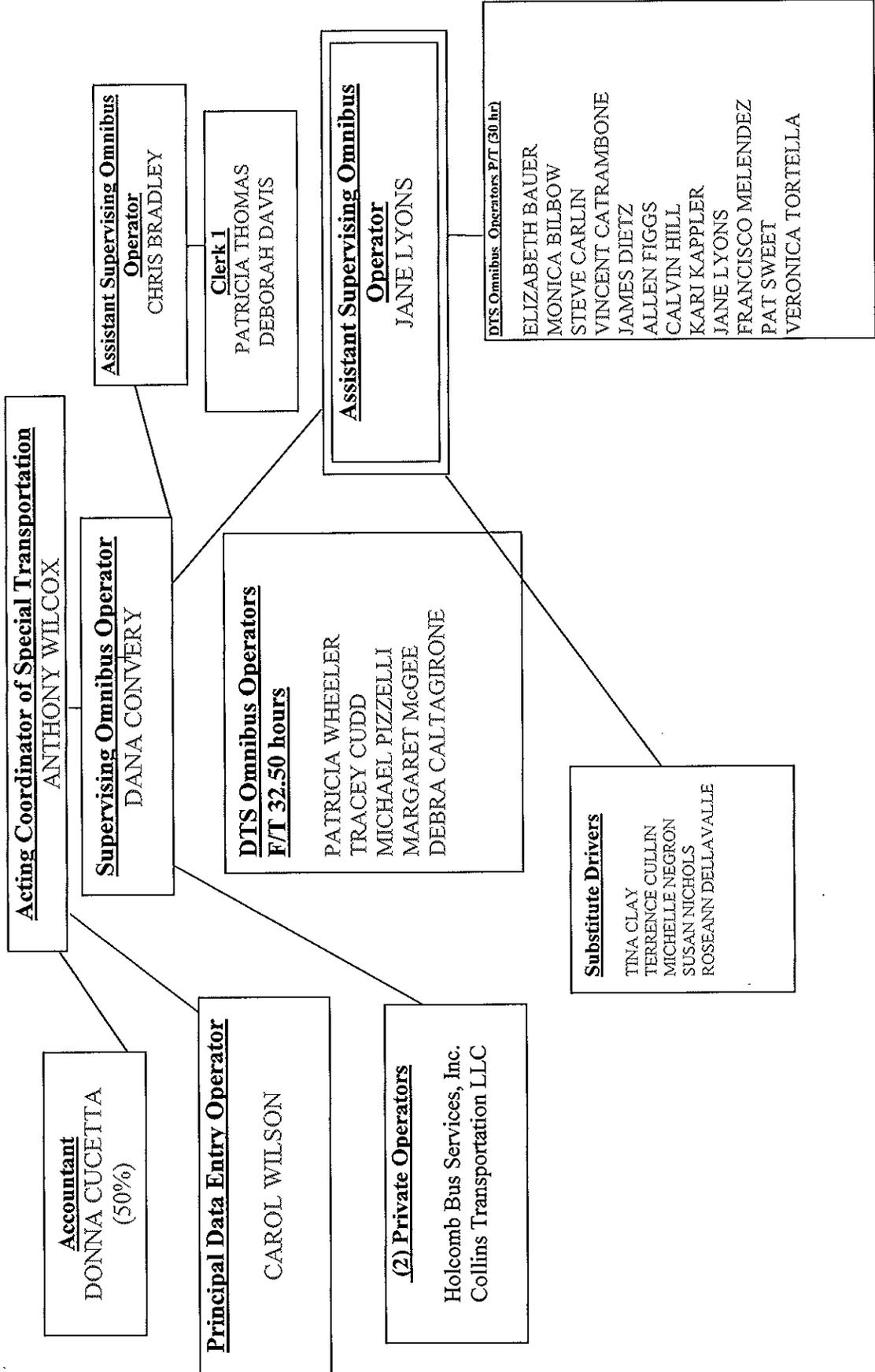


**NJT ATTACHMENT A
COUNTY OF GLOUCESTER**

ORGANIZATIONAL CHART

Board Of Chosen Freeholders
Freeholder Liaison Jim Jefferson
County Administrator Chad M. Bruner
Tamarisk L. Jones, Director, Department of Health & Human Services
Lisa Cerny, Director, Division of Human & Disability Services

August 1, 2016



**NJT ATTACHMENT B
COUNTY OF GLOUCESTER**

VENDOR ORGANIZATIONAL CHARTS

- ***COLLINS TRANSPORTATION LLC***
- ***HOLCOMB BUS SERVICES, INC.***



Phone: 856-382-7227 • Fax: 856-382-7228
Email: CollinsTransport@hotmail.com
www.CollinsTransportation.com

Collins Transportation

Office Phone: 856-382-7227

Fax # 856-382-7228

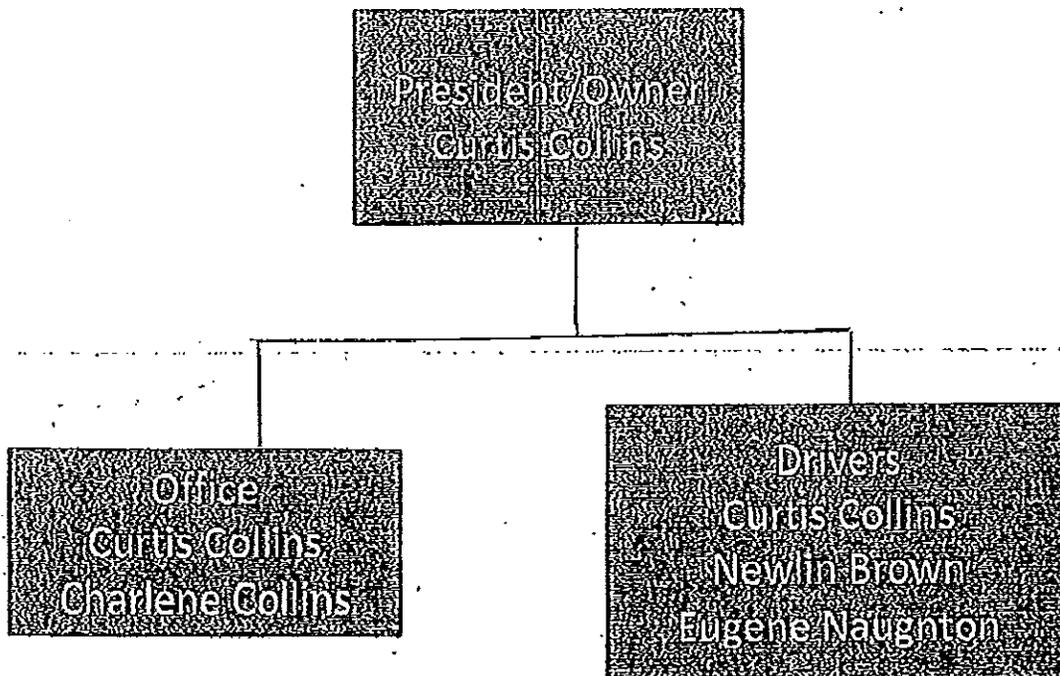
Office Email Address: Collins.transport@hotmail.com

Office Address: 2249 42nd Street

Pennsauken NJ, 08110

Office Contact: Curtis Collins: 856-979-4710

Emergency Contact: 856-465-3710



Holcomb Bus Organization Chart 8/2016

Employee Name	Title
AJ Holcomb	President
George Holcomb	Vice President
Keith Holmes	Controller
Susan Lippert	Human Resource Manager
Pamela Cogill	Office Manager
Misty Perdikouris	Lead Dispatcher/Scheduler
Audrey Trinkle	Dispatcher
Kimberly Lawson	Administrative Assistant
Theresa Marolt	Administrative Assistant
Cindy Booher	Administrative Assitant/Receptionist
Randy Knauer	Shop Manager
James Crumley	Service Coordinator
Brian Bicking	Technician
Kyle Franz	Technician
Melvin Torres	Technician
Leroy Torres	Technician
James (Mike) Clark	Technician
Charles Dewalt	Technician
Robert Walters	Technician

**NJT ATTACHMENT C
COUNTY OF GLOUCESTER**

POLICIES & PROCEDURES



GLOUCESTER COUNTY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF TRANSPORTATION
SERVICES (DTS) PROGRAM

OPERATOR MANUAL

Service sponsored by the Gloucester County Board of Chosen Freeholders
Additional funding made available from the Federal Transit Administration,
NJ Transit, NJ Department of Human Services, Casino Tax Revenues,
Title 3 Funds under the Older Americans Act and
NJ Department of Veterans and Military Affairs.

Robert M. Damming
Freeholder Director

Jim Jefferson
Freeholder Liaison

Draft Revision: April 13, 2016

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FOREWORD

The safety, integrity and overall effectiveness of our transportation program are dependent upon the quality and efforts of our people. Specialized transportation is a people business. It is our collective ability to give, to care, to serve and occasionally take that extra step for which our performance will be measured.

This booklet is intended to offer information to further our objective of providing effective and quality transportation. It will not only inform but also ensure that we are working in a harmonious manner.

Drivers working for the Gloucester County Division of Transportation Services (DTS) Program, under the Gloucester County Department of Human Services, are required to read this entire handbook. After reading, if you have any questions or particular concerns, you must address them with the Coordinator.

RELATIONSHIP BETWEEN DRIVERS AND PASSENGERS

DRIVERS

Passengers can rightfully expect safe, effective and comfortable transportation services. You, the vehicle operator, are the main provider of that service and the traveling ambassador for our program. Safety will always be your number one concern. Drivers are expected to always act in a professional and polite manner when interacting with the passenger.

DRIVERS should always make the passenger feel welcome by opening the doors for passengers, offer polite assistance, greet passengers with a smile and address passengers with their last names.

DRIVERS handle on-the-road problems that occur to the best of their ability.

DRIVERS follow any special directions that are given by the office.

DRIVERS must always keep accurate and timely records of their work.

DRIVERS benefit because passengers will treat you more pleasantly, follow your directions better, support you and respect you as a professional.

DRIVERS benefit the passengers through safe, comfortable and reliable transportation.

DRIVERS benefit the agency through increased supportive ridership, improved community support and increased potential funding.

PASSENGERS

PASSENGERS are the most important people in our business.

PASSENGERS are not dependent on us, we are dependent on them.

PASSENGERS are not an interruption of our work – they are the purpose of it. We are not doing them a favor by serving them – they are doing us a favor by giving us the opportunity to serve them.

PASSENGERS are not cold statistics – they are human beings with feelings and emotions like **YOU** and **ME** – with biases and prejudices, likes and dislikes. You must always treat them with respect.

PASSENGERS are not people to argue with or match wits.

**COUNTY OF GLOUCESTER, NEW JERSEY
DIVISION OF TRANSPORTATION SERVICES**

OPERATORS MANUAL

INTRODUCTION

The Gloucester County Division of Transportation Services (DTS) is part of the County Department of Health and Human Services (DHHS) and is operated and directed by the Board of Chosen Freeholders to provide transportation services as mandated by State and Federal regulations.

DTS's mission is to provide non-emergency curb-to-curb transportation services to eligible transit-dependent senior citizens (60 years and older), people with disabilities, veterans, and certain low-income residents of Gloucester County, on an advance-reservation basis, or under subscription service to qualified individuals.

Service is limited to pick-up and destinations within Gloucester County, with limited service to Camden County, Cumberland County, Salem County and portions of Philadelphia. Out-of-County transportation is generally only provided when specific medical needs cannot be addressed within Gloucester County.

DTS policies, eligibility and contact information may be found on the Gloucester Counter web-site at www.gloucestercountynj.gov/depts/h/humanser/transportation.

I. THE PEOPLE WE SERVE

SENIOR RIDERS

Some of our elderly or "senior" riders may be frail, non-ambulatory, suffer from a variety of ailments and are usually unable to drive or provide for their own transportation needs. Many live alone and require certain courtesies and individualized assistance due to age, health limitations and anxiety due to loss of independence and fear of having to rely on others.

You may also be the only personal contact certain riders have on a regular basis, so offer a friendly smile and polite conversation to your passengers. It is also critical to allay rider fears by assuring senior passengers, especially those who may have hearing or sight impairments, that you clearly understand their destination and arrival/pick-up times; and, that you will ensure they arrive safely and, where required, will assist them with specific needs.

While courtesy and respect is offered to all our clients, it is advisable to inquire before extending polite physical assistance to senior riders with entry or exiting a vehicle, to maintain personal dignity. Senior passengers are generally aware of their own limitations and will request assistance as needed. It is also a sign of respect to address senior riders as "Mr." or "Mrs." unless specifically requested to use their first names.

SENIOR CITIZENS AND DISABLED RIDERS

Certain "seniors" and "people with disabilities"* may require specialized transit services by reason of temporary or permanent incapacity or disability limiting access to "regular transportation". As relates to transportation services, some seniors and people with disabilities may be unable to perform one or more of the following tasks:

1. Board or exit a standard transit vehicle.
2. Walk two or more blocks to a transit stop.
3. Stand unaided for extended periods.
4. Maintain balance on a moving transit vehicle.
5. Read informational signs, such as destination signs, street signs, etc.
6. Grasp coins or small objects.
7. Comprehend and follow simple or complex instructions.

Because many seniors and people with disabilities are often unable to drive a car, they have traditionally relied on walking, friends, relatives, or public transportation for access to employment, medical, recreational, shopping and social opportunities. However, for many seniors and people with disabilities dependence upon friends or relatives is often inconvenient or impractical and public transportation is often inaccessible or unavailable.

For these reason DTS is empowered by government to offer transit services for our riders who, due to age, infirmity, or disability, are unable to provide for their own essential transportation needs.

* The term "disabilities" includes a wide range of impairments, including those passengers not only with physical limitations, but individuals with certain emotional, intellectual, cognitive, hearing, sight, developmental or other impairments.

MOBILITY IMPAIRED RIDERS

Operators will often encounter passengers with temporary and permanent mobility impairments which prevent them from using regular public transportation. Special assistance may be offered to these passengers, as individually required, most often with handling and securement of mobility aids or wheelchairs. It is important to remember that many mobility impaired people will be self-sufficient, so inquire if assistance is needed before lending aid. Also, be patient with mobility impaired individuals, allowing ample time to perform activities associated with their rides.

TRANSPORTING PASSENGERS WITH SERVICE ANIMALS

Operators may also encounter riders who use service animals for assistance. Service animals are usually "working" dogs trained to assist people with disabilities to perform specific tasks for the benefit of the individual. Under the Americans with Disability Act (ADA) individuals utilizing service animals are provided full access to all public accommodations and transportation services and are permitted to ride with passengers who have disabilities.

When transporting a passenger with a service animal, follow these general rules:

- Under the ADA service animals must remain under the control of his/her handler.
- Ask the passenger what you can do to assist them.
- Do not touch or give the animal any commands unless asked to do so by its handler.
- If necessary, remind other passengers that the animal is working and must not be distracted.
- If the passenger is ambulatory, the animal may board and exit with the passenger using regular ingress/egress routes.
- If the passenger is using a wheelchair, the animal may board and exit vehicles by the use of the ramp or lift devices, as directed and under the control of its handler.
- Service animals must sit or lie on the floor, and may not obstruct aisles.
- Identification of the animal is not required. You may only ask if it is a service animal.

The care and supervision of the animal is solely the responsibility of his or her handler. Operators are not required to provide care, food, or a special location for the animal.

II. *ON THE ROAD PROCEDURES*

- 1) DTS provides a curb-to-curb transportation program. As such, clients must be able to meet the transit vehicles at a street area nearest their homes. Any exceptions to this policy must be approved by the Coordinator and/or Supervising Omnibus Operator.
- 2) Upon arrival at pick up location, driver will perform prescribed *Tablet Arrival Functions*.
- 3) Drivers are not permitted to enter the residence of a client.
- 4) Pick-up on a residential street will usually be made at the right hand side of the street, at a safe area near the front of a passenger's residence or common exit location.
- 5) The horn will be sounded once upon reaching pick-up point; unless the passenger has already appeared. If the passenger has not appeared within five minutes, go to the door and knock. If there is no acknowledgement of your presence within a reasonable time, return to your vehicle and send a message via tablet to the dispatcher. Await further instructions.
- 6) Do not hit "no show" button unless approved by dispatcher.
- 7) On business streets, pick-ups will be made near intersections or on marked stopping zones nearest to the pick-up address.
- 8) Drivers will ask client where they are going to verify what is on the electronic manifest.
- 9) Drivers will provide "courteous" assistance (e.g. offer elbow for support) to passengers as they enter and exit the vehicle. For operator and rider safety, drivers will not attempt to hoist, pull, and tug, (etc.) clients into and out of DTS vehicles. Drivers will not support the weight or momentum of clients in non-emergency situations.
- 10) Passengers may ride in the front seat of a DTS vehicle with proper securement and with prior approval from the Dispatcher.
- 11) Seat belts are to be worn by all passengers, including the driver, unless they present a written medical waiver. Passengers must refrain from removing seat belts until bus comes to complete stop.
- 12) All passengers must face forward when being transported.

DURING TRANSPORT

- 1) Periodically check with the client to ensure his/her comfort (i.e., seat belt restrictions, comfortable temperature, adequate ventilation, etc.).
- 2) Drivers must never make stops to perform personal business.

- 3) Driver may only offer passenger assistance into hospital/medical facilities as necessary for passenger safety.
- 4) After delivery of the client to their home, drivers are not permitted to carry bags or other personal items into the residence of the client.

DRIVERS WILL CARRY THE FOLLOWING ITEMS IN THEIR BACK PACK:

DTS Employee Contact Info	Donation Envelopes
DTS Brochure	Accident Forms & Procedures
DTS Business Cards	Maintenance Request Form
DTS Passenger Procedures	Client Update Memo
DTS Coordinator Cell #	Current Schedule
Supervising Omnibus Operator Cell # 856-905-5182	Pre-Trip/Post-Trip forms

BACK PACKS ARE NOT TO BE LEFT ON THE BUS!

RAMP & LIFT USE

If the vehicle you will be operating is equipped with either a **ramp** or **lift** device for loading and unloading disabled passengers, these procedures will be followed:

1. Before loading or unloading disabled passengers using a ramp or lift, make sure that the device is securely attached to the vehicle and that the vehicle is positioned to allow for safe rider entry/exit.
 2. When using a ramp or lift to load a passenger in a manually operated wheelchair, driver may assist rider by pushing the wheelchair onto the device if rider is incapable of doing so.
 3. When loading/unloading a disabled rider utilizing a lift device, all wheelchairs shall be positioned to keep its weight closest to the vehicle.
 4. When loading a disabled rider using a ramp, all wheelchairs shall enter the vehicle with the passenger facing the vehicle.
 5. When unloading a disabled rider using a ramp, all wheelchairs shall exit the vehicle with the passenger facing the road.
 6. Drivers must never ride the lift with a passenger.
 7. Driver must never leave a wheelchair sitting on the lift-platform unattended.
- The last two points are especially crucial if the ramp surface is wet or steep.

RAMP & LIFT... ALTERNATE USE

- Ramps and lifts may also be used as an alternative to load/unload disabled non-wheelchair passengers who find the steps of the vehicle painful or overly difficult to use. Extreme caution

must be used to ensure passenger safety, with consideration to weather conditions, angle of vehicle and physical capabilities of rider.

- Operators of ramp or lift-equipped vehicles will inspect such equipment prior to taking the vehicle into service. A description of the inspection process is provided in Section II of this manual under "Vehicle Inspection."
 - When stopping a ramp or lift-equipped vehicle to load or unload passengers, carefully observe your clearance at the curb. Sufficient space must be available to avoid contact between the fully extended ramp or lift and curbside obstructions, such as telephone poles, fireplugs, etc. Also be aware of any irregularities in the wheelchair path, such as cracks in the pavement, which would hinder the loading or unloading process and damage the feet on rollstops.
 - After loading a wheelchair onto lift platform, instruct riders to lock wheelchair brakes and place his/her hands and arms in their lap to avoid any chance of contact with vehicle or lift mechanism. Before activating lift device, check to see that the safety rail and lap belt are securely in place, and that the passenger's feet are clear of the toe guard flap (rollstop).
 - Finally, before allowing a wheelchair rider to enter/exit a vehicle from a ramp or lift platform, ensure adequate headroom if available for the passenger to pass safely. When necessary, and where within the physical capacity of rider, passenger may be instructed to bend his/her neck if headroom is restricted on certain vehicles.
- DTS has specific policies pertaining to wheelchair lift operations. It is recommended that you check with your supervisor concerning those policies.

HANDLING WHEELCHAIRS (OR SIMILAR MOBILITY AIDS)

There are some general rules to follow when handling wheelchairs:

- Before loading ensure that wheelchair is in proper working order and capable of being firmly secured within the vehicle.
 - Observe proper securement techniques for device to maximize rider safety.
 - For rider comfort, do not unnecessarily move, lean, touch or manipulate wheelchairs within vehicles.
 - Treat wheelchairs or similar devices carefully, considering their value to users.
 - If a wheelchair or other device cannot be properly secured inside a vehicle, rider must either relocate to the closet available seating area or discontinue ride until wheelchair device is repaired.
 - Wheelchairs and other mobility devices must forward within a vehicle.
 - Stopping and starting of vehicles exert inertial forces on wheelchair occupants. Fast movement in any direction while driving should be avoided. Starts and stops should be steady and even to minimize wheelchair movement within vehicle.
- **Please Note:**
In most cases, riders who are unable to propel a manual wheelchair device themselves must be accompanied by a companion. Riders who cannot propel themselves and cannot provide a companion, may make a "Reasonable Accommodation Request" from Dispatch (see Appendix C).

Handling Power-operated Wheel Chairs

Caution is needed when loading a power wheelchair onto a lift. If the chair's power is left on, there is a potential for the chair to move while on the lift, even while the brakes are applied.

Manual Operation of Vehicle Lift Mechanism

Most vehicle hydraulic lifts mechanisms may be operated manually when/if necessary. Be sure you know how to manually operate all models of lifts in vehicles you operate.

TRANSPORTING CHILDREN

New Jersey law requires any child under the age of 8 years and under the height of 57 inches to be secured as follows in the rear seat of a motor vehicle:

- a. Any child under the age of 2 years and 30 pounds shall be secured in a rear-facing seat equipped with a 5-point harness.
 - b. Any child under the age of 4 years and 40 pounds shall be secured as described in (a) until they reach the upper limits of the rear-facing seat, then in a forward-facing child restraint equipped with a 5-point harness.
 - c. Any child under the age of 8 and a height of 57 inches shall be secured as described in (a) or (b) until they reach the upper limits of the rear-facing or forward-facing seat, then in a belt positioning booster seat.
 - d. Any child over 8 years of age or 57 inches in height must be properly secured by a seat belt.
 - e. Legally complying child safety seats are to be supplied by the child's parents or guardians.
- **There are no exceptions to the above-listed requirements!**

CLIENT HANDLING

Drivers will never leave riders on DTS vehicles while fueling, going to the bathroom or performing personal business. The only time it is proper to leave clients unattended in the vehicle is when a driver is at another client's residence for pick-up or drop-off and that client requires polite assistance.

CLIENT BEHAVIOR

For passenger safety and comfort, drivers will not tolerate unruly behavior from any rider (e.g. loudness, foul language, etc.). Riders under the influence of alcohol or drugs will not be transported. Unruly or improper passenger behavior will be reported to the Coordinator or the Office Staff as soon as practical.

Drivers are not to make decisions regarding punishment of riders due to poor behavior. In the interest of passenger safety, drivers may prohibit someone from riding with DTS on a particular day if their behavior is unbecoming or threatening to others. However, this behavior must be reported to the Coordinator immediately to make a determination regarding future use of DTS by a rider.

III. VEHICLE SAFETY/ INSPECTION

As the operator of a DTS vehicle, you have a responsibility to make sure your vehicle is in safe operating condition at all times.

Since you will be spending a good portion of every day behind the wheel of this vehicle, you will come to know it inside and out. You will be able to sense when something is not quite right by the way the vehicle feels to you. For this reason, the office staff depends on you to spot problems with the vehicle and report them before they become critical.

There are three types of inspections which you will be required to conduct each day: Pre-Trip Inspection, Post-Trip Inspection and Road Check. All three are described below. Drivers will refer to their C.D.L. Manual for further information regarding vehicle inspection requirements.

PRE-TRIP INSPECTION (SEE APPENDIX D)

Both the interior and exterior of the vehicle will be examined. As you walk around the vehicle, check all items on your Pre-Trip Inspection form.

Exterior:

1. Body Condition – evidence of previous accident damage (scratches, dents, etc.);
2. Tire condition – Are they improperly inflated or show signs of excessive or uneven tread wear? Are any of the lug nuts loose?
3. Indication of water, oil or fuel leaks;
4. Condition of mirrors and windshield;
5. Direction signals and clearance lights;
6. Condition of engines – oil, radiator coolant, battery levels, belt wear, and condition of wiring.

Interior:

1. Inside the vehicle, check the cleanliness of seats, floors, and windows;
2. Check the condition of the floor;
3. Check edges of seats for rough surfaces and loose screws that might tear clothing;
4. Inspect emergency equipment and working order of the driver, passenger and emergency doors and emergency windows;
5. Check horn, lights and wipers;
6. Check glove box for registration, insurance card and gas card;
7. Inspect operation of wheelchair lift if applicable;
 - a. Run the lift through one complete cycle to be sure it is operable.
 - b. Check for frayed or damaged lift cables.
 - c. Check for binding, physical damage, leaks, jerky operations.
 - d. Carefully inspect the loading equipment. Look for hazardous protrusions, exposed edges, etc. Make sure that all such protrusions are adequately padded and protected.
 - e. Make sure that any loading apparatus stored inside the vehicle is secured to prevent hazardous movement during normal operation or in the event of an emergency stop, traffic accident or vehicle overturn.
 - f. Check location of seat belt cutters.

ALL DRIVERS PRIOR TO LEAVING THE YARD MUST DO A PRE-TRIP INSPECTION OF THEIR VEHICLE. THE DRIVER MUST COMPLETE THE FORM ACCURATELY AND LEGIBLY. FORMS WILL BE ATTACHED TO THE SCHEDULE AND SUBMITTED AT THE END OF THE WEEK

IF DRIVERS NOTE A DIRTY VEHICLE, THEY WILL CLEAN THEM, BUT ALSO LET DISPATCH KNOW.

ROAD CHECK

Only after you are confident that your vehicle is in safe operation condition will you adjust your mirrors and seat, fasten your seat belt, and prepare to pull out. Before releasing the parking brake, accelerate lightly to see that the brake is holding properly.

You can further determine whether the vehicle is performing properly by conducting a road check on the way to pick-up your first passenger.

DURING YOUR TRIP

- Watch gauges for signs of trouble
- Use your senses to check for problems (look, listen, smell, feel)

POST-TRIP INSPECTION

Review of vehicle operation during the day of driving, note any vehicle problems on the Vehicle Inspection Report. Follow up with verbal notice to the office so corrective action can be taken.

Do not use the radio to communicate vehicle problems, unless the safe operation of the vehicle is involved.

Post-inspection checklist:

1. Oil pressure and temperature
2. Horn
3. Lights - head, stop and clearance
4. Turn signals
5. Vehicle cleanliness
6. Seat belts
7. Air conditioner or heater
8. Windows and doors – **all windows and doors must be closed and secured!**
9. Body condition

REPORTING DEFECTS (SEE APPENDIX E)

Never operate a vehicle which is in an unsafe condition. The office will provide you with a daily inspection checklist/defect sheet to clearly indicate the items on the vehicle that need attention. This sheet will be turned into the office so that the defect can be corrected.

Conditions which demand immediate attention (e.g., conditions which, if not corrected, may endanger you and/or your passengers during normal operations) will be reported to the supervisor or other appropriate person immediately. The vehicle will not be moved until such conditions are corrected.

A checklist must be turned in on a weekly basis. However, defects will be reported to the office immediately.

MECHANICAL BREAKDOWNS

If your vehicle becomes disabled while in service, make every reasonable effort to clear the flow of traffic. However, you must be extremely careful in moving the vehicle, especially if passengers are on-board. You will be held responsible for any collisions or passenger injuries which occur during the movement of the disabled vehicle. If you are stopped on a hill, make sure the vehicle is secured by turning the wheels to the curb and putting on the emergency flashers.

Road Service: If your vehicle breaks down while on the road between the hours of 6:30 a.m. and 4:30 p.m., the driver will notify the Division of Transportation Office, via the radio, indicating the location and nature of the breakdown. The driver will also indicate to the office if a passenger is aboard.

If a vehicle has no radio, or the radio is inoperative, the driver will call Dispatch at 856-686-8359. After contacting the office, the driver will remain with the vehicle until help arrives. Put on emergency flashers.

After 4:30 p.m. or on the weekend, the driver will contact the DTS Coordinator or other appropriate DTS staff by cell phone (856-905-5182). If no one can be reached, the driver will contact local police for assistance and also ask the police to arrange for towing services, if necessary. Drivers may also attempt to reach the Gloucester County Animal Shelter for assistance after hours since they have staff working until 6:30pm. A vehicle must never be left abandoned. The name and phone number of an authorized towing contractor must be kept by the driver in their overall system information.

Towing: During the hours between 6:30 a.m. and 4:30 p.m., towing will be handled through the Division of Transportation Office, unless previous arrangements were made.

IV. ACCIDENT AND EMERGENCY PROCEDURES...

FIRES

At the first indication of a fire on the vehicle, stop immediately in a safe place, shut off the engine, and open the doors to discharge passengers. Stay calm and ask passengers to alight in an orderly manner. Evacuate them to a safe location to avoid injuries. Their safety is your first consideration. Notify the office as soon as possible by phone or radio of situation and location. Put on emergency flashers.

Passenger Safety First

Do not attempt to evacuate handicapped passengers with the lift. If the mechanism jams, they may not be able to move from the vehicle, especially if the lift is in the platform step.

Before evacuating the vehicle yourself, check thoroughly for small children or other passengers who may be sleeping or have fallen ill during the excitement.

Following complete and safe evacuation of the vehicle set out your reflectors and direct traffic around your vehicle until help arrives. Do not endanger yourself by trying to remove flairs or reflectors from a burning vehicle. Use common sense.

The fire extinguisher will only be used after the safe evacuation of passengers. Report the use of the fire extinguisher on your vehicle inspection sheet and report to the office. Driver and passenger safety is primary. Use common sense.

TRAFFIC ACCIDENTS

In the event you are involved in a traffic accident:

- notify office immediately
- tell them the extent of the damage
- whether or not there are injuries
- number of passengers onboard
- location of the accident
- whether or not the police are at the scene
- if medical or fire department personnel are needed

If you cannot reach the office, and the seriousness of the accident is such that it demands immediate attention, you may notify the local police and /or fire department directly. **Do not leave the scene of an accident. The office will notify police and/or emergency vehicle if necessary.**

Also make sure once you have secured your vehicle in a safe location and, if necessary, evacuate your passengers to a safe location. Set out your flares or reflectors in each of the following locations:

1. Approximately 100 feet in front of the vehicle;
2. Approximately 100 feet behind the vehicle; and
3. Approximately 3-5 feet from the rear bumper on the traffic side of the vehicle.
4. Turn on four-way flashers as an additional warning.

If you happen upon a traffic accident involving a fellow driver, you will stop your vehicle in a safe location and ask the driver if the proper notifications have been made. If not, you will immediately assist him/her in any possible way.

Utilize your accident form. Obtain names, addresses and phone numbers of passengers in your vehicle and other vehicle. Record license plate number, make and model vehicle, insurance carrier and policy number.

(SEE APPENDIX H)

ACCIDENT REPORTING (green form)

You must promptly report all accidents on or near your vehicle, even if your vehicle was not involved, no matter how slight the accident may appear. Accidents not considered worth reporting are often the most troublesome and expensive. A report **WILL** be filed within 12 hours, whether or not there is any apparent damage or physical injury and regardless of who may be at fault.

Immediately upon returning to the lot, complete an accident report in detail. Your supervisor will brief you on the proper procedure for completing this report. In accidents resulting in serious personal injury, fatality, or severe property damage, after attending to all the details at the scene of the accident, await further instructions from a supervisor. Speak to police and emergency personnel in a calm and professional manner. Do not speak to any representatives of the media – refer comments to the coordinator.

- **FULL AND COMPLETE INFORMATION MUST BE GIVEN IN THE REPORT.** What may seem trivial or immaterial to you at the time may become the deciding factor in the event of a lawsuit.

When completing your accident report, make sure to have your county accident form and all other accident information with you. This is very important: **You are not to reveal the name of any witness or give any information in regard to any accident to any person that is not a police officer or authorized representative of your employer.**

Do not wait for your employer to learn of an accident or learn that you have information regarding an accident. **Report it at once!** Failure to report an accident or misrepresenting the facts of an action will result in a referral to the Human Resources Department for appropriate disciplinary action.

TRAFFIC VIOLATIONS

CDL drivers are required to report any and all traffic citations immediately to your employer. According to CDL regulations, citations received in a personal vehicle and/or County vehicle must be reported.

Traffic Violations will be the responsibility of the driver unless the violation is issued because of the condition of the vehicle.

PERSONAL INJURIES

If a traffic accident results in the injury of one of your passengers, a pedestrian, or a passenger in another vehicle, your first duty is to care for the injured. **KEEP COOL!** Calmness on your part will discourage panic or hysteria among the passengers.

When a person is seriously injured, do not attempt to move him/her. This is often dangerous and likely to increase the injury. Make the injured person as comfortable as possible, then call the office without delay and indicate whether an ambulance and/or police are needed. In case of a fatality, vehicles must not be removed until the police arrive.

You must never leave the scene of an accident until the injured have been properly cared for. If a doctor is at the scene, you must allow him/her to administer first aid to the injured. The injured will be handled only by a qualified person such as doctor or a person skilled in first aid.

In the event the injured person is taken to the hospital, doctor's office, or to their home by a motorist, the motorist's name, address, and vehicle license number will be recorded. Do not promise to send a doctor to the home of an injured person. Advise the injured to call their own physician if they insist on going home.

ANY EMERGENCY

Any emergency while in the vehicle, the driver will notify the office via the radio "Driver 99" so that the DTS office can immediately contact emergency services. When driver uses "Driver 99" it is understood that all other drivers remain silent so that Dispatch can handle the situation correctly.

SNOW/BAD WEATHER CONDITIONS

In the event of snowfall or other poor weather conditions, DTS Office staff will notify drivers of service cancellations and the need to report to work. Drivers will be contacted either the night prior or in the early morning hours of the day in which service cancellations occur. There are usually two (2) scenarios with service cancellations: (1) DTS may cancel all non-essential passenger service even though the County remains open. Under this scenario, drivers will be required to either drive clients to life sustaining procedures (i.e., dialysis), or report to work and perform non-driving work activities. Drivers may request a vacation day upon approval of Coordinator. Also, (2) County is closed, but DTS provides essential transportation. Employees required to work during County declared closings or delayed openings will be paid for time worked as directed by Gloucester County Human Resources.

V. RADIO COMMUNICATIONS...

RADIO ETIQUETTE

Radios are **ONLY** to be used as a back up to the tablets. Drivers must pull over before transmitting. Personal cell phones are **NOT** to be used while driving.

TRANSMISSION PROCEDURES

Before you begin to transmit, think about what you want to say: condense the message as much as possible in your mind, then. . .

1. Remove the hand set from the cradle.
2. Before pressing the transmit button on the hand set, listen to see if another operator or the dispatcher is already using the radio. **DO NOT break into other conversations unless a real emergency situation arises.** Even if another conversation applies to you, wait until the air is clear before you transmit. Wait until you hear the dispatcher call for your radio number. Press send button, wait 1-2 seconds, then give your radio number to other operator or office.
3. Once clear, press the transmit button on your hand set and request permission to transmit. A light on the radio will come on, indicating that you are transmitting. Wait 3 seconds before transmitting.
4. After transmitting, release the button and await a reply. Remember that no one can use the radio frequency if someone else has depressed the transmit button. After 1 minute, if you have not received a reply, try again.
5. After the dispatch or other operator has acknowledged your call, talk directly into the mouthpiece in a moderate tone of voice. Speaking loudly will cause the transmission to "break up" or sound garbled. Speak slowly and distinctly. Avoid excitement or anger.
6. **Keep the messages as brief as possible.**
7. Do not use jargon, slang, or obscenities.
8. When repeating a message, speak slower, not louder.
9. Get your message acknowledged and make sure you acknowledge messages.
10. The first time an address is given, it will be read digit-by-digit. For example, "1527" will be read: **"one-five-two-seven"**.
11. Use the phonetic alphabet to "spell out" unusual street or location names. Ask the dispatcher to spell a name if clarification is necessary.
12. When an error is made in transmission, the word **"correction"** will be used and the correction made immediately.

13. At the end of the transmission, return the hand set to the cradle and check that the warning light is out.
14. Whenever you leave the vehicle or return to it, let the dispatcher know.
15. The radio may remain on even when you turn off the engine. Be sure to turn off the radio when you park your vehicle at the end of the work day.

VI. GENERAL INFORMATION...

SCHEDULE/PROCEDURES

Drivers will get their schedule via email, the tablet, or by phone. Please be sure that Dispatch has your PRIMARY phone number so as miscommunications do not occur.

Drivers will start a shift by completing the Pre-Trip. They will then log on to the EcoLane tablet and follow the electronic manifest. If there is a concern about sequence, contact Dispatch.

At the end of the day, the Post-Trip will be completed and drivers will log out of the tablet. Tablet will be placed in the Charging Station and keys will be put back into Key Box. Keys will be relocated to a secure location WITH the tablets. **NO KEYS OR TABLET SHALL EVER BE TAKEN HOME WITHOUT EXPRESSED CONSENT!!!**

SAFETY

Safety will always be our number one concern. Do not speed or drive carelessly to compensate for being behind schedule.

BRIDGE TOLLS AND PARKING

The DTS program will provide for the cost of bridge tolls and parking. Provisions will be made with the office to use the EZ pass transponder for certain approved vehicles. If the EZ Pass is not used, drivers must obtain receipts for expenses of this nature. Drivers will always ask for the EZ Pass.

Drivers will avoid parking expenses whenever possible. If a public parking area is near, the driver will park there. Drivers will avoid leaving the vehicle unattended, and never park in an unauthorized area. Drivers will NOT drive the vehicle around while waiting for a client. Keep the office notified.

RECORD KEEPING

Drivers will be required to keep neat and accurate records in regard to clients, purpose of trip, mileage, etc. Any questions pertaining to the procedure for record-keeping will be directed to office staff.

DONATIONS

The solicitation and/or acceptance of tips from clients are prohibited. Current donation policy states that donations are to be sent, preferably by check, directly to Gloucester County Division of Transportation Services. Drivers are instructed to provide donation envelopes to passengers when requested or when a tip is offered. Drivers will then tell the passenger to please mail in the donation envelope to the DTS office. There are self-addressed donation envelopes in the office.

The suggested donation is \$1.00 per trip for in-County transport and \$2.00 per trip for out-of-County transport. The suggested donation for vocational rides is \$1.00 per day or \$20.00 per month.

DRESS CODE

Drivers will wear clean and professional-looking attire. Drivers are permitted to wear shorts during the months of May through September. Cut-off jeans and shorts that do not cover the upper thigh are not to be worn to work, walking shorts are preferred. See the County's Human Resources Manual for further direction regarding dress code/appearance. Uniforms are to be worn when an allowance for such has been paid by the County to the employee.

DAILY CONTACT WITH DISPATCHER

Each driver may check in with the dispatcher once in the morning and once in the afternoon (by radio). Drivers also must contact the dispatcher regarding issues with the daily schedules via phone or tablet. Drivers will provide sufficient time to allow the Dispatch Office to look into the situation. **Drivers will not engage in idle chit-chat or comical activity with the radios. Radios will only be used for County-related business.**

FUELING VEHICLE

Vehicles will be fueled at the Clayton yard on Delsea Drive or Mantua Fleet Management, off Main Street in Wenonah. The County uses a computerized system to activate the gas pumps.

The vehicles will be fueled at the end of the day, if possible. If the vehicle cannot be fueled at the end of the day, notify the office; leave a note for the next driver as advised by the office. The vehicle will be fueled before leaving the yard in the morning. Drivers must record each fuel procurement on the vehicle log sheets.

OIL

Orange painted oil caps indicate that only synthetic oil is to be used in the vehicle. This type of oil is only available from Fleet Management; therefore, do not use oil from our office for these vehicles.

KEY BOX AND SCHEDULE RACK

The mailbox may also be used by drivers to drop-off paperwork (in envelope). Driver paperwork will be taken to the office ASAP.

SICK DAYS

When driver will be absent due to an illness, the driver will, if possible, call the morning Dispatcher on the county cell phone (#) the night before.

Note: Drivers who start at 6:30 a.m. or earlier must contact the a.m. Dispatcher or Coordinator at least one hour before scheduled starting time. The office will have the responsibility of making arrangements to replace you. All staff is required to call out at least one hour prior to their start time to ensure proper coverage of job duties.

OPERATOR ILLNESS

If you become ill or injure yourself while on duty, you will pull over and use "driver 99" on the radio. If you are physically unable to contact the office, request one of your passengers to do it for you. Do not continue to operate the vehicle if you have reason to believe that your illness or injury will adversely affect your driving to the extent that you will be exposing yourself and your passengers to danger.

LUNCHESES

All drivers, including part-time drivers who work more than five (5) hours per day, must take a lunch period. The contractual one hour lunch must be taken at the scheduled time unless previously arranged by Dispatch. If a driver is unable to take a lunch period on a particular day, a brief explanation will be attached to their time sheet indicating the reason. If future route adjustments affect a driver's normal lunch period on a regular basis, the Coordinator, upon agreement with the driver, will make the necessary arrangements.

COUNTY HUMAN RESOURCES MANUAL

All employees of the County of Gloucester are required to read and abide by the policies and procedures established within the County's Human Resources Manual. The information contained in DTS Operator Manual is intended to address specific situations relating to the services provided by the DTS Program. The DTS Program Manual is not intended to supersede or replace the policies and procedures with the County Human Resources Manual. Any Employee who believes there is a potential conflict between the DTS Operator Manual and the County Human Resources Manual will immediately address this situation with the Coordinator of Special Transportation or Gloucester County Human Resources.

A sample form is attached – Chapter 1 – Fundamentals; Section 3, Manual Distribution and Revisions; Exhibit A, which may be used to ask questions and/or other suggestions pertaining to the Human Resources Manual.

GLOUCESTER COUNTY DEPARTMENT OF HUMAN SERVICES DIVISION OF TRANSPORTATION SERVICES PROGRAM

POLICY ON CONFIDENTIALITY

CONFIDENTIALITY

All persons involved with the Division of Transportation Services (DTS) Program are required to keep confidential any and all information which they become aware of in the course of their duties. All information relative to clientele, their situations, and their needs, is to be maintained in strict confidence. The securing, release, or disclosure of any information is to be made only after obtaining consent from the Department Head, Coordinator or his/her designated representative.

Requests for client and/or associated information from outside agencies must be referred to either the Coordinator or his/her designated representative prior to releasing the requested information.

In many cases the disclosure of any information is dependent upon the written consent of the individual.

In accordance with the policy, DTS staff will follow daily computer shutdown procedures. Staff will prevent access to manual client information by locking client files. DTS staff will protect the confidentiality of current daily driver schedules and properly dispose of out-dated schedules.

DTS driver will hand in any and all information pertaining to clients by the end of each work week. Under no circumstances will copies of client information be retained by DTS staff. For further guidance on this issue, please refer to the Gloucester County Human Resources Manual, page 53.

Any violation of this policy on confidentiality will be brought to the attention of the program director. Individuals violating the rules of confidentiality will be subject to disciplinary action.

APPENDIX LIST

APPENDIX A

*MANUAL DISTRIBUTION & REVISIONS
REQUEST FOR REVIEW OR INTERPRETATION*

(from the Gloucester County Human Resources Manual 1.3)

County of Gloucester
Human Resources Manual

CHAPTER:	1 – FUNDAMENTALS	ADOPTED: 3/7/06
SECTION:	3 - MANUAL DISTRIBUTION & REVISIONS	REVISED: 1/22/14

The Human Resources Manual is an internal management document for distribution to all departments. Each Department Head is assigned a Manual is responsible for keeping and maintaining it. Whenever a Department Head leaves his/her position with the County, he/she should surrender the Manual to Administration. Manuals are assigned to and collected from Department Heads by Administration.

The Manual shall also be distributed to all employees by their respective Department Head. The employee may elect to receive revisions via e-mail. HR 1.3 Exhibit B titled "Employee Distribution Option" should be utilized by the department in determining the preferred method.

In addition, in order to ensure that the employee receives and understands the HR Manual and subsequent revisions, the Department Head will request employees to sign an acknowledgement statement, see HR 1.3 Exhibit C titled "Employee Acknowledgement Statement".

The Manual is also accessible on-line at the following address:
www.co.gloucester.nj.us/depts/h/hr/resourcemanual/default.asp

The written policies and procedures in the Manual will be revised by Administration whenever any changes in personnel policy or operations necessitate such action. Manuals will be reviewed annually for revisions to its contents. Revisions, if deemed appropriate, will be approved by the Board of Chosen Freeholders. Approved revisions will be distributed to all Department Heads, who are responsible for ensuring their Manual is up-to-date at all times and that revisions are communicated to the staff of their department.

Users of this Manual who encounter difficulty in administering or interpreting any policy or procedure in the Manual should submit to Administration, in writing, the nature of the difficulty, a proposed solution or revision, and, if necessary, a request to meet with Administration.

County Administrator/Designee:

Assigns and distributes the Manual to Department Heads, and when a Department Head leaves his/her position, collects the Manual.

County of Gloucester
Human Resources Manual

Reviews the Manual on an on-going basis for revisions to its contents, including requests submitted by Department Heads.

Discusses solutions or possible revisions with the appropriate or affected staff.

Schedules an annual review of the Manual for possible revisions to its contents prior to the beginning of each new calendar year.

Prepares and presents revisions to the Board of Chosen Freeholders for approval.

Distributes additions and revisions, including instructions, to Department Heads, updates web page, and updates any existing Manuals which have not been assigned, but are reserved for future use.

Conducts an annual audit of each Department's Manual to ensure it is in good condition and up-to-date.

Department Head/Designee:

Ensures timely distribution of Manuals and revisions to all staff within their respective departments, documents such distribution with HR 1.3 Exhibit C for each employee, and maintains this record.

Secures, and maintains on file, an executed HR 1.3 Exhibit B for any employee seeking to receive the manual electronically.

Refers any questions or problems with the contents of the Manual to Administration using the form provided for this purpose, "Request for Review or Interpretation," (see HR 1.3, Exhibit A). Please note that this procedure asks that Department staff pursue questions and problems through the appropriate Departmental management channels.

Keeps the Manual assigned to him/her up-to-date at all times by immediately filing any revisions to the contents. The person completing the update to each Manual must complete the Filing of Updates page located in the last section of each Manual for this purpose.

APPENDIX B

*REQUEST FOR REVIEW OR INTERPRETATION
(from the Gloucester County Human Resources Manual 1.3 Exhibit A)*

County of Gloucester
Human Resources Manual

CHAPTER:	1 – FUNDAMENTALS	ADOPTED: 3/7/06
SECTION:	3 – MANUAL DISTRIBUTION & REVISIONS	REVISED: 11/21/06

EXHIBIT A – REQUEST FOR REVIEW OR INTERPRETATION

Name	Date
------	------

Department

1. Identify section which requires interpretation or revision
(Provide complete information – Chapter, page paragraph, etc.)

2. Nature of problem or question:

3. Proposed solution or suggestion revision:

4. (Check only if desired or necessary)

_____ I'd like to meet with you to discuss this.

APPENDIX C

FORM LETTER FOR PARATRANSIT SERVICES

BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damming

FREEHOLDER LIAISON
Jim Jefferson



Form Letter for Paratransit Services

Date: _____

Dear DTS Coordinator:

I am requesting a reasonable accommodation beyond the normal "curb-to-curb" and polite assistance service currently available.

I have noted my specific request below for your consideration.

I give DTS permission to evaluate the pathways of my residence and destination for safety hazards. I understand all pathways must be cleared of any hazards which can cause harm to myself or employees of DTS.



DEPARTMENT OF HEALTH
& HUMAN SERVICES

DIRECTOR
Tamarisk L. Jones

DIVISION OF HUMAN AND
DISABILITY SERVICES

DIRECTOR
Lisa A. Cerny

115 Budd Boulevard
West Deptford, NJ 08096

Phone: 856.384.6900
Fax: 856.686.8343

www.gloucestercountynj.gov

New Jersey Relay Service - 711

Additional Assistance Requested:

Residence:

Destination:

Sincerely,

APPENDIX D

PRE-TRIP FORM

GLOUCESTER COUNTY DTS PRE-TRIP FORM

ODOMETER READING					
STICKER READING					
INSPECTION DATE: _____					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ENGINE INSPECTION	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM
Battery Connection					
Transmission Fluid					
Oil level / Windshield Washer Level					
Brake Fluid					
Hoses/Belts					
Radiator					
EXTERIOR INSPECTION	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM
Tampering/Body Damage					
Windows/Wipers					
Mirrors/Reflectors					
Turn signals/4-way flashers					
Tires/Wheels/Suspension					
Headlights/Parking/Marker Lights					
Doors					
Cleanliness					
SAFETY EQUIPMENT	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM
Triangles / Seat Belt Cutters					
First Aid Kit					
Bloodborn Pathogens Kit(Spill Kit)					
Webbing Loops (4)					
Fire Extinguisher					
Rear Door Buzzer / Buzzers					

Exit Windows/Roof Hatch					
Two-Way Radio					
INTERIOR	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM
Mirrors					
Lights					
Horn					
Registration/Insurance/Inspection to date					
Seats/Seat Belts					
AC/Heat/Defroster/Wipers					
INTERIOR (Continued)	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM
Gauges and Indicators					
Brakes (foot/parking)					
Signage Decals					
Cleanliness					
DRIVER INITIALS					
Additional Comments _____					

ACCESSIBILITY EQUIPMENT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
One Complete Lift Cycle					
Lift deploys w/ parking brake set and/or transmission in park					
Smooth movement					
Works at proper speed					
Platform is level during entire operation					
Smoothly clears door frame & opened door					
Lift light operates					

APPENDIX E

REQUEST FOR REPAIR AND SERVICE REPORT

GLOUCESTER COUNTY
DIVISION OF TRANSPORTATION

GLOUCESTER COUNTY HIGHWAY AND FLEET
MANAGEMENT
REQUEST FOR REPAIR AND SERVICE REPORT

DATE:		
TRUCK #:		
TAG #:		
LIST OF PROBLEMS:	STICKER:	MILEAGE:

FOR OFFICE USE ONLY:

TRUCK DRIVER:			
SPEEDOMETER:			
QUARTS OF OIL:			
LABOR TIME:			
YARD:	IN	OUT	NEXT DUE

LIST SERVICE PERFORMED:	
PARTS:	PRICE:

***If additional maintenance or repairs are required, Please advise:**

Karen L. Allen
Supervising Omnibus Operator
856-686-8359

Thank you...

APPENDIX F

DTS CLIENT UPDATE INTEROFFICE MEMO FORM

APPENDIX G

HANDLING OF BLOOD OR BODY FLUID SPILLS

Gloucester County Department of Health and Senior Services
Policy and Procedure Manual

CHAPTER:	D – EXPOSURE CONTROL PLAN	ADOPTED: 8/1/2008
SECTION:	5 – HANDLING OF BLOOD OR BODY FLUID SPILLS	REVISED: 1/31/2012

PURPOSE:

To protect patients and clinical staff from exposure to bloodborne and other pathogens resulting from any spill of blood or body fluids.

POLICY:

Staff will follow procedure guidelines to reduce the risk of exposure to bloodborne pathogens.

CONSIDERATIONS:

1. Spills of blood or body fluid on any surface should be handled according to this procedure.

EQUIPMENT:

- Gloves, 2 pair (any latex, vinyl, or nitrile gloves will do)
- Disposable gown or apron, if contamination of clothing is likely
- Protective eye wear (optional)
- Paper towels or disposable cloths
- Plastic bags
- Soap (antimicrobial or non-antimicrobial)
- Disinfectant

PROCEDURE:

1. Adhere to Standard Precautions.
2. Don two pairs of gloves.
3. Soak up the material with the absorbent towels or cloths.
4. Place the towels in the first plastic bag.
5. Clean the area with 1:10 strength bleach (not straight bleach) or EPA approved disinfectant (tuberculocidal).
6. Disinfect the area with fresh disinfecting solution as noted above and allow to air dry. Place the paper towels in the first plastic bag.
7. Remove the outer pair of gloves and place in the first bag.
8. Securely tie the first bag.
9. Place the first bag in the second bag.
10. Place all protective clothing and equipment in the second bag, removing inner pair of gloves last and placing in the second bag.
11. Securely tie the second bag. Place in trash.
12. Wash hands according to GCDH Policy and Procedure Manual policy D4: “Hand Hygiene”.

Gloucester County Department of Health and Senior Services
Policy and Procedure Manual

CHAPTER:	D – EXPOSURE CONTROL PLAN	ADOPTED: 8/1/2008
SECTION:	5 – HANDLING OF BLOOD OR BODY FLUID SPILLS	REVISED: 1/31/2012

13. Notify Supervisor if spill is considered an unusual occurrence.

HISTORY:

Revision Date	Revised By	Notes
1/31/2012	S. Woodside	Amended procedures to include 2 sets gloves

APPENDIX H

DTS REPORT OF ACCIDENT OR INJURY TO OTHERS FORM

DTS REPORT OF ACCIDENT OR INJURY TO OTHERS

Reporting Procedure

What to report – All accidents involving county property or injuries to others must be reported, no matter how minor they may be or may appear to be at the time.

When to report – All accidents or injuries to others must be reported immediately following the incident by reporting outlined procedure below.

How to report – In all cases an **immediate initial verbal report** must be made by the driver to dispatch following the incident by radio to report the incident and seek appropriate assistance. Dispatch can assist with contacting the police, EMT assistance, an ambulance, 911, or a tow truck, as may be needed, and provide other help such as arranging pick up of passengers if the vehicle is not operable.

Dispatch will make a record of the date and time of the initial verbal report and the basic facts which will be immediately conveyed to the DTS Coordinator and Human Services Director. Safety will be provided with an initial preliminary report in all cases of the basic facts at the time of the incident, and County Administration will be apprised of the incident as may be needed.

If you cannot get through on the radio for some reason, call the office @ 856-686-8359. In case an accident should occur after hours, call one of the following office employees: Acting Coordinator, Anthony Wilcox Cell: 609-280-0283 or Supervising Omnibus Operator, Dana Convery: Cell: 856-905-5182.

A **written follow-up report** by the driver using the form on the following pages must be completed and turned in on the same day fully documenting the incident and providing complete details.

DTS REPORT OF ACCIDENT OR INJURY TO OTHERS

1. Please indicate the type of accident or incident:

- _____ Auto accident
- _____ Damage to property of others
- _____ Injury to others on County property
- _____ Other

2. Date & Time of Accident/Occurrence: _____

3. Where did the accident/incident occur? _____

4. Describe the accident, injury or incident. If an accident, include weather conditions. Provide complete details. If extra space is needed, use the back of this report. _____

5. Describe any property that was damaged:

- If vehicle is damaged, list vehicle year, make, model, VIN (vehicle identification number) and license plate #.
- If property damage, list owner's name and address, description of property damage and license tag number. _____

6. List injured person(s) in your vehicle and nature of their injury:

7. Who was driving County vehicle? _____

8. Name, address and phone number of all witnesses: _____

9. How was the claim reported? _____

10. Is there a police report? _____ Yes _____ No

11. Please provide any other information or details that may be helpful or important and that are not included above:

Name of Person completing this form: _____

Signature: _____ **Date:** _____

Please use another sheet of paper for any additional comments or information.

Attach any pictures taken at the scene to this form.

APPENDIX I

*SECTIONS 7.2, 7.4, & 7.5 OF THE
Gloucester County Human Resources Manual*

County of Gloucester
Human Resources Manual

CHAPTER:	7 – CONDUCT AND PERFORMANCE	ADOPTED: 3/7/06
SECTION:	2 – INAPPROPRIATE BEHAVIOR	REVISED: 8/7/13

Employees are expected to conduct themselves in a manner which exhibits a respect for the rights and property of the County, fellow employees, and the general public. While many of these behaviors are addressed under specific policies, the following list, while not all inclusive, further identifies examples of inappropriate behavior:

- (1) Failure to maintain workplace, area cleanliness and orderliness.
- (2) Failure to treat all clients/residents, visitors, and fellow employees in a courteous manner.
- (3) Behavior or conduct which is offensive, undesirable or is subject to disciplinary action.
- (4) Possession of firearms or other weapons on County property or while on official business.
- (5) Insubordination or the refusal by an employee to follow management's instructions concerning job-related matters.
- (6) Gambling on County property.
- (7) Falsifying or altering County records or reports, such as applications for employment, medical reports, production reports, personnel records, time records, expense accounts, absentee reports or shipping and receiving records.
- (8) Smoking where prohibited by ordinance, law, or County rules.
- (9) Horseplay, pranks, or practical jokes.
- (10) Unauthorized sleeping on the job.
- (11) Improper attire or inappropriate personal appearance.
- (12) Engaging in any form of harassment or discrimination.
- (13) Violation of County policies on solicitation or distribution.

County of Gloucester
Human Resources Manual

- (14) Soliciting or accepting gratuities from clients/residents.
- (15) Excessive, unnecessary or unauthorized use of County supplies, particularly for personal purposes.
- (16) Fighting or using obscene, abusive, or threatening language or gestures.
- (17) Theft or attempted theft of property from co-workers, clients/residents or the County.
- (18) Failure to maintain the confidentiality of County information.
- (19) Disregarding safety or security regulations.
- (20) Receiving personal mail, catalogs and any other personal business through the County mail system or through personal delivery services (i.e. UPS, Fed Ex, etc.).
- (21) Failure to report absences or report to work when scheduled.
- (22) Being under the influence on County property and at any time during work hours.
- (23) Possession, sale, transfer or use of illegal drugs/alcohol on County property and/or any time during work hours.
- (24) Deliberate destruction or damage to County property.
- (25) Chronic tardiness.
- (26) Failure to adequately perform duties, inefficiency or substandard performance.
- (27) Conviction of a crime.
- (28) Conduct unbecoming a County employee.
- (29) Violation of NJ residency requirements as set forth in P.L. 2011, c.70

County of Gloucester
Human Resources Manual

CHAPTER:	7 – CONDUCT AND PERFORMANCE	ADOPTED: 3/7/06
SECTION:	4 – HOURS OF WORK	REVISED: 4/2/14

The current hours of work including rest and meal periods shall be maintained according to department procedure and, where applicable, the current negotiated contract.

Employees are expected to be at their work stations and ready for work at their prescribed starting time, unless an alternative start time has been approved. Furthermore, employees are expected to work a full day and to work until their prescribed ending time, unless an alternative end time has been approved. Employees may be excused from their work stations for rest and meal periods as well as to leave on county business. Approval and oversight of employee's work time is the responsibility of the department head and/or designee.

Rest and Meal Periods

Meal Periods (aka Lunch Breaks) may be determined as per the negotiated contract and work schedule or may be determined by department procedure. All other rest periods are according to department procedures, typically a 15 minute rest period is allowed in the first half of a workday and another 15 minute rest period is allowed in the second half of the workday.

All breaks will be scheduled by the Department Head/designee, who will stagger such breaks to assure coverage of services and office telephones.

For regular workdays, Monday through Friday, lunch breaks will be scheduled starting as early as 11:00 am and concluding no later than 2:00 pm. Breaks may not be scheduled during the first or last 15 minutes of the work day.

When available, employees are encouraged to utilize the facilities for rest and meal periods.

Leaving on County Business

County staff may leave the building during regular work hours for appointments with clients, meetings, field work, or training, as long as the employee has obtained prior approval. When leaving on County business, the employee must do so in accordance with current department policy. No employee may leave the office for any reason without prior authorization or approval.

When leaving, the employee will note his/her departure time, destination, reason, and time of anticipated return.

County of Gloucester
Human Resources Manual

When returning, the employee will complete the previous entry with the actual return time.

Employees are expected to return to the office when County business is completed, unless they have received prior authorization or approval.

Employee:

Takes rest and meal periods at scheduled times.

Seeks approval prior to leaving on County business.

Reports departure time, destination, reason, anticipated return time and actual return time in accordance with departmental procedures.

Should refer to HR Chapter 6 for Leave Time policies and procedures for other authorized absences.

Department Head/Designee:

Schedules breaks to assure coverage of services and office telephones.

Ensures department procedures for leaving on county business include communicating departure time, destination, reason, and anticipated return time as well as actual return time.

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Human Resources Manual

CHAPTER:	7 – CONDUCT AND PERFORMANCE	ADOPTED: 3/7/06
SECTION:	5 – ABSENCE AND TARDINESS	REVISED:

Absence and tardiness increases the burden on other employee workloads and interferes with maintaining satisfactory levels of County services.

Each Department has procedures for time and attendance record keeping (i.e. time clock, sign-in sheets, etc.). Any employee that does not follow procedure creates evidence of an attendance problem and shall be reviewed for disciplinary action. Employees should not “sign-in” for another employee.

Any employee found in violation of this policy may be subject to disciplinary action up to and including termination.

The County may request medical evidence to verify illness for purposes of granting sick leave.

To minimize the negative impact on both employees and the general public, employee time records will be reviewed regularly to identify chronic absenteeism and/or tardiness problems.

Employees who exhibit attendance and/or tardiness problems will be subject to established progressive disciplinary procedures.

Punctuality in reporting for duty or returning from authorized breaks is considered to be the contractual obligation of all employees.

Chronic tardiness may be considered as grounds for disciplinary action.

Employee:

Follows departmental procedures for time and attendance record keeping.

When anticipating a late arrival for work or when returning late from break, should telephone department, indicating the reason for the lateness and anticipated arrival time.

Department Head/designee:

Ensures procedures to accurately record time and attendance.

Submits monthly reports regarding tardiness to the Human Resources Director.

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Human Resources Manual

Documents verbal warnings in writing.

Reports employees with chronic lateness to the Human Resources Director in writing, providing full documentation of such abuse.

Develops an appropriate course of action to rectify the problems of chronic lateness in conjunction with the Human Resources Director.

Docks employees for any time that cannot be verified through established policies and procedures.
Follows procedures for disciplinary action as necessary.

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Human Resources Manual

CHAPTER:	8 – SAFETY AND SECURITY	ADOPTED: 3/7/06
SECTION:	4 – INCIDENTS INVOLVING COUNTY PROPERTY	REVISED: 4/6/16

EXHIBIT W – NOTICE OF ACCIDENT/INJURY FORM

****To be completed in the event of an automobile accident, injury, incident on County premises or a County sponsored event.****

Upon notification of an accident, immediately call Safety at (856) 307-6634 and (856) 307-6688

Complete this form and deliver within 1 business day to:

- Fax: (856) 307-6689

Please indicate what type of accident happened:

- Auto accident
- Damage to property of others
- Injury to others on County Property
- Other

Date and time of accident: _____

Where did the accident occur?

Describe the accident and include the weather conditions:

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Human Resources Manual

Describe any property that was damaged:

Vehicle year, make and model, VIN (vehicle identification number), license tag number
Property: Owner name and address. Description of property damage.

List injured person(s) and nature of their injury:

Contact Information (Name, address, and phone number of all parties involved):

Who was driving County vehicle: _____

Name, address, and phone number of all witnesses:

How was the claim reported? _____

Is there a Police Report? Yes No **If yes, please attach.**

Signature: _____ **Title:** _____

Date: _____

Please use another sheet of paper for any additional comments or information and if pictures were taken at the scene of the accident, please include with form.

Instructions on Completing the Notice of Accident Form

Although we would like as much detail as possible, it is more important to provide us with the notice of accident as soon after the accident is reported to you. If this accident occurs after normal business hours, please leave a message on voicemail – (856) 307-6634 and (856) 307-6688

Date and time of accident: *Please indicate the date and time the accident occurred, not the date it was reported.*

Where did the accident occur?: *Please state the complete location address of the accident. If it is an auto or general liability (i.e. slip and fall) accident include cross streets. If the accident occurred within a building, include the floor and room.*

Describe the accident: *Please give a detail account of the events that led to the accident. (i.e. auto accident – indicate the weather conditions, indicate which party caused the accident, indicate any other details which aid in the description; slip and fall accident – indicate any defect with the flooring or sidewalk, indicate weather conditions, indicate any other details which aid in the description.*

What property was damaged?: *Describe the property damaged. If County property, include serial # and location where damaged property is now located.*

List injured person(s) and nature of their injury: *List each person injured and a brief description of injury (i.e. broken leg or back pain).*

Contact Information: *Please provide the name, address, and phone number of the person(s) making the claim and injured person(s).*

Name, address and phone number of all witnesses: *Please provide the name, address, and phone number of the person(s) who witnessed the accident (include City employees).*

How was the claim reported?: *Please indicate whether the accident was reported in person or a notice was submitted via mail.*

Is there a Police Report?: *Self-explanatory.*

Signature: *Person completing this form.* **Title:** *Self-explanatory.*

Date: *Date the form was completed.*

Gloucester County Department of Human Services
 Division of Transportation Services (DTS)
 Capital Replacement Plan
 2016 - 2021

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
DTS #	3	2	47		80	89
	31	28	49		81	90
	42	30	50		82	91
	43	31			83	92
	46	33			84	93
	71	34			85	94
	78	43			86	
		46			87	
					88	

Add Expected Delivery

Revised: August 2016

DIVISION OF TRANSPORTATION SERVICES

GENERAL POLICIES & PROCEDURES

GENERAL INFORMATION / ELIGIBILITY

GENERAL STATEMENT

The Division of Transportation Services program, commonly referred to as the DTS program, under the Gloucester County Department of Human Services, provides transportation services to senior citizens (60 years and older), persons with disabilities, rural residents, veterans, and low-income residents of Gloucester County. Service is provided fare-free to non-emergency medical appointments, vocational training sites, essential personal business needs and, on occasion, to various recreational events or activities. Specific information regarding our services, including service restrictions and policies, is outlined within.

DTS reserves the right not to transport individuals who have the ability to utilize NJ Transit bus services, either fixed route or Access Link bus services.

All services are provided fare-free. However, riders may donate to the service by asking driver for a donation envelope.

RESIDENTS ELIGIBLE FOR SERVICE

- 60 years or older
- Persons with mental and/or physical disabilities
- Low-income residents
- Rural residents
- Veterans

TRANSPORTATION SERVICES TELEPHONE #'S:

General Information: (856) 686-8355	Hours: 8:30am to 4:00pm
Scheduling: (856) 686-8350	Hours: 8:30am to 4:00pm
Dispatcher: (856) 686-8359	Hours: 6:30am to 4:30pm
New Jersey Relay Service: 711 or Toll Free @ 1-800-852-7897	

GENERAL POLICIES

1. DTS is a curb-to-curb service. Residents using the service must be able to meet the vehicle at the street level. DTS drivers are instructed and permitted to provide only minimal assistance to passengers. Those who cannot step into vans or who have severe mobility problems must provide their own aide and/or their own wheelchair, walker, etc., as necessary.
2. Passengers are not permitted to ride in the front seat(s) of DTS vehicles unless a passenger's disability makes it necessary to ride in the front seat, or passenger capacity requires use of front seat. Permission for passengers to ride in the front seat must be approved by the driver.
3. All passengers are required to wear seat belts at all times.
4. Additional Passengers may not accompany approved riders unless the DTS office gives prior approval (856-686-8359).
5. Children under **16** years of age must be accompanied by a responsible adult. Children under 18 months of age must be properly buckled into a federally approved child car seat regardless of where they ride in the vehicle. All children traveling on a DTS vehicle must comply with all state and federal requirements for transporting children (i.e., car seats, etc.). Safety seats are to be supplied by the parent/guardian.
6. Passengers will be picked up and dropped off at the same location unless other arrangements have been approved by the DTS office (not the driver) in advance.
7. Drivers are instructed not to tolerate abusive behavior on the part of any passenger. Unbecoming behavior will result in the passenger being denied further service. Passengers should direct service problems and complaints to the Coordinator of DTS. Passengers should not direct their frustrations and/or complaints to drivers.
8. Drivers may not deviate from the scheduled trip. A driver may not stop at the bank, pharmacy, etc., unless arrangements have been made through the DTS office prior to the planned trip.
9. Please remember DTS is trying to get passengers to their appointments on time. Many factors can cause delays. DTS ask passengers to practice courtesy at all times and, when necessary, exercise patience.

SERVICE AREAS

Service is provided to medical facilities and doctor offices in Gloucester County, Camden County and the City of Philadelphia as outlined on next page. **THERE IS NO ROUTINE SERVICE OUTSIDE OF GLOUCESTER COUNTY ON FRIDAY.** Service to Philadelphia is limited to morning appointments (9:30 a.m. – 10:00 a.m.), Monday through Thursday.

Out-of-County transportation is provided only when the specific need cannot be addressed by medical facilities within Gloucester County (see Out-of-County policies).

ABUSE OR MISUSE OF SERVICE

Passengers not utilizing transportation services properly will be notified in writing following two (2) misuses of service, commonly referred to as a "no-show" (i.e., not being home when the driver arrives for scheduled pickup). The letter will indicate the dates of service misuse, along with future action that must be taken to correct the problem. Abuse or misuse of service following a written warning will result in that passenger being suspended from service for a specified period of time, up to thirty (30) days.

Following a service suspension, passengers misusing the service will be given a 90-day suspension. Subsequent misuse of service following the 90 days suspension will result in a termination of transportation privileges with Gloucester County Division of Transportation Services.

GRIEVANCE PROCEDURE / FAIR HEARING

The Division of Transportation Services is unable to provide each and every transportation request. The policies developed are intended to serve as many people as possible in a fair and equal manner.

Residents who believe that transportation services have been unfairly denied, reduced, or terminated provided services may request a hearing by forwarding a request to:

Gloucester County LCTAC
Local Citizen's Transportation Advisory Committee
Attn: Chairperson
115 Budd Blvd.
West Deptford, NJ 08096

Fair hearing decision must be implemented within 90 days from the date a hearing is requested.

If a fair hearing is scheduled, you will receive more information about how the hearing will be conducted.

WHAT OTHER ACTIONS CAN YOU TAKE BESIDES ASKING FOR A FAIR HEARING?

There are other ways in which your complaints may be resolved besides asking for a fair hearing. You can ask to meet with your agency representative or his/her supervisor. Your complaint will be given prompt and courteous attention and, if the matter is not settled, you may still request a fair hearing. You must understand, however, that if you wish services to be continued until the hearing, a request for a hearing must be made within 10 days of the mailing date of your notice. Also remember that after 90 days have passed from the date of action or inaction, you may not have the right to a fair hearing.

**NJT ATTACHMENT G
COUNTY OF GLOUCESTER**

Indirect Cost Plan

Gloucester County, New Jersey
Central Services Cost Allocation Plan
and
Indirect Cost Rates
Calendar Year 2012
Actual Costs

Summary of Results

PINO CONSULTING GROUP, INC. * COST ALLOCATION SYSTEM * SUMMARY OF COSTS ALLOCATED (SCHEDULE A-1)

AGENCY NAME: GLOUCESTER COUNTY, NJ

PAGE: 7.1

YEAR ENDED: DECEMBER 31, 2012

REPORT DATE: 6/04/14

Department/Function	WORK FIRST NJ	SHADY LANE OFFICES	SENIOR SERVICES	HUMAN SERVICES	HUMAN SRVS - TRANSPORTATION (DTS)
1.1 BLDG USE: BLDG DEPREC	0	0	0	0	0
1.4 BLDG USE: LAND IMPRO USE ALLOW	0	0	0	0	0
1.5 BLDG USE: BLDG USE ALLOW.	0	0	0	0	0
1.7 BLDG USE: INTEREST	0	6,389	0	0	0
2.1 EQUIP DEPR: MOVABLE EQUIP.	0	0	7,898	0	0
4.1 CLK OF BRD: RECORD MGMT	0	0	5,660	2,075	4,339
5.1 INSURANCE: INSURANCE PREMIUMS	0	0	0	0	0
5.2 INSURANCE: PROPERTY	0	0	0	0	0
5.3 INSURANCE: AUTO INSUR	0	0	0	0	28
5.4 INSURANCE: GEN'L LIAB.	0	0	0	0	0
5.5 INSURANCE: LAW ENF MALP	0	0	0	0	0
5.6 INSURANCE: PUB OFF LIAB	0	0	989	363	758
5.7 INSURANCE: WORKERS COMP	0	0	0	0	0
6.1 FREEHOLD: ALLOWABLE SUPPORT	0	0	20,671	7,579	15,848
6.2 FREEHOLD: FREEHOLD	0	0	0	0	0
7.1 FRNG BEN: EMP BENEFITS	0	0	0	0	0
7.2 FRNG BEN: SOC SECURITY	0	0	0	0	0
7.3 FRNG BEN: P.E.R.S.	0	0	0	0	0
7.4 FRNG BEN: POL/FIRE PEN	0	0	0	0	0
8.1 INFO TECH: TECH. SUPPORT	0	0	27,012	9,905	20,710
8.2 INFO TECH: TRAINING	0	0	2,436	893	1,868
8.3 INFO TECH: PAYROLL	0	0	5,542	2,032	4,249
8.4 INFO TECH: FINANCIAL SYS	2,071	0	0	0	2,164
8.5 INFO TECH: TEL-GEN RECEPT/INFO	0	1,754	619	227	475
8.6 INFO TECH: TEL/CABLE REPR/INST	0	0	0	0	0
8.7 INFO TECH: MAILROOM	0	10,065	0	0	0
8.8 INFO TECH: POSTAGE	0	0	0	0	426
9.1 UTIL: BLDG UTILITIES	0	0	0	0	0
9.2 UTIL: TELECOMM.	0	0	0	0	0
9.3 UTIL: GASOLINE	0	0	17,401	0	134,817
10.1 BLDS&GRDS: TRASH	0	0	0	0	0
10.2 BLDS&GRDS: TRADES/GEN MAINT	0	159,888	0	0	0
10.15 BLDS&GRDS: SOCIAL SRVS BLDG	0	0	0	0	0
10.16 BLDS&GRDS: SCHOOLS	0	0	0	0	0
10.17 BLDS&GRDS: GOLF COURSE	0	0	0	0	0
10.19 BLDS&GRDS: STAFF-OTHER BLDGS	0	0	0	0	0
10.20 BLDS&GRDS: BLDG RENT	0	0	0	0	0
10.21 BLDS&GRDS: GCIA LABOR	0	0	0	0	0
11.1 CTY ADMIN: CTY ADMIN	0	0	15,799	5,793	12,113
11.2 CTY ADMIN: BUDGET PREP.	0	0	4,651	0	0
12.1 PERS DEPT: CONSULTANTS	0	0	0	0	0
12.2 PERS DEPT: PERS ADMIN	0	0	30,372	11,136	23,285
12.3 PERS DEPT: COMMIS ADMIN	0	0	0	0	0
13.1 CTY TREAS: EMP BENEFITS	0	0	659	242	505
13.2 CTY TREAS: GEN'L ACCTG	5,612	0	0	0	5,864
13.3 CTY TREAS: PAYROLL	0	0	5,478	2,009	4,200
13.4 CTY TREAS: BUDGET	0	0	5,148	0	0
13.5 CTY TREAS: LIBRY ADMIN	0	0	0	0	0
13.6 CTY TREAS: GRANTS MGMT	0	0	12,368	18,552	14,429
13.7 CTY TREAS: PR YR BILLS PAID	0	0	0	0	0
13.8 CTY TREAS: CONTINGENT ACCT PD	0	0	0	0	0
13.9 CTY TREAS: EMERGENCY AUTHOR.	0	0	0	0	0
14.0 AUDIT: FEES	0	0	1,763	0	0
15.1 CTY CNSL: DEPT ADMIN	0	0	0	0	0
15.3 CTY CNSL: GEN'L LEGAL SRVS	0	0	27,621	10,128	21,176
15.5 CTY CNSL: OUTSIDE SERVICES	0	0	0	0	0
15.6 CTY CNSL: OTHER LEGAL SRVS	0	0	0	0	0
16.2 CTY ADJUST: PUBLIC INST	0	0	0	0	0
17.3 SHERIFF: BLDG SECURITY	0	0	0	0	0
17.4 SHERIFF: JUST CMLX SECURITY	0	0	0	0	0
17.5 SHERIFF: BLDG SECUR-DSS	0	0	0	0	0
17.6 SHERIFF: BLDG SECUR-GCUA	0	0	0	0	0
17.7 SHERIFF: ALL OTHER STAFF	0	0	0	0	0
18.2 EMERG RESPONSE: TEL CHGS-JUST. CML	0	0	0	0	0
18.3 EMERG RESPONSE: TEL CHGS-CTHOUSE	0	0	0	0	0
18.4 EMERG RESPONSE: CLAYTON PHONES	0	0	0	0	0
18.5 EMERG RESPONSE: BUDD BLVD PHONES	0	0	13,253	0	5,964
18.6 EMERG RESPONSE: HEALTH DEPT PHONES	0	0	0	0	0
18.7 EMERG RESPONSE: SHADY LANE SWITCH	0	0	0	0	0

PINO CONSULTING GROUP, INC. * COST ALLOCATION SYSTEM * SUMMARY OF COSTS ALLOCATED (SCHEDULE A-1)

AGENCY NAME: GLOUCESTER COUNTY, NJ PAGE: 7.2

YEAR ENDED: DECEMBER 31, 2012 REPORT DATE: 6/04/14

Department/Function	WORK FIRST NJ	SHADY LANE OFFICES	SENIOR SERVICES	HUMAN SERVICES	HUMAN SRVS - TRANSPORTATION (DTS)
18.9 EMERG RESPONSE: 211 CO HOUSE SWITCH	0	0	0	0	0
18.10 EMERG RESPONSE: 550 GROVE RD SWITCH	0	0	0	0	0
18.11 EMERG RESPONSE: RADIO MAINT	0	0	0	0	10,285
18.12 EMERG RESPONSE: FIRE MARSHAL SRVS	0	1,445	0	0	0
18.13 EMERG RESPONSE: FIRE MARS-CO BLDGS	0	9,351	0	0	0
18.14 EMERG RESPONSE: DISPATCH SRVCS	0	0	0	0	0
18.15 EMERG RESPONSE: EMS	0	0	0	0	0
18.16 EMERG RESPONSE: OTHER EMERG RESPONSE	0	0	0	0	0
19.1 PURCHASING: PURCH ORDERS	6,628	0	0	0	6,926
19.2 PURCHASING: BID PROCESS	0	0	0	0	0
20.1 PUBLIC WKS: ADMIN.	0	0	0	0	0
20.3 PUBLIC WKS: SNOW REMOV-MOSQUITO	0	0	0	0	0
20.4 PUBLIC WKS: MOSQUITO CONTROL	0	0	0	0	0
20.5 PUBLIC WKS: ALL OTHER	0	0	0	0	0
21.1 HUM SRVS: DIRECTOR	0	0	0	73,022	57,917
21.2 HUM SRVS: OTHER ADMIN	0	0	0	43,567	34,555
21.3 HUM SRVS: GRANT REVIEW	0	0	0	74,066	57,607
21.4 HUM SRVS: ALL OTHER	0	0	0	804,140	0
22.1 ENGINEERNG: DEPT ADMIN.	0	0	0	0	0
22.3 ENGINEERNG: CTY ENGINEER	0	0	0	0	0
23.1 PLANNING: DEPT ADMIN.	0	0	0	0	0
23.2 PLANNING: OTHR PLNG	0	0	0	0	0
24.5 PKS & RECR: PARKS	0	0	0	0	0
25.1 BLDG COSTS: SHADY LN-CO OFFICES	0	0	0	0	0
25.2 BLDG COSTS: CO ADM BLDG-OPER	0	0	0	0	0
25.3 BLDG COSTS: NEW CO ADM BLDG-NET	0	0	0	0	0
25.4 BLDG COSTS: OLD CT HOUSE	0	0	0	0	0
25.5 BLDG COSTS: CTHOUSE ANNEX	0	0	0	0	0
25.6 BLDG COSTS: JUSTICE CMLX-ALL	0	0	0	0	0
25.7 BLDG COSTS: JUST. W/PROS W/O ADD	0	0	0	0	0
25.8 BLDG COSTS: JUSTICE/EXC PROSECUT	0	0	0	0	0
25.9 BLDG COSTS: JUSTICE-PROSECUTOR	0	0	0	0	0
25.10 BLDG COSTS: NEW JUST. CMPX ADDIT	0	0	0	0	0
25.11 BLDG COSTS: GARAGE-JUSTICE CMLX	0	0	0	0	0
25.12 BLDG COSTS: SURROGATE	0	0	0	0	0
25.13 BLDG COSTS: HLTH CTR-FRIES MILL	0	0	0	0	0
25.14 BLDG COSTS: HEALTH BLDG-HOLLY	0	0	0	0	0
25.15 BLDG COSTS: BUDD BLVD	0	0	101,306	0	40,360
25.16 BLDG COSTS: CLAYTON, EXC GOV&ER	0	0	0	0	0
25.17 BLDG COSTS: EMERG RESPONSE BLDG	0	0	0	0	0
25.19 BLDG COSTS: 19 NO BD ST	0	0	0	0	0
25.20 BLDG COSTS: HERBERT BLDG	0	0	0	0	0
25.22 BLDG COSTS: 116 NO BD ST	0	0	0	0	0
25.23 BLDG COSTS: ANIMAL SHELTER	0	0	0	0	0
25.24 BLDG COSTS: FIRE TRAINING	0	0	0	0	0
25.25 BLDG COSTS: WOMEN'S PRISON	0	0	0	0	0
25.26 BLDG COSTS: NEW DISPATCH CTR	0	0	0	0	0
25.29 BLDG COSTS: GLOVER ST (STORAGE)	0	0	0	0	0
25.30 BLDG COSTS: GOV'T SRV BLDG	0	0	0	0	0
25.31 BLDG COSTS: CO OFFICES/5 PTS	0	0	0	0	0
25.32 BLDG COSTS: 550 GROVE RD	0	0	0	0	0
26.1 FLEET MGMT: AUTO MAINT.	0	0	0	0	68,436
26.2 FLEET MGMT: TRUCK MAINT	0	0	0	0	128,943
26.3 FLEET MGMT: MOTOR POOL CARS	0	0	1,359	498	1,042
26.4 FLEET MGMT: GOLF COURSE MOWERS	0	0	0	0	0
27.1 HLTH ADMIN: HEALTH DEPT ADMIN.	0	0	297,769	0	0
27.2 HLTH ADMIN: ALL OTHER	0	0	0	0	0
28.5 SENIOR SRVCS: ALL OTHER	0	0	1,194,309	0	0
29.1 PROB/FAMILY: 5 PTS BLDG	0	0	0	0	0
29.2 PROB/FAMILY: 55 DELAWARE ST	0	0	0	0	0
29.3 PROB/FAMILY: JUSTICE ADDITION	0	0	0	0	0
30.1 ELECTIONS: CO CLK-ELECTIONS	0	0	0	0	0
30.2 ELECTIONS: COMM/REGISTRATION	0	0	0	0	0
Total Costs:	14,311	188,891	1,800,084	1,066,226	679,290
Direct Billed Costs:	0	0	(1,039,980)	(724,443)	0
Adjusted Total Costs:	14,311	188,891	760,104	341,783	679,290

SCHEDULE A-2
 GLOUCESTER COUNTY, NEW JERSEY
 INDIRECT COST RATES
 BASED ON CALENDAR YEAR 2012 ACTUAL COSTS

DEPARTMENTS	2012 INDIRECT COSTS	2012 DIRECT COST BASE (NOTE 1)	2012 INDIRECT COST RATE	NOTES
COUNTY CLERK	\$ 845,759	\$ 1,440,880	58.70%	
PROSECUTOR	\$ 1,806,789	\$ 7,451,031	24.25%	
EMERGENCY RESPONSE (COMMUNICATIONS)	\$ 1,840,582	\$ 7,800,601	23.60%	
ECONOMIC DEVELOPMENT - INCLUDING WIA, WIB & PROGRAMS (DOES NOT INCLUDE CDBG)	\$ 285,697	\$ 1,469,214	19.45%	
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	\$ 45,422	\$ 262,281	17.32%	
CONSUMER PROTECTION	\$ 73,085	\$ 368,817	19.82%	
SURROGATE	\$ 215,969	\$ 514,299	41.99%	
PROBATION TITLE IV-D ADMINISTRATION	\$ 31,873			(2)
PROBATION IV-D CHILD SUPPORT	\$ 464,491			(2)
PROBATION ALL OTHER	\$ 839,569			(2)
FAMILY COURT CLERKS-TITLE IVD ADMINISTRATION	\$ 41,266			(2)
FAMILY COURT CLERKS-TITLE IVD CHILD SUPPORT	\$ 979,049			(2)
FAMILY COURT - ALL OTHER	\$ 398,744			(2)
COURT ADMINISTRATION - FACILITY COSTS	\$ 120,566			(2)
COURTROOMS, JUDGES' CHAMBERS & OTHER COURTS	\$ 10,122,996			(2)
SHERIFF	\$ 1,115,939	\$ 1,798,952	62.03%	
BOARD OF TAXATION & ASSESSOR	\$ 257,234	\$ 1,076,056	23.91%	
MEDICAL EXAMINER	\$ 259,877	\$ 925,310	28.09%	
COUNTY CLERK - ELECTIONS SECTION	\$ 74,052	668,822	\$ 0.11	(4)
COMMISSIONER OF REGISTRATION	\$ 1,991,680	668,822	\$ 2.98	(4)
FIRE MARSHALL	\$ 306			(3)
FIRE TRAINING CENTER	\$ 21,233			(3)
PLANNING DEPT	\$ 430,804	\$ 138,807	310.36%	
CONSTRUCTION BOARD OF APPEALS	\$ 58,682			(3)
ROADS & BRIDGES	\$ 2,665,755	\$ 2,283,493	116.74%	
ENGINEERING	\$ 1,344,399	\$ 664,499	202.32%	
CORRECTIONAL SERVICES/JAIL	\$ 3,220,851	\$ 12,670,535	25.42%	
HEALTH	\$ 1,266,621	\$ 2,423,570	52.26%	(5)
HEALTH WIC PROGRAM	\$ 171,015			(3) (5)
ANIMAL SHELTER	\$ 515,727	\$ 1,530,813	33.69%	
BOARD OF SOCIAL SERVICES	\$ 2,104,813			(3)
WORK FIRST NJ - BOARD OF SOCIAL SERVICES	\$ 14,311			(3)
SHADY LANE OFFICES	\$ 188,891			(3)
SENIOR SERVICES (AGING):	//			
OFFICE EXPENSE - BUDD BLVD	\$ 101,306	\$ 1,489,450	6.80%	(6)
ALL OTHER INDIRECT COSTS	\$ 658,798	\$ 1,489,450	44.23%	(6)
DISABILITY SERVICES:	//			
OFFICE EXPENSE - BUDD BLVD	\$ 61,184	\$ 513,533	11.91%	(6)
ALL OTHER INDIRECT COSTS	\$ 252,725	\$ 513,533	49.21%	(6)
HUMAN SERVICES	\$ 341,783	\$ 902,322	37.88%	
TRANSPORTATION SERVICES DTS	\$ 679,290	\$ 715,676	94.92%	
VETERANS AFFAIRS	\$ 600,032	\$ 357,362	163.34%	
SUPERINTENDENT OF SCHOOLS	\$ 174,497	\$ 289,235	60.33%	
VOCATIONAL SCHOOL	\$ 34,241			(3)
EXTENSION SERVICES	\$ 195,015	\$ 328,950	59.28%	
COUNTY COLLEGE	\$ 908,102			(3)
CULTURAL & HERITAGE	\$ 5,996			(3)

GLOUCESTER COUNTY, NEW JERSEY
INDIRECT COST RATES
BASED ON CALENDAR YEAR 2012 ACTUAL COSTS

DEPARTMENTS	2012 INDIRECT COSTS	2012 DIRECT COST BASE (NOTE 1)	2012 INDIRECT COST RATE	NOTES
PARKS & RECREATION	\$ 694,421	\$ 1,388,018	50.03%	
IMPROVEMENT AUTHORITY	\$ 92,431			(3)
LIBRARY	\$ 340,416			(3)
GOLF COURSE	\$ 737,225	\$ 682,352	108.04%	
SPECIAL SERVICES SCHOOL DISTRICT	\$ 6,415			(3)
COUNTY-WIDE EMERGENCY MEDICAL SERVICES	\$ 1,763,250	\$ 6,780,387	26.01%	
SERVICES PURCHASED BY STATE JUDICIARY (GROSS)	\$ 175,532			(3)
GLOUCESTER COUNTY UTILITY AUTHORITY	\$ 850,663			(3)

NOTES:

(1) DIRECT COST BASE IS SALARIES AND WAGES UNLESS OTHERWISE NOTED.

(2) INDIRECT COSTS ALLOCABLE TO THE STATE JUDICIARY INCLUDE FACILITY AND SECURITY RELATED COSTS ONLY. SEPARATE INDIRECT COST PROPOSALS ARE PREPARED FOR THE PROBATION DEPARTMENT AND THE FAMILY COURT CLERKS UNIT FOR THE TITLE IV-D CHILD SUPPORT PROGRAM.

(3) AN INDIRECT COST RATE IS NOT APPLICABLE.

(4) THE INDIRECT COST REPRESENTS THE COST ASSOCIATED WITH THE ADMINISTRATION OF ELECTIONS, EXCLUDING ADVERTISING, PRINTING AND POSTAGE COSTS, WHICH ARE CHARGED DIRECT TO SCHOOL DISTRICTS FOR THEIR ELECTIONS. THE RATES REPRESENT INDIRECT COST USER FEES THAT CAN BE CHARGED TO SCHOOL DISTRICTS. THEY ARE CALCULATED BY DIVIDING THE COSTS, BY THE TOTAL UNITS OF SERVICE (DIRECT COST BASE). THE TOTAL UNITS OF SERVICE REPRESENTS THE MAXIMUM POTENTIAL NUMBER OF VOTES THAT COULD BE CAST IN ALL ELECTIONS DURING THE YEAR.

(5) THE WIC PROGRAM (WOMEN, INFANTS AND CHILDREN) IS ADMINISTERED BY THE HEALTH SERVICES DIVISION. THE INDIRECT COST RATE FOR HEALTH SERVICES APPLIES TO THE WIC PROGRAM DIRECT SALARIES AND WAGES. ADDITIONALLY, THE SEPARATE INDIRECT COST AMOUNT IDENTIFIED TO THE WIC PROGRAM REPRESENTS BUILDING AND OTHER COSTS THAT WERE SPECIFICALLY IDENTIFIED ONLY TO THE WIC PROGRAM.

(6) TWO (2) COMPONENTS OF INDIRECT COSTS ARE SEPARATELY IDENTIFIED TO FACILITATE COST REPORTING AND REIMBURSEMENT APPLICABLE TO THE AGING AND DISABILITIES RESOURCE CONNECTION (ADRC) PROGRAM. BOTH COMPONENTS OF COSTS COMPRISE THE TOTAL INDIRECT COSTS. A SINGLE INDIRECT COST RATE REPRESENTS BOTH COMPONENT RATES ADDED TOGETHER.

SCHEDULE A-3

GLOUCESTER COUNTY, NEW JERSEY
 CENTRAL SERVICE COST ALLOCATION PLAN
 COMPUTATION OF FRINGE BENEFIT RATE FOR 2012
 BASED ON ACTUAL COSTS

	(a)	(b)	(c)	(d)
FRINGE BENEFITS	EMPLOYEE BENEFITS (SCH 7.1)	SOCIAL SECURITY (SCH 7.2)	PUBLIC EMPLOYEES RETIREMENT SYSTEM (SCH 7.3)	POLICE/FIRE EMPLOYEES RETIREMENT SYSTEM (SCH 7.4)
TOTAL ALLOCATED COSTS PER INDIRECT COST ALLOCATION PLAN - WORKSHEET 7.0	\$21,414,038	5,598,630	\$5,819,685	\$3,685,011
SALARIES AND WAGES BASE:				
TOTAL SALARIES & WAGES, EXCLUDING LIBRARY AND COMMUNITY DEVELOPMENT BLOCK GRANT	\$74,357,054	74,357,054	\$74,357,054	\$74,357,054
LESS: POLICE & FIRE PENSION SALARIES			19,004,031	
LESS: SALARY BASE FOR P.E.R.S.				55,353,023
ADJUSTED SALARIES AND WAGES BASE	\$74,357,054	\$74,357,054	\$55,353,023	\$19,004,031
FRINGE BENEFIT COMPONENT RATES	28.80%	7.53%	10.51%	19.39%
EMPLOYEE FRINGE BENEFITS RATES (NOTE 1):				
POLICE AND FIRE EMPLOYEES (a+b+d)	(NOTE 2)	<u>55.72%</u>		
ALL OTHER EMPLOYEES (a+b+c)	(NOTE 3)	<u>46.84%</u>		

NOTES:

1. THE EMPLOYEE FRINGE BENEFITS RATES APPLY TO ALL DIRECT SALARIES & WAGES, INCLUDING VACATION, HOLIDAY, SICK LEAVE, OVERTIME AND SHIFT DIFFERENTIALS.
2. THIS EMPLOYEE FRINGE BENEFITS RATE APPLIES ONLY TO SALARIES & WAGES OF EMPLOYEES PARTICIPATING IN THE POLICE & FIRE RETIREMENT SYSTEM.
3. THIS EMPLOYEE FRINGE BENEFITS RATE APPLIES TO ALL DIRECT SALARIES AND WAGES, EXCEPT FOR EMPLOYEES OF THE DIVISION OF SOCIAL SERVICES AND EMPLOYEES PARTICIPATING IN THE POLICE & FIRE RETIREMENT SYSTEM.

**NJT ATTACHMENT H
COUNTY OF GLOUCESTER**

Vehicle Inventory

Attachment 6 - Vehicle Inventory

A. License Plate #	B. VIN	C. Mileage	D. Year of Purchase	E. Funding Source	F. Vehicle Manufacturer	G. Vehicle Body	H. Vehicle Model	I. Vehicle Type	J. Vehicle Cost	K. Grant Year	L. Location	M. Condition	N. In-Service Date	O. Projected Retirement Date	P. Fuel Used	Q. Floor Plan	R. Accessible	S. Other
OP6873	1M4Z451668A22849	115,360	2005	Casino	Ford	MV	Freestar	MV	\$20,105	2005	Clayton yard	Good	Sept. 07	2016	Gas	6 Seats	No	DTS #28
OP6872	1D4GP24787B03397	105,032	2007	Casino	Dodge	SW	Budd Blvd.	SW	\$18,780	2007	Budd Blvd.	Poor	Feb. 07	2016	Gas	3 Seats	No	DTS #3
OP6871	1D4GP2497B03398	84,490	2007		Dodge	SW	Clayton yard	SW	\$18,780	2007	Clayton yard	Good	May-07	2016	Gas	3 Seats	No	DTS #2
OP6880	1G8G316481174085	115,593	2007	5310	Chevrolet	Bus	Clayton yard	Bus	\$52,500	2007	Clayton yard	Good	Sept. 07	2016	Diesel	12+1FWC	Yes	DTS #43/#16-1263
OP6885	1FD3E45P28DA42871	130,082	2008	Casino	Ford	Bus	Mantua yard	Bus	\$52,977	2007	Mantua yard	Fair	Feb. 08	2016	Diesel	12+2RWC	Yes	DTS #78
OP6878	1G8G31698118849	123,127	2008	5310	Chevrolet	Bus	Mantua yard	Bus	\$56,000	2008	Mantua yard	Good	Nov. 08	2016	Diesel	12+1FWC	Yes	DTS #42/#16-1267
OP6879	1G8G316281187675	158,677	2008	5310	Chevrolet	Bus	Mantua yard	Bus	\$52,500	2009	Mantua yard	Fair	Nov. 08	2016	Diesel	12+1FWC	Yes	DTS #43/#16-1280
OP6874	1G8G31691161617	98,369	2009	Flex	Ford	Bus	Clayton yard	Bus	\$56,000	2006	Clayton yard	Good	Oct. 09	2016	Diesel	12+1FWC	Yes	DTS #31/#16-1343
OP6875	1G8G31691161617	107,158	2009	CMAQ	Ford	Bus	Clayton yard	Bus	\$56,000	2006	Clayton yard	Good	Oct. 09	2016	Diesel	12+1FWC	Yes	DTS #33/#16-1345
OP6876	1G8G316411616228	114,056	2009	5310	Ford	Bus	Mantua yard	Bus	\$56,000	2007	Mantua yard	Good	Nov. 09	2016	Diesel	12+1FWC	Yes	DTS #34/#16-1342
OP6877	1G8G3164116161379	79,743	2009	CMAQ	Ford	Bus	Mantua yard	Bus	\$56,000	2006	Mantua yard	Good	Oct. 09	2016	Diesel	12+1FWC	Yes	DTS #47/#16-1342
OP6881	5WFAAAM88B45910	52,673	2011	ARRA 5311	Gothen	Bus	Gothen	Bus	\$70,000	2008	Mantua yard	Very Good	Dec. 11	2018	Diesel	28+2FWC	Yes	DTS #48/#16-105
OP6882	1D4E3586DA13540	66,476	2011	ARRA 5311	Ford E-350	Bus	Clayton yard	Bus	\$45,706	2009	Clayton yard	Very Good	Dec. 11	2018	Diesel	28+2FWC	Yes	DTS #49/#16-105
OP6883	1FDFA45X0DA63593	72,352	2011	5310	Ford	Bus	Mantua yard	Ext. MB	\$50,400	2008	Mantua yard	Very Good	Dec. 11	2018	Diesel	16+2RWC	Yes	DTS #50/#16-1419
OP6884	1FDFA45X0DA63592	77,278	2011	5310	Ford	Bus	Mantua yard	Bus	\$50,400	2008	Mantua yard	Very Good	Jan. 12	2017	Diesel	16+2RWC	Yes	DTS #51/#16-1418
P283CG	1B8BDCKA09F2Z7743	On loan	2006	5309	Bluebird	Bus	Budd Blvd.	Bus	\$36,300	2005	Budd Blvd.	Fair	Jun. 06	2016	Diesel	22+2	Yes	DTS #71/#16-022
OP6887	1FDFA45X0DA63593	54,654	2013	5310	Supreme Starttrans	Bus	Mantua yard	Bus	\$53,800	2010	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #80/#16-1474
OP6886	1FDFA45X0DA63593	27,629	2013	5310	Supreme Starttrans	Bus	Mantua yard	Bus	\$53,800	2010	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #81/#16-1475
OP6888	1FDFA45X0DA63593	47,193	2013	5310	Supreme Starttrans	Bus	Mantua yard	Bus	\$53,800	2010	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #82/#16-1476
OP6889	1FDFA45X0DA63593	52,630	2013	5310	Supreme Starttrans	Bus	Mantua yard	Bus	\$53,800	2010	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #83/#16-1477
OP6890	1FDFA45X0DA63593	59,433	2013	5310	Supreme Starttrans	Bus	Mantua yard	Bus	\$53,800	2011	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #84/#16-1478
OP6891	1FDFA45X0DA63593	35,512	2013	5310	Supreme Starttrans	Bus	Mantua yard	Bus	\$53,800	2008	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #85/#16-1479
OP6892	1FDFA45X0DA63593	58,929	2013	5310	Supreme Starttrans	Bus	Mantua yard	Bus	\$53,800	2009	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #86/#16-1480
OP6893	1FDFA45X0DA63593	49,244	2013	5310	Supreme Starttrans	Bus	Mantua yard	Bus	\$53,800	2009	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #87/#16-1481
OP6894	1FDFA45X0DA63593	34,089	2013	5310	Supreme Starttrans	Bus	Mantua yard	Bus	\$53,800	2009	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #88/#16-1482
OP6895	1FDFA45X0DA63593	48,333	2013	5310	Supreme Starttrans	Bus	Mantua yard	Bus	\$53,800	2009	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #89/#16-1483
OP6896	1FDFA45X0DA63593	47,106	2013	5310	Supreme Starttrans	Bus	Mantua yard	Bus	\$53,800	2010	Mantua yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #90/#16-1484
OP6897	1FDFA45X0DA63593	41,982	2013	5310	Ford	Bus	Clayton yard	Bus	\$53,800	2010	Clayton yard	Excellent	Sept. 13	2019	Gas	16+2WC	Yes	DTS #91/#16-1484
OP6898	1FDFA45X0DA63593	51,616	2013	5310	Ford	Bus	Clayton yard	Bus	\$53,800	2012	Clayton yard	Excellent	Dec. 13	2019	Gas	16+2WC	Yes	DTS #92/#16-1484
OP6899	1FDFA45X0DA63593	32,358	2013	5310	Ford	Bus	Clayton yard	Bus	\$53,950	2009	Clayton yard	Excellent	Jun. 14	2020	Gas	18+2WC	Yes	DTS #93/#16-1090
OP2250	1FDFA45X0DA63593	37,470	2013	5310	Ford	Bus	Mantua yard	Bus	\$53,950	2010	Mantua yard	Excellent	Jun. 14	2020	Gas	18+2WC	Yes	DTS #94/#16-1091

**NJT ATTACHMENT J
COUNTY OF GLOUCESTER**

MARKETING MATERIALS

DTS Features

- Non-Emergency Medical Transportation
- Curb-to-Curb transportation
- Access to Health Care Providers
- Feeder Service to NJ Transit bus service
- Access to essential personal business appointments (i.e., Social Security Office, Division of Social Services, Housing Authority) on a space available basis
- Rural Shopping
- Employment
- **LIFT EQUIPPED BUSES**

Personal Care Assistants/companions welcomed, advise when scheduling

Service animals, respirators, and portable oxygen tanks permissible

Other Transit Services:

New Jersey Transit Bus Service
(973)275-5555
www.njtransit.com

Access Link Bus Service
1-800-955-2321

Or TT 1-800-955-6765

www.njtransit.com and click on accessible services

Medicaid clients should call:
LogistiCare 1-866-527-9933

MUNICIPAL SHUTTLE BUS CONTACTS

Clayton.....881-2882 Ext. 122
Deptford.....228-4719
Franklin.....694-1952
Glassboro.....881-1515
Mantua.....468-1500 Ext. 700
Monroe.....728-9840
Paulsboro.....423-1500
Weds only - 2nd Weds to Mall - No 5th Weds
Pitman.....582-4766
Washington Township.....589-3227
Residents only—Shopping M-F
Medical M-R
West Deptford.....845-4004 Ext. 138
Westville.....456-7785
Woodbury.....853-0892
Harrison.....478-0824 (for 55+
Active Adult Program)

The Municipal Shuttle Buses are available to the general public at no cost. The service provides Gloucester County residents access to nearby shopping facilities, senior lunch programs and area malls.

Lift equipped buses are available. Consult your municipality for schedule information

Visit us online :

www.gloucestercountynj.gov

GLOUCESTER COUNTY DIVISION OF TRANSPORTATION SERVICES

Serving Senior Citizens And Persons
With Disabilities Since 1985
Service Also Available To The General
Public Residing In Rural Areas



Service Sponsored by the Gloucester
County Board of Chosen Freeholders

ROBERT M. DAMMINGER
FREEHOLDER DIRECTOR

GIUSEPPE (JOE) CHILA
FREEHOLDER
DEPUTY DIRECTOR

JIM JEFFERSON
FREEHOLDER LIAISON



FREE!!

Don't Let Us Pass You By
MONDAY

Effective: January 2016

FREE!!

By request:	Mullica Hill.....	9:40am
By request:	Mullica West Apts.....	9:42
By request:	Swedesboro.....	9:55
By request:	Kingsway Apts.....	10:00
By request:	Gibbstown Area.....	10:20
By request:	Paulsboro Area.....	10:25
By request:	Homestead @ Harmony.....	10:30
By request:	Mickleton Area (Country Walk).....	10:35
By request:	Clarksboro, Kings Highway Area.....	10:37
By request:	Mt. Royal, Kings Highway Area....	10:40



Destinations:

Mantua Kmart.....	10:45
Shop Rite(W.Deptford).....	10:50
Woodbury Court House(by request)..	10:55
Inspira Hospital(by request).....	11:00

RETURN TRIPS

Inspira Hospital (if dropped off).....	12:45pm
Woodbury (if dropped off).....	12:50
Shop Rite (if dropped off).....	12:55
Mantua K-Mart.....	1:00

Rural clients who would like to schedule a pick-up should call the Scheduling Line @ 856-686-8350 at least one or two days prior to date of transport.

If there are any questions please contact Gloucester County Division of Transportation at 686-8355. Services sponsored by the Federal Transit Administration, NJ Transit and the Gloucester County Board of Chosen Freeholders.

Robert M. Damminger, Freeholder Director
Jim Jefferson, Freeholder Liaison

Transportation open to the general public.

**GLOUCESTER
COUNTY
TRANSPORTATION**

1st & 4th TUESDAY

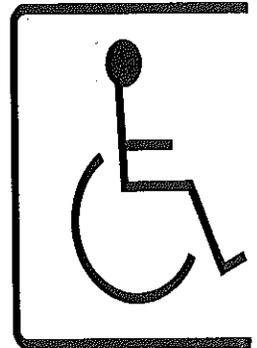


FREE!!

FREE!!

**Don't Let Us Pass You By
1st & 4th Tuesday
Effective: January 2016**

By Request:	Mantua Area.....	9:20am
By Request:	Mullica Hill Area.....	9:33
By Request:	Mullica West Apts.....	9:35
By Request:	Swedesboro Area.....	9:45
By Request:	Kingsway Apts.....	9:50
By Request:	Beckett-Village Center Area.....	9:51
By Request:	Gibbstown Area.....	10:05
By Request:	Paulsboro Area.....	10:10
By Request:	Homestead @ Harmony.....	10:15
By Request:	Country Way, Mickleton Area.....	10:20
By Request:	Clarksboro, Kings Highway Area.....	10:25
By Request:	Mt. Royal Area.....	10:30
<u>Destinations:</u>	Walmart.....	10:50
	Woodbury (by request).....	11:00



RETURN TRIPS

Walmart.....	12:50PM
Woodbury(if dropped off).....	1:05

Rural clients who would like to schedule a pick-up should call the Scheduling Line @ 856-686-8350 at least one or two days prior to date of transport.

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Robert M. Damming, Freeholder Director
Jim Jefferson, Freeholder Liaison

Transportation open to the general public.

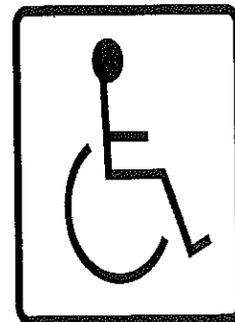


Don't Let Us Pass You By
2nd TUESDAY—Effective January 2016

FREE!!

FREE!!

By Request:	Mantua Area.....	9:20am
By Request:	Mt. Royal Area.....	9:26
By Request:	Clarksboro, Kings Highway Area.....	9:27
By Request:	Country Way, Kings Highway Area.....	9:29
By Request:	Homestead @ Harmony.....	9:30
By Request:	Paulsboro Area.....	9:35
By Request:	Gibbstown Area.....	9:39
By Request:	Beckett Area.....	9:55
By Request:	Swedesboro Area/Kings Hwy.....	10:05
By Request:	Kingsway Apts.....	10:10
By Request:	Mullica Hill West Apts.....	10:20



Shopping Destinations: See below.....10:50

- January 12th – Mullica Hill Shopping
 - February 9th—Target, Mantua
 - March 8th – Walmart, Deptford
 - April 12th - Mullica Hill Shopping
 - May 10th — Target, Mantua
 - June 14th —Walmart, Deptford
 - July 12th —Walmart, Target, Deptford
 - August 9th—Mullica Hill Shopping, Shop Rite
 - September 13th—Cowtown
 - October 11th—Walmart, Target, Deptford
 - November 8th—No Service
 - December 13th—Mullica Hill Shopping, Shop Rite
- *RETURN TRIPS FROM DESTINATIONS.....12:50pm

Rural clients who would like to schedule a pick-up should call the Scheduling Line @ 856-686-8350 at least one or two days prior to date of transport.

If there are any questions please contact Gloucester County Division of Transportation at 856-686-8355. Services sponsored by the Federal Transit Administration, NJ Transit and the Gloucester County Board of Chosen Freeholders.

Robert M. Damminger, Freeholder Director
Jim Jefferson, Freeholder Liaison

Transportation open to the general public.

**GLOUCESTER
COUNTY
TRANSPORTATION**

3rd & 5th TUESDAY

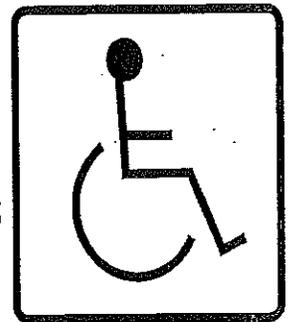


FREE!!

FREE!!

**Don't Let Us Pass You By
3rd & 5th TUESDAY
Effective: January 2016**

By Request:	Mantua Area.....	9:20am
By Request:	Mullica Hill Area.....	9:33
By Request:	Mullica West Apts.....	9:35
By Request:	Swedesboro Area.....	9:45
By Request:	Kingsway Apts.....	9:50
By Request:	Beckett-Village Center Area.....	9:51
By Request:	Gibbstown Area.....	10:05
By Request:	Paulsboro Area.....	10:10
By Request:	Homestead @ Harmony.....	10:15
By Request:	Country Way, Mickleton Area.....	10:20
By Request:	Clarksboro, Kings Highway Area.....	10:25
By Request:	Mt. Royal Area.....	10:30



Destinations:

Deptford Mall.....	10:40
Woodbury (by request).....	10:50

RETURN TRIPS

Deptford Mall.....	12:50pm
Woodbury (if dropped off).....	1:05

Rural clients who would like to schedule a pick-up should call the Scheduling Line @ 856-686-8350 at least one or two days prior to date of transport.

If there are any questions please contact Gloucester County Division of Transportation at 686-8355. Services sponsored by the Federal Transit Administration, NJ Transit and the Gloucester County Board of Chosen Freeholders.

Robert M. Damminger, Freeholder Director
Jim Jefferson, Freeholder Liaison

Transportation open to the general public.



FREE!!

FREE!!

Don't Let Us Pass You By
WEDNESDAY
Effective: January 2016

By Request:	Homestead at Harmony.....	9:40am
By Request:	Swedesboro Area.....	9:55
By Request:	Kingsway Apts.....	10:00
By Request:	Mullica West Apts.....	10:10
By Request:	Mullica Hill (Rt. 322W. & Rt. 45)Area.....	10:15
By Request:	Richwood Area.....	10:20

Destinations:

Shop Rite.....	10:30
Double Tree.....	10:35
Collegetown-(Glassboro).....	10:40
Holly Dell Dr.-Social Services Ofc....	10:45



RETURN TRIPS

HollyDell Dr. (If dropped off).....	12:50pm
Collegetown (If dropped off).....	1:00
Doubletree (If dropped off).....	1:05
Shop Rite (If dropped off).....	1:10

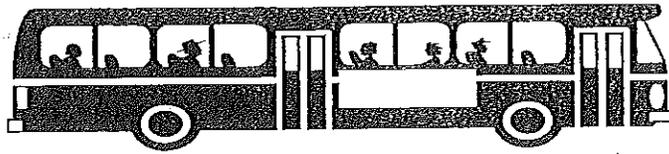
Rural clients who would like to schedule a pick-up should call the Scheduling Line @ 856-686-8350 at least one or two days prior to date of transport.

If there are any questions please contact Gloucester County Division of Transportation at 686-8355. Services sponsored by the Federal Transit Administration, NJ Transit and the Gloucester County Board of Chosen Freeholders.

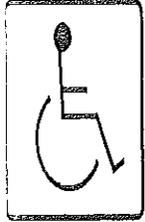
Robert M. Damminger, Freeholder Director
Jim Jefferson, Freeholder Liaison

Transportation open to the general public.

GLOUCESTER
COUNTY

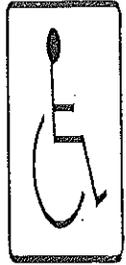


FRIDAY



**FREE!
BY REQUEST ONLY!
CALL FOR A RIDE!**

**FREE TRANSPORTATION!
SECOND FRIDAY OF EACH
MONTH
EFFECTIVE: JANUARY 2016**



BOARDING LOCATIONS

**BUS SERVICE BY
REQUEST ONLY AS NOT-
ED BELOW:**

NEWFIELD SENIOR CENTER.....	10:00AM
FRANKLINVILLE (FIREHOUSE).....	10:05
SEARS HARDWARE (pick-up Big Lots).....	10:15
COLLEGETOWN (pick-up Kmart).....	10:30
DEPTFORD MALL.....	10:50

JANUARY 8, 2016
 FEBRUARY 12, 2016
 MARCH 11, 2016
 APRIL 8, 2016
 MAY 13, 2016
 JUNE 10, 2016
 JULY 8, 2016
 AUGUST 12, 2016
 SEPTEMBER 9, 2016
 OCTOBER 14, 2016
 NO SERVICE NOV.
 DECEMBER 9, 2016

RETURN TIMES

DEPTFORD MALL.....	12:50PM
COLLEGETOWN.....	1:00
SEARS HARDWARE.....	1:05

Open to the General Public. Anyone wishing to ride this shuttle must call in advance (at least two working days; prior Wednesday by 12:00 noon) at 686-8355 to schedule passenger pick-up at locations above.

PM pick-up will be at location where passengers are discharged in the AM unless bus driver is informed otherwise by passengers when disembarking in AM. Passengers will be dropped off in the PM where boarded in the AM. *Anyone with a disability who is unable to meet the bus along the established route or who wishes to ride in the PM only must call 856-686-8355 before 4PM on the previous day!* If there are any other questions please contact the Gloucester County Division of Transportation Services at 856-686-8355. Service sponsored by the Federal Transit Administration, NJ Transit and the Gloucester County Board of Chosen Freeholders.

Transportation open to general public by request.

**NJT ATTACHMENT K1
COUNTY OF GLOUCESTER**

Notarized Copies of Public Notice

- **Courier Post**
- **NJ Advance Media**

AFFIDAVIT OF PUBLICATION

Publisher's Fee \$64.80 Affidavit \$30.00

State of New Jersey } SS.
Camden County

Personally appeared Sandy Karmel

Of the Courier-Post, a newspaper printed in Cherry Hill, New Jersey and published in Cherry Hill, in said County and State, and of general circulation in said county, who being duly sworn, depose and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 2 times, once in each issue as follows:

05/20/16, 05/22/16 A.D 2016

Mary Jo Szwak

Sandy Karmel
Sworn and subscribed before me, this 22 day of May, 2016

Ad Number: 0001290788



GLOUCESTER COUNTY

Public Hearing

On June 23, 2016, the Gloucester County Local Citizen's Transportation Advisory Committee (LCTAC) will be holding a public hearing.

The hearing is being held for the purpose of soliciting testimony/comments regarding receipt and use of fiscal year 2017 Casino tax revenues under the Senior Citizen and Disabled Resident Transportation Assistance Program (SCDRTAP) in the amount of \$451,663.00. Revenues are used to provide transportation services to senior citizens and people with disabilities in Gloucester County. Below please find the date, location and time of the public hearing.

June 23, 2016 (2:30 p.m. – 5:30 p.m.) @ Gloucester County College
at the NEW Nursing Allied Health Building, Room 1001, 1400
Tanyard Road, Sewell, NJ 08080

Oral and/or written testimony may be presented at the hearing. Written testimony can also be sent to the Gloucester County Division of Transportation Services, 115 Budd Blvd., West Deptford, NJ 08096. Written testimony must be received no later than June 17, 2015.

Transportation will be available to senior citizens and/or handicapped persons of Gloucester County wishing to attend the hearing. Those persons requesting transportation to the public hearing should contact the Division of Transportation Services at 856-686-8350 no later than June 17, 2016. Service is supported by the Gloucester County Board of Chosen Freeholders, Robert M. Damming, Freeholder Director; Jim Jefferson, Freeholder Liaison.
(\$64.80)



Woodbridge Corporate Plaza
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Iselin, NJ 08630
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	GLOUCESTER CO DEPT HUMAN SERV.		1159205		07/01/2016 - 07/31/2016		07/31/2016	Kelly Maccaroni		1 of 2
3	BILLED ACCOUNT NAME AND ADDRESS	21	CURRENT NET	22	30 DAYS	23	\$0.00	09 DAYS	24	OVER 30 DAYS
	GLOUCESTER CO DEPT HUMAN SERV. 115 BUDD BOULEVARD ATT N.WROTNY WOODBURY, NJ 08096		\$89.40				\$0.00			\$0.00
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10	PUB	11	INSERT / REF NO.	12	13	DESCRIPTION	14	AD SIZE	15	BILLED UNITS	16	GROSS RATE	17	TIMES RUN	18	GROSS AMOUNT	19	GROSS AMOUNT	20	NET AMOUNT
07/15	07/17	104186012-07152016				SJ-PUBLIC NOTICE	3.00 x 35 LI	105				0.43		1 DAILY FULL		44.70		44.70		44.70
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9	TERMS OF PAYMENT	20	TOTAL AMOUNT DUE
	CURRENT CHARGES DUE 20TH OF THE MONTH FOLLOWING PUBLICATION. PAST DUE ITEMS DUE UPON RECEIPT. ACCOUNTS 60 DAYS PAST DUE MAY BE SUBJECT TO OUTSIDE COLLECTION AGENCY		\$89.40

AFFIDAVIT

State of New Jersey
County of Gloucester

Kelly Maccaroni, being duly sworn, says that (s)he is connected with The South Jersey Times, a newspaper circulating in Camden, Cumberland, Gloucester, and Salem Counties, New Jersey, and that a notice of which the annexed is a true copy was published on the following dates in said newspaper:

July 15, 2016 & July 17, 2016

Kelly Maccaroni
Kelly Maccaroni

Sworn to before me this 22nd
day of July, 2016.

John E. Kaul Jr.
NOTARY PUBLIC

JOHN E. KAUL JR.
NOTARY PUBLIC OF NEW JERSEY
ID # 50035231
My Commission Expires 3/28/2021

PUBLIC NOTICE

Notice is hereby given that the County of Gloucester Division of Transportation Services (DTS) has made application to NJ TRANSIT for a 2014 Federal Transit Administration (FTA) 5310 partially funded grant project and has been initially approved. Notice of Inclusion has been made by NJ Transit to receive one Standard Cutaway minibus with 2 wheelchair securement locations; and one Minivan, with 1 wheelchair securement location. These leased vehicles will replace two DTS vehicles that have met their useful life and are ready for retirement. Notice of Inclusion also initially approved the 'Mobility Management Project' for an 80% funded camera project for the DTS vehicle fleet and a request for funding of \$400,000 (\$200,000 Federal Match) for 'Operating Federal Award'. This Operating Federal Award amount replaces the Section 5317 New Freedom grant and the continued decline of the Senior Citizen and Disabled Resident Transportation Assistance Program (SCDRTP) grant. Final approval for receipt of this grant will be made by the Federal Transit Administration (FTA). This funding will assist in continuing to provide transportation services to senior citizens and/or people with disabilities in Gloucester County, State of New Jersey.

Any interested party who has a significant social, economic or environmental interest is invited to provide comments within 30 days to:

Gloucester County Division of
Transportation Services (DTS)
115 Budd Blvd.
West Deptford, NJ 08096-3338

Cost: \$89.40
7/15/2016 2t (4186012)

**NJT ATTACHMENT K2
COUNTY OF GLOUCESTER**

List of Organizations for Public Hearing



BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER LIAISON
Jim Jefferson



DEPARTMENT OF HUMAN
SERVICES

DIVISION OF
TRANSPORTATION
SERVICES

DIRECTOR
Lisa Cerny

ACTING COORDINATOR
Anthony W. Wilcox

115 Budd Blvd.
West Deptford, NJ 08096

Phone 856.686.8355
Fax 856.686.8361

www.gloucestercountynj.gov

The County of Gloucester complies with all state and federal rules and regulations and does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex in admission to, access to, or operations of its programs, services, activities or in its employment practices. In addition, Gloucester County encourages the participation of people with disabilities in its programs and activities and offers special services to all County residents 60 years of age and older. Inquiries regarding compliance may be directed to the EEO office at (856)384-6903 or through the County's ADA Coordinator at (856) 384-6842/New Jersey Relay Service 711

May 17, 2016

Dear Agency Representative:

The Gloucester County Local Citizen's Transportation Advisory Committee (LCTAC) would like to invite you to our annual public hearing on June 23, 2016. The public hearing is being held at Rowan University @ Gloucester County College, NEW Nursing Allied Health Building, Room 1001, 1400 Tanyard Road, Sewell, NJ between the hours of 2:30pm – 5:30pm.

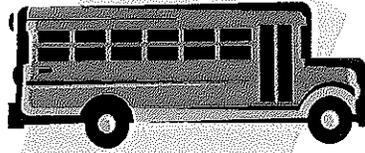
Free transportation services offered by the Gloucester County Division of Transportation Services (DTS) under the Gloucester County Department of Human Services are sponsored by the Gloucester County Board of Chosen Freeholders. The purpose of the public hearing is to solicit comments from Gloucester County residents regarding Gloucester County's application to receive FY'2017 grant funds being made available under the Senior Citizen and Disabled Resident Transportation Assistance (SCDRTAP) legislation.

On behalf of LCTAC members, I ask that you consider attending the public hearing to provide input on how transportation services can better serve your constituents. In particular, your kind assistance and cooperation in alerting residents about our public hearing is greatly appreciated. A notice regarding the public hearing is enclosed. Please place the attached notice in a conspicuous place for your clients. For those clients in need of transportation in order to attend the public hearing, please call the DTS office prior to June 17, 2016 at (856) 686-8350.

Sincerely yours,

Dennis Ledger/cw

Dennis Ledger, Chairman
LCTAC



TRANSPORTATION PUBLIC HEARING

When: June 23, 2016 2:30pm – 5:30pm

Where: Rowan College @ Gloucester County College
NEW Nursing Allied Health Building, Room 1001
1400 Tanyard Road
Sewell, NJ 08080

Co-Sponsors: Gloucester County Local Citizen's
Transportation Advisory Committee &
Gloucester County Board of Chosen Freeholders

Purpose: The hearing is being held for the purpose of soliciting testimony/comments regarding receipt and use of fiscal year 2017 Casino tax revenues under the Senior Citizen and Disabled Resident Transportation Assistance Program (SCDRTAP) in the amount of \$451,663.00. Revenues are used to provide transportation services to senior citizens and people with disabilities in Gloucester County.

Transportation to the Public Hearing is available through the Gloucester County Division of Transportation. Residents may schedule transportation to/from the hearing by calling 686-8350 no later than June 16, 2016. The casino grant application will be available on July 7, 2016 at the Gloucester County Division of Transportation @ 115 Budd Blvd., West Deptford, NJ 08096 and the Gloucester County Library, 389 Wolfert Station Road, Mullica Hill, NJ 08062.

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Robert M. Damminger, Freeholder Director
Jim Jefferson, Freeholder Liaison

Ms. Judy Hulmes-Cochran
209 Parkville Road
Thorofare, NJ 08086

Department of Health
Attn: Tamarisk Jones, Director
204 E. Holly Avenue
Sewell, NJ 08080

G.C. Division of Senior Services
Attn: Leona Mather
Office @ Budd Blvd. I/O

Borough of Glassboro
P&R Department/1 South Main St.
Glassboro, NJ 08028

Gloucester County College
Attn: Eileen Sharp
1400 Tanyard Road
Sewell, NJ 08080

RSVP
Attn: Helen Antonucci, Director
Office @ Budd Blvd.

Evergreen Court Adult Day
Services - Director
551 North Evergreen Avenue
Woodbury, NJ 08096

Catholic Social Services
8 Green Street
Woodbury, NJ 08086

Goodwill Industries
832 Mantua Pike
Woodbury Heights, NJ 08097

Chairman West Deptford Committee
On Disabled
P.O. Box 40 / Grove Road
Thorofare, NJ 08086

Interfaith
P.O. Box 674
Williamstown, NJ 08094

St. John of God School
1145 Delsea Drive
Westville Grove, NJ 08093-0490

Visiting Nurse & Homemaker, Inc.
Attn Wayne Whelan, Exec. Dir.
204 Creek Crossing Blvd.
Hainesport, NJ 08036

Mr. Bill Tyrell
Bankbridge Regional School
870 Bankbridge Road
Sewell, NJ 08080

Inspira Hospital
509 N. Broad Street
Woodbury, NJ 08096

South Jersey Legal Services
Attn: Douglas E. Gershuny
745 Market Street
Camden, NJ 08102

Division of Social Services
400 Hollydell Drive
Sewell, NJ 08080 I/O

Kennedy Dialysis Center
Ms. Sabrina Kane/Egg Harbor Commons
Suite A / 300 Medical Center Drive
Sewell, NJ 08080

Senator Stephen Sweeney
Kingsway Commons/Suite 400
935 Kings Highway
West Deptford, NJ 08086

Senator Fred H. Madden
129 Johnson Road/Suite 1
Turnersville, NJ 08012

Assemblyman Paul Moriarty
129 Johnson Road/Suite 1
Turnersville, NJ 08012

Assemblyman John Burzichelli
Kingsway Commons/Suite 400
935 Kings Highway
West Deptford, NJ 08086

Assemblyman Adam Taliaferro
Kingway Commons/Suite 400
935 Kings Highway
West Deptford, NJ 08086

Assemblywoman Gabriela Mosquera
129 Johnson Road/Suite 1
Turnersville, NJ 08012

Ms. Lisa Tulley, Regional Prog. Adm.
Office of Special Services
NJ Transit / One Penn Plaza East
Newark, NJ 07105-2246

Ms. Isabel Hernandez, Reg. Prog. Asst.
Office of Special Services
NJ Transit / One Penn Plaza East
Newark, NJ 07105-2246

Frresinius Medical Care
Swedesboro Dialysis
301 Lexington Road
Swedesboro, NJ 08085

Mr. Dennis Martin, Director
Local Programs & Minibus Support
NJ Transit/One Penn Plaza East
Newark, NJ 07105-2246

Ms. Ronnie Siriani
NJ Transit
One Penn Plaza East
Newark, NJ 07105-2246

Holly Green Camping Grounds
1718 Monroeville Road
Monroeville, NJ 08343

DIVISION OF SOCIAL SERVICES
ATTN: EDWARD SMITH, DIRECTOR
400 HOLLYDELL DRIVE
SEWELL, NJ 08080 I/O

LISA CERNY, DIRECTOR
Division of Human & Disability Svc.
BUDD BLVD. COMPLEX

Fresinius Dialysis
Evergreen Plaza
571 Evergreen & Red Bank Avenues
Woodbury, NJ 08096

Assemblyman Arthur Barclay
114 Broad Street
Woodbury, NJ 08096

Assemblywoman Patricia Egan Jones
114 Broad Street
Woodbury, NJ 08096

Senator Nilsa Cruz Perez
114 Broad Street
Woodbury, NJ 08096

FREEHOLDER JIM JEFFERSON
2 S. BROAD STREET
WOODBURY I/O

FREEHOLDER ROBERT DAMMINGER
2 S. BROAD STREET
WOODBURY I/O

FREEHOLDER JOE CHILA
2 S. BROAD STREET
WOODBURY I/O

FREEHOLDER DANIEL CHRISTY
2 S. BROAD STREET
WOODBURY I/O

FREEHOLDER HEATHER SIMMONS
2 S. BROAD STREET
WOODBURY I/O

FREEHOLDER LYMAN BARNES
2 S. BROAD STREET
WOODBURY I/O

FREEHOLDER FRANK DIMARCO
2 S. BROAD STREET
WOODBURY I/O

VISCOP ENLIGHTENMENT CTR.
P.O. BOX 0193
WENONAH, NJ 08093

Ms. Annette DiBartolomeo
N-80 Pristine Place
Parke Place
Sewell, NJ 08080

Mr. Salvatore Barbuto
29 Hollybrook Drive
Sewell, NJ 08080

Mr. Robert Dazlich
#133 Hodson Manor Apts.
20 S. Main Street
Glassboro, NJ 08028

Mr. Dennis Ledger
305 Rutgers Avenue
Oak Valley, NJ 08090

Mr. Ron Bowers
174 Robin Drive
West Deptford, NJ 08096

Mr. Dennis Cook
Rowan College @ Gloucester Co.
1400 Tanyard Road
Sewell, NJ 08080

Ms. Inez Nelson
Community Svc. Aide
Education & Disability Svc.
I/O

Mr. Chad Bruner
Gloucester County
Clerk of the Board I/O

Mr. Robert Greco
642 Pierce Avenue
Mantua, NJ 08051

Ms. Anna Marie Gonella Rosato
41 Hartford Road
Sewell, NJ 08080

Ms. Theresa Ziegler
GIS III Specialist
Planning Department I/O

Mr. Warren Strumpfer
705 Estelle Street
Blackwood, NJ 08012

E. Christina Velázquez
Sr. Program Analyst
Planning Department I/O

Cardinal Village
455 Hurffville-Cross Keys Road
Turnersville, NJ 08080-9937

Nancy Elkis Housing
100 Moylan Blvd.
Deptford, NJ 08096

Deptford Park Apartments
120 Moylan Blvd.
Deptford, NJ 08096

Woven Hearts Retirement Center
1674 Delsea Drive
Deptford, NJ 08096

Mr. Jim Kneubuehl
Abilities Solutions
1208 Delsea Drive
Westville, NJ 08093

Hodson Manor
20 S. Main Street
Glassboro, NJ 08028

Gloucester Co. Housing Authority
100 PopMoylan
Deptford, NJ 08096

Ms. Hazel Lee, Director
Center for Independent Living
1150 Delsea Drive / Suite 1
Westville, NJ 08093

Community Mental Health Center
404 Tatum Street
Woodbury, NJ 08096

Bill Urie
Abilities Center
1208 Delsea Drive
Westville, NJ 08093

Senior Citizens Club Presidents
C/O Senior Services
Budd Blvd. Complex

Senior Services
Budd Blvd. Complex
Attn: Sheila Allen

Nutrition Site Manager
Senior Services
Budd Blvd. Complex

Rowan University
Office of Special Services
Mullica Hill Road
Glassboro, NJ 08028

Volunteers of America
948 Whiglane Road
Glassboro, NJ 08028

Rowan @ GCC
1400 Tanyard Road
Sewell, NJ 08080

American Cancer Society
1851 Old Cuthbert Road
Cherry Hill, NJ 08034

Cross County Connection
4A Eves Drive / Suite 114
Marlton, NJ 08053

Center for Independent Living
1150 Delsea Drive / Suite 1
Westville, NJ 08093

Collins Transport LLC
2249 42nd Street
Pennsauken, NJ 08110

Division of Disability Services
Attn: Virginia Mayer
221 Laurel Road
Voorhees, NJ 08043

Fresinius Medical Care
Swedesboro Dialysis
301 Lexington Road
Swedesboro, NJ 08085

Association for Retarded Citizens
1555 Gateway Blvd./P.O. Box 6
Woodbury, NJ 08096

Mr. Tim Sharpe, Director
NJ Transit E-Z Pass
One Penn Plaza East
Newark, NJ 07201-2246

BOARD OF
CHOSEN FREEHOLDERS
COUNTY OF GLOUCESTER
STATE OF NEW JERSEY
FREEHOLDER DIRECTOR
Robert M. Damminger
FREEHOLDER LIAISON
Jim Jefferson



May 17, 2016

Dear Municipal Clerk/Administrator:



The Gloucester County Local Citizen's Transportation Advisory Committee (LCTAC) would like to invite you to our annual public hearing on June 23, 2016. The public hearing is being held at Gloucester County College @ Rowan, NEW Nursing Allied Health Building, Room #1001, 1400 Tanyard Road, Sewell, NJ between the hours of 2:30pm – 5:30pm.

DEPARTMENT OF HEALTH
& HUMAN SERVICES

DIRECTOR
Tamarisk L. Jones

DIVISION OF HUMAN AND
DISABILITY SERVICES

DIRECTOR
Lisa Cerny

115 Budd Blvd.
West Deptford, NJ 08096

Phone 856.686.8355
Fax 856.686.8361

www.gloucestercountynj.gov

Free transportation services offered by the Gloucester County Division of Transportation Services (DTS) under the Gloucester County Department of Human Services are sponsored by the Gloucester County Board of Chosen Freeholders. The purpose of the public hearing is to solicit comments from Gloucester County residents regarding Gloucester County's application to receive FY'2017 grant funds being made available under the Senior Citizen and Disabled Resident Transportation Assistance (SCDRTAP) legislation.

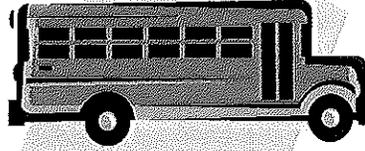
On behalf of LCTAC members, I ask that you consider attending the public hearing to provide input on how transportation services can better serve your constituents. In particular, your kind assistance and cooperation in alerting residents about our public hearing is greatly appreciated. A notice regarding the public hearing is enclosed. Please place the attached notice in a conspicuous place for your clients. For those clients in need of transportation in order to attend the public hearing, please call the DTS office prior to June 16, 2016 at (856) 686-8350.

Sincerely yours,

Dennis Ledger/cw

Dennis Ledger, Chairman
LCTAC

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TRANSPORTATION PUBLIC HEARING

When: June 23, 2016 2:30pm – 5:30pm

Where: Rowan College @ Gloucester County College
NEW Nursing Allied Health Building, Room 1001
1400 Tanyard Road
Sewell, NJ 08080

Co-Sponsors: Gloucester County Local Citizen's
Transportation Advisory Committee &
Gloucester County Board of Chosen Freeholders

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Robert M. Damming, Freeholder Director
Jim Jefferson, Freeholder Liaison

Borough of Clayton
Attn: Christine Newcomb
125 N. Delsea Drive
Clayton, NJ 08312

Township of Elk
Debbie Pine, RMC, CMC, CRVS
680 Whig Lane Road
Monroeville, NJ 08343

Township of Greenwich
Attn: Lori Biermann, Clerk
420 Washington Street
Gibbstown, NJ 08027

Township of Mantua
Attn: Jennica Bileci, RMC
401 Main Street
Mantua, NJ 08051

Borough of Newfield
Attn: Toni L. VanCamp, RMC
18 Catawba Avenue
Newfield, NJ 08344

Township of South Harrison
Attn: Nancy E. Kearns
P.O. Box 113
Harrisonville, NJ 08039

Borough of Wenonah
Attn: Karen L. Sweeney
P.O. Box 66
Wenonah, NJ 08090

City of Woodbury
Attn: Roy Duffield
P.O. Box 180 / 33 Delaware St.
Woodbury, NJ 08096

Township of Deptford
Attn: Dina L. Zawadski, RMC, CMC
1011 Cooper Street
Deptford, NJ 08096

Township of Franklin
Attn: Barb Freijomil, Mun. Clerk
1571 Delsea Drive
Franklinville, NJ 08322

Township of Harrison
Attn: Diane L. Malloy
114 Bridgeton Pike
Mullica Hill, NJ 08062

Township of Monroe
Attn: Susan McCormick
125 Virginia Avenue
Williamstown, NJ 08094

Borough of Pitman
Attn: Judith O'Donnell
110 S. Broadway
Pitman, NJ 08071

Borough of Swedesboro
Attn: Tanya Goodwin
P.O. Box 56 / 1500 Kings Hwy.
Swedesboro, NJ 08085

Township of West Deptford
Attn: Lee Ann DeHart, Clerk
P.O. Box 89 / 400 Crown Point Rd.
Thorofare, NJ 08086

Borough of Woodbury Heights
Attn: Janet Pizzi
500 Elm Avenue
Woodbury Heights, NJ 08097

Township of East Greenwich
Attn: Susan M. Costill
159 Democrat Road
Mickleton, NJ 08056

Borough of Glassboro
Patricia A. Frontino, RMC, MMC, CMR
1 South Main Street
Glassboro, NJ 08028

Township of Logan
Attn: Linda L. Oswald, RMC
P.O. Box 314
Bridgeport, NJ 08014

Borough of National Park
Josh Pitts, Esquire
P.O. Box 262 / 7 South Grove Ave.
National Park, NJ 08063

Borough of Paulsboro
Attn: Kathy A. VanScoy
1211 Delaware Street
Paulsboro, NJ 08066

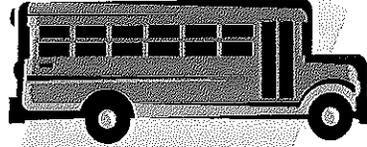
Township of Washington
Attn: Jill McCrea, RMC
P.O. Box 1106 / 523 Egg Harbor Rd.
Sewell, NJ 08080

Borough of Westville
Christine A. Helder, RMC, CTC, CMC
165 Broadway
Westville, NJ 08093-1148

Township of Woolwich
Attn: Jane B. DiBella
120 Village Green Drive
Swedesboro, NJ 08085

**NJT ATTACHMENT K3
COUNTY OF GLOUCESTER**

Large Print Public Notice



TRANSPORTATION PUBLIC HEARING

When: June 23, 2016 2:30pm – 5:30pm

Where: Rowan College at Gloucester County College
New Nursing Allied Health Bldg., Room 1001
1400 Tanyard Road
Sewell, NJ 08080

Co-Sponsors: Gloucester County Local Citizen's
Transportation Advisory Committee &
Gloucester County Board of Chosen Freeholders

Purpose: The hearing is being held for the purpose of soliciting testimony/comments regarding receipt and use of fiscal year 2017 Casino tax revenues under the Senior Citizen & Disabled Resident Transportation Assistance Program (SCDRTAP) in the amount of \$451,663. Revenues are used to provide transportation services to senior citizens and people with disabilities in Gloucester County.

Transportation to the Public Hearing is available through the Gloucester County Division of Transportation. Residents may schedule transportation to/from the hearing by calling 686-8355 no later than June 1, 2015. The casino grant application will be available on June 24, 2015 at the Gloucester County Division of Transportation @ 115 Budd Blvd., West Deptford, NJ 08096 and the Gloucester County Library, 389 Wolfert Station Road, Mullica Hill, NJ 08062.

Robert M. Damming, Freeholder Director
Jim Jefferson, Freeholder Liaison

**NJT ATTACHMENT K4
COUNTY OF GLOUCESTER**

Library Public Notice Information

For Public Review: Gloucester County's 2017 Senior Citizen and Disabled Resident Transportation Assistance Program (SCDRTAP) application, for funding in the amount of \$451,663 has been placed in the County Library for public review and will be available to public on September 1, 2016.

On 9-1-16 the 2017 SCDRTAP application was placed in the *Gloucester County Library System, Mullica Hill Branch, 389 Wolfert Station Road, Mullica Hill, NJ 08062.*

Dawn Sepide

Signature

**NJT ATTACHMENT K5
COUNTY OF GLOUCESTER**

Website Screen Shot



- Homepage
- About our County
- How do I...
- County Services
- Departments / Agencies
- Elected Officials
- Directory

[Homepage](#) > [...](#) > [H](#) > [Human Services](#) > [Transportation](#)

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- [DTS Referral Application](#)
- [Non-Emergency Medical Transportation](#)
- [Pureland East-West Community Shuttle](#)
- [Rural Shopping Services](#)
- [Transportation Resources & Links](#)
- [Veteran Services & Dialysis Services](#)
- [Work or Vocational Related Services](#)
- [Title VI Non-Discrimination Policy](#)

DIVISION OF TRANSPORTATION SERVICES

The Division of Transportation Services (DTS), under the Department of Health & Human Services, provides non-emergency curb-to-curb transportation services to: senior citizens (60 years and older), people with disabilities, Veterans, and low-income residents of Gloucester County. Advance reservations are required and ongoing subscription service is also available.

Service is provided to all areas of Gloucester County, with limited service to Camden County, Cumberland County, Salem County and portions of Philadelphia.

[NJT SCDRTAP 2017 Section 5311 Application](#)

[NJT SCDRTAP 5311 Attachment I](#)

[NJT SCDRTAP 5311 Attachment II](#)

Pureland East-West Community Shuttle latest newsletter click here -> [Fall 2015](#)

For more information on this service click on the tab to the left for Pureland East-West Community Shuttle

About Us:

Gloucester County Division of Transportation Services (DTS) has been in existence since 1985. Since its inception, DTS has been committed to improving accessibility for senior citizens, people with disabilities and other residents with mobility challenges. From 1985 to 2010, DTS has provided over 2.5 million rides to eligible residents.

DTS budget and operational activities are based upon various federal and state funding sources as well as county funds made available to DTS. Advisory responsibility is provided by the Gloucester County Local Citizen's Transportation Advisory Committee (LCTAC). The LCTAC meets on the second Thursday of the month (except May to August) at 6:00pm at the County's Budd Blvd. Complex, 115 Budd Blvd., West Deptford, NJ. The LCTAC consists of at least 51% consumers (people with disabilities and/or senior citizens) who are appointed annually by the Board of Chosen Freeholders.

Contact Us:



Email	DHS Division of Transportation Services
Directions:	Gloucester County Department of Human Services Division of Transportation Services 115 Budd Blvd. West Deptford, NJ 08096 Map to Transportation Services at Budd Blvd Complex
General Information	(856)686-8355 Hours: 8:30am – 4:00pm
Schedule a Ride	(856)686-8350 Hours: 8:30am – 4:00pm
Confirm/Cancel Rides	(856)686-8359 Hours: 6:30am – 4:30pm

General Policies & Procedures:

For general information and eligibility please review: [DTS Policies & Procedures Revised 092815](#)

**NJT ATTACHMENT K6
COUNTY OF GLOUCESTER**

2017 LCTAC Tentative Schedule



BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER LIAISON
Jim Jefferson



DEPARTMENT OF HEALTH
& HUMAN SERVICES

DIRECTOR
Tamarisk L. Jones

DIVISION OF HUMAN AND
DISABILITY SERVICES

DIRECTOR
Lisa A. Cerny

115 Budd Boulevard
West Deptford, NJ 08096

Phone: 856.384.6900

Fax: 856.686.8343

www.gloucestercountynj.gov

GLOUCESTER COUNTY LOCAL CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE 2017 MEETING SCHEDULE

FEBRUARY 9, 2017 REORGANIZATION

MARCH 9, 2017

APRIL 13, 2017

***MAY or JUNE PUBLIC HEARING – TO BE ANNOUNCED**

SEPTEMBER 14, 2017

OCTOBER 12, 2017

NOVEMBER 9, 2017

DECEMBER 14, 2017

All meetings are being held at 115 Budd Boulevard, West Deptford, NJ @ 6:00pm in the main conference room. The Public Hearing will be held in May or June at Gloucester County College.

***To be advertised by Transportation Staff – Public Hearing at Gloucester County College, 2:30pm – 5:00pm**

The County of Gloucester complies with all state and federal rules and regulations and does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex in admission to, access to, or operations of its programs, services, activities or in its employment practices. In addition, Gloucester County encourages the participation of people with disabilities in its programs and activities and offers special services to all County residents 60 years of age and older. Inquiries regarding compliance may be directed to the EEO office at (856)384-6903 or through the County's ADA Coordinator at (856) 384-6842/New Jersey Relay Service 711