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March 10, 2017

TO: Chief School Administrators/School Bus Contractors

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

SUBJECT: Criminal History Review Unit – Volunteers/School 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.**

VOLUNTEERS

On May 4, 2007, PL 2007, c.82 was signed into law, allowing a facility, center, school, or school system under the supervision of the Department of Education or a board of education (educational facility) to require criminal history record checks for individuals who, on an unpaid voluntary basis, provide services that involve regular contact with pupils. If an educational facility determines to exercise its discretion and require such checks, it must pay the fee for the volunteer to be printed as well as all administrative costs. Alternatively, the educational facility may reimburse an applicant serving in a paid position for the cost of the check. The procedures established with the Criminal History Review Unit (CHRU) for processing unpaid volunteers will be the same as for new applicants.

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

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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.

All educational facilities or authorized contract service providers that are employing school bus drivers or individuals in substitute positions that transfer from another employer must submit a Transfer request to the CHRU.

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

RJC/CC:csa.volunteers.ltr

c: Members, State Board of Education
Assistant Commissioners
County Superintendents
Carl H. Carabelli