

JANUARY 11, 2011

TO: Chief School Administrators/School Bus Contractors

FROM: Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit –Bus Drivers and Substitute Transfer Procedures

IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES. THE NEW PROCEDURES ARE NOT REQUIRED FOR KINDERGARTEN PROGRAMS OPERATED BY LICENSED CHILD CARE CENTERS.

SCHOOL BUS DRIVER AND SUBSTITUTE TRANSFER PROCEDURES

Currently, state law requires school bus drivers to undergo a criminal history record check when initially obtaining the “S” endorsement authorizing them to transport school children and thereafter each time they renew their driver’s license. Individuals in substitute positions may seek employment in additional educational facilities following their initial printing provided they remain continuously employed in one of the original districts. Should the school bus driver or individual in a substitute position move to a new district or authorized school bus contractor, this office previously had no tracking system in place. If notification of an arrest is added to the criminal history record of individuals in these positions, this office could not make proper notifications.

Effective January 18, 2011, all educational facilities and authorized school bus contractors that employ school bus drivers or individuals serving in substitute positions that transfer from one employer to another, must submit a Transfer Request online at the department Website, to the Criminal History Review Unit. Please visit our Website at: <http://www.state.nj.us/education/educators/crimhist/> and select “ePayment Criminal History Record check” then select Transfer Requests – (Only individuals serving in substitute positions and school bus drivers are eligible). There currently is no fee for filing a Transfer Request.

It is extremely important that all educational facilities and authorized school bus contractors comply with this mandatory directive for the safety and welfare of the school children. For additional information concerning this process, please contact the CHRU at 609-292-0507.

Individuals that have filed online for the ePayment criminal history record check and failed to print a copy of the receipt may now assess the **ePayment Applicant Authorization & Certification (AA&C) Receipt Reprint Request** located at the same Website cited above and obtain a copy of the receipt for any previously submitted online request.