**Here are some helpful tools to ensure your school district avoids non-compliance in the State of New Jersey:**

1. Ensure your drivers have a valid driver’s license, completed their criminal history record check, and received an Approval for Employment from the Office of Student Protection, and obtained their Medical Certification documents and submitted them to the NJ Motor Vehicle Commission.
2. Ensure your drivers have received the proper CDL as well as their S and P endorsements.
3. Ensure your drivers are properly trained via the classroom training and driving test provided by you or a certified school, and training regarding students with special needs provided by the NJDOE Office of Student Transportation.
4. Ensure newly hired SBA undergo a new criminal history record check prior to beginning employment.
5. Complete and return the Annual Certification of School Bus Drivers and School Bus Aides Transmittal Forms to the Executive County Superintendent’s Office for the county in which your company is located and designated by the County Code assigned to you by the Office of Student Protection.
6. In the event of an accident, complete and submit the preliminary school bus accident report log to the NJDOE Office of School Bus Safety.
7. Computer systems can be purchased as helpful resources, see Safety First at <https://safetyfirst.app/>.
8. For training and educational purposes, you can utilize videos created by Video Communications and other available online resources. See <https://safetyvideos.org/>.
9. It is the responsibility of the district to advise NJDOE office of Student Protection and Student Transportation when changes to the company are made. (address, email, phone number, point of contact, etc.)

**Items to submit to the County Superintendent:**

1. School Bus Driver and School Bus Aide Transmittal Forms
   1. Evidence of Criminal History Approval
   2. School Bus Driver and Aide Training Certification Form
   3. School Bus Driver and Aide Training Certificate Form for Transporting Students with Disabilities
   4. Motor Vehicle Commission Driver Abstract (for School Bus Drivers only)

\*Note: Certification documentation *must* be submitted to the County Executive Superintendent prior to August 31 of the current school year. These forms must be completed and returned to their office for all school bus drivers and substitute drivers prior to them being assigned to any vehicle or beginning transportation under contract with a Board of Education. This requirement also applies to all such employees that are newly hired during the course of the school year.

**Important Statutes to Follow:**

1. Title 18A:39-18 – Information relative to bus drivers furnished by contractor
2. Title 18A:39-19.1a – Training required for school bus drivers, aides
3. Title 18A:39-19.2 – Training program for school bus drivers, bus aides relative to students with special needs
4. Title 18A:39-19.3 – Administration of training program; certification
5. Title 6A:27-11.3 – Training
6. Title 18A:39-19.6 – Suspended, revoked school bus driver license; notification required
7. Title 18A:39-20 – Compliance required for assigning bus driver; violations; fine
8. Title 18A:6-7.5 – Fines for noncompliance
9. Title 18A:39-27 – Bus driver required to be on bus when pupil present, exceptions
10. Title 18A:39-28 – Inspection of school bus for pupils by driver at end of transportation route
11. Title 18A:39-29 – Violation, suspension, revocation of school bus endorsement
12. Title 18A:39-30 – Permanent revocation for gross negligence
13. Title 6A:27-12.3 – Students left on a school bus
14. Title 18A:39-34 – Office of School Bus Safety established
15. Title 18A:39-35 – Office duties
16. Title 6A:27-12.2 – Accident reporting
17. Title 18A:39-11.3 – Disqualification of bidder, “prior negative experience” defined
18. Title 18A:39-11.5 – Debarment from bidding on pupil transportation contract

**Other Items of Importance:**

1. There must be strong communication between the district’s human resource office and the transportation office to ensure new employees have undergone a criminal history record check prior to commencing employment.
2. The incumbent school bus drivers must submit their Archive Applications prior to their driver’s license expiration date.
3. School bus drivers can submit to a new criminal history record check up to 90 days prior to renewing their driver’s license.