***EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY***

## http://www.escnj.us

**Transportation Department**

1690 Stelton Road

**Piscataway, New Jersey 08854**

**Telephone: (732) 777-9848 ext 1 Fax: (732) 777-0310**



**NEW BUS COMPANY CHECK LIST**

**Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_­­­­­­­­­­­­­­­­­­­­­­­­**

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TO ESCNJ BEFORE BIDDING**

* **Company Insurance/Information Form**
* **School Bus Certification**
* **Statement of Assurance Regarding Annual Certification of School Bus Drivers \*\*\***
* **Omnibus Transportation Employee Testing Act Compliance Assurance with a statement that you are under contract on the facilities letterhead is also required.**
* **Annual Certifications of School Bus Drivers Transmittal Form\*\*\***
* **School Bus Driver/Aides Certification Roster and Criminal History with current Criminal History Approval attached\*\*\***
* **Prescribed Form of Questionnaire ^^^**
* **Stockholder's Disclosure Statement ^^^**
* **Affirmative Action Documentation or Questionnaire ^^^**
* **Non-Collusion Affidavit ^^^**
* **Political Contribution Form ^^^**
* **Disclosure of Investment Activities in Iran ^^^**
* **Statement of Assurance Regarding Commercial Driver’s License Compliance**
* **Statement of Assurance Regarding Fingerprint Compliance**
* **Mantoux Testing Compliance**
* **W-9 Form**
* **HIB Training Statement of Assurances**
* **Insurance Certificate (minimum $3,000,000) with Proper Statement and listing ESCNJ as an additional insured or Evidence of the Bidder’s Ability to Obtain the Required Insurance Coverage**
* **CLEAR Copies of Vehicle Registrations**
* **CLEAR Copies of all Drivers Licenses; front and back. Endorsements and restrictions must be shown**
* **New Jersey Business Registration Certificate ^^^**
* **Certificate of Employee Information ^^^**
* **Pre-Employment Sexual Misconduct/Child Abuse Disclosure Release & Information Request https://nj.gov/education/crimhist/preemployment/index.html**

^^^ **INDICATES DOCUMENTS THAT MUST BE INCLUDED WITH EVERY BID IN ADDITION TO THIS PACKET.**

**\*\*\* THESE ITEMS MUST ALSO BE SENT TO: ROSEMARY LEPRI – MIDDLESEX COUNTY OFFICE OF EDUCATION**

**13-15 KENNEDY BLVD, EAST BRUNSWICK, NJ 08816**