



**Monmouth-Ocean Educational Services Commission**  
**Transportation Department**

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Michael Dymyd  
 Supervisor of  
 Coordinated Transportation

732-389-5555

TO: Business Administrators/Transportation Coordinators  
 FROM: Michael Dymyd  
 DATE: February 12, 2020  
 RE: 2020-2021 Cooperative Transportation Applications

Chapter 53, P.L. 1997 mandates that School Districts participate with their local Coordinated Transportation Services Agency (CTSA) in order to coordinate the transportation of special education, nonpublic, and vocational school students. In order to achieve the maximum cost effectiveness possible, we must have all student applications in our office by the following dates:

**NONPUBLIC Transportation (B6T's) ----- Friday, March 27, 2020\***

**\*\*\*B6T's should be submitted by the nonpublic school to the sending District. In accordance with NJAC 6A:27-2.3, it is the responsibility of the District to confirm student eligibility\*\*\***

**SUMMER ESY 2020 Transportation ----- Friday, May 1, 2020\***

**SPECIAL ED & PRE SCHOOL Transportation (Sept. through June) Friday, June 5, 2020\***

**VOCATIONAL Transportation ---Friday, June 12, 2020\***

**\*TIMELINES AND DEADLINES WILL BE FOLLOWED TO ENSURE PROPERLY SUBMITTED PAPERWORK IS COMPLETED IN A TIMELY MANNER. LATE APPLICATIONS WILL BE PROCESSED FOUR TO SIX WEEKS AFTER DUE DATE, IF TIME ALLOWS. SPECIAL ED AND ESY APPLICATIONS RECEIVED AFTER THE DUE DATES WILL BE PROCESSED IN FIVE TO SEVEN DAYS. THE PRIORITY WILL BE SPECIAL ED, ESY, VOCATIONAL THEN NON PUBLIC.**

The early submission of applications is essential in order to coordinate Districts, create detailed routes, prepare bid specifications, award bids, and be able to provide you with pertinent data prior to the start of the route(s).

Please be advised that MOESC has instituted a requirement to charge fees in the event route(s) are requested to be developed by its Transportation Department and that route is cancelled for any reason other than the District's student change of residence or placement after the route has been developed, after the bid specifications have been issued, or after the bids have been returned (see attached MOESC Cooperative Transportation Commencement Agreement – **signature required and return agreement to MOESC**).

Cancellation of the route following the contract's execution between MOESC and a bus contractor shall not be permitted unless the student to be transported has changed residence or placement.

**When submitting applications please send them to [busforms@moesc.org](mailto:busforms@moesc.org)**

100 Tornillo Way, Tinton Falls, NJ, 07712  
 moesc.org



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Attached are the Transportation Request, Cancellation Form, B6T and Vocational request for the **2020-2021** school year. The forms are fillable pdf files. The completed forms may be faxed or e-mailed to us. Please use only **ONE** form of communication.

The **2020-2021** forms along with other pertinent information will be available on our website <https://www.moesc.org/Page/16> shortly.

Please make every effort to complete the **MOESC** application in its entirety. Any application missing required information will be returned to the District thus delaying the student's transportation. **ONLY MOESC FORMS WILL BE ACCEPTED FOR TRANSPORTATION REQUESTS.**

**Please refrain from altering our forms.** They are updated annually to accommodate the student's transportation requirements, i.e. nurse required, student allowed off bus without an adult present, etc.

If you have any questions or concerns, please do not hesitate to contact this office at 732-389-5555 x5 or email me at [mdymyd@moesc.org](mailto:mdymyd@moesc.org).

**When submitting applications please send them to [busforms@moesc.org](mailto:busforms@moesc.org)**

**TRANSPORTATION FAX NUMBERS:**

Transportation Department – 732.493.5120

100 Tornillo Way, Tinton Falls, NJ, 07712  
[moesc.org](http://moesc.org)