

CENTER FOR  
GOVERNMENT SERVICES

# School Transportation Supervisors Program

COURSES FOR NEW JERSEY LOCAL  
GOVERNMENT || SUMMER & FALL 2016



**RUTGERS**  
Continuing Studies

## NEW JERSEY SCHOOL TRANSPORTATION SUPERVISORS PROGRAM

This program is designed to meet the professional and educational needs of school district transportation supervisors, bus contractors, and those interested in enhancing their knowledge in these areas through a series of eight courses which include: Management and Supervisory Skills; Fleet Management; Routing and Scheduling; Transporting Students with Disabilities; Employee Training & Safety Education; Emergency Management; Financial Operations; Codes, Statutes, and Regulations.

### PROGRAM SPONSORS

Rutgers University, Center for Government Services  
School Transportation Supervisors of New Jersey

### REGISTRATION INFORMATION

Courses are scheduled during the fall, spring and summer semesters throughout the state. Announcements containing specific course information are available each semester and may be found on the Center's website: <http://cgs.rutgers.edu>.

**Enrollment:** A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and online registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved. **Go to <http://cgs.rutgers.edu> and click on the "Register Now" button on the homepage (NEW).**

To ensure that course materials are available the first session of your course, it is strongly recommended you register at least one week prior to the course start date.

In-person registrations at the course location on the day of the first class are considered "walk-ins." Walk-ins are accepted but not encouraged and will be assessed a \$15 late registration fee. In addition, walk-in students must complete an "Agreement-to-Pay Form" and will be contacted by CGS immediately after the first class. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days of the first class. Walk-ins already on financial hold will not be permitted to complete their registration unless the delinquency is resolved.

**Financing:** If financing is needed, apply for the Sallie Mae Smart Option Student Loan as soon as possible at [www.salliemae.com/00262990](http://www.salliemae.com/00262990).

## SCHOOL TRANSPORTATION SUPERVISORS PROGRAM

**Course Fees and Payment:** Payment for a student's participation in a course can be obtained by using any of the following three methods:

1. Credit card payment (Visa, MasterCard, Discover or American Express) **AVAILABLE ONLY THROUGH ONLINE REGISTRATION** (<http://cgs.rutgers.edu>)
2. Check or money order payment by mail or in person
3. Authorized voucher or purchase order received via mail or fax

Actual course fees vary per course as courses have different hours of instructional time and the cost of study materials are dissimilar. Upon receipt of a completed registration form and payment, a class space is reserved for the student. Confirmation letters regarding registration will not be sent.

**Late Fees:** Students are required to register for classes before the date of the first class session. Any student who attempts to register on (or after) the day of the first class will be considered a late registrant and will be assessed a \$15 late fee for the processing of the registration.

**Returned Check Fee Policy:** There is a \$25 fee for all checks that are returned to CGS. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

**Withdrawals/Transfers:** All requests to change registration status, either by withdrawal or transfer must be submitted in writing at least two (2) business days before the course start date and will incur a \$25 processing fee. Withdrawals will be refunded, minus the \$25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

**Course Cancellation Policy:** The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for the course cancelled by CGS or exercising the option to enroll in the same or another course in this or the following semester. In the event there is a difference in course fees between the course that was cancelled and the alternate course, an adjustment will be made. A student may not select an alternative course that has a prerequisite if the prerequisite has not been met.

**Certificates:** Certificates are mailed to students after the successful completion of the course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.

**Special Needs Students:** Students with special needs are encouraged to contact CGS so that appropriate accommodations may be made.

**For More Information:** Visit the program webpage at <http://cgs.rutgers.edu/> .

**PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS**

Mail registration form and payment to:

**RUTGERS CENTER FOR GOVERNMENT SERVICES**

303 George Street, Suite 604

New Brunswick, NJ 08901-2020

Or fax to: 732-932-3586

## GENERAL INFORMATION

If home or employer information has changed since your last registration, check here.

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Gender  Female  Male

Employer \_\_\_\_\_

Title \_\_\_\_\_

### *Business Address*

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

### *Home Address*

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

### *Phone Numbers* (required – check box for preferred)

Mobile \_\_\_\_\_  Home \_\_\_\_\_

Business \_\_\_\_\_ Ext. \_\_\_\_\_

### *E-mail Addresses* (required – check box for preferred)

Business \_\_\_\_\_

Home \_\_\_\_\_

# FOR GOVERNMENT SERVICES REGISTRATION FORM

ONLINE REGISTRATION AVAILABLE AT [CGS.RUTGERS.EDU](http://CGS.RUTGERS.EDU)

## COURSE INFORMATION

I wish to register for:

Title \_\_\_\_\_

Code \_\_\_\_\_ Fee \_\_\_\_\_

Location \_\_\_\_\_

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Title \_\_\_\_\_

Code \_\_\_\_\_ Fee \_\_\_\_\_

Location \_\_\_\_\_

Title \_\_\_\_\_

Code \_\_\_\_\_ Fee \_\_\_\_\_

Location \_\_\_\_\_

Title \_\_\_\_\_

Code \_\_\_\_\_ Fee \_\_\_\_\_

Location \_\_\_\_\_

Title \_\_\_\_\_

Code \_\_\_\_\_ Fee \_\_\_\_\_

Location \_\_\_\_\_

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Prerequisite(s) (if applicable) \_\_\_\_\_

Completion Date \_\_\_\_\_ Location \_\_\_\_\_

## PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to: Rutgers, The State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register online at: <http://cgs.rutgers.edu>. Click on the red "Register Now" button.

There is a \$25 fee for course withdrawals and/or returned checks.

## **COURSES SUMMER/FALL 2016**

### **Management & Supervisory Skills**

**27 Hours – \$820**

#### **ST-7001-SU16-1 Waretown**

Ocean County Fire and First Aid Training Center

200 Volunteer Way, Room A

August 8, 15, 22, 29, September 8\*, 12, 19, 26, October 6\*

Monday and Thursday\*; 5:30 - 8:30 p.m.

Instructors: Valentine Varga

#### **ST-7001-FA16-1 Budd Lake**

Mt. Olive Middle School

160 Wolfe Road, Room D109

September 15, 22, 29, October 6, 13, 20, 27, November 3, 17

Thursday; 5:30 - 8:30 p.m.

Instructor: Cathy Kelly

#### **ST-7001-FA16-2 New Brunswick**

Rutgers Public Safety Building

55 Commercial Avenue, Room 205B

September 17, 24, October 1, 8, 15, 22, 29\*

Saturday; 8:30 a.m. - 12:30 p.m., 8:30 - 11:30 a.m.\*

Instructors: Glenn Barry and Jerry Ford

### **Transporting Students with Disabilities**

**21 Hours – \$659**

#### **ST-7002-SU16-1 Howell**

Southard School Community Center

115 Kent Road, Room 6

August 13, 20, 27, September 10, 17, 24

Saturday; 9 a.m. - 12:30 p.m.

Instructor: Ron Sanasac

#### **ST-7002-FA16-1 Parsippany**

Morris County Public Safety Training Academy

500 West Hanover Avenue, Room 141

September 20, 27, October 4, 11, 18, 25, November 1

Tuesday; 5:30 - 8:30 p.m.

Instructor: Gerry Oram

#### **ST-7002-FA16-2 Mays Landing**

Atlantic Cape Community College

5100 Blackhorse Pike, Bldg Q, Room 101B

October 6, 13, 20, 27, November 3, 17, Dec 1

Thursday; 6 - 9 p.m.

Instructors: Rich Cushinotto and John Gaskill

## **COURSES SUMMER/FALL 2016**

### **Codes, Statutes, and Regulations**

**15 Hours – \$473**

#### **ST-7003-SU16-1 Mays Landing**

Atlantic Cape Community College  
5100 Blackhorse Pike, Bldg Q, Room 101A  
August 11, 18, 25, September 1, 8  
Thursday; 5:30 - 8:30 p.m.  
Instructors: Rich Cushinotto and John Gaskill

#### **ST-7003-FA16-1 Parsippany**

Morris County Public Safety Training Academy  
500 West Hanover Avenue, Room 141  
November 5, 19, December 3, 10\*  
Saturday; 8:30 a.m. - 12:30 p.m., 8:30 - 11:30 a.m.\*  
Instructors: Glenn Barry and Jerry Ford

#### **ST-7003-FA16-2 Howell**

Southard School Community Center  
115 Kent Road, Room 6  
October 8, 15, 22, 29, November 5  
Saturday; 9 a.m. - 12 p.m.  
Instructor: Ron Sanasac

### **Emergency Management**

**12 Hours – \$380**

#### **ST-7005-FA16-1 Parsippany**

Morris County Public Safety Training Academy  
500 West Hanover Avenue, Room 140  
September 10, 17, 24  
Saturday; 8 a.m. - 12 p.m.  
Instructor: Susan Gouldey and Janet Lubaszka

#### **ST-7005-FA16-2 New Brunswick**

Rutgers Center for Government Services  
303 George Street  
October 8, 15, 22, 29\*  
Saturday; 8:30 a.m. - 12 p.m. , 8:30 - 10 a.m.\*  
Instructor: Janet Lubaszka and Susan Gouldey

#### **ST-7005-FA16-3 Mays Landing**

Atlantic Cape Community College  
5100 Blackhorse Pike, Bldg Q, Room 101B  
October 1, 8, 15, 22  
Saturday; 9 a.m. - 12 p.m.  
Instructor: Gretchen Biancone-Groff

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