

**NJ TRANSIT Speakers Bureau, High School/College Career Fairs  
and Company Site Visit Requests**

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## **NJ TRANSIT SPEAKERS BUREAU PROGRAM**

NJ TRANSIT welcomes the opportunity to share the story of public transportation with our communities. Representatives from NJ TRANSIT may be available to attend a High School Career Day/Fair or to make a presentation to a community group on a wide range of transit topics. There is no fee associated with any speaking engagement.

In order to request a speaker at your event, please review the steps below and contact us if you have any questions. NJ TRANSIT will attempt to accommodate all requests, but cannot guarantee participation.

### **Speakers Bureau Program Request Application**

The first step in the process is to download and complete the Speakers Bureau Request Application. [Click here for a copy of the application.](#)

### **Submitting your Speakers Bureau Program Request Application**

Don't wait to complete and submit this application. In order for us to participate in your event, we need a minimum of four weeks to review your request and identify a speaker.

If possible, please provide two to three open dates on your application. We will try to honor the request, but it is contingent upon our ability to coordinate our employees' schedules.

There are three ways for you to submit your completed application:

Via mail: NJ TRANSIT Employee Engagement, Speakers Bureau Program, One Penn Plaza East, Newark, NJ 07105

Via e-mail: [SpeakersBureau@njtransit.com](mailto:SpeakersBureau@njtransit.com)

Via Fax: 973-288-7527

### **Response to Speakers Bureau Requests**

We will advise you within 10 business days of our receipt of your request regarding our ability to participate in your event.

If we are able to confirm our participation, when the presentation gets closer, staff will contact you as a final check on the arrangements. If we must cancel the speaking engagement for any reason, we will make every effort to reschedule in a timely manner.

### **For More Information**

If you would like more information or have any additional questions, please contact NJ TRANSIT Employee Engagement at 973-491-8059, Monday through Friday, 9 AM – 3 PM.

## NJ TRANSIT SAFETY EDUCATION PROGRAM (NJTSEP)

The NJ TRANSIT Safety Education Program offers complimentary "Safety Rules!" presentations to all public, private and charter schools (grades PreK-12) and community groups. During the 45-minute presentation, students learn the need for caution and safe behavior around tracks, trains, light rail, platforms and buses.

NJ TRANSIT Safety Education Program presenters are Operation Lifesaver Authorized Volunteers. Topics discussed include railway signs and signals, understanding train speed, distance and stopping dynamics, as well as use of electronic devices around all NJ TRANSIT transportation modes. Age appropriate videos are used to emphasize important safety messages and (free) educational materials are provided to reinforce safety tips and procedures presented. Question and answer sessions are offered to older student groups.

To request a presentation in North Jersey, contact 973-491-8060 or [safetyrules@njtransit.com](mailto:safetyrules@njtransit.com)

To request a presentation in South Jersey, contact 856-614-5564 or [safetymatters@njtransit.com](mailto:safetymatters@njtransit.com)

## NJ TRANSIT DRIVER EDUCATION SAFETY PROGRAM (NJTDESP)

This complimentary program is available to all New Jersey public, private and charter high schools, driver education instructors and driving schools. This program teaches students how to safely navigate the road with trains, light rail and buses, while preparing young drivers to use caution near tracks.

Topics discussed during the interactive presentation include factors contributing to train/car collisions, such as driver distractions and non-compliance to passive and active warning devices. Also reviewed are emergency response procedures, legal consequences of traffic violations, and graphic reality of motorist errors.

The program is self-sufficient, consisting of an instructor lesson plan which includes a two-part video, a PowerPoint presentation, PSAs, a student reference guide and safety quiz. Complimentary materials for students are also provided. The NJTDESP augments current high school driver education curriculums and is in alignment with New Jersey Core Curriculum Content Standards.

To request additional information about this program or to be mailed the curriculum:

North Jersey: 973-491-8060 or [safetyrules@njtransit.com](mailto:safetyrules@njtransit.com)

South Jersey: 856-614-5564 or [safetymatters@njtransit.com](mailto:safetymatters@njtransit.com)

## **POLICE DEPARTMENT SAFETY PROGRAM**

The NJ TRANSIT Police Department offers a safety and security program to public and private schools, as well as community groups throughout the state, staffing permitted. For more information and to request a presentation, contact Chief Christopher Trucillo at [ctrucillo@njtransit.com](mailto:ctrucillo@njtransit.com).

## **NJ TRANSIT EMERGENCY RESPONSE GUIDELINES FOR FIRST RESPONDERS (NJTERG)**

The NJ TRANSIT Emergency Response Guidelines awareness level training program is designed to give first responders from outside agencies the tools they need to operate safely around NJ TRANSIT property, facilities and railroad rolling equipment. This program is normally held during the local agency's meeting or scheduled drill, and is geared toward Police, Fire, EMS, OEM, CERT, etc. The program is available 7 days a week and is available to all first responders at no cost. To request a presentation, contact Timothy Meade at 973-522-3719 or [tmeade@njtransit.com](mailto:tmeade@njtransit.com).

## **NJ TRANSIT ACCESSIBLE SERVICES PROGRAM**

NJ TRANSIT's ADA Services department offers outreach programs for those interested in learning more about our accessible services. These programs are available for groups through a variety of options, including exhibits, presentations, panel discussions and, for some large group functions, bus demonstrations.

Our presentations include a brief video about NJ TRANSIT's accessible services, followed by more detail about the programs and a Q&A session. The bus demonstrations include these presentations, but we also send a NJ TRANSIT bus to allow the participants to experience all the features that are available. Complimentary materials are also provided.

Among the topics covered are: NJ TRANSIT accessible public transportation services including rail, light rail and bus service in New Jersey and into parts of New York and Philadelphia. We share information about our accessible rail and light rail vehicles and stations, and lift-equipped and kneeling buses. We also describe NJ TRANSIT's ADA paratransit service, Access Link, and how to become eligible and utilize the service.

We also highlight the partnership between NJ TRANSIT and the NJTIP@RUTGERS travel instruction program and how it assists customers in using public transportation. Finally, we share information about NJ TRANSIT's reduced fare program for people with disabilities and people over the age of 62.

To request an outreach event please call us at 1-800-955-ADA1(2321) and choose option #5 or email us at [adaservices@njtransit.com](mailto:adaservices@njtransit.com).



**Speakers Bureau Program Request Application**

In order to better assist you, please complete the following information.

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Type of Event \_\_\_\_\_

Format (i.e., auditorium, classroom) \_\_\_\_\_

Theme or Topic \_\_\_\_\_

Anticipated Number of Attendees \_\_\_\_\_

Event Date 1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

Comments/Additional Information \_\_\_\_\_

Contact the Employee Engagement department at 973-491-8059, Monday through Friday, 9 AM – 3 PM, with any questions.

Return this form with a letter of request on your organization’s letterhead to:  
NJ TRANSIT Employee Engagement, One Penn Plaza East, Newark, NJ 07105.  
Or via E-mail: [SpeakersBureau@njtransit.com](mailto:SpeakersBureau@njtransit.com). Or via Fax: 973-288-7527

***Do not use this form to request a Transit Safety Education Program, Police Safety, NJTERG presentation or for High School/College/University Career Fair requests. Please follow instructions detailed separately.***

## **NJ TRANSIT ATTENDANCE AT HIGH SCHOOL OR COLLEGE/UNIVERSITY CAREER DAYS/FAIRS**

NJ TRANSIT welcomes the opportunity to meet and talk with talented individuals as they are transitioning from high school or college to career. Recruiting skilled employees is crucial for the corporation's sustained success as experienced employees retire. One of the ways to accomplish this is to increase the awareness of high school and college students about professional and technical opportunities in public transportation.

While NJ TRANSIT often participates in High School/College/University Career Fairs, our attendance is determined based on organizational needs and budgetary constraints. All requests for our attendance at these events are coordinated through our Strategic Staffing Department.

If you are interested in having a NJ TRANSIT representative attend a career day activity or fair hosted by your high school or college/university, please e-mail your request, including the date, time and location of your event, to Gloria Vrabel ([gvrabel@njtransit.com](mailto:gvrabel@njtransit.com)) or Lori Feigenbaum ([lfeigenbaum@njtransit.com](mailto:lfeigenbaum@njtransit.com)).

If possible, please allow a ***minimum of four weeks' notice*** to give us sufficient time to schedule a representative. NJ TRANSIT will attempt to accommodate all requests, but cannot guarantee participation.

### **Response to Career Fair/Day Requests**

We will advise you within 10 business days of our ability to participate in your High School or College/University Career Day/Fair.

If we are able to confirm our participation, when the date gets closer, staff will contact you as a final check on the arrangements. If your event is cancelled, kindly e-mail Gloria Vrabel ([gvrabel@njtransit.com](mailto:gvrabel@njtransit.com)) or Lori Feigenbaum ([lfeigenbaum@njtransit.com](mailto:lfeigenbaum@njtransit.com)) as soon as possible.

## **NJ TRANSIT FACILITIES SITE VISITS AND TOURS**

NJ TRANSIT offers limited opportunities for community organizations to visit one of NJ TRANSIT's state of the art facilities to get a first-hand look at how a major public transportation agency functions.

### **Requesting Educational Site Visits and Tours**

Community organizations may request a tour by completing a [Site Visit Request Application](#).

There are three ways to submit completed applications:

Via mail: NJ TRANSIT Employee Engagement, One Penn Plaza East, Newark, NJ 07105

Via e-mail: [SpeakersBureau@njtransit.com](mailto:SpeakersBureau@njtransit.com)

Via Fax: 973-288-7527

Group leaders may also call the Employee Engagement department at 973-491-8059, Monday through Friday, 9 AM – 3 PM.

Please have the following information ready when contacting NJ TRANSIT.

- Group name and contact information
- Facility/Location of interest
- Number of attendees anticipated
- Preferred date(s)

Visits are generally scheduled outside of peak commuting hours. The application will be reviewed by our management team(s) and, many of the requests may not be approved due to liability and/or operations requirements and staffing priorities. If approved, a representative will be assigned to escort the group and provide information about the type of operations conducted at the facility, as well as answer any questions the group might have. There is no fee associated with a site tour.

***Please allow a minimum of four weeks' notice*** to give us sufficient time to review requests and schedule a tour. If possible, provide two to three date options.

### **Responding to Site Visit and Tour Requests**

NJ TRANSIT will advise of the availability of a requested site visit/tour within 10 business days of receipt of the request. If we are able to accommodate the requested site visit/tour, as the date approaches, we will contact you as a final check on the arrangements. If the tour must be cancelled for any reason by the requesting school or community organization or by NJ TRANSIT, we will make every effort to reschedule in a timely manner.



**Facilities Site Visit/Tour Request Application**

In order to better assist you, please complete the following information.

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization or School \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Purpose of Visit \_\_\_\_\_

Event Day 1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

Anticipated Number of Attendees \_\_\_\_\_

Comments/Additional Information \_\_\_\_\_

\_\_\_\_\_

If you have any questions, please contact the Employee Engagement department at 973-491-8059, Monday through Friday, 9 AM to 3 PM.

Please return this form to: NJ TRANSIT Employee Engagement Department, One Penn Plaza East, Newark, NJ 07105 or via fax to: 973-288-7527 or via e-mail to [SpeakersBureau@njtransit.com](mailto:SpeakersBureau@njtransit.com)