

# POLICY

Roselle Park Board of Education  
Roselle Park, New Jersey

**REVISED COPY**

File Code: 3510

## OPERATION AND MAINTENANCE OF PLANT

The Roselle Park Board of Education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations.

The chief school administrator shall develop and enforce detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board, and explained to all staff annually at the beginning of each school year and when any changes are made.

The chief school administrator and board secretary shall develop a multiyear comprehensive maintenance plan for board approval, to be updated annually.

### **Work Order System**

The Roselle Park Board of Education shall have an automated work order system for prioritizing, performing and recording all maintenance and repair request for all district buildings and grounds.

- A. The chief school administrator or designee shall establish in the standard operating procedures for business functions the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
- B. The work order system shall include the following information for a request for work before work begins, except in an emergency where work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff.
  1. The name of the person making the request;
  2. The date of the request;
  3. The appropriate approval(s) as established by Standard Operating Procedure (SOP);
  4. The date of approval(s);
  5. The location of work requested;
  6. The priority level (for example, urgent, high, average, low);
  7. The schedule date(s) of service;
  8. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
  9. A description of the work requested;
  10. A projection of the materials and supplies needed for the work;
  11. The estimated man hours needed to complete task;
  12. The name of the work order assigner; and
  13. The name of the employee(s) working on the order.

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**OPERATION AND MAINTENANCE OF PLANT** (continued)

- C. The work order system shall include the following close-out information for each request for work:
1. The actual hours worked by date for each assigned staff member;
  2. The actual hourly rate paid, both regular and over-time, for each assigned staff-member;
  3. The aggregate cost of labor by regular, over-time and total;
  4. The actual materials and supplies needed to complete the work order;
  5. Actual cost of materials and supplies; and
  6. The name of the employee responsible for attesting that the job was completed satisfactorily.
- D. Except where prohibited by collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
- E. Where, according to the assessment, the cost of outsourcing work is less than the in-house estimate cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of the collective bargaining agreement for maintenance workers and/or custodians.
- F. The business administrator/board secretary in consultation with supervisor responsible for this work shall conduct an analysis of the information in the work order system no later than February 1 of the pre-budget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor times and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

**Integrated Pest Management**

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, the Roselle Park Board of Education and the Chief School Administrator shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. The Roselle Park School District shall develop and maintain an IPM plan as part of the school's policy.

**Integrated pest management procedures in schools**

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The Roselle Park School District shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

OPERATION AND MAINTENANCE OF PLANT (continued)**Development of IPM plans**

The school IPM plan is a blueprint of how the Roselle Park School District will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. The Chief School Administrator, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for the Roselle Park School District.

**IPM Coordinator**

Each building principal shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy. The Director of Building and Grounds shall coordinate the implementation of IPM plans across the district.

**Education /Training**

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

**Record keeping**

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

**Notification/Posting**

The Principal of each building is responsible for providing timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

**Re-entry**

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

**Pesticide applicators**

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

OPERATION AND MAINTENANCE OF PLANT (continued)

**Evaluation**

Annually, the Chief School Administrator will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The Roselle Park Board of Education directs the Chief School Administrator to develop regulations/procedures for the implementation of this policy.

Adopted: September 18, 2007

Revised: March 16, 2010

Revised: November 14, 2014

**Legal References:**

N.J.S.A. 13:1F-19  
through -33

"School Integrated Pest Management Act"

N.J.S.A. 18A:17-49  
through -52

Buildings and grounds supervisors to be certified educational facilities managers

N.J.S.A. 18A:22-8

Contents of budget; program budgeting system

N.J.S.A. 34:5A-1 et seq.

Worker and Community Right to Know Act

N.J.S.A. 34:6A-25 et seq.

New Jersey Public Employees Occupational Safety and Health Act

N.J.A.C. 5:23

Barrier free subcode of the uniform construction code

N.J.A.C. 6A:26-12.1 et seq.

Operation and Maintenance of Facilities

See particularly:

N.J.A.C. 6A:26-12.2(a)1, 2

Policies and Procedures for School Facilities Operation

N.J.A.C. 6A:30-1.1 et seq.

Evaluation of the Performance of School Districts

N.J.A.C. 7:30-13.1 et seq.

Integrated Pest Management

Manual for the Evaluation of Local School Districts (September 2002)

OPERATION AND MAINTENANCE OF PLANT (continued)

<b><u>Cross References:</u></b>	*1410	Local units
	*2240	Research, evaluation and planning
	*3000/3010	Concepts and roles in business and non instructional operations; goals and objectives
	*3516	Safety
	*5141	Health
	6161	Equipment, books and materials
	*7110	Long-range facilities planning
	*9130	Committees

\*Indicates policy is included in the Critical Policy Reference Manual.

# POLICY

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Roselle Park, New Jersey

File Code: 3541.1

## TRANSPORTATION ROUTES AND SERVICES

The Roselle Park Board of Education directs the chief school administrator to supervise development of bus routes to provide safe, economical and reasonably expeditious transportation for:

- A. Pupils who live remote from the schoolhouse as defined by New Jersey law;
- B. Educationally disabled pupils in accordance with their IEP;
- C. Pupils participating in board-approved extracurricular activities or field trips;
- D. Pupils whose route to the school is deemed hazardous by the board;
- E. Other pupils as required by law.

The criteria to be used in designing routes and assigning pupils to them shall include:

- A. The distance to be traveled to and from school;
- B. The age and state of health of the child;
- C. The requirements of the instructional program;
- D. The hazards involved on the route to be traveled.

Transportation to and from school shall be provided as required by law to eligible nonpublic school pupils and to pupils attending charter schools. All pupils riding on district buses shall be required to observe the district's bus conduct regulations or risk loss of the privilege of such transportation.

On a space-available basis, the board may transport both public and nonpublic students who live within statutory limits (courtesy busing). The board or a cooperative transportation services agency may charge for this service. The charge shall be equitable and shall include, but not limited to, the cost of fuel, driver salaries and insurance.

Buses, whether contracted or district-owned, shall be kept in optimum condition and shall conform to all state safety regulations.

Bus routes must be acted upon by the board and submitted to the county office.

Adopted: September 18, 2007

Revised: March 16, 2010

<b>Legal References:</b>	<u>N.J.S.A.</u> 18A:7F-25	Transportation aid
	<u>N.J.S.A.</u> 18A:22-8.6	Transportation (budget line item)
	<u>N.J.S.A.</u> 18A:36A-13	Transportation services (charter school)
	<u>N.J.S.A.</u> 18A:39-1 et seq.	Transportation To and From Schools
	<u>See particularly:</u> <u>N.J.S.A.</u> 18A:39-1.2 through -1.9	

TRANSPORTATION ROUTES AND SERVICES (continued)

<u>N.J.S.A.</u> 18A:46-19.6	Transportation to location or maintenance of vehicular classrooms to obtain services; payment of cost
<u>N.J.S.A.</u> 18A:46-23	Transportation of pupils; special classes; handicapped children; state aid
<u>N.J.S.A.</u> 39:3-10.9 et al.	New Jersey Commercial Drivers License Act
<u>N.J.S.A.</u> 39:3-27	Free registration of certain vehicles; transfer to other motor vehicles
<u>N.J.A.C.</u> 6A:27-1.1 et seq.	Student Transportation
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:27-1.1(b), -2.1, -3.1, -5.1, -6.2, -6.3, -6.4, -9.1(e), -11.1, -13.3	
<u>N.J.A.C.</u> 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts

Parents for Student Safety, Inc. v. Morris Bd. of Ed., 1986 S.L.D. (February 5), St. Bd. rev'g 1984 S.L.D. (August 24), aff'd App. Div., unreported decision (docket no. A-3257-85-T7, decided February 17, 1987) certif. den. 108 N.J. 180 (1987)

Wayne Board of Education v. Kraft et al., 139 NJ 597 (1995)

Policies and Procedures Manual for Pupil Transportation, N.J. State Department of Education

Manual for the Evaluation of Local School Districts

**Cross References:**

*3220/3230	State funds; federal funds
*3516	Safety
*3541.31	Privately owned vehicles
*3541.33	Transportation safety
*4211	Recruitment, selection and hiring
*5200	Nonpublic school pupils
*6145	Extracurricular activities
*6153	Field trips

\*Indicates policy is included in the Critical Policy Reference Manual.