

From  
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DIVISION OF  
BUSINESS AND FINANCE

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PUPIL TRANSPORTATION



STATE BOARD RULES GOVERNING

PUPIL TRANSPORTATION

Pursuant to R.S. 18:14-12

Specifications for school buses and rules for transportation of public school pupils adopted by the State Board of Education, except as hereinafter provided, shall apply to all buses, operated under contracts with boards of education, and to all district-owned buses.

1. LOAD

School buses shall not be overcrowded. No standees shall be allowed. In determining the maximum seating capacity of a bus, 15 inches of seat length shall be allowed for each high school pupil, and 13 inches for each grade school pupil. The maximum high school and grade school capacity shall be shown on the bus as prescribed by the county superintendent of schools. No contracts shall be made for the transportation in any bus of more than 49 high school pupils, or 58 pupils where grade school pupils are to be carried, except by specific approval of the county superintendent of schools. No other passengers shall be carried on scheduled trips except public school pupils, private school pupils transported pursuant to 18:14-8, or school personnel.

2. RULES FOR BUS DRIVERS

(a) A person to be eligible for employment as a regular or substitute bus driver shall be a reliable person of good moral character and not less than 21 years of age. He shall hold a special bus driver's license issued by the Department of Law and Public Safety, Division of Motor Vehicles. Every regular or substitute driver of a district-owned or any bus operated under any contract or renewal thereof shall comply with all regulations pertaining to health examinations prescribed for employees of boards of education under the provisions R.S. 18:5-50.5.

(b) In each school year, prior to the beginning of transportation of school children the secretary of the board of education shall file with the county superintendent of schools, the name, address, photograph and fingerprints of each driver or substitute driver assigned to any vehicle, except any such driver whose fingerprints have been filed with the Federal Bureau of Investigation. The county superintendent shall forward such names, addresses and fingerprints to the State Bureau of Identification with a request for a report on each individual concerned. If any such individual has been convicted of a crime, the county superintendent shall disqualify him or if the offense is not of such character necessarily to require disqualification, the county superintendent of schools shall notify the school board, which board shall cause an investigation of his character to be made through the local police or otherwise before his employment as a driver is approved.

(c) Before starting on a school bus route to pick up or discharge school children, the driver shall set the switch operating the warning beacons, hereinafter required, and shall test their operation by opening and closing the door.



Upon the completion of the school bus route, warning beacons shall be switched off so that they will not operate at times when the bus may be otherwise engaged than in transporting above pupils.

Whenever any warning beacon fails to operate, the bus driver shall insure the safe crossing of pupils by escorting them or loading or unloading on the side of the road on which they reside.

The driver shall be in full charge of his bus at all times and shall be responsible for good order. He shall never exclude a pupil from the bus during any trip to and from school, but, if unable to handle any pupil himself, shall report the unmanageable pupil to the principal of the school to which he is being transported.

(d) All drivers and contractors shall be protected by liability insurance as hereinafter provided.

(e) The driver shall assign to each pupil a definite seat which the pupil shall occupy unless changed by the principal of the school to which the pupil is being transported.

(f) The driver shall follow the established route and make stops thereon as designated by the board of education. The board shall also designate the pupils to be transported.

(g) (1) When loading or unloading pupils:

- (a) The bus driver shall draw off the road as near the right-hand edge of the shoulder as is safe, wherever possible at a point where the highway is visible in both directions for at least 300 feet.
- (b) The bus driver shall not open the door until traffic has cleared the bus in both directions.
- (c) Pupils who must cross the highway to reach their destination shall cross in front of the stopped bus after the driver has verified that the warning beacons are operating and has told them it is safe to cross. He shall exercise unusual caution on stormy days. The door shall not be closed and the bus started again until all such passengers have crossed the road.

(2) Where practicable and advisable, boards of education with the approval of the county superintendent of schools, may plan routes in such a manner that pupils may be loaded and unloaded on the side of the road on which they reside.

(h) The driver shall not leave the bus without first stopping the motor, removing the key and setting the brakes.

(i) Boards of education may make such other rules and regulations not inconsistent herewith, respecting the duties of drivers and the deportment of children on buses as the boards may deem necessary for the proper conduct of pupil transportation.

(j) If, in the judgment of the board of education, any driver of a vehicle operating under a contract to transport school pupils, shall be deemed to be an unsuitable person to drive a school bus because of lack of driving skill, inability to control pupils, being under the influence of liquor or intoxicants or habit forming drugs or partaking of intoxicants during the days schools are in session prior to the completion of his transportation duties for the day, failure to comply with rules and regulations, incapacity, unbecoming conduct,



or other good cause, the board of education may request the contractor to remove said driver. If the contractor shall fail to comply with the request, the board of education may institute proceedings against the contractor for breach of contract in the manner provided in Rule 14, of these regulations.

(k) Any rule applying to drivers shall apply to any contractor who is also a driver.

(1) The driver shall report every accident resulting in injury of any person while on or near the bus or immediately before entering the bus or immediately after leaving the bus. He shall fill out the "Preliminary School Bus Accident Report" in triplicate and deliver the same immediately to the principal of the school attended by the injured pupil. The principal shall forthwith transmit one copy to the board of education providing the transportation, one copy to the County Superintendent of Schools and one copy to the State Department of Education.

### 3. RAILROAD CROSSINGS AND MAIN HIGHWAY INTERSECTIONS

Every school bus shall make a complete stop at railroad crossings and all highway intersections protected by "stop" signs, and the driver shall exercise utmost care before proceeding as required by 39:4-128.

### 4. DRIVING

Before making turns, legal warning shall be given and utmost caution exercised as required by 39:4-123. All buses and other vehicles used for pupil transportation shall comply with the Motor Vehicle regulations; and all such buses and vehicles shall be equipped with directional signals as specified by regulations of the Motor Vehicle Division of the Department of Law and Public Safety under date of September 1, 1949.

### 5. SPEED LIMIT

The driver shall at all times comply with the motor vehicle traffic regulations.

### 6. INSPECTIONS

The county superintendent shall cause each school bus to be inspected at least twice in each year. The county superintendent is hereby empowered to require any or all owners of vehicles transporting school children to bring said vehicles for inspection at such time and to such place or places as he may designate.

### 7. DOORS

All doors shall be closed before the bus is put in motion and kept closed until the bus has completely stopped to take on or to discharge passengers.

### 8. LOADING AND UNLOADING

All loading and unloading at the school building shall be done on the school grounds, or, where that is impossible, out of all traffic at the side of the road adjoining the school grounds with the bus facing in the legal direction. All stop signal beacons shall be turned off while loading and unloading at the school building in order that traffic may proceed at the legal rate of speed of ten miles per hour.

### 9. CLEANLINESS

All buses shall be thoroughly cleaned daily.



## 10. REPORTS

It shall be the duty of the local board of education upon the request of the county superintendent to report to him all high school pupils and elementary pupils for whom transportation has been approved on each route. Such report shall give the age and grade of each pupil, the name of parent or guardian, designate the schools to be attended, the distance to the nearest tenth of a mile and the method of the proposed transportation, and be accompanied, when required by the county superintendent, by a sketch of the proposed route with the residence of each pupil to be transported indicated thereon.

## 11. ADVERTISING FOR BIDS

Contracts for transportation in excess of \$300 shall be awarded only to the lowest responsible bidder after due advertisement has been made by the board of education. Each transportation bid shall be accompanied by a cashier's or a certified check for five per cent (5%) of the amount of the annual contract which check shall be forfeited to the board of education upon the failure of the bidder to execute a contract and furnish the prescribed bond. When the contract shall have been executed and the bond filed with the board of education, all checks shall be returned to the respective bidders.

## 12. CONTRACTS AND SURETY BONDS

All contracts or renewals thereof for transportation shall be made in triplicate and shall be submitted to the county superintendent of schools for approval on or before September first in each year accompanied by a certified copy of the minutes of the board of education authorizing the same. If he shall approve the same, one copy each shall be filed with the county superintendent, the board of education, and the contractor. If he shall not approve the same, the contract shall be without force or effect. One contract or renewal thereof shall be accompanied by a suitable surety or personal bond for the full amount of the contract. The board of education may, in its discretion, require a surety bond furnished by a corporate surety authorized to do business in this State. Personal bonds shall be signed by at least two responsible sureties, neither of whom shall be a member of the board. If it shall be necessary to substitute a bondsman or corporate surety, the contractor shall furnish promptly the same information for the new bondsman or corporate surety, as the case may be, as required for the original bondsman or corporate surety on the prescribed form of questionnaire accompanying the bid. In the case of contracts for more than one year, the bond may be for such amount in excess of the proportionate annual amount as the board of education shall determine.

## 13. FORM OF CONTRACT

All transportation contracts shall be made on or in accordance with forms prescribed or furnished by the Commissioner of Education.

## 14. RULES CONSTITUTE PART OF CONTRACT

Contracts made after the effective date of these rules and regulations shall be held to include these rules. If any person operating a school bus under contract with any school district shall fail to comply with any of the rules and regulations governing pupil transportation, the board of education shall immediately notify such person of his failure to comply. If he persists in his violation of the rules, the board of education may require him to show cause why his failure to comply shall not be deemed to constitute a breach of contract. If, after due notice and hearing, the board shall determine and find as a fact that a breach of contract exists, the board of education may call upon the bondsmen or surety



company, as the case may be, to perform the contract or to reimburse the board for any financial loss resulting from the termination of the contract, and may set aside and annul said contract.

The person operating the bus under contract may appeal from the action of the board of education in the manner provided in Sections 18:3-14 and 18:3-15 of the Revised Statutes.

#### 15. STATE BUS APPORTIONMENT LIMITED

In no case shall the apportionment by a county superintendent for a bus purchased by a board of education be more than \$4,500.00, except with the specific approval of the commissioner.

#### 16. INSURANCE

Each driver of a bus which is owned by a board of education and contractors providing other buses shall file with the board of education liability insurance in a company authorized to insure in New Jersey and in amounts as follows:

1. Buses and other vehicles transporting from 1 to 10 pupils, the company's liability for bodily injury to or death of one person shall be not less than \$10,000; and subject to the same limit for each person, the company's liability on account of bodily injury to or the death of more than one person as a result of one accident shall be not less than \$50,000.
2. Buses transporting from 11 to 20, inclusive, shall be the same as under No. 1, except that the total liability for any one accident shall be not less than \$75,000.
3. Buses transporting 21 to 30, inclusive, the liability to be in accordance with No. 1, except that the total liability for any one accident shall be not less than \$100,000.
4. Buses transporting 31 or more pupils, the liability to be in accordance with No. 1, except that the total liability for any one accident shall be not less than \$150,000.
5. Boards of education operating school buses may, in their discretion, carry insurance covering property damage, collision, fire, theft, and storm damage.

Any corporation authorized to carry its own bus liability insurance under the provisions of R.S. 18:4-12 & 13, shall be exempt from filing a policy of insurance for school bus transportation, but shall file a copy of the order of the Commissioner of Banking and Insurance exempting it from such insurance; and any bus contractor carrying liability insurance for other than school bus transportation, which insurance also covers liability imposed by the rules of the State Board of Education, may in lieu of filing a policy with the board of education file a certified statement of the insurance company setting forth that the insurance covers the liability prescribed by the rules of the State Board of Education.

#### 16.1 (SEE ATTACHED SHEET FOR RULE TO BE INSERTED HERE)

STATE BOARD RULES GOVERNING  
PUPIL TRANSPORTATION  
Pursuant to R.S. 18:14-12

(This is a new rule on the subject of School Bus Stop Lights to be inserted as #16.1)

16.1 SCHOOL BUS STOP LIGHTS

Every bus must be equipped with at least two stop lights. Such stop lights shall be so constructed, placed and used as to indicate by a substantial increase in illumination that the service brakes of the vehicle have been applied. Stop lights used on school buses must each have at least twelve square inches illuminated area. School bus stop lights must be equipped with a tell-tale visible to the driver and so designed and constructed as to indicate to the driver that the two stop lights on the vehicle are working properly.

Stop lights used on school buses must comply in all other respects with the standards for stop lamps published in the current edition of the Handbook of the Society of Automotive Engineers.

Effective July 1, 1955, but any bus equipped prior to such date with previously approved stop lights may be operated with such lights until September 1, 1956.



17. ADVERTISEMENTS

No advertisements of any kind shall be exhibited either on the interior or exterior of a school transportation bus.

18. APPLICATION OF BUS SPECIFICATIONS

Where eight or more pupils are transported the conveyance must comply with all the specifications prescribed by the State Board of Education. The county superintendent may approve of other types of vehicles for fewer than eight pupils.

## BUS SPECIFICATIONS

The bus specifications hereinafter prescribed shall not be construed as covering every detail of chassis and body construction and shall not be regarded as a set of standards of uniform specifications to provide a common and uniform basis for bidding. The purpose of these specifications is declared to be the provision of minimum standards for the safety, health and comfort of the pupils.

The board of education may, subject to the approval of the county superintendent of schools, supplement the specifications and prescribe additional requirements for the greater safety, health and comfort of the pupils.

Whenever any of the requirements set forth in these specifications shall operate to impede safe and economical pupil transportation, because of unusual circumstances in any district, the board of education of the district may, by unanimous vote of all the members of the board of education and with the approval of the county superintendent of schools, petition the Commissioner of Education to make an exception to any of the requirements. Any such petition shall be made in writing, setting forth all the unusual circumstances upon which the petition is based, and shall bear the signatures of all the members of the board of education and of the county superintendent of schools. The commissioner, with due regard for the safety, health, and comfort of the pupils, may make such exceptions as he may deem proper to accommodate the requirements of these specifications to such unusual circumstances.

### 1. CHASSIS

The chassis shall be so designed and constructed that it will properly and safely carry the body which it supports, together with its full pupil load. The certified ratings of the manufacturer shall be accepted in determining the pupil load. Overhanging of the body shall not exceed  $7/24$ ths of the total length of the vehicle measured from the front of the radiator to the end of the body and measured from the center of the rear axle to the end of the body for overhanging. No extensions of the wheelbase after it comes from the factory shall be permitted.

### 2. BUS BODIES

A height not in excess of the limitations fixed by the Board of Public Utility Commissioners may be approved by the County Superintendent of Schools. (Height over aisle 6 ft. - Public Utility Class B). Where a bus is streamlined with a sloping rear, the County Superintendent shall withhold approval unless the slope is not extreme and the emergency door can be reached, opened, and closed safely and without difficulty. (For capacity of bus, see Rule No. 1.)

### 3. SEATS

The seating space shall be at least 13 inches for grade pupils, and 15 inches for high school pupils.

Seats shall be spaced at not less than 26 inches. The depth of seats shall be at least 14 inches. All seats shall have spring cushions. Longitudinal seats, seating not more than four pupils, may be used on any bus approved by the Board of Public Utility Commissioners.



## 4. DOORS

The entrance door shall be of the jack-knife, sedan type, or safety-split type at least 24 inches wide, located on the right of and directly opposite the driver, and controlled at all times entirely by the driver. There shall be an emergency door on the back or rear left side of the bus equipped with an emergency lock that may be quickly released and which shall be protected against accidental release. A buzzer or dashboard light shall be installed to give warning when the emergency door is open, and shall be required on all buses purchased subsequent to July 1, 1954. An outside opening handle of the webbed or recessed type approved by the County Superintendent of Schools shall be permanently attached. The emergency door shall be at least 22 inches wide, and may contain fixed section of safety glass in its lower panel for additional visibility. No seat or obstacle of any kind shall obstruct a clear passage to the emergency door. All entrance doors shall have hand rails suitably located on each side. A hand rail or stanchion in back of the driver shall be required on all buses. The emergency door at the center of the back of the bus is recommended.

## 5. IDENTIFICATION

Every bus shall be labeled, both front and rear, "School Bus" and "Unlawful to Pass When Loading and Unloading" in conspicuous black letters on a background of yellow chrome. The letters in the words "School Bus" shall be at least 4 inches in height and the letters in the words "Unlawful to Pass When Loading and Unloading" shall be not less than 2 and not more than 3 inches in height.

Whenever any bus which is designated as a school bus by the signs required by law is operated or parked on a highway for any purpose other than that of receiving or discharging school children, such school bus shall display prominently, front and rear, signs which shall read, "Out of Service".

The signs front and rear shall be of plywood, steel, aluminum, or other durable material, 25 inches in length and 12 inches in width.

The letters shall be arranged as follows:

OUT OF  
SERVICE

The color of all lettering shall be green on a background of yellow with 1/16 inch borders for the purpose of contrast.

The size of the letters shall be as follows:

	<u>Height</u>	<u>Width</u>	<u>Stroke</u>	<u>Spacing</u>
O U T O F	3"	2"	1/2"	1/2"
S E R V I C E	5"	3"	1"	1/2"

The emergency door shall be labeled "Emergency Door" in red letters not less than 1 and not more than 2 inches in height, on both the outside and inside. The lettering shall be at the bottom of the door on the outside and on the inside at a height where it is readily visible.

The county superintendent is authorized to modify any part of this rule when the construction of any school bus now in use makes strict compliance impracticable.



## 6. WINDOWS

(a) All windows, except rear windows, shall be of the type that slide horizontally or vertically and not the type that open outward. Windows in the rear of the bus shall be stationary.

(b) All side windows in the compartment occupied by pupils shall be protected by bars or heavy wire mesh to such height as to prevent children when seated from thrusting their arms outside. When the window sash is dropped as low as the construction permits and the upper part of the sash then extends to the height necessary to serve the purpose of the bars or meshed wire, neither of the latter shall be required. Neither the meshed wire, bars, nor window drop shall be such as to prevent the use of the window as an emergency exit. Where the meshed wire or bars do interfere, they shall be hinged individually so that each may be pushed outward from the top. The distance between the top of the window sash when dropped and the top window casing shall be not less than 9 inches. Buses approved under regulations of the Board of Public Utility Commissioners shall not be required to comply with this "Window" specification.

## 7. GLASS

All windows and doors shall be provided with laminated shatterproof glass.

## 8. AISLES

A single aisle shall not be less than 12 inches wide. The aisle next to the emergency door shall be not less than 2 feet.

## 9. FUEL TANKS

Fuel tanks shall be installed, filled, drained, and vented outside of the body. Tanks shall be protected as much as possible from rupture due to accidental causes.

## 10. FIRE EXTINGUISHERS

Each bus shall be provided with at least one effective fire extinguisher approved by the Board of Fire Underwriters. It shall be in working order at all times, and placed in front and to the right of the driver so that it can be reached easily and quickly from the driver's seat. CO<sub>2</sub> type of at least 2½ pound capacity is recommended.

## 11. VENTILATION

The bus body shall be equipped to insure adequate ventilation.

## 12. COLOR

The color of all buses shall be a shade of yellow chrome; provided, that any bus while actually being used also as a common carrier shall be exempt from the color requirement.



### 13. HEATING

Buses shall be equipped with heaters, capable of keeping the bus at a minimum temperature of 50 degrees under all foreseeable conditions when required by the county superintendent of schools. Any type of heater throwing exhaust gas into the bus shall not be approved.

### 14. EXHAUST PIPES

Exhaust pipes shall be free from leaks and shall terminate at the extreme rear end of the bus.

### 15. WINDSHIELD WIPERS

All auto buses shall be equipped with two windshield wipers.

### 16. BRAKES

In addition to the requirements for brakes, as provided by Sections 39:3-67 and 39:3-68 of the Revised Statutes (Motor Vehicle Laws) and amendments thereof and supplements thereto, the braking equipment on school buses shall meet the following specifications:

All motor vehicles used for pupil transportation shall be equipped with four-wheel brakes.

All school buses providing facilities for twenty or more pupils shall be equipped with four-wheel booster or air brakes.

When full-power (air) or assistor-power (vacuum) brakes are used, a reservoir of not fewer than one thousand cubic inches shall be installed. All lines shall be thoroughly inspected at the time tests of equipment are made.

A suitable dash gauge installed so as to be continuously within clear view of the driver shall be provided to show the amount of reservoir power available at all times for air brakes.

The service brake shall be capable of stopping the bus as provided in Section 39:3-68 of the Revised Statutes with not more than two hundred pounds of pressure on the foot pedal.

Every school bus, with brakes on the drive shaft shall be equipped with a steel plate, at least 1/8 inch thick, adequate in area and strength to prevent any pieces of brake drum from being thrown through the floor of the bus in event of failure or breakage of the drum.

Every school bus shall be equipped with driveshaft guards to prevent drive-shaft or universal joints, in event of any breakage or failure, from dropping to the ground or whipping through the bus floor, or whipping so as to damage the brake operating mechanism.

The hand or emergency brake shall be capable of stopping the fully loaded bus when proceeding at a speed of twenty miles per hour within a distance of fifty-five feet on a dry, level, smooth pavement free from gravel and loose material.

The brakes shall be maintained in good working order and shall be so adjusted as to operate as equally as practicable with respect to the wheels on the opposite side of the vehicle.



## 17. BUMPERS

Bumpers shall be installed on the front and on the rear of the bus and shall be directly attached to the chassis frame. They shall be of sufficient strength to permit the pushing of a vehicle of equal gross loaded weight or of being pushed by a vehicle, without permanent distortion to bumper, chassis frame or body. The rear bumper shall be so designed as to make the "hitching of rides" or obtaining of a toe hold impossible.

## 18. MIRRORS

An approved inside and an approved outside mirror shall be provided.

## 19. AX AND WRECKING OR CRASH BAR

A sturdy ax and a wrecking or crash bar shall be provided in every bus and shall be properly guarded and securely mounted in a conspicuous place readily accessible in case of emergency.

## 20. TIRES

When the first outer body ply of cord is exposed, the tire shall be removed and replaced with an approved tire. Skid chains shall be provided and used when necessary for the safe operation of the bus.

## 21. FIRST AID KIT

Each bus shall carry a first aid kit which meets the following specifications:

### I. The First Aid Kit Container

1. It shall be a metal unit type first aid kit that is dustproof, without a lock.
2. The words "First Aid" shall appear on the kit in letters that are easily visible.
3. A printed or clearly typed list of contents with brief instructions for use shall be fixed on the inside of the front cover.
4. The container shall be equipped with a suitable carrying handle and hanger fixtures which will permit of secure fastening of the kit to the interior of the bus.
5. The kit shall be securely mounted in the immediate vicinity of the driver's position so that it is readily discernible at all times, immediately accessible, and in a place where it does not obstruct the driver's vision nor passage of pupils in and out of the bus. It shall be easily removable for use.
6. The physical condition of the kit and contents shall be maintained unimpaired throughout the school year. All used material shall be immediately replaced. (See list of required contents)



## II. REQUIRED CONTENTS OF FIRST AID KIT

- 2 single units - 4" Bandage Compress (1 per unit)
- 4 single units - 2" Bandage Compress (4 per unit)
- 4 single units - 1" Waterproof Adhesive Compress (16 per unit)
- 2 single units - Iodine Swabs (10 per unit) Applicators or Brushes
- 1 single unit - Ammonia Inhalants (10 per unit)
- 1 single unit - Burn Ointment (2-3/5 oz. tubes per unit)
- 2 single units - Triangular Bandage (40" size)
- 1 single unit - 4" by 6 yd. Bandage
- \*1 double unit - Tourniquet, Blunt end Forceps and Scissors
- 1 single unit - Eye Dressing Packet containing 3 cotton pads with adhesive strips and 3 tubes of Boric Acid Eye Ointment U.S.P.
- 2 single units - Splints
- 2 single units - Sterile Gauze 12" by 18" (4 per unit)

\* Double unit equals 2 single units.

### 22. SPEEDOMETER

Every bus shall be equipped with a speedometer in working condition at all times.

### 23. STOP SIGNAL BEACONS (SEE ATTACHED SHEET FOR AMENDED RULE NO. 23 )

Every bus shall be equipped with two (2) electric identification and warning lamps, one front and one rear, capable of emitting a flashing red light. The front lamp, when lighted, shall exhibit a red light plainly visible at a distance of 500 feet to the front of the bus; and the rear lamp, when lighted, shall exhibit a red light plainly visible at a distance of 500 feet to the rear.

The light source of the front lamp shall be located approximately six (6) inches below the top of the bus and equi-distant from the sides of the bus.

The light source of the rear lamp shall be located approximately six inches below the top of the bus and ten (10) inches from the left side of the bus. Both lamps shall be installed to provide automatic operation in relation to the opening and closing of the door of the bus together with a tell-tale light plainly visible to the driver which will give a positive indication when lamps are operating.

All identification and warning lamps shall be of a type approved by the Commissioner of Motor Vehicles for this purpose and installation and maintenance shall be according to specifications promulgated by the Commissioner of Motor Vehicles.

### 24. FLARES

Each bus shall carry, as provided by Section 39:3-64 of the Revised Statutes, at least three portable flares, electric lanterns, red reflector warning devices, or other devices, each capable of producing continuously a warning light, visible from a distance of at least 500 feet for a period of at least twelve hours. Oil burning flares shall be carried in a leakproof metal box or carried outside the body compartment.

### 25. SUN VISOR

An adjustable device to protect the eyes of the driver from the direct rays of the sun shall be installed on all buses.



STATE BOARD RULES GOVERNING  
PUPIL TRANSPORTATION  
Pursuant to R.S. 18:14-12

(This rule amends and replaces Rule 23, Stop Signal Beacons)

23. SCHOOL BUS IDENTIFICATION AND WARNING LAMPS

Every bus shall be equipped with four electric identification and warning lamps, matching in size and color, two on the front and two on the rear, each lamp capable of emitting a flashing red light. The front lamps when lighted shall exhibit red light plainly visible at a distance of 500 feet to the front of the bus; and the rear lamps when lighted shall exhibit red light plainly visible at a distance of 500 feet to the rear.

The light source of the front lamps shall be located approximately six inches below the top of the bus as near to the sides of the bus as practical, equidistant from the center of the bus. In no case shall the space between lamps be less than four feet.

The light source of the rear lamps shall be located approximately six inches below the top of the bus and as near to the sides of the bus as is practical, equidistant from the center of the bus. In no case shall the spacing of the rear lamps be less than four feet. Both front and rear lamps shall be installed to provide automatic operation in relation to the opening and closing of the door of the bus together with a tell-tale light plainly visible to the driver which will give a positive indication when lamps are operating. Lamps shall be so mounted that the face of each lamp will be true in the vertical and horizontal axis when the bus is on a smooth level surface.

All identification and warning lamps must be of a type approved by the Director of the Division of Motor Vehicles for this purpose and the installation and maintenance shall be according to specifications promulgated by the Director of the Division of Motor Vehicles.

Effective July 1, 1955, but any bus equipped prior to such date with previously approved lamps may be operated with such lamps until September 1, 1956.



26. DIRECTIONAL SIGNALS

Before making turns, legal warning shall be given and utmost caution exercised as required by 39:4-123. Buses shall be equipped with directional signals as specified by regulation of Department of Law and Public Safety, Division of Motor Vehicles, dated September 1, 1949. All buses and other vehicles used for pupil transportation shall be equipped with directional signals; and all such buses and vehicles shall comply with the Motor Vehicle Regulations.



EXCEPTIONS TO SCHOOL BUS TRANSPORTATION  
SPECIFICATIONS RELATING TO BUSES APPROVED BY THE  
BOARD OF PUBLIC UTILITY COMMISSIONERS ONLY

Buses which continue to be approved by the Board of Public Utility Commissioners shall when used for pupil transportation be exempt from the rules and specifications prescribed by the State Board of Education in the following particulars:

Owners or operators of buses approved by the Board of Public Utility Commissioners shall submit evidence of the approval of their equipment by the Board of Public Utility Commissioners, at such time or times during the school year as shall be required by the County Superintendent of Schools. The County Superintendent of Schools may inspect such buses for all items of the Rules and Regulations of the State Board of Education Governing Pupil Transportation not specifically covered by the inspection of the Board of Public Utility Commissioners. Whenever in the opinion of the County Superintendent of schools a bus chassis or body is out-worn or in dilapidated condition, it shall not be used for pupil transportation.

The prohibition of advertisements in the buses under Rule 17 shall not be held to apply to buses approved by the Board of Public Utility Commissioners.

The rule prohibiting longitudinal seats in school buses shall not apply to short longitudinal seats in the seating plan of a bus approved by the Board of Public Utility Commissioners, but long longitudinal seats seating more than four pupils shall not be approved.

The entrance door and the emergency door with aisles leading to each which are approved by the Board of Public Utility Commissioners shall be accepted as meeting the requirements for doors under the State Board bus rules.

Buses approved by the Board of Public Utility Commissioners shall not be required to have printed on the outside of the emergency door "Emergency Door" unless so prescribed by the Board of Public Utility Commissioners.

In lieu of the lettering required in Rule 5, "IDENTIFICATION" buses may use, front and rear, removable metal signs of durable construction, 26 inches in length and 20 inches in width.

The letters shall be arranged as follows:

SCHOOL BUS  
STOP  
WHEN  
LOADING - UNLOADING

The color of all lettering shall be jet black except the word "STOP" which shall be vermilion with 1/16" borders in black for the purpose of contrast.

The size of the letters shall be as follows:

WORDS	<u>HEIGHT</u> (Inches)	<u>WIDTH</u> (Inches)	<u>STROKE</u> (Inches)
School Bus	4	2	3/4
Stop	5	4	1
When	1 1/2	1	1/2
Loading-Unloading	2	1 1/2	1/2



The main aisle and aisle to the emergency door approved by the Board of Public Utility Commissioners shall be held to meet the requirements of Specification 8 of the State Board of Education.

Bumpers which are approved by the Board of Public Utility Commissioners shall be held to meet the requirements of the State Board Specification 17; provided they are so constructed that children may not ride on them.



# PREScribed FORM OF QUESTIONNAIRE

(To Accompany Each School Bus Transportation Bid)

## 1. BOND (CHOOSE A OR B)

A. Surety Bond - Yes..... No.....

Name of Company.....

Address of Company.....

\*B. Personal Bond - Yes..... No.....

(Two bondsmen required)

1. Name.....

Address.....

State location and value over all encumbrances thereon of real estate owned in the county of.....

.....

.....

Value \$..... Location.....

.....

.....

2. Name.....

Address.....

State location and value over all encumbrances thereon of real estate owned in the county of.....

.....

.....

Value \$..... Location.....

## 2. FAMILIARITY WITH CONDITIONS OF CONTRACT

Have you read carefully the State Bulletin on Pupil Transportation, including the rules and regulations of the State Board of Education on "Pupil Transportation", the rules of the local board of education pertaining to transportation, the specifications upon the basis of which the accompanying bid is submitted, and the contract which the successful bidder will be required to execute?

Yes..... No.....

Signed.....

Address.....

\*If a surety bond is specified, cross out "b" before giving questionnaire to bidder.

SCHOOLHOUSE CONSTRUCTION



STATE BOARD RULES GOVERNING  
SCHOOLHOUSE CONSTRUCTION  
Pursuant to ~~Chapter 11 of Title 18~~  
~~of the Revised Statutes~~  
**R.S. 18:11 - 1 To 14**

The following regulations adopted by the State Board of Education in order that the lives, health, sight and comfort of pupils may be properly protected shall apply to the erection, construction, reconstruction and alteration of any public school building or addition thereto.

CONSTRUCTION

A. FLOOR AREAS

1. Minimum requirements - Every instructional area shall contain at least 20 square feet for each child to be accommodated exclusive of lockers, clothing wardrobes and other fixed storage spaces, and cabinets, except that kindergartens shall contain not less than 24 square feet per pupil.

B. ROOMS BELOW GRADE

1. When a school building has a basement the ceiling of which is 7'6" or more above the finished grade line at any point, such basement shall be considered a story in determining the number of stories.
2. No room used for instructional purposes in new buildings shall have its floor more than 2 feet below the outside grade on those sides that contain windows or exterior doors.
3. In no case shall an auditorium, assembly room, or gymnasium be so situated that an occupant of its main floor, using main exits, must descend or ascend more than 8'0" to reach outside grade.

C. CEILING HEIGHTS

1. Minimum requirements for classrooms with unilateral lighting: The distance from the floor to the top of the glass of the windows shall be equal to or greater than one-half the width of the room less one foot. In no case shall the average ceiling height be less than 10'6". No part of the ceiling height at any point shall be less than 9'0".
2. Minimum requirements for classrooms with bilateral or multilateral lighting: The average ceiling height shall be equal to or greater than one-third the width of the room, but in no case shall the average height be less than 10'6". No part of the ceiling height at any point shall be less than 9'0".
3. Minimum requirements for classrooms with lighting from one side and one end: The ceiling height shall be the same as for unilateral lighting.



4. Minimum requirements for shops and laboratories: The ceiling height shall be appropriate to the use of the room, but in no case shall it be less than 10'6".
5. Minimum requirements for home economics, food and clothing laboratories, when in separate new home economics cottages: The ceiling height shall be at least 9'6".

#### D. CORRIDORS

1. For corridors which contain no lockers:
  - a. With rooms on one side, the clear width shall be not less than 7'0".
  - b. With rooms on two sides, the clear width shall be not less than 8'0".
  - c. Corridors may be reduced 1'0" in width where classrooms are provided with exterior door exits direct to grade and doors to corridors may open into the room.
  - d. Where doors to corridors when opened at 90 degrees project into corridor not more than 1'0", such corridors may be reduced 1'0" in width.
2. For corridors which contain lockers:
  - a. With lockers on one side, the clear width for secondary schools shall be not less than 9'0" from face of lockers.
  - b. With lockers on two sides, the clear width for secondary schools shall be not less than 10'0" between face of lockers.
  - c. For elementary schools the width of the corridors may be 1'0" less than "a" and "b" above.
3. There shall be no structural projections more than 8" and in no case shall the width of the corridor at piers or projections to be reduced below the prescribed minimum.
4. Drinking fountains shall not project more than eight inches.
5. Radiators, fire extinguishers, and other recessed equipment shall not project more than 2" beyond the face of corridor walls.
6. Each corridor on the first floor shall terminate with a direct exit to exterior of building.
7. Minimum ceiling height of corridors shall be 8'0".

#### E. EXITS

1. A unit of exit door width shall be 24" clear, except that a 42 inch opening may be considered as two units.
2. No single exit door shall be less than 36 inches wide. Leaves of double doors or mullioned doors shall be not less than 30 inches wide.



3. The minimum number of exit door widths from the first or entrance story shall be:
  - a. One unit of exit width for every three instructional rooms on the first or entrance story, plus
  - b. One unit for each required unit of stairway width from upper floors, plus
  - c. One unit of exit for each required unit of stairway width from the rooms below grade.
  - d. One unit of exit for each 750 square feet of floor area of auditorium, or ~~of~~ gymnasium if it is used for assembly or as an auditorium.
  - e. One unit of exit for each 300 square feet of floor area of the auditorium or gymnasium in one-story frame buildings.
4. At least one stairway or exit shall be within 120 feet or not more than the length of three classrooms, as measured along the line of travel, of each door of all rooms used by pupils.
5. Every room, gallery, balcony, or other space having a capacity of 100 or more persons, shall have at least two exit doorways. Every room, gallery, balcony, or other space having a capacity of 600 to 700 persons shall have at least three exit doorways. Where the capacity of such space is more than 700 persons, there shall be not less than four exit doorways.
6. Such required exits may use communicating hallways or corridors leading to exterior exits, but the required exit ways from any one place of assembly shall not use a common stairway.
7. There shall <sup>shall</sup> be at least two exits for all heater rooms, one of which ~~must~~ lead to the exterior of the building. The exit to the interior of the building shall have two doors equipped with self-closing hardware.
8. Exit doors from the building shall be provided with bar type anti-panic hardware.

#### F. FLOORS

1. Concrete floors without floor covering shall not be permitted in instructional areas, except in shops.
2. Wood floors shall not be permitted in corridors, except in one-story buildings of frame construction.

#### G. INTERIOR COURTS

The horizontal distance from any school room window to any light obstruction of an interior court wall, top of cornice, or parapet opposite the window shall be twice the height from the window sill to the top of the obstruction.

#### H. INTERIOR DOORS

1. No door opening from ~~an~~ <sup>any</sup> instructional room into the corridor shall be less than 36 inches wide, and all such doors shall swing out into the corridor towards the nearest exit of stairway, unless



otherwise permitted. No door shall be located to offer any obstruction or blocking of maximum free opening from rooms, stairways, and exits.

2. Locks on all doors of instructional rooms shall be operative from the inside at all times.
3. Doors to toilet rooms and smoke screens shall have door closers.
4. Doors to smoke screens shall be solid core veneered doors, 1-3/4 inches thick, kalamein or hallow metal, except in one-story buildings. Doors shall contain glass panels of clear wire plate glass.
5. Exterior entrance and exit doors shall contain glass panels of clear plate glass. Any glass area behind anti-panic bolts shall be clear wire plate glass.
6. No door to an auxiliary room shall be less than 24 inches wide. No single leaf of double doors used as exits shall be less than 30 inches wide.
7. Heater rooms shall be shut off from the interior of a building by a Class "B" Fire door.
8. Doors to the stage, fan room, head of basement stairs, and attic and roof spaces shall be metal clad doors.

#### I. LOCKERS AND WARDROBES

1. Provision shall be made for the ventilation and storage of pupils' clothing.
2. Corridor lockers shall be recessed and ventilated.

#### J. STAIRWAYS

1. Every building of two or more stories not exceeding 12 classrooms above the first floor shall have not less than two stairways remote from each other. For each 6 additional classrooms or fraction thereof above the first floor, one additional stairway shall be provided.
2. At least one stairway or exit shall be within 120 feet or not more than the length of three classrooms as measured along the line of travel.
3. Stairways shall be so located with respect to corridors, passages, and rooms that no corridor shall extend beyond the stairs a greater distance than the width of the corridor.
4. A unit of stairway width shall be 24 inches, except that 42 inches may be considered as two units, the same as the exit unit width. All widths shall be taken clear (not including handrails and newels). No exit stairway shall be less than 42 inches wide between handrails.



5. One unit of stairway width shall be required for every three classrooms or instructional rooms, or fraction thereof, above the first floor.
6. No stairrun shall exceed 15 risers in height.
7. Risers in stairways shall not exceed seven inches in height.
8. Treads shall be not less than 12 inches, including nosing, which shall not exceed 1 inch.
9. Treads and landings shall have an approved non-slip surface flush with the adjoining surfaces.
10. Landings shall maintain a width and depth not less than the stairs they serve.
11. Winders <sup>shall</sup> ~~will~~ not be permitted on exit stairs.
12. The distance from the first riser to the smoke-screen door shall be equal to twice the width of the smoke-screen door.
13. Handrails shall be provided upon both sides of the stairs. Inside handrails shall be continuous from the top to the bottom. Balustrades at sides of stairs shall be not less than four feet high.
14. All stairways shall be built of incombustible materials. The enclosing walls shall be of fire-resistive construction, with two-hour rating.
15. All stairs shall be enclosed with smoke doors.
16. There shall be no storage spaces or closets under or over stairs.
17. Stairways shall be lighted by natural light.
18. All stairs and landings shall be designed to sustain a live load of 100 pounds per square foot.
19. Open wells shall not be permitted.

#### K. RAMPS

1. No ramp for pupil use shall exceed a one-foot rise for each ten feet of run.
2. Ramp floors shall have a non-slip finish.

#### L. WINDOWS

1. For classrooms with unilateral lighting, windows shall be located in one wall only, parallel to the longest axis of the room.
2. For classrooms with multilateral lighting, the principal windows shall be located as for unilateral lighting.



3. Windows in all instructional rooms shall provide <sup>may</sup> a net glass area (exclusive of sash stiles and mullions) of not less than 18 per cent of the floor area. Glass block ~~will~~ be permitted in window areas of instructional rooms, starting at a height of not less than six feet above the floor. All glass block used in classroom areas shall be of the directional type.
4. Where glass block is used, the glass area shall be approximately 25 per cent greater than the area required for clear glass, to offset the loss of light transmitted. The top of the glass shall be as near to the finished ceiling as the construction will permit.
5. Window guards, when used, shall be of open-wire mesh, arranged so that they may be easily opened from the inside.
6. Natural light shall be provided in all pupil toilet rooms except individual toilets, and the glass area of window or windows shall be not less than 10 per cent of the floor area.

### HEALTHFUL SCHOOL PLANT

#### A. LIGHTING

1. The various rooms and areas in a school building shall be so lighted that the following minimum foot-candle intensities on working planes can be achieved, when installed. The measurements shall be taken at night, with only the artificial sources of light used.

#### Foot-Candles on Working Plane When Installed Mandatory Minimum

Classrooms, Offices, Laboratories	20
Sewing, Drafting Rooms	25
Sight-Saving Rooms	50
Art Rooms	25
Shops (generally same as classrooms)	20
Shops - Vocational (micrometer work)	25
Study Halls	20
Libraries	20
Cafeterias (not for study)	10
Cafeteria kitchens	20
Gymnasiums	15
Swimming Pools	10
Auditoriums (not for study)	5
Corridors and Stairhalls	10
Lockers, Team Rooms, etc.	10

2. Lamps and tubes shall be adequately shielded, unless they are of low brightness.
3. Classroom lights shall be operated by at least two switches, one switch controlling the lights parallel to and nearest the windows, the other controlling lights nearest the inside wall of the room.



## B. VENTILATION

1. All school buildings shall have a mechanical system of ventilation by means of which, during the period of occupancy, each classroom and other instructional areas shall be supplied with a minimum outdoor change of ten cubic feet of standard air per minute per pupil, and exhausted by mechanical or gravity exhaust,
2. Mechanical ventilation shall be provided at the rate of two changes per hour for gymnasium and combined gymnasium-auditoriums, and four changes per hour for auditoriums,
3. Mechanical ventilation shall be provided in student cafeterias on the basis of not less than four air changes per hour; for cafeteria kitchens on the basis of not less than twelve air changes per hour; and for locker rooms, shower rooms, toilet rooms, and janitors' service rooms on the basis of not less than six changes per hour.
4. A mechanical air supply and exhaust system shall be provided for all swimming pools, with not less than six air changes per hour.
5. Re-circulation of air shall be permitted, provided that the minimum quantity of outdoor air, as previously mentioned, is furnished for the several different locations.
6. Ventilating flues or ducts leading from toilet rooms shall not connect with those leading to or from any other areas, except slop-sink or certain utility areas.

## C. HEATING PLANTS

1. The heating plant shall be capable of heating all parts of the building to a uniform temperature of 70 degrees in zero weather, and shall have an automatic temperature control system with a mechanical ventilating system that will furnish the required amount of fresh air in each area as required,
2. Heater rooms shall be provided with outside air intake for the proper combustion of fuel. The free area of the intake shall be not less than 75 per cent of the smoke-stack area.
3. All coal, liquid, gas-fired boilers, vessels, or furnaces used for heating or for domestic hot water shall be provided with all prescribed safety devices recommended by the National Board of Fire Underwriters (January, 1950) and required by the local municipal ordinances if approved by the State Board of Education. These shall include solinoid vapor valves on all gas pilot lines serving oil-burning equipment,
4. Where bottled gas is used for any purpose, location of containers shall be in accordance with standards of the National Board of Fire Underwriters for the storage and handling of liquefied petroleum gases as recommended by the National Fire Protection Association, September, 1951.



## D. SANITATION

1. All plumbing installations shall conform to the requirements of the published local plumbing code of the municipality where the school building is located, provided that the municipal code has been submitted to and approved by the State Board of Education.
2. Where approved plumbing codes do not exist, all plumbing work shall be installed in accordance with the latest recommended requirements for plumbing, as issued by the United States Department of Commerce, Bureau of Standards, Washington, D.C.
3. Where adequate sewage disposal facilities are not available, septic tanks and drainage systems shall be constructed in accordance with the rules and regulations prescribed by the New Jersey State Department of Health.
4. Where an approved public water supply is not available, provisions for drinking water shall be made in accordance with the rules and regulations as prescribed by the New Jersey State Department of Health.

## E. TOILET FACILITIES

1. The following ratio of sanitary fixtures shall be considered minimum requirements in school buildings:

Water closets

Girls	-	Grades one through eight	-	One to 25 pupils
Boys	-	Grades one through eight	-	One to 40 pupils
Girls	-	Grades seven through twelve	-	One to 45 pupils
Boys	-	Grades seven through twelve	-	One to 60 pupils

Urinals

Boys	-	Grades one through six	-	One to 30 pupils
Boys	-	Grades seven through twelve	-	One to 45 pupils

When flushometer valves are used, they shall be provided with approved vacuum breakers.

Lavatories

Boys and Girls - All Grades                      One to 40 pupils  
This ratio shall include individual classroom fixtures, except that there shall be at least two lavatories in every general toilet room.

2. Kindergarten rooms shall be equipped with separate water closet facilities.
3. Natural light shall be provided in pupil toilets, and the window or windows shall be not less than 10 per cent of the floor area. Natural light will not be required in toilet rooms with direct access to the classrooms.



4. Entrances to toilet rooms shall be provided with screens to prevent visibility from the corridor.
5. Toilet room floors shall be of ceramic tile or other similar impervious surface.
6. Water closets shall be enclosed by individual stalls, of smooth, non-porous materials to permit efficient cleaning. "Enclosed" shall not mean extension to floor level.
7. Custodians' service sinks shall be provided, with a minimum of one such sink for each story, located to provide the greatest accessibility to the areas to be served.
8. No toilet rooms for pupils, except auxiliary toilets, shall be placed in building basements.
9. The temperature of hot water, when used, shall be thermostatically controlled.

#### F. DRINKING FOUNTAINS

1. Two drinking fountains shall be provided in any school; in any elementary school, one fountain shall be supplied for each 50 pupils up to 250 pupils. Thereafter, add one fountain for each 75 pupils up to 550 pupils. Thereafter, add one fountain for each 100 pupils. In any high school, one fountain shall be supplied for each 75 pupils up to 300 pupils. Thereafter, add one fountain for each additional 125 pupils up to 550 pupils. Thereafter, add one fountain for each 200 pupils.
2. Drinking fountains shall be of the angle-spray type.
3. Separate drinking fountains shall be provided in kindergarten rooms.
4. Drinking fountains shall not be installed in toilet rooms or attached to lavatories or sinks.

### SAFETY

#### A. FIRE ESCAPES

1. Where fire escapes are used:
  - a. They shall be constructed of iron strings, treads, platforms, and closed risers, said risers being not more than seven inches high and the treads not less than  $10\frac{1}{2}$  inches in width. Treads and platforms shall have gratings of the reticulated type with interstices not exceeding  $\frac{3}{4}$  of an inch.
  - b. The top platform shall be not more than five inches below the adjoining floor, and entrance to the platform shall be by means of a door, which shall be cut down to the level of the floor. Platforms shall be at least the width of the masonry opening of the doors which they serve.



- c. The stairs shall be not less than 36 inches wide, supported on metal columns. Stairs shall extend uninterrupted to the ground level.
- d. Long runs shall have intermediate landings not less than 3'6" wide. Runs shall not be continuous in the same direction, but shall return on themselves.
- e. The outside strings shall be protected by a heavy galvanized wire-mesh screen or other approved protective railing not less than five feet high.
- f. Whenever windows are located beneath or within 10'0" of fire escapes, they shall be glazed with wire glass.
- g. Handrails shall be provided for each side of the stairs.
- h. Gates shall not be permitted at the foot of any fire escape.

#### B. PROTECTION FROM MACHINERY IN SCHOOLS

Machinery in schools shall be guarded in accordance with the standards specified in the labor laws of the State and the safety code of the State Department of Labor.

#### C. FIRE RESISTANCE

Four types of construction affected differently by fire are recognized by this Guide as follows:

1. Frame Construction. This shall be as defined by Subsection "a-1" of section 18:7-91 of the Revised Statutes of New Jersey.
2. Non-Fireproof Construction. This shall be as defined by Subsection "a-2" of section 18:7-91 of the Revised Statutes of New Jersey.
3. Semi-Fireproof Construction. This shall be as defined in the National Building Code, 1949 Edition, as Recommended by the National Board of Fire Underwriters.
4. Fireproof Construction. This shall also be as defined in the National Building Code, 1949 Edition, as Recommended by the National Board of Fire Underwriters. The above types of constructions may be used as follows in school buildings:
  - a. Frame Construction may be used for one-story school buildings, without basement or room below grade, provided that each classroom shall have an outside exit and that no other frame structure shall be located closer than 100 feet to any part of such frame school building. Space necessary for the heating plant may be located in the room below grade if such room meets code requirements. No room shall contain more than 2,500 square feet.



- b. Non-fireproof Construction or Semi-Fireproof Construction may be used for all one and two-story school buildings provided that the stair halls, corridors, boiler rooms, coal vaults, picture booths, and permanent stages equipped to fly scenery are of fireproof construction with a two-hour rating for the corridor and stair hall walls and with a four-hour rating for heater room walls. If individual exits directed to grade are provided for each classroom, fireproof corridors are not required. X
- c. Fireproof Construction may be used for all school buildings, and shall be used for all those which are three stories and over in height. Corridor and stair hall walls shall have a two-hour rating; floors shall have a three-hour rating; and heater room walls and ceilings shall have a four-hour rating. Roofs, except over stages equipped to fly scenery and boiler rooms, may be of semi-fireproof construction.
- d. All auditoriums with permanent stages equipped to fly scenery shall conform to the requirements of the National Building Code, 1949 Edition.
- e. The furnace-room fire and explosion hazards shall be isolated from pupil-occupied areas by location or treatment. Furnace and fuel rooms adjacent to or in school buildings shall have fireproof floors, walls, and ceilings except that one-hour fire-resisting ceilings will be permitted for one-story heater rooms in one-story buildings. Where coal is used, adequate fire-safe storage shall be carefully planned to reduce the dangers from spontaneous combustion. Fuel-oil or gas-burner installations shall comply with standards established by the Board of Fire Underwriters. (January, 1950)

#### D. STRUCTURAL DESIGN STANDARDS

- 1. The following structural design standards shall be a part of the New Jersey School Building Code:
  - a. "Building Code Requirements for Reinforced Concrete", (ACI 318-47). Approved as American Standard by the American Standards Association, January 12, 1948.
  - b. "Specification for the Design, Fabrication, and Erection of Structural Steel for Buildings". Revised Debruary, 1946. American Institute of Steel Construction. X
  - c. "American Standard Building Code Requirements for Masonry". Issued March 15, 1944. Approved January 22, 1944, by the American Standards Association as American Standard A41.1-1944.
  - d. "National Design Specification for Stress-Grade Lumber and Its Fastenings, 1944." Revised 1948. Recommended by the National Lumber Manufactures Association, Washington, D.C.
- 2. All future revisions of, amendments to, or new issues of any or all of the publications referred to in this Guide shall not become effective until approved by the State Board of Education.



## E. MINIMUM DESIGN LOADS

1. School buildings and their accompanying structures shall be designed for all conditions of loading, as specified in the American Standard Building Requirements A58.1-1945, "Minimum Design Loads in Buildings and Other Structures," approved June 19, 1945, by the American Standards Association, and sponsored by the National Bureau of Standards, except as hereinafter specifically modified or as modified by future revisions, subject to the approval of the State Board of Education.
2. The live loads assumed for purposes of design shall be the greatest loads that probably will be produced by the intended occupancies or uses. The assumed live loads, considered as uniformly distributed, shall be not less than the values given in the following table:

Occupancy or Use	Live Load Lbs. per Sq. Ft.
Auditoriums and Assembly Halls	
Fixed seats on sloping or stepped floor	60
Movable or fixed seats on level floor	100
Stage floor	150
Balconies	
Fixed seats	60
Movable seats	100
Classrooms - Up to 900 square feet	50
Classrooms - More than 900 square feet	60
Libraries, larger than normal classroom (Weight of book stacks shall be computed at not less than 20 lbs. per cubic foot)	80
Laboratories, larger than normal classroom	80
Stairs and Fire Escapes	100
Shops	
For light operations	125
For agriculture, machinery, automobile repair, etc.	200
Store Rooms	100
Toilet Rooms	60
Corridors	100
Cafeterias	100
Kitchens	150
Fan Rooms	150
Floor over Boiler Room	100
Gymnasiums	100
Grandstands, Bleachers, etc.	100



3. In open-type grandstands and bleachers each footway and seat shall be designed for a live load of not less than 120 lbs. per linear foot.
4. All grandstands, bleachers, etc., shall be designed for horizontal forces, resulting from occupancy, applied at the level of each seat. In the direction lengthwise of the seats, the force shall be 24 lbs. per linear foot of each seat. In the direction cross-wise of the seats, the force shall be 10 lbs. per linear foot of each seat.
5. Grandstands, bleachers, etc., shall be designed for a wind of 20 lbs. of vertical projection acting in any direction, in addition to occupancy loads.
6. There shall not be placed, or caused or permitted to be placed, on any floor or roof of a building or other structure a load greater than that for which such floor or roof is designed.
7. Roofs shall be designed for a uniformly distributed load (including snow loads) on the horizontal projection as described in the following schedule of loads and zones. The load shall be in addition to the dead load and wind load. The Southerly Zone shall be defined as any place south of a line drawn between Riverton, New Jersey and Point Pleasant, New Jersey. The Northerly Zone shall include any location north of this line.

Uniform Load over Horizontal  
Projection Lbs. per Square Foot

Roof Slope	Southerly Zone	Northerly Zone
Less than 20°	30	40
From 20° to 45°	20	30
More than 45°	20	20

8. Roofs to be used for promenades shall be designed for a minimum load of 60 pounds per square foot in addition to the dead loads. Roofs to be used for other special purposes shall be designed for appropriate loads as directed or approved by the building official.

NOTE: Earthquake loads shall not be required by this Guide.

F. INSTALLATIONS FOR SAFETY AND CONVENIENCE

1. Classrooms shall be provided with at least one duplex outlet.
2. In industrial arts and vocational shops, every portable and stationary electrically operated device or motor, grinder, glue pot, and portable hand and stand lamp shall have its framework effectively grounded and all portable electrical tools and machinery shall be equipped with electrical plugs and receptacles to ground the electrical connections in conformity with the regulations of the New Jersey Department of Labor. At least two emergency cut-out switches shall be provided, one at or near each end of the shop.
3. Assembly rooms and auditoriums shall be provided with a convenience outlet at the probable location of a portable projector. A built-in speaker cable shall be run from that location to a stage outlet.



SCHOOL ATTENDANCE AND  
PUPIL ACCOUNTING



STATE BOARD RULES GOVERNING

SCHOOL ATTENDANCE AND PUPIL ACCOUNTING

Pursuant to N.J.S.A. 18:2-4b, 18:10-29.31,  
18:13-113, 18:14-71.15, 18:14-71.32, 18:14-92.4,  
18:15-1

A. THE SCHOOL REGISTER

1. The Commissioner shall prepare and distribute annually a school register which shall be known as the New Jersey School Register, for recording pupil attendance in all public schools of the State operated by boards of education, except adult schools.
2. Pupil attendance shall be recorded in the school register during school hours on each day the school is in session.
3. In addition to school registers used in regular classes separate school registers shall be kept for pupils attending regular evening schools, evening vocational schools, schools or classes for the physically handicapped, schools or classes for the mentally handicapped and summer schools operated by boards of education.
4. The attendance record of all mentally retarded or physically handicapped pupils furnished individual instruction or training at home or in school shall be recorded in one or more separate school registers kept, insofar as practicable, according to the regulations herein provided. These registers shall serve as a separate official record of the individual instruction provided by the local school district. Pupils on roll in these registers shall not be regarded as enrolled for purposes of state-aid based upon average daily enrollment and the statistical data accumulated therein shall not be included in reports of class instruction.

B. SCHOOL ENROLLMENT

1. The enrollment in a class, a school or a school district shall be the total number of original entries in any such unit during a school year. The total number of original entries in all the classes and schools of a school district shall constitute the school enrollment for that district during any school year.
2. No pupil attending a public school operated by a board of education shall be enrolled in more than one school register in any school district during a school year. Such pupils shall be enrolled as of the first day of attendance for that year.
3. No pupil shall be enrolled in a school register until he has reached the following legal school age:
  - a. Kindergarten - over 4 years and less than 6 years.
  - b. Primary School - over 5 years.
  - c. Evening School - over 12 years
4. Any pupil enrolled in a school register in a school district who moves to another school district in the same school year shall be enrolled in one register in the new school district upon entering school in that district.



5. The average daily enrollment in a school district for a school year shall be the sum of the days present and absent of all enrolled pupils when the school was in session during the year, divided by the number of days school was actually in session. The average daily enrollment for the classes or schools of a district having varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual classes or schools.

#### C. SCHOOL ATTENDANCE

1. For purposes of school attendance a day in session shall be a day on which the school is open and the pupils are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes and inclement weather shall not be considered as days in session.
2. A school day shall consist of not less than four hours of actual school work, except that in an approved kindergarten one continuous session of two and one half hours may be considered a full day.
3. An approved kindergarten shall meet the following requirements:
  - a. Every kindergarten teacher shall hold a certificate valid to teach in a kindergarten. This rule shall not be retroactive prior to July 19, 1949.
  - b. No pupil other than kindergarten pupils shall be taught in the kindergarten room when the kindergarten is in session.
  - c. A balanced program shall be conducted to meet the developmental needs of kindergarten pupils with no formal instruction in reading, writing, number work, or other similar subjects. Suitable facilities, equipment, materials and supplies shall be provided including movable furniture.
4. A day of attendance shall be one in which a pupil is present for the full day under the guidance and direction of a teacher or teachers while school is in session. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of pupils in each session a pupil attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
5. A half-day class shall be considered the equivalent of a full days attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.
6. An evening school session shall be considered the equivalent of a half-day class in the regular day school for students attending a minimum of two or more hours.



7. A record of the attendance of all pupils on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions printed in the school register, and if necessary, according to supplementary instructions issued from time to time by the Commissioner.
8. No pupil shall be recorded as present unless the school is in session and the pupil or pupils so recorded are under the guidance and direction of a teacher or teachers in the teaching process.
9. A pupil shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except pupils excused due to religious holidays who shall be recorded as excused.
10. A pupil shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after he enters until the date he is transferred to another school, transferred to a register for individual instruction and training, or officially leaves the school system.
11. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse pupils for religious observance upon the written request signed by the parent or person standing in loco parentis.
12. The mere presence of a pupil at roll call shall not be regarded as sufficient attendance for compliance with these rules. In a two-session school a pupil shall be present at least one hour during any school session in order to be recorded as present for that session. In a one-session school a pupil shall be present at least two hours during any school session in order to be recorded as present for that session. This rule shall be construed to apply to the occasional individual pupil only and not to a class as a whole.
13. In one-session schools the attendance of all pupils on roll in a school register shall be recorded for one session only. In such instances the time and length of the session shall be a matter of record in the school register.
14. Whenever any school district initiates a program for kindergarten classes where it is deemed advisable that the kindergarten children attend less than a two and one-half hour session, such children shall be considered present in the school register under the following conditions:
  - a. The shortened sessions shall not be extended beyond the first three days of school.



- b. Such shortened sessions shall consist of not less than one hour of actual attendance.
- c. The provision for such shortened sessions shall be made upon the recommendation of the superintendent of schools or the county superintendent of schools in school districts where there is no superintendent; shall be approved by the board of education, and shall be incorporated in the school calendar for any year in which such shortened sessions are approved.



BOOKKEEPING AND ACCOUNTING



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STATE BOARD OF EDUCATION RULES  
GOVERNING BOOKKEEPING AND ACCOUNTING IN LOCAL  
SCHOOL DISTRICTS PURSUANT TO N.J.S.A. 18:2-4f

**The Bookkeeping and Accounting System**

It shall be the purpose of the bookkeeping and accounting system prescribed herein to provide a sound plan of general accounts that will serve to safeguard the expenditure of public funds; effect proper budgetary control; establish uniformity in the classification of expenditures; and furnish adequate financial information for use of the public, the local school administration and the Commissioner of Education.

It shall be comprised of three major parts - records of receipt and expenditure accounts in accordance with recognized governmental accounting procedures; detailed budget and cost distribution records; and a schedule of physical property.

- A. The records of receipt and expenditure accounts shall be set forth in sufficient detail to determine the financial condition of the school district at any time.
1. The major accounts shall be designated as follows:
    - (a) Current Expenses
    - (b) Repairs and Replacements
    - (c) Land, Buildings and Equipment
    - (d) Evening Vocational Schools
    - (e) Evening Schools for Foreign-born Residents
    - (f) Bonds, Authorized Notes and Interest on same
  2. The necessary supplementary accounts shall be provided for non-revenue receipts and expenditures as follows:
    - (a) Sinking Funds to pay Term Bonds
    - (b) Temporary Loans
    - (c) Sale of Permanent Bonds to Redeem Temporary Loan Bonds
    - (d) Reserve for Unpaid Orders
  3. The forms to be prepared by the Commissioner of Education for use in the local school districts shall include but not be limited to the following classifications:
    - (a) Appropriations
    - (b) Cash Receipts
    - (c) Cash Expenditures
    - (d) Contractual Orders
    - (e) Tuition Ledger
    - (f) Bond Register
    - (g) Extra Curricular Activities
    - (h) Food Services



- B. Detailed budget and cost distribution records shall be kept in the form prescribed by the Commissioner of Education to insure uniformity in the preparation of budgets and in the classification of costs in the local school districts. The Commissioner in his determination of the forms to be prescribed shall give consideration to the definitions and recommendations contained in such documents as "The Common Core of State Educational Information" issued by the Office of Education of the United States Department of Health, Education and Welfare, and other handbooks issued or approved by the National Council of Chief State School Officers to promote common understanding of basic items and to make possible comparability of data among States.
1. The budget and cost distribution records shall include but not be limited to the following classifications and such other classifications and sub-items as the Commissioner may prescribe: x 5
- (a) Administration
  - (b) Instruction
  - (c) Other School Services
    - (1) Attendance
    - (2) Health
    - (3) Food Services
  - (d) Transportation
  - (e) Operation of Plant
  - (f) Maintenance of Plant (Repairs and Replacements)
  - (g) Fixed Charges
  - (h) Community Services
  - (i) Capital Outlay (Land, Buildings and Equipment)
  - (j) Debt Service (Bonds, Authorized Notes and Interest on same)
  - (k) Special Activities
    - (1) Evening Schools for Foreign-born Residents
    - (2) Evening Vocational Schools
    - (3) Junior Colleges
- C. A record of the physical property of the local board of education shall be kept in the form prescribed by the Commissioner.
1. The physical property records shall include but not be limited to the following classifications:
- (a) Property Record
  - (b) Stock Record
  - (c) Register of Insurance
- D. The Commissioner shall prepare directions to be used by school officials in keeping the bookkeeping and accounting system provided for in these rules and shall from time to time prepare, publish and distribute handbooks, materials or circulars for the guidance of school officials.
- E. The Commissioner shall prescribe a list of articles to be regarded as supplies and equipment for accounting purposes.



- F. The Commissioner shall prepare and distribute the necessary forms for the bookkeeping and accounting system except to those districts which have received approval for mechanical bookkeeping systems.
- G. All cards and forms used with mechanical bookkeeping systems to be installed by local boards of education shall be approved by the Commissioner prior to the installation and purchase of such equipment.



HIGH SCHOOL TUITION RATES



STATE BOARD RULES GOVERNING  
HIGH SCHOOL TUITION RATES  
Pursuant to N.J.S.A. 18:2-4b and  
Implementing N.J.S.A. 18:14-7

I. DETERMINING HIGH SCHOOL TUITION RATES

- A. The term "actual cost per pupil" for determining the high school tuition rate for a given year referred to in N.J.S.A. 18:14-7 shall mean the cost per pupil in average daily enrollment based on the total operating expenditures for the year immediately preceding for all high school purposes except maintenance and debt service, in lieu of which a rental charge of five percent of the total original cost of the high school plant, including land and equipment, and subsequent additions thereto shall be made.

All expenditures for high school purposes shall be included regardless of the sources of revenue.

"Average daily enrollment" for the purpose of determining the "actual cost per pupil" shall be the sum of the days present and absent of all pupils enrolled in the high school register during the year divided by the number of days school was actually in session.

- B. Whenever practicable the actual amounts expended for high school purposes for each item according to the prescribed bookkeeping and accounting system shall be recorded and used in determining the "actual cost per pupil".
- C. Whenever it shall be impracticable to charge the actual amount expended for high school purposes for a particular item, the high school share of such expenditure shall be determined on a pro-rata basis in accordance with the following ratios:
1. Administration - Ratio of number of high school teachers to total number of teachers of the system.
  2. Instruction
    - a. Supervisors, Principals and Teachers - Ratio of time devoted to high school duties to time devoted to all duties.
    - b. Textbooks and Supplies - Weighted ratio of average daily enrollment of high school pupils to average daily enrollment of all pupils of the system. In making the weighting, four tenths shall be allowed for elementary and six tenths for high school grades.
    - c. Other Expenses - Ratio of the average daily enrollment of high school pupils to average daily enrollment of all pupils of the system.



### 3. Operation

- a. Janitors, Engineers and Firemens' Salaries - Ratio of square feet of floor space of building used for high school purposes to square feet of floor space used for all schools. Such floor space shall not include offices, boiler rooms, corridors or other rooms not used by pupils. Whenever a room shall be used by both high school and other pupils, such square footage shall be determined by the time use of such room by the high school and other school pupils.
- b. Janitorial Supplies - Fuel, Light, Power and Water - Ratio of square footage as set forth in 3 a above. Whenever costs are not kept separately for a building which is a combination school, such costs shall be prorated according to the ratio of square footage used for high school to the total square footage of the building.

### 4. Other School Services

- a. Coordinate Activities - Ratio of average daily enrollment of high school pupils to average daily enrollment of all pupils of the school system.
  - b. Auxiliary Agencies - Ratio of average daily enrollment of high school pupils to average daily enrollment of all pupils of the school system.
5. Fixed Charges - Ratio of average daily enrollment of high school pupils to average daily enrollment of all pupils of the school system. Tuition shall be excluded.
- a. Rental - Ratio of square footage used for high school purposes to the total square footage of the building.

- D. The Commissioner shall prepare the detailed directions and the necessary forms to be used by school officials in determining the "actual cost per pupil" for tuition purposes according to these rules.

## II. JUNIOR HIGH SCHOOL TUITION RATES

- A. The cost per pupil for tuition purposes in Junior High Schools shall be determined in the same manner as in high schools.



TUITION RATES FOR MENTALLY RETARDED  
AND PHYSICALLY HANDICAPPED PUPILS



STATE BOARD RULES GOVERNING  
TUITION RATES FOR MENTALLY RETARDED  
AND PHYSICALLY HANDICAPPED PUPILS  
Pursuant to N.J.S.A. 18:14-71.1, 18:14-71.7  
and N.J.S.A. 18:14-71.18, 18:14-71.25

I. DETERMINING TUITION RATES FOR EDUCABLE MENTALLY RETARDED CHILDREN

- A. The term "actual cost per pupil" for determining the tuition rate of educable mentally retarded children for a given year, referred to in N.J.S.A. 18:14-71.7 as mentally retarded children, shall mean the cost per pupil in average daily enrollment based on the total operating expenditures for the year immediately preceding for all pupils so classified except maintenance and debt service, in lieu of which a rental charge of five percent of the total original cost of the plant including land and equipment, and subsequent additions thereto shall be made.

All expenditures for educable mentally retarded children shall be included regardless of the sources of revenue.

"Average daily enrollment" for the purpose of determining the "actual cost per pupil" shall be the sum of the days present and absent of all pupils enrolled in the school register for educable mentally retarded classes during the year divided by the number of days school was actually in session.

- B. Whenever practicable the actual amounts expended for educable class purposes for each item according to the prescribed bookkeeping and accounting system shall be recorded and used in determining the "actual cost per pupil".
- C. Whenever it shall be impracticable to charge the actual amount expended for educable class purposes for a particular item, the share to be charged to educable classes shall be determined on a prorata basis in accordance with the following ratios:
1. Administration - Ratio of the number of teachers in educable classes to the total number of teachers of the system.
  2. Instruction
    - a. Teachers, Supervisors and Principals - Ratio of time devoted to educable classes to time devoted to all duties,
    - b. Textbooks and Supplies - Ratio of average daily enrollment of educable mentally retarded pupils to average daily enrollment of all pupils in the system.
    - c. Other Expenses - Ratio of the average daily enrollment of "educable mentally retarded pupils" to the average daily enrollment of all pupils of the system.



### 3. Operation

- a. Janitors, Engineers and Firemens' Salaries - Ratio of square feet of floor space of areas used for "educable" mentally retarded classes to square feet of floor space used for all schools. Such floor space shall not include offices, boiler rooms, corridors or other rooms not used by pupils. Whenever a room shall be used by both "educables" and other pupils, such square footage shall be determined by the time use of such room by the "educables" and other school pupils.
- b. Janitorial supplies - Fuel, Light Power and Water - Ratio of square footage as set forth in 3-a above. Whenever costs are not kept separately for a building which is a combination school, such costs shall be prorated according to the ratio of square footage used for "educables" to the total square footage of the building.

### 4. Other School Services

- a. Coordinate Activities - Ratio of average daily enrollment of educable pupils to average daily enrollment of all pupils in the school system.
- b. Auxiliary Agencies - Ratio of average daily enrollment of educable pupils to average daily enrollment of all pupils of the school system.

### 5. Fixed Charges - Ratio of average daily enrollment of "educable" pupils to average daily enrollment of all pupils of the school system. Tuition shall be excluded.

- a. Rental - Ratio of square footage used for "educable" classes to the total square footage of the building.

D. The Commissioner shall prepare the detailed directions and the necessary forms to be used by school officials in determining the actual cost per pupil for tuition purposes according to these rules.

## II. DETERMINING TUITION RATES FOR TRAINABLE MENTALLY RETARDED CHILDREN

- A. The cost per pupil for tuition purposes in trainable mentally retarded classes shall be determined in the same manner as in educable mentally retarded classes.

## III. DETERMINING TUITION RATES FOR PHYSICALLY HANDICAPPED CHILDREN CLASSIFIED ACCORDING TO THE FOLLOWING CATAGORIES: CEREBRAL PALSY, GENERAL ORTHOPAEDIC, CARDIOPATHIC, BLIND, PARTIALLY SEEING, DEAF, HARD OF HEARING, CHRONIC DEFECTS AND DISEASES, AND SPEECH DEFECTS CONNECTED WITH SOME PHYSICAL DEFECT.

- A. The cost per pupil for tuition purposes in each of the above catagories shall be determined in the same manner as in educable mentally retarded classes.