

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

**NOTICE OF
REQUESTS FOR PROPOSALS**

FOR

FY 2013 SEAT BELT SURVEY

February 15, 2013

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to conduct a Seat Belt Observation Survey throughout Atlantic, Cape May, Cumberland and Salem counties for both commercial vehicle drivers and school bus drivers.

Copies of the RFPs can be obtained from the SJTPO at 782 S. Brewster Road, Vineland, New Jersey 08361, by e-mail (sjtpo@sjtpo.org), or by calling 856-794-1941. Copies may also be obtained immediately via our website <http://www.sjtpo.org/Opportunities.html> . However, please notify us that you have obtained an RFP so that we may send you any further information or updates that may be released.

Interested firms must submit five (5) copies of their proposals no later than 5:00 P.M., prevailing time, Thursday, March 7, 2013.

The contract with the SJTPO will be executed via the South Jersey Transportation Authority (SJTA), and all contractual provisions and requirements of the SJTA will be in effect. The project is funded with Federal Highway Administration PL funds administered through SJTPO and the New Jersey Department of Transportation, and all applicable federal and state financial provisions will be in effect.

2/15/13

REQUEST FOR PROPOSAL

FY 2013 SEAT BELT OBSERVATIONAL SURVEY



782 S. BREWSTER ROAD, UNIT B6
VINELAND, NEW JERSEY 08361
856-794-1941
856-794-2549(Fax)
Website: www.SJTPO.org

FREEHOLDER FRANK SUTTON, CHAIRMAN
TIMOTHY G. CHELIUS, EXECUTIVE DIRECTOR

TABLE OF CONTENTS

- I. Introduction**
- II. Scope of Work**
- III. Consultant Selection**
- IV. DBE and Emerging Small Business Enterprise Participation**
- V. Equal Employment Opportunity Provision**
- VI. Insurance Requirements**

EXHIBITS

- Exhibit A: Affirmative Action Language**
- Exhibit B: Notice to All Bidders**
- Exhibit C: Required Affirmative Action Evidence for Procurement, Professional and Services Contracts**
- Exhibit D: CMV Driver Observation Sites**
- Exhibit E: School Bus Driver Observation Sits**
- Exhibit F: Proposed 10 day itinerary**

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSALS

FY 2013 SEAT BELT SURVEY

I. INTRODUCTION

A. General

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to conduct a Seat Belt Survey in Atlantic, Cape May, Cumberland and Salem Counties. Technical proposals must be prepared and submitted in accordance with the requirements, format, and guidelines presented in this RFP document.

The SJTPO is the designated Metropolitan Planning Organization for Atlantic, Cape May, Cumberland and Salem Counties. As such, the SJTPO has responsibility or oversight for all federally funded surface transportation planning activities in the region.

B. Submission

Interested firms must submit five (5) paper copies and one (1) electronic copy of their technical proposal, along with (1) copy of the cost proposal, in a separate, sealed envelope (see III B), no later than 5:00 P.M., prevailing time, on [Thursday, March 7, 2013](#). The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

**Teresa M. Thomas, SJTSA Program Manager
South Jersey Transportation Planning Organization
782 S. Brewster Road, Unit B6, Vineland, NJ 08361**

The SJTPO reserves the right to reject any submission for failure to adhere to these requirements or to accept any submission, which in its judgment will best serve its interest. All submitting firms grant to the SJTPO a non-exclusive right to use, or cause others to use, the contents of the submission for any purpose. All submissions will become the sole property of the SJTPO. Subconsultants, subcontractors, and joint ventures are permitted for the purposes of this submission.

C. Interpretations and Addenda

All questions, requests for interpretations and comments must be **submitted in writing** and received on or before [Friday, March 1, 2013](#) and submitted to **Teresa Thomas** at the above address. Faxes (856-794-2549) and emails (teresa@sjtsa.org) are acceptable. Interpretations or clarifications in response to questions or comments received by prospective proposers will be posted on the SJTPO website. Only written clarifications from SJTPO will be binding; oral and other interpretations or clarifications will be without legal effect.

PLEASE CHECK THE SJTPO WEBSITE DURING THE RFP RESPONSE PERIOD FOR ADDENDA TO THE RFP, AND QUESTIONS AND ANSWERS.

D. Anticipated Consultant Selection Schedule

End of Question/Answer Period – [Friday, March 1, 2013](#)
Proposal Due Date – [Thursday, March 7, 2013](#)
Policy Board Action – [Monday, March 25, 2013](#)
Notice to Proceed – [Friday, April 5, 2013](#)

E. Contracting

A contract with the SJTPO will be executed via the South Jersey Transportation Authority (SJTA), the administrative host of the SJTPO. Submission of a proposal indicates the submitter agrees with the general form of the SJTA Subcontract as seen on the SJTPO website. All provisions and requirements of the SJTA pertaining to contractual matters will be in effect. This project is funded by the Federal Highway Administration and the Federal Transit Administration of the United States Department of Transportation.

II. SCOPE OF WORK

A. Background

Safety is a top priority in SJTPO's plans and programs. Along with the South Jersey Traffic Safety Alliance (SJTSA), SJTPO is actively engaged in several safety-related initiatives and this project involves conducting a Seat Belt Survey for selected sites throughout the region, in cooperation with the SJTSA.

In the past, this survey was based on the "National Occupant Protection Use Survey" (NOPUS), <http://www-nrd.nhtsa.dot.gov/Pubs/811036.PDF> and was meant to be a "snapshot" of seat belt usage on the road. They included 78 intersection locations throughout the region focusing on passenger vehicles.

For FY 2013, the SJTSA has decided to eliminate passenger vehicle observations and focus on commercial motor vehicle (CMV) drivers and school bus drivers.

CMV drivers were previously observed in 2009 and 2011 noting an increase from 72% usage to 82% usage. Cell phone use decreased during that time period from 6% to 5%. There is no previous seat belt or cell phone use data for school bus drivers. This survey will create the baseline.

All previous years reports, as well as, a year to year comparison report can be found on the Alliance's website, www.SJTSA.org.

B. Content

The objectives of the SJTSA [2013](#) Seat Belt Survey are to:

1. Determine 2013 seat belt use for CMV drivers in the SJTPO region.
2. Compare South Jersey's 2013 CMV usage rate to South Jersey's 2009 and 2011 usage rates.
3. Compare South Jersey's 2013 CMV usage rate to the most recent national usage rate for CMV drivers.
4. Determine 2013 cell phone use rate for CMV drivers in the SJTPO region.

5. Compare South Jersey's 2013 CMV cell phone use rate to 2009 and 2011 rates.
6. Determine 2013 (baseline) seat belt use rate for schools bus drivers in the SJTPO region.
7. Determine 2013 (baseline) cell phone use rate for schools bus drivers in the SJTPO region.
8. Compare South Jersey's school bus driver seat belt use rates to statewide and national data, if available.

Scheduling school bus driver observations is more involved than passenger vehicles or CMV because some school districts have their own buses while others contract with bus companies. It is important that the survey include observations of all bus companies for an accurate rate. Individual bus companies and CMV companies should be listed in the back of the report with their individual use rates.

It is estimated that at least 20 minutes, maybe 30, before the morning bell is needed for school bus observations.

[Exhibit D](#) – List the locations for CMV driver observations with previous years locations noted.

[Exhibit E](#) – List of schools, addresses, bell times and bus companies for school bus driver observations.

[Exhibit F](#) – Proposed 10 day itinerary.

The consultant shall be responsible to:

- 1) Hire the observers
- 2) Train the observers
- 3) Provide materials for the observers
- 4) Deploy the observers
- 5) Schedule the observers
- 6) Ensure the collection of certain driver and vehicle characteristics
- 7) Safeguard the data collected
- 8) Analyze the data
- 9) Provide the formal report

Observer Training

Contractors will train observers and make available the necessary supplies. These supplies include:

- Manual to be part of the field material
- County maps
- Schedules
- Observer forms
- Clipboards and pens or data collection devices
- Orange vests (available from the Alliance, if necessary)

Observer Forms

- Daily Activity Report – a chronological account of the observer's day with mileage and times at each location, lunch and breaks.

- Observation Form – actual observations per site, including: seat belt usage, gender, cell phone usage, type of truck (for CMV) and company name. Plus, a note place for any other comments for that vehicle.
- Tally Form –. Total observation data per site with a header with street names, municipality, county, date, day of week and time interval.

Data to Collect

Driver seat belt use and gender

Driver cell phone use and other distractions

Name of company on both CMV and school bus and for school buses, possibly the bus number

Observations

- Observers should work in pairs for safety but may conduct observations independently.
- Observers are to collect data for driver only. That includes seat belt and cell phone, as well as type of vehicle (for CMV), name of business or bus company and possibly bus number.
- If a clear determination on seat belt usage cannot be made, the observer should not count that vehicle.
- Observations are made from the roadside or from a stationary vehicle.
- Accuracy is the priority. It is not necessary to observe every vehicle that passes by but those that are included need to be correct.
- CMV Only - Random surveying is important. If an observer notices that he or she is having trouble identifying seat belt use in a particular type of vehicle and is not including them, the observer should stop and find another location where they can see clearly into all CMV that pass by. Observers should not include or exclude any one type of vehicle.

Observer Schedule

The contractor will insure that the observers are assigned sites that are clustered, so that the assigned sites are within close proximity, therefore reducing travel time.

Report

The contractor will prepare a draft report for the SJTSA to review. Comments and changes from SJTSA will be incorporated into the final report. Consistency with decimals and percentages, one place, is required. The final report needs to contain the language below.

DISCLAIMER

The preparation of this report has been financed in part by the US Department of Transportation and Federal Highway Administration. This document is disseminated under the sponsorship of the US Department of Transportation in the interest of information exchange. The United States Government assumes no liability for its contents or its use thereof.

C. Deliverables

Project deliverables must include, at a minimum, all tangible products derived or produced in the course of completing the work described in the above section.

Additionally, one (1) draft report and five (5) final hard copy reports, along with one (1) electronic format on CD ROM are required. Microsoft formats, pdf, and any mapping shall be in ArcGIS 9.0 or later version. The proposal should clearly state the specific formats for the deliverables.

D. Schedule

We anticipate a Notice to Proceed on or about [Friday, April 5, 2013](#). The Draft Report is due by [June 1, 2013](#) and Final Report by [June 30, 2013](#).

III. CONSULTANT SELECTION

A review committee will evaluate each proposal and may recommend firms to present additional information and appear for interviews. Or, the proposal may be the sole basis for the selection.

Negotiations and award of the contract will be to the firms that provide the most advantageous proposals. The SJTPO reserves the right to reject any and all proposals.

LATE PROPOSALS WILL NOT BE EVALUATED.

The submission should be stapled or bound with no loose pages. The following criteria have been established to guide the evaluation of each consultant proposal with each criterion weighted as indicated below. The proposal must contain the following information:

A. Technical Proposal

1. **Technical Approach** (Criterion weight: 30 percent): A narrative describing the understanding of the effort and products required, including descriptions of the specific tasks and subtasks to be undertaken.
 - a. The issues or problems and a detailed approach to completing the work program. A list with description of deliverables.

- b. A project schedule indicating project milestones, deliverables, and key meetings using a Notice to Proceed as “Day 0”. The schedule should anticipate review time by other agencies and committees, but time allotments for work under the control of the consultant will be regarded as a commitment.
2. **Firm Qualifications** (Criterion weight: 25 percent): Qualifications of the firm and any subcontractors:
- a. A list of similar work, including the name and telephone number of the clients, and a full description of the services provided by the firm. An organizational chart and description of the firm.
 - b. A description of the firm's facilities, number of offices and employees in each office, any special equipment and other factors, (knowledge, skills, etc.) which may affect the delivery of the required services.
3. **Staff Qualifications** (Criterion weight: 30 percent): Qualifications, experience and office address of firm's and any subcontractor's staff:
- a. Resumes of the professional staff.
 - b. Location of office that will be performing the work on this project.
4. **DBE/ESBE Utilization** (Criterion weight: 15 percent)

Federal and State requirements that must be addressed is the mandated DBE/ESBE participation. See Section IV for definition of DBE/ESBE firms. This section must identify any proposed DBE/ESBE firms and the proposed percentage participation in the total contract. Do not site a dollar amount, as that must be provided in the separate Fee Proposal. **SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (for FY 2011) which is 15.61 percent.**

The highest ranking firms may be invited, at the option of SJTPO, to an interview to present relevant details of their proposals and introduce key staff.

B. Cost Proposal

The Technical Proposals must be accompanied by one (1) hard copy and one (1) electronic copy of the Cost Proposal in a separate, sealed envelope. The cost proposals must include a price and level of effort for the Scope of Work. All other charges, such as fringe benefit, overhead, profit, etc., must be identified, yielding a total project cost. Please also include a list of key personnel arranged by title and level with hourly rates.

If an acceptable contract cannot be negotiated with the selected firm, negotiations will be terminated and SJTPO will initiate discussions with the second ranked firm. The consultant selection and negotiated contract are subject to approval by the U.S. Department of Transportation in accordance with its policies and procedures. The dollar and percentage participation of DBE/ESBE firms must be separately itemized in the cost proposal.

IV. DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND EMERGING SMALL BUSINESS PARTICIPATION (ESBE)

A. General

Regulations of the Department of Transportation relative to Non-Discrimination in Federally assisted projects of the Department of Transportation (49 CFR Part 21), is made part of the Agreement. In order to ensure The State of New Jersey Department of Transportation (NJDOT) achieves its federally mandated statewide DBE goal, SJTPO encourages the participation of Disadvantaged Business Enterprise (DBE) or Emerging Small Business Enterprise (ESBE), as defined below, in the performance of consultant contracts financed in whole or in part with federal funds.

A Disadvantaged Business Enterprise (DBE) is defined in 49 CFR Part 26, as "a small business concern (from Section 3 of the Small Business Act), which is:

1. At least 51 percent owned by one or more 'socially and economically disadvantaged' individuals, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more 'socially and economically disadvantaged' individuals: and
2. Whose management and daily business operations are controlled by one or more of the 'socially and economically disadvantaged' individuals who own it.

"Socially and economically disadvantaged" is defined as individuals who are citizens of the United States (or lawfully permanent residents) and who are: "Black Americans," "Hispanic Americans", "Native Americans," "Asian-Pacific Americans", "Asian-Indian Americans", "Women" (regardless of race, ethnicity, or origin); or "Other" disadvantaged pursuant to Section 8 of the Small Business Act).

Emerging Small Business Enterprise: The Emerging Small Business Enterprise (ESBE) referred to herein is defined as a firm that has met the following criteria and obtained small business certification as an ESBE by The State of New Jersey Department of Transportation:

1. A firm must meet the criteria for a small business as defined by the Small Business Administration in 13 CFR Part 121, which includes annual receipts from all revenues, including affiliate receipts which equates to the annual arithmetic average over the last 3 completed tax years, or by the number of employees.
2. The small business must be owned by individuals who do not exceed the personal net worth criteria established in 49 CFR Part 26 which is \$750,000. All appropriately certified DBEs fall into this definition due to their size.

B. Policy

The CONTRACTOR agrees that DBE/ESBE firms shall have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement, the CONTRACTOR and its subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of USDOT-assisted contracts in

accordance with 49 CFR Part 21. DBE requirements of 49 CFR Part 23 applies to this agreement. The SJTPO strongly encourages the use of DBE/ESBEs in all of its contractual efforts.

C. Certified DBE/ESBE Firms

A list of certified ESBE firms is compiled and is effective for contracts on a per calendar year basis. The current list of certified ESBE firms is available on the website of the New Jersey Department of Transportation (<http://www.state.nj.us/transportation/business/civilrights/dbe.shtm>). Firms who wish to be considered for DBE/ESBE certification are encouraged to contact the NJDOT Office of Civil Rights directly for information on the certification process. Once a firm is certified, the federal portion of the dollar value of the contract or subcontract awarded to the DBE/ESBE is generally counted toward the applicable DBE/ESBE goal. If state matching and/or non-matching funds are also awarded to an DBE/ESBE, the total dollar value of the DBE/ESBE contract or subcontract may also be counted toward the applicable DBE/ESBE goal.

D. Consultant Documentation

If applicable, the Consultant must demonstrate sufficient reasonable efforts to meet the DBE/ESBE contract goals. Additionally, SJTPO has a long-standing commitment to maximize business opportunities available to disadvantaged and DBE/ESBE firms. The consultant's contract is subject to all federal, state, and local laws, rules, and regulations, including but not limited to, non-discrimination in employment and affirmative action for equal employment opportunity. The consultant's contract obligates the consultant to aggressively pursue DBE/ESBEs for participation in the performance of contracts and subcontracts financed in whole or in part with Federal funds. The consultant cannot discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts. The consultant contract specifies the DBE/ESBE goal and the DBE/ESBE participation rate for that contract, if applicable. The prime consultant contract must document, in writing, all of the steps that led to any selection of the DBE/ESBE firm(s). Prior to the award of a consultant contract, the consultant must demonstrate sufficient reasonable efforts to utilize DBE/ESBE firms. **SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (for FY 2011) which is 15.61 percent.**

If, at any time you intend to subcontract or modify any portion of the work already under contract, or intend to purchase material or lease equipment not contemplated during the original preparation of your cost proposal, you must notify SJTPO in writing. If, as a result of any subcontract, modification, purchase order, or lease, the actual DBE/ESBE or participation rate for the consultant's contract is in danger of falling below the agreed upon DBE/ESBE participation, then a request must be made for an DBE/ESBE Goal Exemption Modification through SJTPO.

V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION

- A.** Consultant and their subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.
- B.** All potential Consultants must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity. The potential Consultant must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment opportunity because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The

Consultant must uphold and operate in compliance with Executive Order 11246 and as amended in Executive Order 11375, Titles VI and VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, and the Fair Employment Practices Act.

- C. In response to this Request for Qualifications/Request for Proposals, the Consultant should furnish a detailed statement relative to its Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subconsultants.

VI. INSURANCE REQUIREMENTS

- A. The Consultant shall carry and maintain in full force and effect for the duration of this contract, and any supplement thereto, appropriate insurance. The Consultant shall submit to the SJTPO, a Certificate of Insurance indicating the existence of the coverage required. Policies shall be issued by an insurance company authorized to do business in the State of New Jersey; and approved by the SJTA.

- B. Insurance similar to that required by the Consultant shall be provided by or on behalf of all subconsultants to cover its operation(s) performed under this contract, and include in all subcontracts. The Consultant shall not be issued the Notice to Proceed until evidence of the insurance coverage required has been received, reviewed, and accepted by the SJTPO.

- C. The insurance coverage under such policy or policies shall not be less than specified herein.

1. Worker's Compensation and Employer's Liability:
 - a) Each Accident \$ 100,000
 - b) Disease-Each Employer \$ 100,000
 - c) Disease Policy Limit \$ 500,000

2. Comprehensive General Liability:
 - a) Bodily Injury
 - Each Person \$ 250,000
 - Each Occurrence \$1,000,000
 - b) Property Damage
 - Each Person \$1,000,000
 - Aggregate \$2,000,000

3. Comprehensive Automobile Liability:
 - a) Bodily Injury
 - Each Person \$ 500,000
 - Each Occurrence \$1,000,000
 - b) Property Damage
 - Each Occurrence \$ 250,000

4. Professional Liability Insurance:
 - a) Claims made/aggregate \$1,000,000

EXHIBIT A

P.L. 1975, C. 127 (N.J.A.C. 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICES CONTRACTS

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

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

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

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

The contractor or subcontractor; where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

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

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

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

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code (NJAC 17:27)**.

EXHIBIT B

NOTICE TO ALL BIDDERS **SET-OFF FOR STATE TAX**

Please be advised that, pursuant to P.L. 1995, c.159, effective January 1, 1996, and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership or S corporation under contract to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, the Director of the Division of Taxation shall seek to set off that taxpayer's or shareholder's share of the payment due the taxpayer, partnership or S corporation. The amount set off shall not allow for the deduction of any expenses or other deductions which might be attributable to the taxpayer, partner or shareholder subject to set-off under this act.

The Director of the Division of Taxation shall give notice of the set-off to the taxpayer and provide an opportunity for a hearing within 30 days of such notice under the procedures for protests established under R.S. 54:49-18. No requests for conference, protest, or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable by the State, pursuant to P.L. 1987, c.184 (c.52:32-32 et seq.), to the taxpayer shall be stayed.

EXHIBIT C

**REQUIRED AFFIRMATIVE ACTION EVIDENCE FOR
PROCUREMENT, PROFESSIONAL AND SERVICES CONTRACTS**

All successful vendors must submit one of the following within seven (**7**) days of the notice of intent to award:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval.
- OR
2. A photo copy of their Certificate of Employee Information Report.
- OR
3. A completed Affirmative Action Employee Information Report (AA302).

PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE AS PART OF THE BID PACKAGE IN THE EVENT THAT YOU OR YOUR FIRM IS AWARDED THIS CONTRACT.

1. Our company has a Federal Letter of Affirmative Action Plan Approval.

Yes _____ No _____

2. Our company has a Certificate of Employee Information Report.

Yes _____ No _____

3. Our company has neither of the above. Please send Form #AA302
(AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT). _____ Check here

NOTE: This form will be sent only if your company is awarded the bid.

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

NAME _____

(Please type or print)

SIGNATURE _____

TITLE _____

DATE _____

PHONE _____

FAX _____

EXHIBIT D
 FY 2013 COMMERCIAL MOTOR VEHICLE
 SEAT BELT OBSERVATION SURVEY SITES

ATLANTIC COUNTY

	DAY	LOCATION	MUNICIPALITY
*		US 40/322 (Arctic Ave) & Albany Ave	Atlantic City
*	6	US 40/322 (BHP) & CR 603 (English Creek Ave)	Egg Harbor Twp
*	7	RT 575 Pomona Road & US 30 (WHP)	Galloway
*	6	US 40 & RT 54	Buena
*	8	** 6700 Delilah Rd (* Fire Road & Delilah Road)	Egg Harbor Twp
	7	Main st and 50	Mays Landing
	7	Ocean Heights and English Creek	Egg Harbor Twp
	6	Rts 30, 54 and 206	Hammonton
	8	Rt 9 and GSP ramps	Pleasantville
	8	Rt 322 and Rt 9	Pleasantville

CAPE MAY COUNTY

	DAY	LOCATION	MUNICIPALITY
*		Rt 9 & NJ 50	Seaveille (Upper Twp)
*	5	Rt 9 & NJ 47	Middle Twp
*		RT 9 & Roosevelt Blvd	Marmora (Upper Twp)
*	5	** 571 Petersburg Road (*Dennisville Rd)	Dennisville
	4	GSP and Crest Haven Rd	CMCH
	4	Rt 109 and Ocean Dr and GSP	Cape May
	5	Roosevelt Blvd and GSP	Marmora (Upper Twp)
	5	Rt 52 circle	Somers Point

CUMBERLAND COUNTY

	DAY	ROAD TYPE	MUNICIPALITY
*	2	Delsea Drive & Rt 55 ramps	Millville
*	2	NJ 49 & Laurel St	Bridgeton
*	1	** Sherman Ave at NJ 47 Delsea Dr	Vineland
*	2	NJ 77 & NJ 59 (Carlls Corner)	Upper Deerfield
	1	SE Blvd and Landis Ave	Vineland
	1	Sherman Ave at Rt 55 ramps	Vineland
	3	Rt 47, 347 and 670	Maurice River Twp
	2	Rt 49 and N Pearl St	Bridgeton
	3	Rt 47 and Rt 49	Millville

SALEM COUNTY

	DAY	LOCATION	MUNICIPALITY
*	9	CR 540 (Hawks Bridge Rd) & US 40	Pennsville
*	10	** 52 McKillip Rd, Alloway	Salem City
*	10	NJ 45 & US 40	Pilesgrove
*	9	NJ 49 (Broadway) at Lippincott	Pennsville
	9	Rt 49 and 295 ramps	Deepwater

* The sites from 2009 and 2011.

** Capturing the recycle/dump yard CMV traffic.

EXHIBIT E
 FY 2013 SCHOOL INFORMATION
 SEAT BELT OBSERVATION SURVEY SITES

ATLANTIC COUNTY

	Day	AM Bell	LOCATION	PM Bell	Day	MUNICIPALITY
		8:50	Reeds Ele, 103 S Reed Road	3:20		Galloway
		8:50	Roland Rogers Ele, 105 S Reeds Road	3:20		Galloway
		7:30	Middle School, 100 S Reeds Road	2:20		Galloway
						Galloway
	6	7:30	Buena HS - 125 Weymouth Road	2:15		Buena
	6	8:10	Buena MS - 175 Weymouth Road	3:00		Buena
	6	9:00	Cleary Ele - 1501 Central Ave	3:45		Buena
	6	9:30	Milanese Ele - 880 Harding Highway	n/a		Buena
		7:30	Hammonton HS - 556 Old Forks Road	2:30	6	Hammonton
		7:40	Liberty MS - 75 North Liberty	2:17		Hammonton
		8:48	Sooy Ele -601 N 4th st			Hammonton

EXHIBIT E
FY 2013 SCHOOL INFORMATION
SEAT BELT OBSERVATION SURVEY SITES

CAPE MAY COUNTY

Day	AM Bell	LOCATION	PM Bell	Day	MUNICIPALITY	BUS COMPANIES
	7:40	Ocean City Intermediate - 1801 Bay Ave	2:20	5	Ocean City	First Student and Sheppard
	7:53	Ocean City High School - 501 Atlantic Ave	2:35	5	Ocean City	First Student and Sheppard
	8:35	Ocean City Primary - 550 West Ave	3:00	5	Ocean City	First Student and Sheppard
4	7:30	CMC Vo-Tech and Compact (10:10, 11:25 and 12	2:30		4 Moore Rd, CMCH	First Student and Sheppard
	7:55	Sandman - 838 Seashore Rd, Capey May	1:55	4	Lower Twp	their own
	9:30	Veterans Memorial - 2600 Bayshore Rd, Cape May	3:30	4	Lower Twp	their own
	8:25	Maud Abrams - 714 Town Bank, Cape May	2:25		Lower Twp	their own
	7:45	Lower Cape May Reg HS - 687 Rt 9, Cape May		4	Lower twp	Their own
	8:27	Teitelman Middle - same	3:05	4	Lower Twp	Their own
	8:45	Elementary #2 (3-4-5) - 101 West Pacific Ave,	3:30		Middle Twp	their own
	8:40	Elementary #1 (Prek-2) - 215 Eldredge Rd, CMCH	3:15		Middle Twp	their own
5	7:40	Middle - 300 East Pacific Ave, CMCH	2:22		Middle Twp	their own
5	7:40	High - 300 East Pacific Ave, CMCH	2:24		Middle Twp	their own
	9:30	Primary School, 130 Old Tuckahoe Rd, Marmora	3:50		Upper Twp	First Student and Sheppard
	9:30	Elementary Sch - 50 Old Tuckahoe Rd, Marmora	3:50		Upper Twp	First Student and Sheppard
	8:30	Middle Sch - 525 Perry Rd, Peteresburg			Upper Twp	First Student and Sheppard
	8:45	DT Elemenary - 601 Hagan Rd, CMCH	3:30		Dennis Twp	their own
4	8:45	DT Primary - 165 Academy Rd, Dennisville	3:15		Dennis Twp	their own
4	7:45	DT Middle - 165 Academy Rd, Dennisville	2:15		Dennis Twp	their own
Special Services School District						
	8:00	Dennis Twp to Pinelands Learning in Vineland	2:40	1	Vienland *	Kerry Bus
	9:00	CMC to Childrens Hospital in Mays Landing	3:00	6	Mays Landing **	Great American Trolley
	8:35	Wildwood Crest to Yale Academy	2:25		Cherry Hill ***	Atlantic Bus Co
	7:45-8	Wildwood to WWHS/Middle Sch/St Simeons/Glen 12, 12:30 & 2:45				CMC Special Services
	8:35	Various to Yale Academy	2:25		Cherry Hill ***	CMC Special Services
	8:45	Sea Isle City to Ocean city Primary	2:30			Sheppard Bus Co
	8:45	Sea Isle City to Ocean Academy/Cape May HS	2:15			Sheppard Bus Co
	7:30	Sea Isle City to Ocean City Intermediate	2:10			Sheppard Bus Co
	7:35	Sea Isle City to Ocean City HS	2:15			Sheppard Bus Co
	8:00	Upper Twp to Pineland Learning Ctr, Vineland	2:40			Sheppard Bus Co
	8:45	Wildwoods to Ocean Academy/Cape May HS	2:15			Sheppard Bus Co
	7:15	Wildwoods to Cape May Vo-Tech & Compact	2:30			Sheppard Bus Co
	7:35	Woodbine to Millville HS	2:15			Sheppard Bus Co
	8:45	Wodbine to Ocean Academy/Cape May HS	2:15			Sheppard Bus Co
	2:10	Woodbine to Millville HS	6:45			Sheppard Bus Co
	7:30	Woodbine to CM Vo-Tech & Compact	2:15			Sheppard Bus Co
	7:30	Wildwood to St Simeons' Preschool	2:20			Sheppard Bus Co

* Pinelands Learning Ctr, 520 N 4th St, Vineland
 ** Childrens Hospital - Black Horse Pike, Mays Landi
 *** Yale Academy, 1212 Haddonfield Rd, Cherry Hill

EXHIBIT E
 FY 2013 SCHOOL INFORMATION
 SEAT BELT OBSERVATION SURVEY SITES

CUMBERLAND COUNTY

Day	AM Bell	LOCATION	PM Bell	Day	MUNICIPALITY	BUS COMPANIES
1	7:30	Vineland HS - 3010 Chestnut Ave	2:10		Vineland	Their own and Sheppard
1	8:15	Wallace Middle - 688 N Mill Rd	2:55		Vineland	Their own and Sheppard
1	9:15	Sebeter Ele - 301 S East Blvd	3:40		Vineland	Their own and Sheppard
	7:40	Millville Senior HS- 200 Wade Blvd	2:15	2	Millville	Sheppard
	8:35	RD Wood - 700 Archer St	3:05	2	Millville	Sheppard
	9:15	Silver Run Rd Ele - 301	3:45		Millville	Sheppard
2	7:25	Bridgeton HS - 111 North West Ave	2:25		Bridgeton	Their own
2	7:40-8:45	399 Indian Ave (K-8 with 2 start times & 600 kids)			Bridgeton	Their own
3	7:30	Cumberland Regional HS - 90 Silver Lake Rd	2:40		Seabrook	Their own and Sheppard
3	8:00	Morris Goodwin Ele -(k-4) 839 Ye Greate St	2:30		Greenwich	Their own
	8:50	Maurice River Twp Ele- 3593 Route 47	3:15	3	Port Norris	Their own
	8:05	Stow Creek, 11 Gum Tree Corner Rd	2:20	3	Bridgeton	Their own
2	10:15	Cumberland Co Vo-Tech - 601 Broad St	2:25		Bridgeton	Their own, Sheppard, Kerry, CJs, Walts, BR Williams and STA

EXHIBIT E
FY 2013 SCHOOL INFORMATION
SEAT BELT OBSERVATION SURVEY SITES

SALEM COUNTY

Day	AM Bell	LOCATION	PM Bell	Day	MUNICIPALITY	BUS COMPANIES
	8:10	John Fenwick Ele - 183 Smith St	3:00	9	Salem City	BR Williams
10	8:10	Salem Middle - 51 New Market St (Gr 3-8)	3:00		Salem City	BR Williams
10	7:36	Salem High - 219 Walnut St	2:31		Salem City	BR Williams
	7:45	Salem Co Vo-Tech - 880 Rt 45	2:23		Woodstown	BR Williams
	7:40	Pennsville Middle -4 William Penn Ave (breakfast 7:30)	2:15		Pennsville	Wyshinski
	7:40	Pennsville High - 110 South Broadway (breakfast 7:15)	2:10		Pennsville	Wyshinski
10	9:10	Valley park Ele- 63 Mahoney Rd (breakfast 7:30)	3:40		Pennsville	Wyshinski
9	7:30	PG High - 334 Harding Highway	2:27		Carneys Point	Kerry, Walts, BR Williams, Wyshinski
9	8:00	PG Middle - 351 Maple Ave	2:27		Carneys Point	Kerry, Walts, BR Williams, Wyshinski
9	8:30	Paul W Carlton Ele - 100 Iaona Ave	2:45		Penns Grove	Kerry, Walts, BR Williams, Wyshinski
9	8:50	Field St - 144 Field Sp	3:10		Carneys Point	Kerry, Walts, BR Williams, Wyshinski
	9:00	LaFayette-Pershing - 237 Shell Rd			Carneys Point	Kerry, Walts, BR Williams, Wyshinski
	7:35	Shoemaker - 201 East Millbrooke Ave	2:05		Woodstown-Pilesgrove	BR Williams
	7:35	Woodstown Middle - 15 Lincoln	2:40		Woodstown-Pilesgrove	BR Williams
	7:35	Woodstown High - 135 East Ave	2:35		Woodstown-Pilesgrove	BR Williams
	8:10	Lower Alloway - 967 Main St-Canton, Salem	3:10		Salem (Alloway School)	BR Williams
	8:35	Oldmans Twp School - 10 Freed Rd, Pedrickton	3:05	9	Oldmans School	Their own
	8:50	Upper Pittsgrove - 235 Pine Tavern Rd, Monroeville	3:20	11	Upper Pittsgrove Schools	Their own
	(PreK 8:35)	Upper Pittsgrove - 235 Pine Tavern Rd, Monroeville		11	Upper Pittsgrove Schools	Their own
	9:00	Olivet School - 235 Sheep Pen Rd	3:36	10	Pittsgrove	Their own
	8:10	Elmer Ele - 207 Front St, Elmer	2:46	10	Pittsgrove	Their own
	9:00	Norma - 873 Gershal Ave (Gr 1-4)	3:36		Pittsgrove	Their own
	8:10	Middle Sch - 1082 Almond Ave	2:16	10	Pittsgrove	Their own
	7:20	Schalick High - 78 Centerton Rd, Elmer	2:13		Pittsgrove	Their own
		Salem CO Special Services				CJs, Delaware City, Kerry, McGough, Sheppard, Walts, BR Williams, Wyshinski
	8:30	Alternative Program - John B Campbell Ctr, 118 Walnut St,	2:00	9	Salem	
	8:45	Cumberland Campus, 13 Ramah Rd, Fairton	2:45	3	Fairton	
	8:30	Daretown Campus, 404 Daretown Rd, Elmer	2:30	11	Elmer	
	8:45	Salem Campus, 35 Cheney Rd, Woodstown	2:45		Woodstown	
	8:45	Pittsgrove Middle School, 1082 Almond Rd, Pittsgrove	2:45	10	Pittsgrove	

EXHIBIT F
 FY 2013 SEAT BELT SURVEY
 PROPOSED 11 ITENEARY

DAY 1

Time Frame	Acitivity	Location	School
7:00 - 7:30	Bus Driver Observatons	3010 Chestnut Ave, Vineland	Vineland High Sch
7:30 - 7:45	Travel and set up		
7:45-8:15	Bus Driver Observatons	688 N Mill Rd, Vineland	Wallace Middle Sch
8:15-8:45	Travel and Break		
8:45-9:15	Bus Driver Observatons	301 S East Blvd, Vineland	Sebeter Ele
9:15-9:30	Travel and set up		
9:30-11:00	<u>CMV Observations</u>	SE Blvd and Landis Ave	
11:00-11:30	Lunch		
11:30-11:45	Travel and set up		
11:45-12:45	<u>CMV Observations</u>	Sherman Ave & Rt 55 ramps	
12:45-1:00	Travel , break and set up		
1:00-2:15	<u>CMV Observations</u>	Sherman Ave & Delsea Dr	
2:15-2:30	Travel and Set Up		
2:30-3:00	Bus Driver Observations	540 N 4th St, Vineland	Pinelands Learning

DAY 2

Time Frame	Acitivity	Location	School
7:00-7:30	Bus Driver Observations	111 N West Ave	Bridgeton High School
7:30-7:45	Travel and Set Up		
7:45-8:15	<u>CMV Observations</u>	Rt 77 and N Pearl St	
8:15-8:20	Travel and Set Up		
8:20-8:45	Bus Driver Observations	399 Indian Ave, Bridgeton	Indian Ave Sch
8:45-9:15	Travel and Break		

9:15-9:45	<u>CMV Observations</u>	Rt 49 at Laurel St	
9:45-10:00	Travel and Set Up		
10:00-10:30	Bus Driver Observations	601 Broad St, Bridgeton	Cumb Vo-Tech
10:30-10:45	Travel and Set Up		
10:45-11:15	<u>CMV Observations</u>	Carlls Corner (NJ 77 and NJ 59)	
11:15-11:45	Lunch		
11:45-12:15	Travel and Set Up		
12:15-1:15	<u>CMV Observations</u>	Delsea Drive at Rt 55 ramps, Millville	
1:15-2:00	Travel and Break		
2:00-2:30	Bus Driver Observations	200 Wade Blvd	Millville HS
2:30-2:45	Travel and Set Up		
2:45-3:15	Bus Driver Observations	700 Archer St, Millville	RD Wood

Day 3

Time Frame	Activity	Location	School
7:00-7:30	Bus Driver Observations	90 Siler Lake Rd, Seabrook	Cumb Reg HS
7:30-7:45	Travel and Set Up		
7:45-8:00	Bus Driver Observations	11 Gum Tree Corner Rd	Stow Creek Sch
8:00-8:30	Travel and Set Up*		
8:30-8:45	Bus Driver Observations	13 Ramah Rd, Fairton	Cumberland Campus (CCSSS)
8:45-9:15	Travel and Set Up		
9:15-10:30	<u>CMV Observations</u>	Rt 47 and Rt 49, Millville	
10:30-11:00	Travel and Set Up		
11:00-12:00	Lunch		
12:00-1:00	<u>CMV Observations</u>	Rt 47 and 347, Maurice River Twp	
1:00-2:00	Travel and Set Up		
2:00-2:30	Bus Driver Observations*	839 Ye Great St, Greenwich	Morris Goodwin Ele
2:30-3:15	Travel and Set Up (tight travel time)		
3:15-3:30	Bus Driver Observations	3593 Route 27, Port Norris	Maurice River Twp Ele

* Leave as soon as buses stop arriving

** observe as buses enter school lot to assemble

Day 4

Time Frame	Acitivity	Location	School
7:15-7:45	Bus Driver Observations	165 Academy Rd, Middle Twp	Dennis Twp Middle Sch
7:45-8:15	<u>CMV Observations</u>	571 Peteresburg Rd, Dennisville	
8:15-8:45	Bus Driver Observations	165 Academy Rd, Middle Twp	Dennis Twp Primary
8:45-9:15	Travel and Set Up		
9:15 -	<u>CMV Observations</u>	GSP at Crest Haven Rd	
11:00	Bus Driver Observations	188 Crest Haven Rd, CMCH	Vo-Tech
11:00-11:30	Lunch		
11:30-12:00	Travel and Set Up		
12:00-1:15	<u>CMV Observations</u>	Rt 109 & Ocean Dr & GSP, Cape May	
1:15-1:45	Travel and Set Up		
1:45-2:15	Bus Driver Observations	838 Seashore Rd, Cape May	Sandman Schol
2:15-2:20	Travel		
2:20-3:15	Bus Driver Observations	687 rt 9, Cape May	Lower Cape May Reg HS & Middle
3:15-3:30	Travel and Set Up		
3:30-4:00	Bus Driver Observations	2600 Bayshore Rd, Cape May	Veterans Memorial

Day 5

Time Frame	Acitivity	Location	School
7:15-7:45	Bus Driver Observations	300 E Pacific ave, CMCH	Middle Twp MS and HS
7:45-8:15	Travel and Set Up		
8:15-8:45	<u>CMV Observations</u>	Roosevelt Blvd and Rt 9, Marmora	
8:45-9:00	Travel and Set Up		
9:00-9:30	Bus Driver Observations*	50 and 130 Old Tuckahoe, Marmora	UT Primary and Elementary
9:30-10:00	Travel and Break		
10:00-11:00	<u>CMV Observations</u>	Roosevelt Blvd and GSP ramps, Marmora	
11:00-11:30	Lunch		
11:30-12:00	Travel and Set Up		
12:00-2:00	<u>CMV Observations</u>	Rt 52 circle	

2:00-2:30	Travel and Set Up		
2:30-2:45	Bus Driver Observations	501 Atlantic Ave, Ocean City	Ocean City HS
2:45-3:00	Travel and Set Up		
3:00-3:15	Bus Driver Observations	550 West Ave, Ocean City	Primary School

** Leave as soon as buses stop arriving*

Day 6

Time Frame	Activity	Location	School
7:00-7:30	Bus Driver Observations	125 Weymouth Rd, Buena	Buena HS
7:30-7:45	Travel and Set UP		
7:45-8:15	Bus Driver Observations	175 Weymouth Rd, Buena	Buena MS
8:15-8:30	Travel and Set UP		
8:30-9:00	Bus Driver Observations	1501 Central Ave, Buena	Cleary Ele
9:00-9:10	Travel and Set UP		
9:10-9:30	Bus Driver Observations	880 Harding Hwy, Buena	Milanese Ele
9:30-10:00	Travel and Break		
10:00-11:30	<u>CMV Observations</u>	Rt 40 and 54, Richland	
11:30-12:00	Lunch		
12:00-12:15	Travel and Set UP		
12:15-2:00	<u>CMV Observations</u>	Rt 30, 54 and 206, Hammonton	
2:00-2:10	Travel and Set UP		
2:10-2:30	Bus Driver Observations	556 Old Forks Rd, Hammonton	Hammonton HS
2:30-3:15	Travel, Break and Set up		
3:15-3:45	Bus Driver Observations	1357 Mays Landing Rd, Folsom	Folsom School

Day 7

Time Frame	Activity	Location	School
7:00-7:20	Bus Driver Observations	Dr Dennis Foreman Dr, Mays Landing	Oakcrest HS
7:20-7:40	Travel and Set Up		
7:40-8:00	Bus Driver Observations	Dr Dennis Foreman Dr	Davies Middle Sch

8:00-8:30	Break		
8:30-8:55	Bus Driver Observations	700 Babcock Rd	Hess Complex
8:55-9:10	Travel and Set Up		
9:10-9:30	Bus Driver Observations	5080 Atlantic Ave	Vo-Tech
9:30-9:45	Travel and Set Up		
9:45-10:45	<u>CMV Observations</u>	Pomona Rd at ACE	
10:45-11:30	Lunch and Travel to CMV Location		
11:30-12:30	<u>CMV Observations</u>	Rt 322 and English Creek, EHT	
12:30-12:45	Travel and Set Up		
12:45-1:30	<u>CMV Observations</u>	Ocean Heights and English Creek	
1:30-1:45	Travel and Set Up		
1:45-2:15	Bus Driver Observations	24 High School Drive	EHT HS
2:15-2:45	Travel, Break and Set Up		
2:45-3:15	Bus Driver Observations	Rt 322 and Delilah Rd, Mays Landing	Childrens Hosp of Phil
3:15-3:30	Travel and Set Up		
3:30-3:45	Bus Driver Observations	2501 Spruce Ave, EHT	Davenport Primary

Day 8

Time Frame	Activity	Location	School
7:30-8:15	Bus Driver Observations	129 Jordan Ave, Somers Point	Jordan School
8:15-8:45	Travel and Set Up		
8:45-9:15	Bus Driver Observations	13 Swift Dr, EHT	Swift School
9:15-9:30	Travel and Set Up		
9:30-11:00	<u>CMV Observations</u>	6700 Delilah Rd, EHT	
11:00-11:30	Lunch		
11:30-11:45	Travel and Set Up		
11:45-12:45	<u>CMV Observations</u>	Rt 9 and GSP ramps, PV	
12:45-1:00	Travel and Set Up		
1:00-2:00	<u>CMV Observations</u>	Rt 322 and Rt 9, Pleasantville	
2:00-2:15	Travel and Set Up		
2:15-2:30	Bus Driver observations	701 Mill St, Pleasantville	PV HS
2:30-2:40	Travel and Set Up		
2:40-3:00	Bus Driver Observations	100 S Leeds Ave	Leeds Ave Ele

3:00-3:15	Travel and Set Up		
3:15-3:45	Bus Driver Observations	801 Mill St,	PV MS

Day 9

Time Frame	Activity	Location	School
7:00-7:30	Bus Driver Observations	334 Harding Highway, Carneys Pt	Penns Grove HS
7:30-7:35	Travel and Set Up		
7:35-8:00	Bus Driver Observations	351 Maple Ave	Penns Grove Middle Sch
8:00-8:05	Travel and Set Up		
8:05-8:30	Bus Driver Observations	100 laona Ave	Carlton School
8:30-8:35	Travel and Set Up		
8:35-9:00	Bus Driver Observations	237 Shell Rd	LaFayette-Pershing Sch
9:00-9:30	Travel, Break and Set Up		
9:30-10:30	<u>CMV Observations</u>	Rt 49 and 295 on ramp, Deepwater	
10:30-10:45	Travel and Set Up		
10:45-11:45	<u>CMV Observations</u>	CR 540 (Hawks Bridge Rd) & US 40 & 140, Pennsville	
11:45-12:30	Lunch		
12:30-12:45	Travel and Set Up		
12:45-1:45	<u>CMV Observations</u>	NJ 49 (Broadway) at Lippincott, Pennsville	
1:45-2:00	Travel, Break and Set Up		
2:00-2:30	Bus Driver Observations	118 Walnut St, Salem	John Campbell Ctr
2:30-3:00	Travel and Set Up		
3:00-3:30	Bus Driver Observations	10 Freed Rd, Pedricktown	Oldsmans School

Day 10

Time Frame	Activity	Location	School
7:10-7:36	Bus Driver Observations	219 Walnut St	Salem HS
7:36-7:45	Travel and Set up		
7:45-8:10	Bus Driver Observations	51 New Market St	Salem Middle Sch

8:10-8:40	Travel and Set up		
8:40-9:15	Bus Driver Observations	63 Mahoney Rd, Pennsville	Valley Park Ele
9:15-9:45	Travel and Set up		
9:45-10:45	<u>CMV Observations</u>		
10:45-11:30	Lunch		
11:30-12:00	Travel and Set up		
12:00-1:00	CMV Observations	52 McKillip Rd, Alloway	
1:00-2:00	Travel and Set up		
2:00-2:30	Bus Driver Observations	1082 Almond Ave, Elmer	Pittsgrove Middle Sch
2:30-2:40	Travel and Set Up		
2:40-3:00	Bus Driver Observations	207 Front St, Elmer	Elmer Ele
3:00-3:15	Travel and Set Up		
3:30-4:00	Bus Driver Observations	235 Sheep Pen Tavern,	Olivet Sch

Day 11

Time Frame	Activity	Location	School
8:00-8:30 OFFICE WORK?	Bus Driver Observations	1212 Haddonfield Rd, Cherry Hill	Yale Academy
2:30-2:45	Bus Driver Observations	404 Daretown Rd, Elmer	Elmer Ele
2:45-3:00	Travel and Set UP		
3:00-3:30	Bus Driver Observations	235 Pine Tavern Rd, Monroeville	Upper Pittsgrove Schools

