall be deemed to be an unsuitable person for their position because of lack of skills necessary to perform their duties, inability to control students, failure to comply with the rules and regulations, incapacity, unbecoming conduct, or other good cause, the contractor may be required to remove the driver and/or aide from the route or all district routes. If the contractor fails to comply with this provision, the contractor may be required to show cause why this failure to comply is not deemed to constitute a breach of contract and may set aside and annul the contract.

## **COUNTY SUPERINTENDENT APPROVAL**

1. All transportation contracts require the approval of the County Superintendent of Schools.

## **PAYMENT TERMS**

1. Payments to contractors shall be made on or about the 30th day of the month. Payments will be made in monthly installments, provided an appropriate invoice is submitted by the 1<sup>st</sup> of the month.
2. The contractor shall execute the contract and submit it to the district board of education with all required related documents in order for the district board of education to comply with the timeline for submission of contracts to the county superintendent. Failure to do so may result in a delay in the scheduled payment of services. Contractors shall visit the Department of Education's Student Transportation website to become familiar with the contract to be executed.
3. Payment for the month of June will be made by June 30th.
4. Per Diem contracts will be calculated on the actual number of days transportation services were performed.
5. Payments are subject to approval by the board of education. Therefore, payments may be delayed depending on the Board's meeting schedule.

## **EMERGENCY PROVISIONS**

1. In the event the school is closed due to inclement weather or other emergencies, the contractor shall be notified as soon as possible by the public school authorities providing transportation. Contractors are advised to listen to school closing announcements broadcast over the local networks.
2. In an emergency where the contractor cannot meet the schedule, or if the school has a change in schedule, the party responsible for any change shall immediately notify the other party.

## **BASIS OF BID AND ADJUSTMENTS**

1. The bidder shall submit the bid on the bid sheet contained in these bid specifications. Bids shall be submitted on a per diem or per annum basis as indicated on the enclosed bid sheet. Other bid sheets are not acceptable.
2. If any change in the described route results, the amount of the contract shall be adjusted as specified in the bid. Bids which do not include an adjustment amount will not be accepted.
3. The net result of any mileage adjustment to a nonpublic school transportation contract shall not exceed the maximum cost per student in accordance with N.J.S.A. 18A:39-1a. Calculations to determine the per student cost shall include all students on the route, public and nonpublic.

## **INSURANCE COVERAGE**

1. Unless otherwise specified by the board of education, the contractor shall provide automotive liability insurance in the minimum amount required by Motor Vehicle Commission and Department of Education regulations. Bidders will be required to provide, with the bid, evidence of their ability to obtain the required insurance coverage. A certificate of insurance for the duration of the contract is to be presented by the successful bidder. The certificate of insurance shall state that the contracting board of education is an additional insured party to the policy.
2. The district board of education and the Executive County Superintendent shall be notified by the insured whenever any policy is cancelled. Notification shall be made within 48 hours of the receipt of the notification of the cancellation by the insured, and before the cancellation takes effect.
3. The contractor will protect, defend, and save harmless the Board of Education from any suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by or from any acts of the contractor, its servants or agents as a result of the performance of the contract.

## **BID GUARANTEE**

1. Each bid shall be accompanied by a bid bond, cashier's or certified check for a minimum of five percent (5%) of the amount of the annual contract cost, but in no case may the certified check, cashier's check or bid bond exceed \$50,000. No other form of guarantee is authorized. This guarantee shall be made payable to the Board of Education. Such deposit shall be forfeited upon refusal of a bidder to execute a contract; otherwise, checks shall be returned when the contract is executed and a surety (performance) bond is filed with the Board of Education. The bid guarantee shall be identified by the bid number assigned to the bid for which it is submitted. The bid guarantee for all unsuccessful bidders, except for the three lowest bidders, will be returned within 10 days after the bid opening (Saturdays, Sundays and holidays excepted). The annual contract amount of per diem contracts shall be calculated by multiplying the total per diem cost by 180 days.
2. Each bid shall be accompanied by a Consent of Surety.

## **PERFORMANCE GUARANTEE**

1. A corporate performance surety bond in an amount equal to the annual amount of the contract shall be required of the successful bidder. The performance guarantee shall be identified by the multi contract number or route number for which it is submitted. Each bid shall be accompanied by a signed Prescribed Form of Questionnaire, included in these specifications. The bond to be provided for per diem contracts shall be equal to the total per diem bid multiplied by 180 days.
2. If personal bonds are permitted by these specifications, a contractor who submits a personal bond will ensure that the bondspersons providing the performance guarantee provide a list of all school districts in which they are bonding contracts and the amount of the contracts bonded. Additionally, evidence of the value of the property listed as security shall be provided upon request.

## **BREACH OF CONTRACT/PENALTIES**

1. In the event the contractor fails to provide service in accordance with these specifications and stated requirements, the contractor shall be considered in breach of contract. Cancellation of the contract and/or enforcement of contractor's performance bond may result.

## **TRAINING PROGRAMS**

1. The contractor will ensure that drivers and aides are properly trained to perform their duties.
2. The contractor shall administer a safety education program for all permanent and substitute drivers and bus aides.
3. Drivers and aides are required to participate in scheduled school bus evacuation drills.

## **TRANSPORTATION SECURITY TRAINING**

The contractor will provide to the Berlin Borough Board of Education a copy of their Transportation Security Training Program materials.

The contractor shall administer a Transportation Security Training program for all permanent and substitute drivers and bus aides.

The contractor will provide the Berlin Borough Board of Education written documentation, 1X per school year of attendance of the Transportation Security Training Program for all permanent and substitute bus drivers and aides.

## **ASSIGNED SEATING REQUIREMENT**

Berlin Borough Board of Education will provide the Contractor an assigned seating chart for the Elementary Bus Routes before the commencement of each school year. The assigned driver must maintain the assigned seating chart as per the Berlin Borough Board of Education requirements. Contractor/Driver must provide the Berlin Borough Board of Education a new copy as soon as possible when any changes are made.

Elementary School student's first name and last name initial will be posted next to their assigned seat by the contractor/driver. These name tags will be maintained and updated by the contractor/driver.

Assigned seating structure: students with transportation accommodations assigned seats first, as per their IEP. Kindergarteners are in the front of the bus. Working back, 1<sup>st</sup> grade, 2<sup>nd</sup> grade, 3<sup>rd</sup> grade, 4<sup>th</sup> grade. If seat changes are required due to a discipline issue, driver must submit a written report to the principal/assistant principal, immediately.

## **COMPLAINTS**

Contractor will directly address and resolve any and all complaints pertaining to, but not limited to, all equipment and personnel assigned to the Berlin Borough Board of Education.

## **DIGITAL CAMERAS**

Contractor will provide the Berlin Borough Board of Education only vehicles with active, fully operational, inside digital cameras.

## **ROUTES**

1. Within 10 days of the start of the contract, the contractor shall submit to the district board of education a description of the actual streets traveled for routes for the transportation of special education students and nonpublic school students for which the streets to be traveled are not described by the board of education on the route description contained in the bid.



## **MODIFICATIONS**

1. Any modifications to these specifications after the public advertisement for bids and prior to the scheduled bid opening, will be made known by certified mail to all bidders who requested specifications.
2. The Board of Education reserves the right to make modifications of routes subject to the provisions of the bid and of the rules of the State Board of Education.

## **AFFIRMATIVE ACTION**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

### **STOCKHOLDER DISCLOSURE**

1. All bidders are hereby notified that every corporation and partnership, according to the provision of Chapter 33, Laws of 1977 of the State of New Jersey, must submit a statement prior to the receipt of the bid or accompanying the bid, setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all partners in the partnership, who own 10% or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partner's 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

### **BUSINESS REGISTRATION**

1. All bidders are hereby notified that every business organization must submit with their bid a copy of their Business Registration Certificate, in compliance with P.L. 2004, c 57 of the State of New Jersey.

### **DRUG AND ALCOHOL TESTING**

1. If awarded a contract, your company/firm will be required to certify to the board of education that you are in compliance with the drug and alcohol requirements of the Omnibus Transportation Employee Testing Act.

## **BACKGROUND CHECK**

1. The contractor shall ensure compliance with the requirements of *N.J.S.A.* 18A:39-17 through 20 governing criminal history background checks, and shall annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers.

## **DRIVER AND AIDE TRAINING**

1. The contractor shall ensure compliance with the requirements of *N.J.S.A.* 18A:39-19.2 and 3 governing the training of school bus drivers and aides, and shall annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers and/or aides.

## **TUBERCULOSIS TESTING**

1. The contractor shall ensure that all bus drivers and bus aides are tested for tuberculosis infection in compliance with *N.J.A.C.* 6A:32-6.3.

## **DISCLOSURE OF POLITICAL CONTRIBUTIONS**

1. The contractor is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to *N.J.S.A.* 19:44A-20.13 (P.L. 2005, c.271, s.3) if the contractor receives contracts in the aggregate in excess of \$50,000 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

### **THE FOLLOWING DOCUMENTS MUST SUBMITTED IN ORDER FOR YOUR BID TO BE CONSIDERED:**

Bidder's Guarantee  
Business Registration Certificate  
Evidence of the Bidder's Ability to Obtain the Required Insurance Coverage  
Omnibus Transportation Employee Testing Act Compliance Assurance  
School Bus Driver Annual Certification Compliance Assurance  
Disclosure of Investment Activities in Iran  
Prescribed Questionnaire  
Consent of Surety  
Stockholder's Disclosure Statement  
Coordinated Transportation Services Agency Membership Form (CTSA only)  
Affirmative Action Documentation or Questionnaire  
Non-Collusion Affidavit  
Bid Sheet



# Our Lady of Mt. Carmel Regional School

## 2017-2018

### Academic Year Calendar



September 17						
Su	M	Tu	W	Th	F	Sa
					1	2
			6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 17						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 18						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 18						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 18						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### Events

- September 6: School opens
- September 19: school closed, in-service
- October 6: 12:15 dismissal
- October 20: school closed, in-service
- November 3: 12:15 dismissal
- November 17: school closed, conferrer
- November 22: 12:15 dismissal
- November 23-24: school closed
- December 1: 12:15 dismissal
- December 8: school closed
- December 25-29: school closed
- January 1: school closed
- January 5: 12:15 dismissal
- February 2: 12:15 dismissal
- February 16, 19: school closed
- March 2: 12:15 dismissal
- March 23: school closed, in-service
- March 29, 30: school closed
- April 2-6: school closed
- April 13: 12:15 dismissal
- May 4: 12:15 dismissal
- May 25, 28: school closed
- June 1: 12:15 dismissal
- June 19: last day of school

**LEGAL NOTICE**

The School Business Administrator/Board Secretary of the Berlin Borough Board of Education, in the County of Camden, State of New Jersey, by authority of said Board, solicits sealed bids for student transportation. Bids to be received at the Business Office of the Berlin Borough Board of Education, located at 215 S. Franklin Ave., Berlin, NJ 08009 up to 11:00 am prevailing time on April 24, 2017.

**STUDENT TRANSPORTATION SERVICES  
2017-2018 School Year**

Bid Number(s) 1-3-17 & 2-3-17

Specifications are available upon request at the Business Office of the Berlin Borough Board of Education, located at 215 S. Franklin Ave, Berlin, NJ 08009.

All bids must be submitted on the bid form contained in the specifications. Bids which are not submitted on such form may be rejected.

Bidders are required to comply with the requirements of *N.J.S.A 10: 5-31 et seq.* and *N.J.A.C. 17:27 Affirmative Action.*

The Board of Education reserves the right to reject any or all bids.

By order of the Berlin Borough Board of Education

  
\_\_\_\_\_  
School Business Administrator/Board Secretary

DATE: 3-24-17

**STATEMENT OF ASSURANCE**

**OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT COMPLIANCE**  
(To accompany bid)

The following firm \_\_\_\_\_ is currently under contract  
\_\_\_\_\_ will be contracted with

to provide a controlled substance testing program to our company as required by the Omnibus Transportation Employee Testing Act:

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Authorized Bidder's Name and Title \_\_\_\_\_  
(Print or Type)

Authorized Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

**SCHOOL BUS DRIVER ANNUAL CERTIFICATION TO THE EXECUTIVE COUNTY SUPERINTENDENT  
OF SCHOOLS**  
(To accompany bid)

I certify compliance with the requirements of *N.J.S.A.* 18A:39-17 through 20 governing criminal history background checks, and shall annually submit required documents to the Executive County Superintendent of Schools on or before August 31 or upon employment for newly hired drivers.

I also certify that prior to assigning a newly hired, currently approved school bus driver to a bus route, a school bus driver transmittal form is completed and submitted to the New Jersey Department of Education Criminal History Review Unit.

Authorized Bidder's Name and Title \_\_\_\_\_  
(Print or Type)

Authorized Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_



STATE OF NEW JERSEY-- DIVISION OF PURCHASE AND PROPERTY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number:  
Bidder/Offeror:

PART 1: CERTIFICATION  
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.  
**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at: <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

**PLEASE CHECK THE APPROPRIATE BOX:**

\_\_\_\_\_ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

**OR**

\_\_\_\_\_ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN** You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name	Relationship to Bidder/Offeror
Description of Activities	
Duration of Engagement	Anticipated Cessation Date
Bidder/Offeror Contact Name	Contact Phone Number

**ADD AN ADDITIONAL ACTIVITIES ENTRY**

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder, that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the state, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):

Signature:

**PRESCRIBED FORM OF QUESTIONNAIRE**

(To accompany bid)

**SURETY BOND**

\_\_\_\_\_ CORPORATE – Consent of Surety Attached

\_\_\_\_\_ PERSONAL – Consent of Surety Attached

**FAMILIARITY WITH CONDITIONS OF CONTRACT**

Have you read carefully the applicable New Jersey Statutes, regulations, procedures, the rules of the local board of education pertaining to student transportation, the specifications upon the basis of which the accompanying bid is submitted, and the contract which the successful bidder will be required to execute? Yes \_\_\_\_\_ No \_\_\_\_\_

**EXPERIENCE OF BIDDER**

1. Have you had previous experience in school or other bus transportation? \_\_\_Yes \_\_\_No

2. If yes, how many years experience? \_\_\_\_\_

3. Briefly state the nature of this experience. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Authorized Bidder's Name and Title \_\_\_\_\_

(Print or Type)

Authorized Signature \_\_\_\_\_

**CONSENT OF SURETY – PERSONAL BONDS**

(To accompany the bid – if applicable)

Issued to the \_\_\_\_\_ Board of Education

On behalf of \_\_\_\_\_, as contractor

Bid Date \_\_\_\_\_ Bid Number \_\_\_\_\_

We hereby agree to issue the required Personal Surety Bond for the transportation services to be provided by the award of a mutually agreed upon contract between the referenced Board of Education and Contractor.

**Two Bondspersons Required**

(Please print or type.)

1. Name \_\_\_\_\_

Address \_\_\_\_\_

State location and value over all encumbrances thereon of real estate owned in the county of

\_\_\_\_\_ Property Value \$ \_\_\_\_\_

Location \_\_\_\_\_

If you are providing a personal bond in any other school district, list all school districts in which you are bonding contracts and the amount of the contracts bonded.

\_\_\_\_\_  
\_\_\_\_\_

Bondsperson Signature \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

State location and value over all encumbrances thereon of real estate owned in the county of

\_\_\_\_\_ Property Value \$ \_\_\_\_\_

Location \_\_\_\_\_

If you are providing a personal bond in any other school district, list all school districts in which you are bonding contracts and the amount of the contracts bonded.

\_\_\_\_\_  
\_\_\_\_\_

Bondsperson Signature \_\_\_\_\_

**STOCKHOLDERS DISCLOSURE STATEMENT**

(To accompany bid)

ALL CORPORATE OR PARTNERSHIP BIDDERS SHALL COMPLETE THIS FORM WHICH IS IN ACCORDANCE WITH P.L. 1977 CH. 33 (N.J.S.A. 52:25-24.2)

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

List of shareholders or partners with 10% or more of the stock or interest in said corporation or partnership (all corporate partners or shareholders owning 10% or more of the stock must disclose their shareholders as above provided).

Shareholder or Partner

% Interest

Address

- ( ) No stockholder or partner of the corporation or partnership holds 10% or more ownership.
- ( ) Bidder is not a corporation or partnership.

I hereby certify that the information given above is true and correct as of \_\_\_\_\_.  
(Date of Bid)

\_\_\_\_\_  
Name and Title of Authorized Representative (Print or Type)

\_\_\_\_\_  
Signature of Authorized Representative

If there are any questions concerning this form or its completion, refer to Statute (P.L. 1977, ch. 33) N.J.S.A. 52:25-24.2

**AFFIRMATIVE ACTION**  
**QUESTIONNAIRE**  
(To accompany bid)

COMPANY NAME \_\_\_\_\_

1. Our company has a federal Affirmative Action Plan approval.

\_\_\_ YES    \_\_\_ NO

A. If yes, a copy of said approval shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

\_\_\_ YES    \_\_\_ NO

A. If yes, a copy of the New Jersey State Certificate shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program P.O. Box 206, Trenton, NJ 08625. A copy shall be submitted to the board of education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

AUTHORIZED BIDDER \_\_\_\_\_  
(Print or Type)

TITLE \_\_\_\_\_ DATE \_\_\_\_\_  
(Print or Type)

SIGNATURE \_\_\_\_\_



**BID SHEET**  
 Berlin Borough  
 Board of Education  
**Student Transportation Services**

- Bids which do not include an adjustment amount will not be accepted.
- In the event bid submissions for a route cost result in a tie bid, the award shall be based on the lowest aide cost (if applicable). If there is no aide cost, or if that cost also results in a tie bid, the award shall be based on the lowest increase/decrease adjustment cost unless otherwise specified by the board.
- Alternate bids not solicited by the Board of Education will not be accepted.
- The following routes and aide (if applicable) are to be bid on a PER DIEM basis.
- Routes which require an aide are so indicated by an asterisk (\*).

I hereby submit the following bid(s) to transport students during the 2017-2018 school year in accordance with your advertisement, specifications and route description.

<u>Tier Number</u>	<u>Route Number</u>	<u>Route Cost</u>	<u>Tier Cost</u> (without aide)	<u>Increase/Decrease Adjustment Cost</u>	<u>Per Diem Per Aide Cost</u> (if applicable)	<u>Tier Cost including Aide</u> (if applicable)
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____

**BID SHEET (continued)**

<u>Tier Number</u>	<u>Route Number</u>	<u>Route Cost</u>	<u>Tier Cost</u> (without aide)	<u>Increase/Decrease Adjustment Cost</u>	<u>Per Diem Per Aide Cost</u> (if applicable)	<u>Tier Cost including Aide</u> (if applicable)
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____









**BERLIN BORO SCHOOL DISTRICT - ROUTE 1A**  
**Route starts - 7:15 am**  
**OLMC arrival time - 7:35 am BCS arrival time - 7:45 am**  
**OMLC departure time - 2:12 pm BCS departure time - 2:20 pm**

**ROUTE REQUIRES AIDE**

**Stop 1 #42 Jackson Rd**

**Stop 2 #56 Jackson Rd**

**Stop 3 Jackson Rd @ Marshall SS**

**Stop 4 #112 Jackson Rd**

**Stop 5 Harker Ave @ Hillside**

**Stop 6 Wright @ Harker**

**Stop 7 Taunton @ Jug handle**

**Stop 8 Rt 73 @ Washington**

**Stop 9 McClellan @ Sumner**

**Stop 10 Cushman @ Broadview**

**Stop 11 Jackson Rd @ Marshall NS**

**\*Our Lady of Mt. Carmel School**  
**Berlin Community School**

**BERLIN BORO SCHOOL DISTRICT - ROUTE 1A**  
**AM IN**  
**Route starts - 7:15 am**  
**OLMC arrival time - 7:35 am BCS arrival time - 7:45 am**

**ROUTE REQUIRES AIDE**

**AM IN:**

Start Jackson Rd @ #42 – **Stop 1**  
To #56 – **Stop 2**  
To Marshall Ave SS – **Stop 3**  
To #112 – **Stop 4**  
L Rt 73 N  
R Harker to Hillside – **Stop 5**  
L N. Maple Circle  
R Harker  
R Rt 73 N  
R Jug Handle to Cross Keys Rd  
L Wright Ave to Harker – **Stop 6**  
L Harker  
R Rt 73 S  
R Jug Handle for Taunton Rd to Stop Sign – **Stop 7**  
L Taunton  
R Rt 73 to Washington Ave, **BLOCK WASHINGTON AVE WITH BUS – Stop 8**  
R McClellan to Sumner Ave – **Stop 9**  
L Atlantic Ave  
L Cushman Ave to Broadview Ave – **Stop 10**  
L Rt 73  
R Jug Handle for Jackson Rd  
R Jackson Rd to Marshall Ave NS – **Stop 11**  
R White Horse Pike  
R Jug Handle to Clementon Rd  
R Franklin Ave – Proceed to BCS Middle School Bus Loop.

Please do not let students off of the bus until directed by a BCS Staff Member.

**BERLIN BORO SCHOOL DISTRICT - ROUTE 1A**  
**PM HOME**  
**OMLC departure time - 2:12 pm BCS departure time - 2:20 pm**

**ROUTE REQUIRES AIDE**

**PM HOME:**

Start            BCS Middle School Bus Loop  
Please do not leave bus loop until directed by a BCS Staff Member to do so.  
R                Clementon Rd  
R                White Horse Pike  
L                Washington Ave (at Firehouse)  
R                Jackson Rd  
To               #42 – **Stop 1**  
To               #56 – **Stop 2**  
To               Marshall Ave SS – **Stop 3**  
To               #112 – **Stop 4**  
L                Rt 73 N  
R                Harker to Hillside – **Stop 5**  
L                N. Maple Circle  
R                Harker  
R                Rt 73 N  
R                Jug Handle to Cross Keys Rd  
L                Wright Ave to Harker – **Stop 6**  
L                Harker  
R                Rt 73 S  
R                Jug Handle for Taunton Rd to Stop Sign – **Stop 7**  
L                Taunton  
R                Rt 73 to Washington Ave, **BLOCK WASHINGTON AVE WITH BUS – Stop 8**  
R                McClellan to Sumner Ave – **Stop 9**  
L                Atlantic Ave  
L                Cushman Ave to Broadview Ave – **Stop 10**  
L                Rt 73  
R                Jug Handle for Jackson Rd  
R                Jackson Rd to Marshall Ave NS – **Stop 11**  
R                White Horse Pike  
R                Jug Handle to Clementon Rd  
L                Franklin Ave  
Return to BCS to Elementary School Bus Loop for the Elementary Run - PM Home (B Run)

**BERLIN BORO SCHOOL DISTRICT - ROUTE 2A**

**Route starts - 7:15 am**

**OLMC arrival time - 7:35 am BCS arrival time - 7:45 am**

**OLMC departure time - 2:12 pm BCS departure time - 2:20 pm**

**ROUTE REQUIRES AIDE**

**Stop A 165 Roosevelt Blvd**

**Stop 1 Cross Keys @ Crater**

**Stop 2 Central @Thackara**

**Stop 3 Central@Rich**

**Stop 4 Central@W Broad**

**Stop 5 Central@Estaugh**

**Stop 6 Moss @ Estaugh**

**Stop 7 Gardens@Glenview**

**Stop 8 Glenview @ Leroy**

**Stop 9 Glenview@Ridgeview**

**Stop 10 Glenview @ Summit**

**Stop 11 Haines @ E Broad**

**\*Our Lady of Mt Carmel School**

**Berlin Community School**

**BERLIN BORO SCHOOL DISTRICT - ROUTE 2A**  
**AM IN**  
**Route starts - 7:15 am**  
**OLMC arrival time - 7:35 am BCS arrival time - 7:45 am**

**ROUTE REQUIRES AIDE**

**AM IN:**

Start Cross Keys Rd @ Crater – **Stop 1**  
R Park Dr  
L Thackara to Central – **Stop 2**  
R Central to Rich – **Stop 3**  
To W. Broad – **Stop 4**  
To Estaugh – **Stop 5**  
R Estaugh to Moss – **Stop 6**  
L Park Dr  
R Gardens to Glenview – **Stop 7**  
R Glenview to Leroy – **Stop 8**  
To Ridgeview – **Stop 9**  
To Summit – **Stop 10**  
L Summit  
L New Freedom Rd  
L White Horse Pike  
R East Broad Ave to Haines – **Stop 11**  
L Haines  
L Harker  
R White Horse Pike  
L Cross Keys Rd  
R Watsontown-New Freedom Rd  
R Wyndam  
R Roosevelt to #165 (Apts) – **Stop A**  
L Wyndam  
R Watsontown-New Freedom Rd  
R Clementon  
L N. Franklin Ave  
R Maple Ave  
R N. Cedar Ave – **OLMC student drop off @ 7:35 am**

Proceed to BCS Middle School Bus Loop.

Please do not let students off of the bus until directed by a BCS Staff Member.



**BERLIN BORO SCHOOL DISTRICT - ROUTE 2A**  
**PM HOME**  
**OLMC departure time – 2:12 pm BCS departure time – 2:20 pm**

**ROUTE REQUIRES AIDE**

**PM HOME:**

Start N. Cedar Ave – **OLMC student pick up @ 2:12 pm**  
Continue to BCS Middle School Bus Loop  
Please do not leave bus loop until directed by a BCS Staff Member to do so.  
L Clementon Rd  
L Watsontown-New Freedom Rd  
L Wyndam  
L Roosevelt to #165 Apts – **Stop A**  
L Wyndam  
L Cross Keys Rd @ Crater – **Stop 1**  
R Park Dr  
L Thackara to Central – **Stop 2**  
R Central to Rich – **Stop 3**  
To W. Broad – **Stop 4**  
To Estaugh – **Stop 5**  
R Estaugh to Moss – **Stop 6**  
L Park Dr  
R Gardens to Glenview – **Stop 7**  
R Glenview to Leroy – **Stop 8**  
To Ridgeview – **Stop 9**  
To Summit – **Stop 10**  
L Summit  
L New Freedom Rd  
L White Horse Pike  
R East Broad Ave to Haines – **Stop 11**  
L Haines  
L Harker  
R White Horse Pike  
R Jug Handle to Clementon Rd  
L Franklin Ave  
Return to BCS Elementary School Bus Loop for the Elementary Run – PM Home (B Run)

**BERLIN BORO SCHOOL DISTRICT - ROUTE 3A**  
**Route starts - 7:15 am**  
**OLMC arrival time - 7:35 am BCS arrival time - 7:45 am**  
**OLMC departure time - 2:12 pm BCS departure time - 2:20 pm**

**ROUTE REQUIRES AIDE**

**Stop 1 #64 Tansboro Rd**

**Stop 2 #67 Tansboro Rd**

**Stop 3 Tansboro @Smokey Run 1<sup>st</sup> Ent  
& 87 Tansboro Rd (Apts)**

**Stop 4 Harmony @ Tansboro**

**Stop 5 Tansgate Blvd @ Jason**

**Stop 6 #13 Florence**

**Stop 7 White Horse Pk @ Linden Ave**

**Stop 8 #392 White Horse Pike**

**Stop 9 White Horse Pk @ Bishop**

**Stop10 Washington Ave @ Jefferson**

**\*Our Lady of Mt. Carmel School**  
**Berlin Community School**

**BERLIN BORO SCHOOL DISTRICT - ROUTE 3A**  
**AM IN**  
**Route starts - 7:15 am**  
**OLMC arrival time - 7:35 am BCS arrival time - 7:45 am**

**ROUTE REQUIRES AIDE**

**AM IN:**

Start Tansboro Rd to #64 – **Stop 1**  
To #67 – **Stop 2**  
To Smokey Run, 1<sup>st</sup> entrance & 87 Tansboro (Apts) – **Stop 3**  
To Harmony Lane – **Stop 4**  
R Tansgate Blvd to Jason – **Stop 5**  
L Tansboro Rd  
R Florence Ave to #13– **Stop 6**  
R White Horse Pike to Linden Ave – **Stop 7**  
R Jug Handle to Rt 73 N to Jug Handle to Rt 30 West (White Horse Pike)  
To #392 – **Stop 8**  
To Bishop – **Stop 9**  
L Washington Ave to Jefferson – **Stop 10**  
L Jefferson  
Cross E. Taunton Ave  
L E. Broad  
R White Horse Pike  
R N. Franklin Ave  
N Maple Ave  
R N. Cedar Ave, **OLMC student drop off @ 7:35 am**

Proceed to BCS Middle School Bus Loop

Please do not let students off of the bus until directed by a BCS Staff Member.

**BERLIN BORO SCHOOL DISTRICT - ROUTE 3A**  
**PM Home**  
**OLMC departure time - 2:12 pm BCS departure time - 2:20 pm**

**ROUTE REQUIRES AIDE**

**PM Home:**

Start N. Cedar Ave, **OLMC student pick up @ 2:12 pm**  
Continue to BCS Middle School Bus Loop  
Please do not leave bus loop until directed by a BCS Staff Member to do so.  
R Clementon Rd  
R White Horse Pike  
R Tansboro Rd to #64 – **Stop 1**  
To #67 – **Stop 2**  
To Smokey Run, 1<sup>st</sup> entrance & 87 Tansboro (Apts) – **Stop 3**  
To Harmony Lane – **Stop 4**  
R Tansgate Blvd to Jason – **Stop 5**  
L Tansboro Rd  
R Florence Ave to #13– **Stop 6**  
R White Horse Pike to Linden Ave – **Stop 7**  
R Jug Handle to Rt 73 N to Jug Handle to Rt 30 West (White Horse Pike)  
To #392 – **Stop 8**  
To Bishop – **Stop 9**  
L Washington Ave to Jefferson – **Stop 10**  
L Jefferson  
Cross E. Taunton Ave  
L E. Broad  
R White Horse Pike  
R Jug handle to Clementon Rd  
L Franklin Ave.  
Return to BCS Elementary School Bus Loop for the Elementary Run – PM Home (B Run)

**BERLIN BORO SCHOOL DISTRICT - ROUTE 4A**  
**Route start time - 7:15 am**  
**OLMC arrival time - 7:35 am BCS arrival time - 7:45 am**  
**OLMC departure time - 2:12 am BCS departure time - 2:20 pm**

**ROUTE REQUIRES AIDE**

**Stop 1 New Freedom @ Leroy**

**Stop 2 #68 New Freedom Rd**

**Stop 3 #120 New Freedom Rd**

**Stop 4 #130 New Freedom Rd**

**Stop 5 #164 New Freedom Rd**

**Stop 6 Joans @ Rondon**

**Stop 7 Joans @ Empire**

**Stop 8 Joans Ln @ Coleman**

**Stop 9 Coleman Rd @ Rondon Ave**

**Stop 10 #17 Rondon Ave**

**Stop 11 New Freedom @ Chellemi Ct**

**Stop 12 #71 New Freedom Rd**

**Stop 13 #63 New Freedom Rd**

**Stop 14 #39 New Freedom Rd**

**Stop 15 Marshall Ct @ Jefferson**

**Stop 16 Hamilton@ Jefferson**

**\*Our Lady of Mt. Carmel School**  
**Berlin Community School**

**BERLIN BORO SCHOOL DISTRICT - ROUTE 4A**  
**AM IN**  
**Route start time - 7:15 am**  
**OLMC arrival time - 7:35 am BCS arrival time - 7:45 am**

**ROUTE REQUIRES AIDE**

**AM IN:**

Start New Freedom at Leroy Ave – **Stop 1**  
To #68 New Freedom Rd – **Stop 2**  
To #120 – **Stop 3**  
To #130 – **Stop 4**  
To #164 – **Stop 5**  
R Joans Lane to Rondon Ave – **Stop 6**  
To Empire – **Stop 7**  
To Coleman – **Stop 8**  
L Coleman to Rondon – **Stop 9**  
R Rondon to #17 – **Stop 10**  
R Pineview  
R New Freedom Rd to Chellemi Ct. – **Stop 11**  
To #71 – **Stop 12**  
To #63 – **Stop 13**  
To #39 – **Stop 14**  
L Washington  
R Jackson Rd  
L Marshall to Marshall Ct – **Stop 15**  
L Jefferson to Hamilton – **Stop 16**  
Cross E. Taunton Ave  
L E. Broad  
R White Horse Pike  
R Jug Handle to Clementon Rd  
L Franklin Ave, Proceed to BCS Middle School Bus Loop.  
Please do not let students off of the bus until directed by a BCS Staff Member.

**BERLIN BORO SCHOOL DISTRICT - ROUTE 4A**  
**PM HOME**  
**OLMC departure time – 2:12 pm BCS departure time – 2:20 pm**

**ROUTE REQUIRES AIDE**

**PM HOME:**

Start BCS Middle School Bus Loop  
Please do not leave bus loop until directed by a BCS Staff Member to do so.  
R Clementon Rd  
R White Horse Pike  
R New Freedom to Leroy Ave – **Stop 1**  
To #68 New Freedom Rd – **Stop 2**  
To #120 – **Stop 3**  
To #130 – **Stop 4**  
To #164 – **Stop 5**  
R Joans Lane to Rondon Ave – **Stop 6**  
To Empire – **Stop 7**  
To Coleman – **Stop 8**  
L Coleman to Rondon – **Stop 9**  
R Rondon to #17 – **Stop 10**  
R Pineview  
R New Freedom Rd to Chellemi Ct. – **Stop 11**  
To #71 – **Stop 12**  
To #63 – **Stop 13**  
To #39 – **Stop 14**  
R Washington Ave  
R Jackson Rd  
L Marshall Ave to Marshall Ct – **Stop 15**  
L Jefferson to Hamilton – **Stop 16**  
Cross E. Taunton Ave  
L E. Braod Ave  
R White Horse Pike  
R Jug Handle to Clementon Rd  
L Franklin Ave  
Return to BCS Elementary School Bus Loop for the Elementary Run – PM Home (B Run)

**BERLIN BORO SCHOOL DISTRICT - ROUTE 5A**

**Route starts - 7:15 am**

**OLMC arrival time - 7:35 am BCS arrival time - 7:45 am**

**OLMC departure time - 2:12 pm BCS departure time - 2:20 pm**

**Stop 1 #2 Blatherwick Dr**

**Stop 2 Blatherwick @ Princeton Ct**

**Stop 3 Blatherwick @ Tricia**

**Stop 4 Evanine Dr @ Delwood Ln**

**Stop 5 Brandywine @ Aristone Dr**

**Stop 6 Brandywine @ Laurel Hill Ct**

**Stop 7 Brandywine @ Aristone**

**Stop 8 #6 Evergreen Dr**

**Stop 9 Evergreen @ Tricia**

**Stop 10 Aristone @ Orchard**

**\*Our Lady of Mt. Carmel School**

**Berlin Community School**



**BERLIN BORO SCHOOL DISTRICT - ROUTE 5A**  
**AM IN**  
**Route starts - 7:15 am**  
**OLMC arrival time - 7:35 am BCS arrival time - 7:45 am**

**AM IN:**

Start #2 Blatherwick Dr – **Stop 1**  
To Princeton Ct – **Stop 2**  
To Tricia – **Stop 3**  
R Delwood to Evanine – **Stop 4**  
R Evanine  
R Brandwine to Aristone – **Stop 5**  
To Laurel Hill Ct – **Stop 6**  
To Aristone – **Stop 7**  
R Aristone  
L Evergreen to #6 – **Stop 8**  
To Tricia – **Stop 9**  
L Winding Way  
R Brandywine  
L Aristone to Orchard – **Stop 10**  
R Orchard  
R Park  
L White Horse Pike  
R N. Franklin Ave  
R Maple  
R N. Cedar Ave - **OLMC student drop off @ 7:35 am**

Proceed to BCS Middle School Bus Loop.

Please do not let students off of the bus until directed by a BCS Staff Member.

**BERLIN BORO SCHOOL DISTRICT - ROUTE 5A**  
**PM HOME**  
**OLMC departure time – 2:12 pm BCS departure time – 2:20 pm**

**PM HOME:**

Start N. Cedar Ave – **OLMC student pick up @ 2:12 pm**  
Continue BCS Middle School Bus Loop  
Please do not leave bus loop until directed by a BCS Staff Member to do so  
R Clementon Rd  
R White Horse Pike  
R New Freedom  
R Aristone  
R Blatherwick to #2 – **Stop 1**  
To Princeton Ct – **Stop 2**  
To Tricia – **Stop 3**  
R Delwood to Evanine – **Stop 4**  
R Evanine  
R Brandwine to Aristone – **Stop 5**  
To Laurel Hill Ct – **Stop 6**  
To Aristone – **Stop 7**  
R Aristone  
L Evergreen to #6 – **Stop 8**  
To Tricia – **Stop 9**  
L Winding Way  
R Brandywine  
L Aristone to Orchard – **Stop 10**  
R Orchard  
R Park  
L Clementon Rd  
L Franklin Ave  
Return to BCS Elementary School Bus Loop for the Elementary Run – PM Home (B Run)

**BERLIN BORO SCHOOL DISTRICT - ROUTE 1B**  
**Route starts at 7:50 am**  
**BCS arrival time - 8:20 am BCS departure time - 2:50 pm**

**ROUTE REQUIRES AIDE**

**Stop 1 #68 E. Taunton Rd**

**Stop 2 Chestnut @ Rt 73 NB**

**Stop 3 Harker Ave @ Hillside Ave**

**Stop 4 Wright @ Harker**

**Stop 5 E. Taunton @ Jug Handle**

**Stop 5A E.Taunton Opp Jug Handle  
(Home Only Adult Present!!)**

**Stop 6 Rt 73S @ Washington Ave**

**Stop 7 McClellan @ Sumner**

**Stop 8 Broadview @ Cushman**

**Stop 9 #59 Jackson @ Marshall NS**

**Stop 10 Marshall Ct @ Jefferson**

**Stop 11 #25 Washington Ave(Door Must  
Open to House!!!!)**

**Stop 12 Washington @ Jackson Rd**

**ASSIGNED SEATING AS PER  
BERLIN BOROUGH BOE  
REQUIREMENTS**

**BERLIN BORO SCHOOL DISTRICT - ROUTE 1B**  
**AM IN**  
**Route starts at 7:50 am**  
**BCS arrival time - 8:20 am    BCS departure time - 2:50 pm**

**ROUTE REQUIRES AIDE**

**AM IN:**

Start	E. Taunton Rd to #68 – <b>Stop 1</b>
Cross	Rt 73
R	Clover
R	Chestnut to Rt 73 N – <b>Stop 2</b>
R	Rt 73 N
R	Harker to Hillside – <b>Stop 3</b>
L	N. Maple Ave
R	Harker
R	Rt 73 N
R	Jug Handle to Cross Keys Rd
L	Wright Ave to Harker – <b>Stop 4</b>
L	Harker
R	Rt 73 S
R	Jug Handle to E. Taunton Rd to Stop Sign – <b>Stop 5</b>
L	E. Taunton Ave
R	Rt 73 to Washington Ave, <b>BLOCK WASHINGTON AVE WITH BUS-Stop 6</b>
R	McClellan to Sumner – <b>Stop 7</b>
L	Atlantic Ave
L	Cushman to Broadview – <b>Stop 8</b>
R	Rt 73 S
R	Jackson Rd turn off
R	Jackson Rd to Marshall Ave NS – <b>Stop 9</b>
To	Marshall Ct @ Jefferson – <b>Stop 10</b>
L	Jefferson
L	Washington to #25 – <b>Stop 11</b>
To	Jackson Rd – <b>Stop 12</b>
R	Jackson Rd
R	White Horse Pike
R	Jug Handle to Clementon Rd
L	Franklin Ave – Proceed to BCS Elementary School Bus Loop

Please do not let students off of the bus until directed by a BCS Staff Member.  
Assigned seating as per Berlin Borough BOE requirements.

**BERLIN BORO SCHOOL DISTRICT - ROUTE 1B**  
**PM HOME**  
**BCS arrival time - 8:20 am BCS departure time - 2:50 pm**

**ROUTE REQUIRES AIDE**

**PM HOME:**

Start BCS Elementary School Bus Loop  
Please do not leave bus loop until directed by a BCS Staff Member to do so.  
R Clementon Rd to White Horse Pike  
L Washington Ave (Fire House)  
R Jackson Rd  
L Marshall Ave NS – **Stop 9**  
Continue Marshall Ct @ Jefferson – **Stop 10**  
L Jefferson  
R Washington to #25 – **Stop 11**  
Continue to Jackson – **Stop 12**  
L Jackson  
L Rt 73 N  
R E. Taunton Ave  
R Clover Ave  
R Chestnut to Rt 73 N – **Stop 2**  
R Rt 73 N  
R Harker to Hillside – **Stop 3**  
L N. Maple Ave  
R Harker  
R Rt 73 N  
R Jug Handle to Cross Keys Rd  
L Wright Ave to Harker – **Stop 4**  
L Harker  
R Rt 73 S  
R Jug Handle to E. Taunton Rd to Stop Sign – **Stop 5**  
L E. Taunton Rd till bus is straight – **Stop 5A “HOME ONLY IF ADULT**  
L E. Taunton Ave  
R Rt 73 to Washington Ave, **BLOCK WASHINGTON AVE WITH BUS-Stop 6**  
R McClellan to Sumner – **Stop 7**  
L Atlantic Ave  
L Cushman to Broadview – **Stop 8**

Student drop off as per Berlin Borough BOE requirements.  
Assigned seating as per Berlin Borough BOE requirements.

**BERLIN BORO SCHOOL DISTRICT - ROUTE 2B**  
**Route starts at 7:50 am**  
**BCS arrival time - 8:20 am BCS departure time - 2:50 pm**

**ROUTE REQUIRES AIDE**

**Stop 1 Cross Keys @ Crater**

**Stop 2 Central Ave & Rich Ave**

**Stop 3 Central Ave @ W. Broad**

**Stop 4 Central Ave @ Estaugh Ave**

**Stop 5 W.Taunton @ Central**

**Stop 6 Gardens Ave @ Glenview Ave**

**Stop 7 Glenview Ave @ Leroy Ave**

**Stop 8 Glenview Ave @ Ridgeview**

**Stop 9 Glenview Ave @ Summit Ave**

**Stop 10 Jefferson@Washington**

**Stop 11 Jefferson@E.Taunton**

**Stop 12 E. Broad @ Haines**

**Stop 13 #26 Haines Ave**

**ASSIGNED SEATING AS PER  
BERLIN BOROUGH BOE  
REQUIREMENTS**

**BERLIN BORO SCHOOL DISTRICT - ROUTE 2B**  
**AM IN**  
**Route starts at 7:50 am**  
**BCS arrival time - 8:20 am    BCS departure time - 2:50 pm**

**ROUTE REQUIRES AIDE**

**AM IN:**

Start            Cross Keys Rd @ Crater – **Stop 1**  
R                Park Dr  
L                Thackara  
R                Central to Rich – **Stop 2**  
To               W. Broad – **Stop 3**  
To               Estaugh – **Stop 4**  
R                Estaugh  
L                Moss  
L                W. Taunton to Central – **Stop 5**  
R                Central  
L                Gardens to Glenview – **Stop 6**  
L                Glenview to Leroy – **Stop 7**  
To               Ridgeview – **Stop 8**  
To               Summit – **Stop 9**  
L                Summit  
L                New Freedom Rd  
R                Washington  
Cross            White Horse Pike  
Cross            Jackson Rd to Jefferson – **Stop 10**  
L                Jefferson to E. Taunton Ave – **Stop 11**  
Cross            E. Taunton Ave  
L                E. Broad to Haines – **Stop 12**  
R                Haines to #26 – **Stop 13**  
L                Harker  
R                White Horse Pike  
R                Jug Handle to Clementon Rd  
L                Franklin Ave – Proceed to BCS Elementary School Bus Loop

Please do not let students off of the bus until directed by a BCS Staff Member  
Assigned seating as per Berlin Borough BOE requirements.

**BERLIN BORO SCHOOL DISTRICT - ROUTE 2B**  
**PM HOME**  
**BCS arrival time - 8:20 am    BCS departure time - 2:50 pm**

**ROUTE REQUIRES AIDE**

**PM HOME:**

Start            BCS Elementary School Bus Loop  
Please do not leave bus loop until directed by a BCS Staff Member to do so.

L                Clementon Rd  
L                Watsontown-New Freedom Rd  
L                Cross Keys Rd to Crater – **Stop 1**  
R                Park Dr  
L                Thackara  
R                Central to Rich – **Stop 2**  
To               W. Broad – **Stop 3**  
To               Estaugh – **Stop 4**  
R                Estaugh  
L                Moss  
L                W. Taunton to Central – **Stop 5**  
R                Central  
L                Gardens to Glenview – **Stop 6**  
L                Glenview to Leroy – **Stop 7**  
To               Ridgeview – **Stop 8**  
To               Summit – **Stop 9**  
L                Summit  
L                New Freedom Rd  
Cross            White Horse Pike  
Cross            Jackson to Jefferson – **Stop 10**  
L                Jefferson to E. Taunton – **Stop 11**  
Cross            E. Taunton  
L                E. Broad to Haines – **Stop 12**  
L                Haines to #26 – **Stop 13**

Student drop off as per Berlin Borough BOE requirements.

Assigned seating as per Berlin Borough BOE requirements.



**BERLIN BORO SCHOOL DISTRICT - ROUTE 3B**  
**Route starts at 7:50 am**  
**BCS arrival time - 8:20 am BCS departure time - 2:50 pm**

- Stop 1 #112 Jackson Rd**
- Stop 2 Rt73S Red Carpet Inn**
- Stop 3 White Horse Pike@London**
- Stop 4 White Horse Pike @ Bishop**
- Stop 5 #56 Tansboro Rd**
- Stop 6 Tansboro @ Smokey Run 1Ent.**
- Stop 7 Harmony @ Tansboro**
- Stop 8 Jason Dr @ Evans Ct**
- Stop 9 Tansgate Blvd @ Schaeffers Way**
- Stop 10 Tansgate Blvd @ Jason Dr**
- Stop 11 Tansboro @ Tansgate**
- Stop 12 #9 Townsend**
- Stop 13 #87 Tansboro Rd (Apts)**

**ASSIGNED SEATING AS PER  
BERLIN BOROUGH BOE  
REQUIREMENTS**

**BERLIN BORO SCHOOL DISTRICT - ROUTE 3B**  
**AM IN**  
**Route starts at 7:50 am**  
**BCS arrival time - 8:20 am BCS departure time - 2:50 pm**

**AM IN:**

Start #112 Jackson Rd – **Stop 1**  
R Rt 73 to Red Carpet Inn – **Stop 2**  
R Ramp to Rt 30 W, White Horse Pike  
To London Ave – **Stop 3**  
To Bishop Ave – **Stop 4**  
L Washington Ave (Heritage)  
L Tansboro Rd to #56 – **Stop 5**  
To Smokey Run 1<sup>st</sup> entrance – **Stop 6**  
To Harmony Lane – **Stop 7**  
R Tansgate Blvd  
R Jason Dr to Evans Ct – **Stop 8**  
To Schaeffers Way – **Stop 9**  
To Jason Dr – **Stop 10**  
To Tansboro Rd – **Stop 11**  
L Tansboro Rd  
R Florence  
R White Horse Pike  
R Townsend to #9 – **Stop 12**  
Continue R Around Hospital  
R Behnke Lane  
L Florence  
L Tansboro to #87 Winding Way Apts – **Stop 13**  
L White Horse Pike  
R Jug Handle to Clementon Rd  
L Franklin Ave – Proceed to BCS Elementary School Bus Loop  
Please do not let students off of the bus until directed by a BCS Staff Member  
Assigned seating as per Berlin Borough BOE requirements.

**BERLIN BORO SCHOOL DISTRICT - ROUTE 3B**  
**PM HOME**  
**BCS arrival time - 8:20 am BCS departure time - 2:50 pm**

**PM HOME:**

Start BCS Elementary School Bus Loop  
Please do not leave bus loop until directed by a BCS Staff Member to do so.

R Clementon Rd  
L White Horse Pike  
L Tansboro Rd to #56 – **Stop 5**  
To Smokey Run 1<sup>st</sup> entrance – **Stop 6**  
To Harmony Lane – **Stop 7**  
R Tansgate Blvd  
R Jason Dr to Evans Ct – **Stop 8**  
To Schaeffers Way – **Stop 9**  
To Jason Dr – **Stop 10**  
To Tansboro Rd – **Stop 11**  
L Tansboro Rd  
R Florence  
R White Horse Pike  
R Townsend to #9 – **Stop 12**  
Continue R Around Hospital  
R Behnke Lane  
L Florence  
L Tansboro to #87 Winding Way Apts – **Stop 13**  
R Washington Ave  
R Jackson to #112 – **Stop 1**  
R Rt 73 to Red Carpet Inn – **Stop 2**  
R Ramp to Rt 30 W, White Horse Pike  
To London Ave – **Stop 3**  
To Bishop Ave – **Stop 4**  
Student drop off as per Berlin Borough BOE requirements.  
Assigned seating as per Berlin Borough BOE requirements.

**BERLIN BORO SCHOOL DISTRICT - ROUTE 4B**  
**Route starts at 7:50 am**  
**BCS arrival time - 8:20 am Departure time - 2:50 pm**

**Stop 1 New Freedom @ Leroy**

**Stop 2 #68 New Freedom**

**Stop 3 Joans @ Rondon**

**Stop 4 Joans @ Empire Ave**

**Stop 5 Joans Ln @ Coleman Rd**

**Stop 6 Coleman Rd @ Rondon Ave**

**Stop 7 #17 Rondon Ave**

**Stop 8 Chillemi Court**

**Stop 9 New Freedom @ Gatsby**

**Stop 10 #71 New Freedom Rd**

**ASSIGNED SEATING AS PER  
BERLIN BOROUGH BOE  
REQUIREMENTS**

**BERLIN BORO SCHOOL DISTRICT - ROUTE 4B**  
**AM IN**  
**Route starts at 7:50 am**  
**BCS arrival time - 8:20 am Departure time - 2:50 pm**

**AM IN:**

Start New Freedom Rd @ Leroy Ave – **Stop 1**  
To #68 – **Stop 2**  
L Joans Lane to Rondon – **Stop 3**  
To Empire – **Stop 4**  
To Coleman Rd – **Stop 5**  
L Coleman to Rondon – **Stop 6**  
R Rondon to #17 – **Stop 7**  
R Pineview Ave  
R New Freedom Rd to Chillemi Ct – **Stop 8**  
To Gatsby Ct – **Stop 9**  
To #71 – **Stop 10**  
L White Horse Pike  
R Jug Handle to Clementon Rd  
L Franklin Ave - Proceed to BCS Elementary School Bus Loop

Please do not let students off of the bus until directed by a BCS Staff Member  
Assigned seating as per Berlin Borough BOE requirements.

**BERLIN BORO SCHOOL DISTRICT - ROUTE 4B**  
**PM HOME**  
**BCS arrival time - 8:20 am Departure time - 2:50 pm**

**PM HOME:**

Start BCS Elementary School Bus Loop  
Please do not leave bus loop until directed by a BCS Staff Member to do so.

R Clementon Rd  
R White Horse Pike  
R New Freedom Rd @ Leroy Ave – **Stop 1**  
To #68 – **Stop 2**  
L Joans Lane to Rondon – **Stop 3**  
To Empire – **Stop 4**  
To Coleman Rd – **Stop 5**  
L Coleman to Rondon – **Stop 6**  
R Rondon to #17 – **Stop 7**  
R Pineview Ave  
R New Freedom Rd to Chillemi Ct – **Stop 8**  
To Gatsby Ct – **Stop 9**  
To #71 – **Stop 10**

Student drop off as per Berlin Borough BOE requirements.  
Assigned seating as per Berlin Borough BOE requirements.

**BERLIN BORO SCHOOL DISTRICT - ROUTE 5B**  
**Route starts at 7:50 am**  
**BCS arrival time - 8:20 am Departure time - 2:50 pm**

**ROUTE REQUIRES AIDE**

**Stop 1 #2 Blatherwick Dr.**

**Stop 2 Blatherwick @ Tricia**

**Stop 3 Blatherwick @ Winding Way**

**Stop 4 Evanine @ Delwood**

**Stop 5 Brandywine @ Aristone**

**Stop 6 Brandywine @ Laurel Hill**

**Stop 7 Evergreen Dr @ Tricia**

**Stop 8 Aristone @ Orchard**

**Stop 9 #81 Park Dr**

**ASSIGNED SEATING AS PER  
BERLIN BOROUGH BOE  
REQUIREMENTS**

**BERLIN BORO SCHOOL DISTRICT - ROUTE 5B**  
**AM IN**  
**Route starts at 7:50 am**  
**BCS arrival time - 8:20 am Departure time - 2:50 pm**

**ROUTE REQUIRES AIDE**

**AM IN:**

Start	Blatherwick Dr @ #2 – <b>Stop 1</b>
To	Tricia – <b>Stop 2</b>
To	Winding Way – <b>Stop 3</b>
L	Delwood to Evanine – <b>Stop 4</b>
R	Evanine
R	Brandywine to Aristone – <b>Stop 5</b>
To	Laurel Hill – <b>Stop 6</b>
R	Aristone
R	Evergreen to Tricia – <b>Stop 7</b>
L	Winding Way
R	Brandywine
L	Aristone to Orchard – <b>Stop 8</b>
R	Orchard
R	Park Dr to #81 – <b>Stop 9</b>
L	Clementon Rd
L	Franklin Ave - Proceed to BCS Elementary School Bus Loop

Please do not let students off of the bus until directed by a BCS Staff Member  
Assigned seating as per Berlin Borough BOE requirements.



**BERLIN BORO SCHOOL DISTRICT - ROUTE 5B**  
**PM HOME**  
**BCS arrival time - 8:20 am Departure time - 2:50 pm**

**ROUTE REQUIRES AIDE**

**PM HOME:**

Start BCS Elementary School Bus Loop  
Please do not leave bus loop until directed by a BCS Staff Member to do so.

R Clementon Rd  
R White Horse Pike  
R New Freedom Rd  
R Aristone  
L Blatherwick Dr @ #2 – **Stop 1**  
To Tricia – **Stop 2**  
To Winding Way – **Stop 3**  
L Delwood to Evanine – **Stop 4**  
R Evanine  
R Brandywine to Aristone – **Stop 5**  
To Laurel Hill – **Stop 6**  
R Aristone  
R Evergreen to Tricia – **Stop 7**  
L Winding Way  
R Brandywine  
L Aristone to Orchard – **Stop 8**  
R Orchard  
R Park Dr to #81 – **Stop 9**

Student drop off as per Berlin Borough BOE requirements.  
Assigned seating as per Berlin Borough BOE requirements.