

CENTER FOR  
GOVERNMENT SERVICES

# School Transportation Supervisors Program

COURSES FOR NEW JERSEY LOCAL  
GOVERNMENT || SPRING 2018



**RUTGERS**  
Continuing Studies

## NEW JERSEY SCHOOL TRANSPORTATION SUPERVISORS CERTIFICATION PROGRAM

This program is designed to meet the professional and educational needs of school district transportation supervisors, bus contractors, bus drivers, business administrators and those interested in enhancing their knowledge.

### PROGRAM SPONSORS

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

### COURSES

There are eight courses in the program and a yearly graduation in June. Any of these courses may be taken, but all eight are required for the certificate. There are no prerequisites and there are no time limits in which to complete the courses.

Management and Supervisory Skills  
Transporting Students with Disabilities  
Codes, Statutes, and Regulations.  
Employee Training & Safety Education  
Emergency Management  
Financial Operations  
Fleet Management  
Routing and Scheduling

#### MANAGEMENT AND SUPERVISORY SKILLS

This course defines the roles, responsibilities, and relationships of a manager with staff, other departments, and administrators. The course explores topics and skills that are necessary to oversee the school transportation function in areas such as management, human resources, and communication. Topics include strategic planning; hiring, evaluating, and disciplining employees; identifying and forming a leadership style; motivating staff; building team relationships; and building internal and external communication networks. (27 hours)

#### TRANSPORTING STUDENTS WITH DISABILITIES

This course provides special knowledge and skills. Course topics include related laws and regulations, understanding the Individual Education Program (IEP), identifying roles and responsibilities within the transportation department, preparing for and responding to emergencies, safe loading and unloading practices using adaptive equipment, and strategies for effective communication and behavioral management. (21 hours)

## COURSES

#### CODES, STATUTES AND REGULATIONS

This course discusses the regulatory codes, statutes, and rules that govern the school transportation department's operations. Instructors explore the various rules and regulations, how they are developed, and how they impact the daily functions of the department. (9 hours)

#### EMPLOYEE TRAINING AND SAFETY EDUCATION

This course emphasizes the development of effective school bus driver and student training programs. School bus driver training topics include general vehicle training, drug and alcohol testing, blood borne pathogens, accident reporting, defensive driving, and more. Additional course topics include selecting appropriate methods for developing and delivering effective school bus driver and student training. (21 hours)

#### EMERGENCY MANAGEMENT

This course details the steps involved in developing an emergency plan for their department. The course explains emergency management on all levels, including district, municipal, and state responsibilities. Additional topics include the types of emergencies, communication, and accident procedures. (12 hours)

#### FINANCIAL OPERATIONS

This course analyzes the financial components related to school transportation. Topics include accounting and budget, payroll, state aid, bidding, and contracting for transportation services. (18 hours)

#### FLEET MANAGEMENT

This course discusses the various components of overseeing the Transportation Maintenance Department. Topics include preparing for NJ Motor Vehicle inspection, garage safety, PEOSHA regulations, and types of equipment used for special needs transportation. (12 hours)

#### ROUTING AND SCHEDULING

Students learn the aspects of safely developing bus routes and criteria for establishing bus stops. Other topics include bus routing, routing techniques, types of routes, route analysis, creative scheduling, and system efficiency. (18 hours)

## 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.**

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).

This program has been approved by the Veterans Administration and may be available for GI benefits. Visit [lifelonglearning.rutgers.edu](http://lifelonglearning.rutgers.edu) for additional information and instructions.

Continuing Education Loans are available from the Rutgers Federal Credit Union. Contact them at: [www.rutgers.fcu.org](http://www.rutgers.fcu.org) for information.

**Certificates:** Certificates are mailed to students after the successful completion of each 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.

**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.

**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 • ONLINE REGISTRATION AVAILABLE AT CGS.RUTGERS.EDU

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 \_\_\_\_\_

## COURSE INFORMATION

I wish to register for:

Title \_\_\_\_\_

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

Location \_\_\_\_\_

Title \_\_\_\_\_

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

Location \_\_\_\_\_

Title \_\_\_\_\_

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

Location \_\_\_\_\_

Title \_\_\_\_\_

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

Location \_\_\_\_\_

Title \_\_\_\_\_

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

Location \_\_\_\_\_

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.

**SPRING 2018**

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**Management & Supervisory Skills  
27 Hours – \$822**

**ST-7001-SP18-1 Howell**

Southard School Community Center  
115 Kent Road, Room 3

**February 10, 17, 24**

**March 3, 10, 17, 24\***

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

Instructor: Ron Sanasac

**ST-7001-SP18-2 Mays Landing**

Atlantic Cape Community College  
5100 Blackhorse Pike, Rutgers Bldg Q, Room 101A

**January 31**

**February 7, 14, 21, 28**

**March 7, 14, 21, 28**

Wednesday, 5:30 - 8:30 p.m.

Instructor: Val Varga

**Transporting Students with Disabilities  
21 Hours – \$659**

**ST-7002-SP18-1 New Brunswick**

Rutgers Center for Government Services  
303 George Street, Room B

**January 27**

**February 3, 10, 24**

**March 3\***

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

Instructors: Susan Gouldey and Janet Lubaszka

**ST-7002-SP18-2 Mays Landing**

Atlantic Cape Community College  
5100 Blackhorse Pike, Rutgers Bldg Q, Room 101A

**March 8, 15, 22, 29**

**April 5, 12, 19**

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

Instructors: Rich Cushinotto and John Gaskill

**Codes, Statutes, and Regulations  
15 Hours – \$473**

**ST-7003-SP18-1 New Brunswick**

Rutgers Public Safety Building  
55 Commercial Avenue, Room 205B

**April 28**

**May 5, 12, 19**

**June 2**

Saturday, 9 a.m. - 12 p.m.

Instructors: Jerry Ford and Glenn Barry

**Employee Training and Safety Education  
21 Hours – \$646**

**ST-7004-SP18-1 Budd Lake**

Mt. Olive Middle School  
160 Wolfe Road

**March 14, 21, 28**

**April 4, 11, 18, 25**

Wednesday, 5:30 - 8:30 p.m.

Instructor: Cathy Kelly

**ST-7004-SP18-2 Cherry Hill**

Public Library  
1100 Kings Highway North  
Half Conference Room

**January 20\*, 27**

**February 3, 10, 17\*\***

Saturday, 9 a.m. - 1:30 p.m.\*, 9 a.m. - 1 p.m.,

9 a.m. - 12:30 p.m.\*\*

Instructor: Gretchen Groff

**Schedule continues on next page.  
Please turn page for more courses.**

**SPRING 2018**

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**Emergency Management  
12 Hours – \$380**

**Fleet Management  
12 Hours – \$381**

**ST-7005-SP18-1 New Brunswick**

Rutgers Center for Government Services  
303 George Street, Room B

**March 10, 17, 24\***

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

Instructors: Janet Lubaszka and Susan Gouldey

**ST-7007-SP18-1 Parsippany**

Morris County Public Safety Training Academy  
500 West Hanover Avenue

**March 6, 13, 20, 27**

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

Instructor: Richard Skibitski

**ST-7005-SP18-2 Manchester**

Municipal Building, Civic Center  
One Colonial Drive, Lower Level

**April 30**

**May 7, 14, 21**

Monday, 5:30 - 8:30 p.m.

Instructor: Valentine Varga

**ST-7007-SP18-2 Mays Landing**

Atlantic Cape Community College  
5100 Blackhorse Pike, Rutgers Bldg Q, Room 101A

**May 3, 10, 17, 24**

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

Instructors: John Gaskill and Rich Cushinotto

**Financial Operations  
18 Hours – \$556**

**Routing and Scheduling  
18 Hours – \$556**

**ST-7006-SP18-1 New Brunswick**

Rutgers Public Safety Building  
55 Commercial Avenue, Room 205B, 205A\*

**January 20, 27**

**February 3, 10, 17\*, 24\***

Saturday, 9 a.m. - 12 p.m.

Instructors: Jerry Ford and Glenn Barry

**ST-7008-SP18-1 Budd Lake**

Mt. Olive Middle School  
160 Wolfe Road

**April 9, 16, 23, 30**

**May 7, 14**

Monday, 5:30 - 8:30 p.m.

Instructor: Cathy Kelly

**ST-7006-SP18-2 Cherry Hill**

Public Library  
1100 Kings Highway North  
Multi Cultural Room

**March 3, 17**

**April 7, 21, 28\***

Saturday, 10 a.m. - 2 p.m., 10 a.m. - 12 p.m.\*

Instructor: Gretchen Groff

**ST-7008-SP18-2 Howell**

Southard School Community Center  
115 Kent Road, Room 3

**February 17, 24**

**March 3, 10, 17, 24**

Saturday, 1 - 4 p.m.

Instructor: Ron Sanasac

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**303 George Street, Suite 604**

**New Brunswick, NJ 08901-2020**