

VEHICLE REQUIREMENTS FOR CHILD CARE CENTERS

<http://www.nj.gov/mvc/Inspections/SchoolBus.htm>

Approved Vehicle for the Routine Transportation of Children:

Identifying Types of Vehicles

- A Type I School Bus (S1 License Plates) is a bus with a capacity of 17-54 passengers*
- A Type II School Bus (S2 License Plates) is a bus with a capacity of 10-16 passengers*
- A Type S School Vehicle (S2 License Plates) is a vehicle with a capacity of 9 or fewer passengers*; and a minimum of 3 side entry doors.

*as indicated by the vehicle manufacturer

Note: 15-passenger vans are prohibited from transporting children of all ages.

Approval of a Passenger Vehicle as a Type S School Vehicle (N.J.A.C. 13:20-51.13)

A passenger vehicle can be approved as a Type S School Vehicle under the following conditions:

- Seats and backrests shall be securely fastened.
- Seats shall be forward facing and shall be spring or foam rubber upholstered.
- A "jump-type" or folding seat shall not be permitted, including the front seat.
- Each seat exit shall be clear of obstructions children in the back seat have free, clear access to a door.
- A vehicle shall not be used as a Type S school vehicle if the seat in front of the seat to be exited from must be folded in order for a passenger to exit the vehicle.
- A seat belt shall be provided for the driver and for each passenger.
- Fifteen inches of seat length shall be provided for each passenger.
- The rear window shall be non-ventilating.
- The vehicle shall be fitted with a first aid kit, fire extinguisher, and other emergency and safety equipment, as required by MVC.
- Vehicle shall not be used as a Type S School Vehicle beyond the end of the 12th year from the date of manufacture, as noted on the vehicle registration, or at the end of the school year in which that date falls, whichever is later.
- The vehicle shall be registered and inspected by MVC as a Type S School Vehicle.

NJ MVC Corpcode

MVC issues corporation codes (corpcodes) to businesses located in New Jersey. A center purchasing a school bus or vehicle will need to obtain a corpcode that will be required for all motor vehicle commission transactions.

To complete NJ MVC Corpcode Request Form, visit <http://www.state.nj.us/mvcbiz/pdf/Vehicles/BA-8.pdf>.

Purchasing a School Vehicle and Obtaining an Inspection Sticker

After deciding how many passengers are to be transported, you may contact a vehicle dealership and request a vehicle that meets the requirements of MVC for the specific type of vehicle you need to transport children. Be sure to specify the number of children to be transported and their ages. Have the dealer put in writing that the bus or vehicle will meet the requirements of the Motor Vehicle Commission, Department of Education or Department of Human Services. Notify the OOL that you will be transporting children.

If purchasing a passenger vehicle to be registered as a Type S School Vehicle, the dealer may not be familiar with the NJ MVC requirements. You'll want to ensure that for yourself that all the requirements for Type S School Vehicle are met as specified in N.J.A.C. 13:20-51.13.

Title your vehicle at any Motor Vehicle Agency

Initial inspection

Initial inspections conducted by the MVC School Bus Inspection Unit are required prior to issuance of license plates and registration. To schedule an inspection, call (609) 633-9473.

After passing inspection, you'll receive Form SS-14 "Authorization to issue School Bus License Plates."

Obtaining S1 and S2 License Plates and Registration

Once you've successfully completed an inspection and received authorization Form SS-14 from MVC, take the form to any Motor Vehicle Agency to purchase license plates and registration as applicable for S-1 plates for a Type I School Bus or S-2 plates for a Type II School Bus or Type S School Vehicle.

Vehicle Staffing

Obtaining a School Bus Driver's License

To operate a school vehicle, you need to obtain a minimum of a class C CDL and meet the following requirements:

- Be at least 21 years old, and have 3 years driving experience
- Have a basic New Jersey driver license

- Have at least 20/40 vision in each eye (with or without corrective lenses) and 70 degrees of peripheral vision in each eye
- Be able to recognize red, green and amber colors
- Be morally fit [Criminal History background checks will be obtained through fingerprint scanning process. (specific to MVC)]
- Be physically fit (Federal law requires commercial drivers to carry a medical examiner's fitness statement at all times and renew it every 2 years.)

To obtain a CDL: Visit your local MVC Agency to get a CDL Manual, pass 6 point ID, pay permit fee, apply for endorsements, and pass the CDL knowledge and road tests

Getting a Commercial Driver's License Passenger (P) and/or School (S) Endorsement

Passenger (P) Endorsement Requirements (Type I and Type II School Buses and Type S School Vehicles)

- You must be at least 21 years old and meet the following requirements:
 - 20/40 vision in each eye (with or without corrective lenses)
 - 70 degree peripheral vision in each eye
 - Be able to recognize red, green and amber colors
- Be physically fit; submit a copy of a completed federal Medical Examiner's Certificate [pdf] and a copy of a Medical Examiner's Certificate every two years or as indicated by your physician
- Pass a background check and fingerprint requirements; follow procedures for S endorsement
- Complete a declaration form to select DOE, Non-DOE or public transportation of school-age children

School bus (S) endorsement requirements (Required to Type I and Type II School Buses)

- To be eligible for an endorsement, drivers must pass a state background check (N.J.S.A. 39: 3-10.1):
 - Download fingerprint form for Non-DOE drivers (specific to MVC)
 - Schedule an appointment with the state fingerprint vendor, IdentoGo
 - Submit a copy of the MorphoTrak application and receipt as proof of background check
- Submit a copy of a current letter from your employer confirming that you are employed as a school bus driver or that you are transporting school children to a day care or summer camp; letter must be presented both at initial licensing and renewal

Other Staff Requirements

There shall be one adult in addition to the driver who remains in the vehicle when it is in motion, and who remains within sight of the vehicle when it has stopped to accept or discharge children, from the time the first child is picked up until the last child has reached his or her destination:

- when one or more children are being transported; and/or
- when 13 or more children who are below 2 ½ years of age are being transported.

Car Seats (Child Safety Restraint Systems or Child Passenger Restraints) and Booster Seats

All vehicles shall be equipped with car seats (child passenger restraint systems or child passenger restraints) and booster seats that meet Federal motor vehicle safety standards, as appropriate for the age and weight of the children transported, in accordance with applicable provisions of MVC law. Requirements are as follows:

- A child under the age of 2 years and 30 pounds shall be secured in a rear-facing seat equipped with a 5-point harness.
- A child under the age of 4 years and 40 pounds shall be secured as described in (a) until they reach the upper limits of the rear-facing seat, then in a forward-facing child restraint equipped with a 5-point harness.
- A child under the age of 8 and a height of 57 inches shall be secured as described in (a) or (b) until they reach the upper limits of the rear-facing or forward facing seat, then in a belt positioning booster seat.
- A child over 8 years of age or 57 inches in height must be properly secured by a seat belt.

Emergency Evacuation Drills on Type I and Type II School Buses

Vehicle evacuations shall be conducted semi-annually in a safe area, clear of vehicular traffic. Document the following:

- Date of the drill; number of passengers; time to evacuate the vehicle; and signature of person/persons conducting the drill.

Alternate Vehicles for Center Field Trips, Outings, and Special Events ONLY

Use of Private Vehicles

Center's may authorize staff members or parents of enrolled children to utilize their own private passenger vehicles to transport children to and from scheduled center field trips, outings, or special events ONLY (such as visits to the zoo, library, or museum) or to transport children from the center to a facility for emergency medical treatment, pursuant to N.J.S.A. 18A:39-20.1. However, staff members and parents may be authorized to do so only if:

1. The vehicle has a capacity of 9 or fewer persons;
2. The driver possesses a valid automobile driver's license;
3. The vehicle has a valid motor vehicle inspection sticker;
4. The vehicle owner possesses vehicle liability insurance at least at the minimum amounts required by New Jersey State insurance law;
6. The center maintains records indicating that requirements 1-4 above have been met.

Use of Chartered Autobus

The center may use an autobus under the jurisdiction of the DOT when chartered for scheduled center field trips, outings, or special events ONLY.

- Only school age children 6 to 13 years of age are permitted to utilize autobuses.
- Children 0 to 6 years of age are prohibited from using an autobus.

Required Transportation Records For Approved Vehicles

	Type I School Bus	Type II School Bus	Type S School Vehicle	Private Vehicle	Autobus
A record of each child transported	✓	✓	✓		
Written authorization from the parent/guardian before transporting a child to or from the center	✓	✓	✓		
The name and address of each driver	✓	✓	✓		
Copy of each driver's valid driver's license	✓	✓	✓		
The year, make and model of each vehicle used by the center to transport children	✓	✓	✓		
Names and addresses of the person(s) designated as the additional adult(s) and the license plate numbers of the school bus(es) or vehicle(s) to which they are assigned	✓	✓	✓		
Copy of the insurance policy or documentation of current insurance coverage	✓	✓	✓		
Inspection and maintenance records for each vehicle	✓	✓	✓		
Documentation of driver(s) and additional adults(s) training on the written policy and procedures to ensure the safe transportation of children, including, but not limited to, ensuring that children are secured in appropriate restraints	✓	✓	✓		
Documentation of semi-annual emergency evacuation drills for all passengers	✓	✓			
Checklist including: confirmation that the vehicle has a capacity of 9 or fewer passengers and a valid inspection sticker, a copy of the driver's valid license and vehicle liability insurance, and the driver and additional adult must apply required safety requirements for the approved vehicle				✓	

Vehicle Safety Requirements For Approved Vehicles

	Type I School Bus	Type II School Bus	Type S School Vehicle	Private Vehicle	Autobus
Never leave children unattended in a vehicle.	✓	✓	✓	✓	✓
Children shall be accepted and discharged from the curbside of the vehicle.	✓	✓	✓	✓	✓
Maintain the interior and exterior of each vehicle in clean, safe condition, with clear passage to operable doors.	✓	✓	✓	✓	✓
Equip vehicles with operable seat belts and car seats and booster seats that meet Federal motor vehicle safety standards, as appropriate for the age and weight of the children transported, in accordance with applicable provisions of MVC law and each child shall be secured as required when the vehicle is in motion.	✓	✓	✓	✓	✓
Transportation of children and adults shall not exceed the occupancy of the bus, as indicated by the vehicle manufacturer.	✓				
Transportation of children and adults shall not exceed the occupancy of approved vehicle, as determined by the number of operable seat belts.		✓	✓	✓	✓
Ensure that all passengers are seated and remain seated when the vehicle is in motion.	✓	✓	✓	✓	
There shall be no standees in any vehicle transporting children.	✓	✓	✓	✓	✓
Conduct 2 emergency evacuation drills each year for passengers who ride the bus.	✓	✓			
Conduct a daily check of the vehicle, including all safety equipment, to ensure that the vehicle is in sound operating condition.	✓	✓	✓	✓	✓
Conduct a vehicle check after each run is completed to ensure that no child is left in the vehicle.	✓	✓	✓	✓	✓
Smoking is prohibited in all vehicles when occupied by children.	✓	✓	✓	✓	✓
Ensure that each child below 6 years of age discharged from the vehicle is received by his or her parent or person designated by a child's parent.	✓	✓	✓	✓	✓
Children shall not remain in any vehicle for more than one hour at any given time on a daily basis.	✓	✓	✓		