

School Bus Driver—Guide to the CDL

Assembled by The Educational Services Commission of New Jersey



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About this Document

With the recent changes in economic conditions and labor force available for our school bus drivers, The Educational Services Commission of New Jersey looked to develop a resource document that could help in the recruitment, license, and retention of drivers for our students. The information in this packet is gathered from a variety of resources including the New Jersey Department of Education and the New Jersey Motor Vehicle Commission along with a variety of private entities that offer support.

Contact Information

If you have any questions or concerns regarding the material included in this document, please contact The Educational Services Commission of New Jersey at:

The Educational Services Commission of New Jersey
1660 Stelton Road
Piscataway, NJ 08854
Phone: 732-777-9848 ext. 3120





RECRUITMENT OPPORTUNITY

Potential Driver Demographics

Current District Employees

Existing employees looking for an additional revenue stream are a great resource for potential school bus drivers. Many positions including district aides and paraprofessionals are familiar with the students and, in some cases, are able to accommodate the hours needed.



Source: "Paraprofessional Educator Certificate." Charter Oak State College, www.charteroak.edu.

Retired Population

Retired employees can be a valuable asset due to their experience in the field and strong work ethic. Marketing to this demographic may require additional resources for those who were not in the educational field previously. This can be achieved by broadening the application methods and clarifying the narrative that is used to attract drivers.



In the article, *Innovative Driver Hiring and Retention Methods*, Claire Atkinson, from *SchoolBusFleet.com*, discusses retirees in transportation:

"Retirees, who may become bus drivers to supplement their income, are often reliable employees, according to several administrators. "What helps us is their well-established work ethic and good attendance patterns," says Steve Dickie, transportation department supervisor at Livonia (Mich.) Public Schools."

Source: "Innovative Driver Hiring and Retention Methods." Edited by Claire Atkinson, *School Bus Fleet*, 1 June 2008, www.schoolbusfleet.com/article/611430/innovative-driver-hiring-and-retention-methods.%20www.housingwire.com/.

Families and other Community Members

Community and family members beyond those in the educational system could become potential drivers based on the unique conditions the position presents. By offering unconventional hours during a daily run and summers off, perspective drivers have the opportunity to take care of family or maintain other interests.

Conventional Ways to Communicate the Need

1. Posting at Community Centers
2. School Newsletter
3. Local Theaters
4. Radio Advertisements
5. Signage on bus (Locate bus in high traffic areas for additional exposure)
6. Job Fairs
7. Advertisement Signage
8. Newspaper Posting
9. Driver Referrals
10. District website



Source: "A New Era of School Bus Driver Recruiting." Vertical Alliance Group, 2015.



Source: HousingWire.com, www.housingwire.com/.

Additional Ways to Find Applicants

Job Posting Websites

Posting for a position online is a critical part of reaching a broader audience both in the community and beyond. Resources like Applitrack.com or USSchoolBusDrivers.com are great to reach existing professionals looking for additional revenue. Their experience in the educational field will help in retention. To reach an audience outside of the education field, it is important to expand your footprint to additional career based sites (as listed below) to draw from a larger employee pool who may be available and interested in the opportunity.



Online Applications

Applications should be simple and clear allowing the applicant to be contacted as soon as possible after applying for the position. Your online page should be easily accessible when searched. This is critical for prospective drivers to find your posting. Companies like INFINITI (formally SafePUPIL) will link your application questions and forms to their recruitment and application system. They also offer online training for CDL licensure.

Digital Marketing

Developing a social media presence is a great way to attract prospective drivers by promoting the transportation field as part of the educational community and better represent the benefits of the position.



Marketing Video

By developing a marketing video, the employer will be able to control the narrative and better highlight the opportunity to potential employees.



CDL LICENSE REQUIREMENTS AND MAINTENANCE



CDL License Info

CDL License info

Endorsement requirements

Suspension

Inspections

✔ Requirements

There are different CDL classes that apply to different commercial vehicles. To operate a school vehicle, you need to obtain a minimum of a class C Commercial Driver License 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)
- Have 70 degrees of peripheral vision in each eye
- Be able to recognize red, green and amber colors
- Be morally fit*
- Be physically fit**

* Criminal History background checks will be obtained through fingerprint scanning process

* Federal law requires commercial drivers to carry a medical examiner's fitness statement at all times and renew it every two years. Download the [Medical Examiner's Certificate](#) [pdf] before your appointment.

✔ How to get a CDL

- Visit your local [MVC Agency](#) to get a CDL Manual
- Pass [6 point ID](#)
- Pay \$125 permit fee
- Apply for [endorsements](#)
- Pass the CDL [knowledge and road tests](#)

See Pages 54-55 for Medical Examiner's Certificate form

See Pages 33-36 for Six Points of Identification

CDL License info

Endorsement requirements

Suspension

Inspections

See Page 53 for Declaration form

✔ Getting an endorsement

All New Jersey school bus drivers, regardless if they are employed by DOE or not, must get both P (Passenger) and S (School bus) endorsements.

✔ Passenger (P) endorsement requirements

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

A commercial license school bus S endorsement is required for drivers transporting school-age children. Endorsement applicants are subject to background checks to drive a commercial vehicle to and from:

- School or school-related activity
- Preschool center or nursery school
- Day care or seasonal residence camp
- Child care center

Visit <http://www.nj.gov/education/educators/crimhist/> for more information.

To be eligible for a S endorsement, drivers operating under the jurisdiction of the Department of Education (DOE) must pass a state and federal background check (N.J.S.A. 18A:39-19.1):

- Fingerprint forms are available from your employer or by [download](#) from DOE
- Schedule an [appointment](#) with the state fingerprint vendor [IdentoGo](#)
- Submit a copy of the DOE Criminal History Review Unit Blue Seal Approval letter issued no more than 90 days prior to S endorsement application.

✔ Additional requirements for DOE drivers

To renew a license, DOE drivers must:

- Pass a background check; you may begin the Archive Submission Process as early as 90 days prior to the expiration of your "S" endorsement to ensure you will have the results of your criminal history check and Approval Letter prior to your expiration date.
- DOE disqualification will result in suspension of your school bus endorsement. A clearance letter from DOE is required for restoration
- Upon renewal of your S endorsement, submit a copy of the DOE Criminal History Review Unit Blue Seal Approval letter issued no more than 90 days prior to license expiration.

✔ School Bus (S) endorsement - Non-DOE drivers

Non-DOE school bus drivers - including day care and summer camp drivers - are not under the jurisdiction of the Department of Education. 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
- 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

✔ Endorsement renewals

If you change employment for a passenger-carrying commercial vehicle from commercial transit operator to school bus or from DOE to Non-DOE school bus operator or vice versa, you may need to be reprinted under the appropriate statute. Please check your CDL Manual or call the Bus Application Unit at (609) 292-7500, ext. 5039, 8:30 a.m. - 4 p.m., Monday through Friday.

CDL License info

Endorsement requirements

Suspension

Inspections

✔ Avoiding suspension

MVC reserves the right to deny or suspend a driver's P or S endorsement due to information found in medical, criminal or driver history records. The following are possible reasons an endorsement may be disqualified or suspended:

✔ Driver History review reveals

- Accumulation of 12 or more motor vehicle violation points
- Operating a motor vehicle while under the influence of alcohol or drugs

✔ Criminal History background check reveals arrests and/or convictions for

- Deviant or illicit social behavior
- Any crime indicative of bad moral character
- Use or threat of bodily force

✔ Physical Examination Form reveals medical/physical conditions such as

- Diabetic condition
- Serious heart condition
- Medical condition that could cause the loss of consciousness
- Failure to meet vision standards

MVC makes the final decision on suspending your endorsement. If you receive a scheduled notice of suspension or an order of suspension and wish to contest it, you may request a hearing. However, if you receive a direct order of suspension against the S endorsement, you must contact DOE for options for the possible restoration of the "S" endorsement. MVC can only restore the "S" endorsement upon notification from DOE.

If you are no longer operating a passenger-carrying commercial vehicle and/or a school bus, you should drop the endorsements as continuing to carry them will make you responsible for the endorsement requirements, and result in a suspension against the endorsements for noncompliance. If suspended, you will be required to submit the necessary information and pay a \$100 restoration fee.

Summary Steps and Resources

As per the State of New Jersey - Motor Vehicle Commission

General Requirements:

1. A minimum of class C Commercial Driver License
2. Be at least 21 years old, and have 3 years driving experience
3. Have a basic New Jersey driver license
4. Have at least 20/40 vision in each eye (with or without corrective lenses)
5. Have 70 degrees of peripheral vision in each eye
6. Be able to recognize red, green and amber colors
7. Be morally fit
8. Be physically fit

Take Note:

Criminal History background checks will be obtained through fingerprint scanning process . Federal law requires commercial drivers to carry a medical examiner's fitness statement at all times and renew it every two years.

Steps to attain CDL with P (Passenger) and S (School bus) Endorsements

1. Attain the CDL Manual at your local MVC or online
2. Present 6 Points of ID and register for/receive the test specific for School Bus Drivers with P and S endorsements
3. Go to Driving Test Center for knowledge and vision exams
4. Present Valid Test Receipt, CDL Holder Self-Certification Form, a valid Medical Examiner's Certificate (if required) to MVC for Commercial Learners Permit
5. 20 Days practice while accompanied by another CDL licensed person
6. 14 Days after passing the Knowledge test you can register for the Road test
7. Take permit and authorization slip to MVA to obtain license

Resources:

General Info, Endorsements Needed:

http://www.state.nj.us/mvc/inspection/schoolbus/noflash/cdl_license.htm

Safety and Training Requirements:

<http://www.nj.gov/education/finance/transportation/training/>

Facility Locations

<http://www.state.nj.us/mvc/locations/facilitylocations.htm>



CDL TEST OVERVIEW



New Jersey Motor Vehicle Commission

CDL Testing: Vision, Knowledge, and the Road

To get your Commercial Driver License (CDL), you need to pass the vision test, knowledge test, and a road test.

Visit <http://www.state.nj.us/mvc/about/manuals.htm> to download the CDL Manual

To help prepare for the knowledge test, you can download the CDL manual from the New Jersey State Motor Vehicle Commission website. CDL manuals are also available at a motor vehicle agency or by calling MVC's Customer Support (609) 292-6500 weekdays (except holidays) from 8:30 a.m. to 4:15 p.m. to request a copy by mail.

CDL Knowledge Test

Below is a bullet point outline of the Exam Test Receipt and Commercial Learner Permit Process. The points are listed in a manner that will assist you in the process to obtain a CDL.

Go to a motor vehicle agency with 6 Points of ID to obtain a Test Receipt.

- To be sure that you get the correct tests you must indicate the type of commercial vehicle you will drive and the endorsement(s) you will use.
- The test fee is \$125.
- Visit a Driver Testing Center (DTC) to take any needed knowledge exams and vision test. DTC's are at the following locations: Bakers Basin, Bayonne, Camden, Cardiff, Eatontown, Edison, Freehold, Lodi, Mount Holly, Newark, Newton, North Bergen, Paterson, Rahway, Randolph, Rio Grande, Runnemede, Salem, South Plainfield, Toms River, Vineland, Washington, Wayne, or West Deptford.
- The knowledge test is a 50-question general test with additional separate tests for each endorsement. To pass the test you must answer at least 80% of the questions correctly.
- Pass the knowledge exams and have the Test Receipt validated at the DTC.
- Take the validated Test Receipt and present it along with the CDL Holder Self-Certification Form and a valid Medical Examiner's Certificate, if required to a motor vehicle agency to receive your Commercial Learner's Permit (CLP).
- Return to a DTC to have the CLP validated.
- Practice for 20 days accompanied by another CDL licensed person before you can take the road test.
- You should have a current and validated CLP present whenever practicing for the skills test. The Test Receipt does not have to be present when practicing.
- Test scores are valid for 360 days.

See Page 54-55 for Medical Examiner's Certificate form

If you fail the knowledge test you must wait seven days before taking it again. You may re-take the test as many times as you like, but if you have not passed it after 180 days, you will need to renew your Test Receipt.

CDL Road Test

All CDL Applicants are required to take the CDL road test. You can schedule an appointment for a CDL road test 14 days after you successfully complete the knowledge test. Appointments are scheduled at any DTC. A safety specialist will ride with you and judge you on three parts:

- Pre-trip
- Basic Skills
- Road Skills

CDL Road Test Sites

- Bakers Basin
- Cherry Hill
- Eatontown
- Lodi
- Rahway
- Randolph
- Wayne
- Winslow

Make Sure You Bring These Items to the Road Test:

- A vehicle with the following:
 - Current inspection sticker
 - Valid registration
 - Valid insurance card (unless covered by PUC or federal DOT regulations)
 - Legible GVWR placards affixed to the test vehicle(s)
 - Empty of cargo of any kind
 - Valid Test Receipt and CLP
 - Licensed driver qualified to operate the CMV being used for the test

Note: The MVC does not supply vehicles for road tests

Once you pass the CDL road test, you may take your permit and authorization slip to a motor vehicle agency to obtain your license. If you fail the CDL road test, you must wait at least two weeks before re-taking the test. If you fail the test several times, the MVC may require that you wait six months before taking the road test again.

Banking of Commercial Driver License Skills Test Scores

The banking of CDL skills test scores is permissible under the following guidelines:

- Applicant must pass the pre-trip portion of the road test to be eligible to bank test scores.
- Banking of CDL skills test scores will be site specific.
- Applicant's CDL skills retest must be administered at the same site where the banked scores are retained.
- Applicant must present the fail/denial form indicating the results of the previous CDL skills test(s).
- Banking of CDL skills test results are valid for one Commercial Learner's Permit (CLP) cycle, equal to 180 days from issuance of the CLP.



Includes onsite training for the knowledge test. Some packages include preparation for the road test.

1518 Summit Avenue
 Union City, NJ 07087
 Tel:(201)864-3600
 Fax:(201)864-4436
 Website: <https://ezwheelsdriving.com/>

Class Locations

<p>Headquarters Office 1518 Summit Avenue Union City, NJ 07087 Tel:(201)864-3600 Fax:(201)864-4436</p>	<p>Passaic Branch 954 Main Avenue Passaic, NJ 07055 Tel:(973)470-0190 Fax:(973)470-0175</p>
<p>Woodbridge Area Branch 171 New Brunswick Avenue Hopelawn, NJ 08861 Tel:(732)376-9500 Fax:(732)376-1286</p>	<p>Elizabeth Area Branch 230 Commerce Place Elizabeth, NJ 07201 Tel:(908)441-9500</p>
<p>Dover Area Branch 10 West Blackwell St. Dover NJ 07801 Tel: 973 749 1600</p>	<p>South Amboy Branch 101 Lower Main St South Amboy NJ, 08879 Tel: 732-201-4909</p>



Write your search and hit Enter

CDL Enrollment Form – Fill out the Application Now

Start Earning more money in just 4 weeks!



Fill out this CDL Enrollment Form and in just 4 weeks, you can be ready to take advantage of opportunities driving any of these vehicles. EZ Wheels Driving School offer these driving classes:

- Tractor Trailer training
- Mail and Parcel Delivery Trucks training
- Straight Truck training
- HazMat Truck training
- Transit and Charter Bus driver training
- Forklifts training

EZ Wheels makes it easy to enroll* in our training programs for truck drivers, bus drivers and forklift operators and trainers:

- Apply Online:** Filling out the Student Application below now!
- Call Our Admissions Coordinator at (201) 864-3600.** We'll guide you through our different courses and convenient payment options to see what works for you!
- Visit Our** Nearest Location

EZ Wheels admits students without regard to race, color, creed, gender, age or national origin.

What we do for our students

- Government funds available
- Guidance in obtaining one of the thousands of jobs available now

To qualify for CDL you must be

- Be at least 18 years old (21 to drive state-to-state)
- Possess a valid drivers license in your state of residence

CDL & Forklift Training Application Form

Name *

First Last

Address *

Street Address

City ZIP Code

Email *

Daytime Phone

Evening Phone

Birthday

Day Month Year

Type of Training

Tractor Trailer Driver (CDL-A)

Do you currently have a valid license for the state that you live in?

Yes No

Do you presently have points on your driving record?

Yes No

Has your license ever been revoked or suspended?

Yes No

I certify that the above answers are true and complete to the best of my knowledge *

I agree

I disagree



This facility is equipped for onsite training and courses. Packages include training videos, and one road test with varied amounts of road training hours.

2811 Bergenline Ave.

Union City, NJ

Tel: 201-617-9404

Email: alissia@idealdriving.com

Website: <https://www.idealdriving.com/>

Class Location

Paterson Branch

86 Summer St.

Paterson NJ 07501

Tel: 973-341-3925



Ideal Driving School

Union City: 201-617-9404

Clifton: 973-773-4030

Fords: 732-661-9401

[Home](#) [CDL](#) [Auto](#) [Stick Shift](#) [Teens](#) [Motorcycle](#) [DDC](#) [Specials](#) [Photos](#) [Testimonials](#) [Contact](#)

School Bus

Enrollment Requirements:

- Basic NJ Driver's license for at least 3 years
- At least 21 years of age

Written Test Requirements:

- General Knowledge (\$50)
- Air Brakes (\$50)
- Passenger (\$50)

Note: Ideal Driving School's written test preparation includes unlimited access to study guides and videos.

Additional Endorsements:

- School Bus (\$50)

Road Test Requirements:

- **Written Tests:** General Knowledge, Passenger, and School Bus
- **Pre-Trip Inspection:** Outside inspection of vehicle, cabin inspection, and air brake inspection
- **Basic Controls:** Straight line backup, stop at line, alley docking, measured right turn, and pick up/drop off children simulation
- **Open Road:** Speed control, gear shifting, right and left turns, braking distance, merging, yielding, knowledge of basic traffic laws
- **Other:** DOT physical (long form), fingerprint receipt

Driving School Training Packages:

- Package 1: 6 hours road training + training videos + 1 road test (\$750)
- Package 2: 8 hours road training + training videos + 1 road test (\$850)
- Package 3: 10 hours road training + training videos + 1 road test (\$950)
- Package 4: 12 hours road training + training videos + 1 road test (\$1050)
- Package 5: 15 hours road training + training videos + 1 road test (\$1350)**
- Package 6: 22 hours road training + training videos + 1 road test (\$1600)
- Package 7: 25 hours road training + training videos + 1 road test (\$1900)
- Package 8: 30 hours road training + training videos + 1 road test (\$2200)
- Package 9: 40 hours road training + training videos + 1 road test (\$2500)
- Package 10: Unlimited (call for pricing)

**Package 5 or higher includes 3 free written test preparations if paid in full at time of registration.

Note: Courses must be completed at Ideal Driving School within 6 months.

Additional Services:

- 1 hour road training (\$85)
- Inspection manual and training videos (\$75)
- Road test service - first time (\$350)
- Road test service - additional (\$300)
- Road test service - out of area (call for pricing)

Note: Ideal Driving School can combine additional services.

Call today to get started!

Union City: 973-773-4030 | Clifton: 973-773-4030 | Fords: 732-661-9401



This is an online offering with the option to purchase a CD for in-house training for the written test and the transportation of special needs students.

Website: <https://schoolbussafetyco.com/contact-us/>

Class Locations

Offered online or through mail order CD



Home / School Bus Safety Videos / Bus Driver Training Courses / Driver Training Course

Information

- School Bus Safety Videos / Bus Driver Training Courses
- Driver Training Course
- CDL Training Course
- Trainer Certification Process
- Safety Leadership Course
- Special Needs
- Bullying Prevention
- Bus Garage Safety Toolkit
- Downed Power Lines Safety
- Students Safety Pre K-Grade 2
- Students Safety Grades 3 to 5
- Students Safety Grades 6 & up
- About SBSC
- Testimonials
- School Bus Story
- Demo DVD
- Watch/Download PSAs
- Twelve to Zero
- Industry Links

Video Demos



SBSC The Trainer Certification Process Demo
Informational Videos 8

VIEW MORE

The New School Bus Driver Training Course The Most Effective Bus Driver Training Course Available

The New Driver Training Course is comprised of 25 integrated topics that cover almost everything a school bus driver needs to know to do their job the right way, the first time, every time. When used as explained in the guides, this course will change the behavior of your drivers and help them to remove or reduce risk and provide a superior level of service and improve school bus safety.

Buy the complete new course covering 25 subjects plus a final exam DVD – \$5,000 (Reduced to \$4,700 if a member of a school bus state association) (See below for details of the 25 subjects.)

This curriculum was designed and written by school bus safety experts, so it's a complete training system aimed at developing the safest and most professional school bus drivers.

Order now and we will contact you for payment information

ORDER NOW



The New Driver Training Course includes everything you need to prepare your drivers to be the best they can be. Quality videos depict realistic situations and model correct behavior. Animations and discussion pages enhance the learning points. Quizzes allow for knowledge checks. Wall posters provide ongoing reinforcement of the most important points.



Actions

- Order School Bus Safety and Bus Driver Training Products
- Request Free Demo Disks
- Request Webinar
- Request Free Danger Zones
- Request Free PSAs
- How to Contact Us

Manager Testimonials

Ultimately the success of any training initiative comes down to results. While many factors can affect claims experience, in their first year with your program, they experienced a nearly 50% reduction in both claims frequency and severity. Pleased with the results and feedback from the district, we decided to expand your program into several additional school districts.

-David Dermbach, Risk Identification and Control, Middle Cities Risk Management Trust, Lansing, MI

VIEW MORE TESTIMONIALS

FREE Danger Zones Program
Order Information



Subjects covered under each function

Safety and Defensive Driving

1. Safety Best Practices
2. LLLC Defensive Driving

About the Bus

3. Meet The Bus
4. Pre & Post Trip Inspections
5. Mirror Adj & Ref points
6. Check Your Brakes

About Driving Situations

7. Intersections
8. Safe Backing
9. Railroad Crossings
10. Danger Zones
11. Pedestrian & Bicycle Safety
12. Adverse Conditions
13. Mountain Driving

\$3,900 (Reduced to \$3,400 if a member of a school bus state association)

New 15 Program Course

1. Safety Best Practices
2. Meet The Bus
3. LLLC Defensive Driving
4. Pre & Post Trip Inspections
5. Mirror Adj & Ref Points
6. Check Your Brakes
7. Intersections
8. Safe Backing
9. Railroad Crossings
10. Danger Zones
11. Student Management
12. Safe Bus Stops
13. Preparing Students to Learn
14. Emergency Evacuations

About the Driver

14. Driver Fatigue
15. Driver Distractions
16. Preventing Harassment
17. Drugs & Alcohol

About the Children

18. Safe Bus Stops
19. Student Management
20. Extreme Student Behavior
21. Sleeping Children
22. Power Lines
23. Preparing Students to Learn

When All Else Fails

24. Emergency Evacuations
25. Post Accident Procedures
26. Final Exam

\$5,000 (Reduced to \$4,700 if a member of a school bus state association)

New 25 Program Course

1. Safety Best Practices
2. Meet The Bus
3. LLLC Defensive Driving
4. Pre & Post Trip Inspections
5. Mirror Adj & Ref Points
6. Check Your Brakes
7. Intersections
8. Safe Backing
9. Railroad Crossings
10. Danger Zones
11. Student Management
12. Safe Bus Stops
13. Preparing Students to
14. Emergency Evacuations
15. Post Accident Procedures

New Subjects Added

1. Checking For Sleeping Kids
2. Power Lines
3. Driver Fatigue
4. Driver Distractions
5. Preventing Harassment
6. Adverse Conditions
7. Pedestrian and Bicycle Safety
8. Extreme Student Behavior
9. Mountain Driving
10. Drugs & Alcohol Prevention
11. Final Exam

Each course contains 25 instructional DVDs, a final exam and 15 educational posters. In addition, the kit includes:

- A Driver Study Guide: This guide is used in the classroom, in the yard and during the behind-the-wheel skills-based training. It includes a complete and accurate description of every major skill in the course. [One guide is included. You'll want to purchase one for each new driver you train.]
- A Classroom Trainer's Guide with instructions on how to teach each lesson.
- A Behind-The-Wheel Trainer's Guide that explains how to coach a driver behind-the-wheel to achieve professional performance improving school bus safety.



This facility is equipped for onsite training and courses. Express Driving School offers various training packages available to view on their website.

Website: <http://express-drivingschool.com/>

Class Locations

Harrison Branch
13 Frank E Rodgers Blvd.
Harrison NJ 07029
Tel:(973) 484-9144

Plainfield Branch
430 Watchung Ave.
Plainfield, NJ 07060
Tel:(908) 561-4600

f Q

📍 Two Convenient Locations - Harrison & Plainfield 📞 973-484-9144 or 908-561-4600

HOME SERVICES ABOUT US REGISTER PLAINFIELD LOCATIONS STUDENT LOGIN CONTACT US

CDL CLASS BUS

Passenger vs. School Bus Endorsements

While the endorsements for carrying passengers versus driving a school bus seem very similar, the FMCSA notes specific distinctions for each.

Passenger Endorsement

Passenger "P" endorsements are required to drive passenger vehicles that can carry at least 16 passengers (to include the driver). You must know how to load/unload your passengers, respond to emergencies, handle troublesome passengers, and other tasks specific to carrying passengers of all ages.

School Bus Endorsement

To earn a **school bus "S" endorsement**, you must **FIRST** qualify for a passenger "P" endorsement. This means you must pass the "P" endorsement test prior to taking the "S" endorsement test.

A school bus endorsement requires you to be able to load and unload children, properly operate the lights, stop signs, and other warning devices on the school bus, and other needs specific to transporting children on a pre-determined bus route to and from their homes and their school.

IT'S AS EASY AS

1 2 3

**REGISTER ONLINE
GET YOUR DISCOUNT
TODAY**

Call Us Today:

Harrison 973 484 - 9144
973 484 - 7221

Plainfield 908 561 - 4600
908 941 - 5490



INFINIT-I
WORKFORCE SYSTEM

This facility is equipped for onsite training, and jobs hosting. Applications can be linked to their page to capture additional potential drivers.

Website: <https://www.infinitiworkforce.com/>



INFINIT-I
WORKFORCE SYSTEM

SUPPORT: 877-792-3866

SALES: 866-904-5087

CLIENT LOGIN

REQUEST A DEMO

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[ONLINE TRAINING](#)

[INDUSTRIES](#)

[ENGAGE EVENTS](#)

[INSURANCE BROKERS](#)

[RESOURCES](#)

[NEWS](#)

[CONTACT](#)



WHAT THE CDL TRAINING PROGRAM COVERS

All of our training videos are less than 5 minutes each. Each lesson features slides that cover the important areas you need to know in order to pass your CDL exam. Additionally, the courses come with interactive practice tests featuring hundreds of test questions that are just like the real CDL Exam.

Our courses are designed to train you in getting your Class A, B, or C CDL and also in obtaining all endorsements:

- Pre-Trip Inspection
- Basic Controls
- Hazmat
- Triples
- Doubles
- Passenger
- Air brakes
- Tanker
- School Bus

Knowledge Practice Test Resources

The knowledge test is a 50 question general test with additional separate exams for P and S Endorsements. The tester must answer at least 80% of the questions correctly to have their test receipt validated.

<p><u>FREE</u> CDL Practice Tests http://cdltest.co/schoolbus/test.php</p>	<p><u>FREE</u> 2018 NJ MVC Permit Practice Test –CDL https://driving-tests.org/new-jersey/</p>
<p><u>FREE</u> CDL School Bus Practice Test http://freedmvpracticetests.com/cdl/s-endorsement</p>	<p><u>FREE</u> CDL Practice Tests https://www.cdlknowledge.com/cdl-practice-test/</p>
<p><u>PAID</u> Practice tests and Study Guides https://www.dmv.org/nj-new-jersey/practice-tests/</p>	<p><u>PAID</u> 2018 NJ CDL License Test Prep Online Program https://online-cdl-test.com/cdl-exam-license/NJ-New-Jersey-cdl-practice-test.html</p>

APPENDIX

Training Requirements for School Bus Drivers and School Bus Aides

New Jersey Administrative Code requires that all employers of school bus drivers and school bus aides ensure that they are properly trained in all of the functions necessary for them to successfully perform their duties. Those duties include safe driving practices, as well as student care and discipline. This applies regardless of whether the school bus drivers and aides are employed by a local board of education, a coordinating transportation services agency (CTSA), or a school transportation contractor. Local boards of education must ensure that all CTSA, school transportation contractors, or other school districts acting as a host comply with these training requirements.

Training should include all subjects itemized in the administrative code governing student transportation, as well as any specialized information a driver or aide might need based upon the students they transport on their school bus routes and the characteristics and conditions of the roadways on which they travel. Employers must make sure that their drivers and aides receive this instruction prior to beginning work on a new school bus route. In addition, they should regularly provide their drivers and aides with training updates, reminders when a refresher is needed, and new information when a new student is added to an existing bus route.

State Training Regulations:

N.J.A.C. 6A:27-11.3 Training

- (a) Employers shall ensure that all school bus drivers and school bus aides are properly trained for the functions of their positions.
- (b) Employers shall administer a safety education program for all permanent and substitute drivers and aides. At a minimum, the training shall include:
 - 1. Student management and discipline;
 - 2. School bus accident and emergency procedures;
 - 3. Conducting school bus emergency exit drills;
 - 4. Loading and unloading procedures;
 - 5. School bus stop loading zone safety;
 - 6. Inspecting the school vehicle for students left on board at the end of a route; and
 - 7. The use of a student's education records, including the employee's responsibility to ensure the privacy of the student and his or her records, if applicable.
- (c) In addition to the training requirements in (b) above, employers shall administer to school bus drivers a safety education program that includes defensive driving techniques and railroad crossing procedures.

Training for Drivers and Aides of Special Needs Students

School bus drivers and school bus aides who transport special needs students, or drivers who may substitute on a route transporting special needs students, should be trained in the specific needs of the students on board that route. This includes the handling of special equipment, such as wheelchairs and child safety seats, operation of wheelchair lifts and wheelchair tie-downs, and any special requirements in the student's Individualized Education

Plan (IEP). The driver and aide should be made aware of any special environmental considerations necessary for the students (i.e., temperature or noise level on the school bus). If a student's medical or psychological condition could change or be impacted by anything during the bus ride, the school bus driver and aide should be made aware of this, and be trained in both recognizing this change and what needs to be done, if anything, in reaction to this change.

Both school bus drivers and school bus aides are considered to be school officials who have legitimate educational interest to the parts of a student's record related to transportation without parental consent, including the student's IEP, under the *Federal Family Educational Rights and Privacy Act (FERPA)*, 20 U.S.C. section 1232g. Any training provided to drivers and aides who have access to this information should include proper use of these records and the drivers' and aides' responsibility to ensure the privacy of the student.

School district child study teams should readily provide the school transportation office with any information pertaining to the student that is necessary in planning for the student's transportation. The student's school bus driver and school bus aide, if applicable, as well as any substitute drivers or aides, should be given any information relative to the student which will be necessary to ensure the student's safety on the bus ride. These individuals should be trained in both the use of and reactions needed to the information, as well as district privacy policies.

N.J.A.C. 6A:27-12.1 General requirements

- (j) School bus drivers and aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, to be school officials who have a legitimate educational interest to parts of a student's record relating to transportation, without parental consent.
 - 1. Legitimate educational interest, applicable whenever a school official needs to review an education record to fulfill his or her professional responsibility, is defined for school bus drivers and aides as information needed to receive proper training and ensure informed actions to safely transport the student and any other students on the bus.
 - 2. School bus drivers and aides shall receive training in the use of a student's education records and in their responsibility to ensure the privacy of the student and his or her records.

The Role of Good Communication in the Transportation of Special Needs Students

The sharing of information is vitally important in the transportation of special needs students, as well as training of school bus drivers and school bus aides who will work with these students. District child study teams **must** share any information that is needed to ensure the safe transportation of their classified students with the district transportation office. Transportation office staff needs to know the specific needs of each child so that they can plan bus routes that meet those needs. For example, if noises agitate a student, that student should not be placed on a route that includes other students who call out or act out. The training of school bus drivers and bus aides can be enhanced by the input of students' classroom teachers and classroom aides, the school nurse, and the students' parents, along with the child study team. It is important that these lines of communication exist during the planning of any transportation staff training, and remain open throughout the entire time that the student is provided transportation.

Frequently Asked Questions

For any specific questions, please contact Student Transportation at (609) 984-5757 or email student.trans@doe.state.nj.us.

1. What kind of training is needed in order to perform “the functions of the position”?

Training for school bus drivers is itemized in administrative code at *N.J.A.C. 6A:27-11.3*.

6A:27-11.3 Training

(a) Employers shall ensure that all school bus drivers and school bus aides are properly trained for the functions of their positions.

(b) Employers shall administer a safety education program for all permanent and substitute drivers and aides. At a minimum, the training shall include:

1. Student management and discipline;
2. School bus accident and emergency procedures;
3. Conducting school bus emergency exit drills;
4. Loading and unloading procedures;
5. School bus stop loading zone safety;
6. Inspecting the school vehicle for students left on board at the end of a route; and
7. The use of a student’s education records, including the employee’s responsibility to ensure the privacy of the student and his or her records, if applicable.

(c) In addition to the training requirements in (b) above, employers shall administer to school bus drivers a safety education program that includes defensive driving techniques and railroad crossing procedures.

In addition to all aspects of driving a school bus, railroad crossing procedures and defensive driving should be included. Employers should add any additional items specific to the roads travelled and the needs of the students assigned to each route. School bus aides should be instructed in most of the same topics with the exception of school bus operation and driving techniques.

2. Should specialized training be provided to those who will transport special needs students? Who is responsible for this training?

Yes, additional training in the transportation of special needs students should be provided to all drivers and aides assigned to routes carrying special needs students. Any other school bus drivers who could at any time substitute for a regularly assigned driver on such routes should also receive this additional training.

School districts are responsible for ensuring that drivers are properly trained. Even if districts have contracted with a service provider to complete required training, the district is responsible to ensure that the training is properly carried out and contractual training obligations are met.

3. Should school bus drivers and aides be given access to student records?

School transportation providers have a legitimate educational need for access to confidential student information in order to assist them in providing appropriate and safe transportation to the student. Along with their right to this information comes the responsibility to protect it. The rights of school bus drivers and school bus aides, as school officials with a legitimate educational interest in this information can be found in Part B of the *Individuals with Disabilities Education Act (IDEA)* and the *Family Educational Rights and Privacy Act of 1974 (FERPA)*.

School district child study teams should readily provide the school transportation office with any information pertaining to the student that is necessary in planning for the student's transportation. The student's school bus driver and school bus aide, if applicable, as well as any substitute drivers or aides, should be given any information relative to the student which will be necessary to ensure the student's safety on the bus ride. These individuals should be trained in both the use of and reactions needed to the information, as well as district privacy policies.

The National Association of State Directors of Pupil Transportation (NASDPTS) issued a paper on this subject. It can be found at <http://www.nasdpts.org/Programs/Confidentiality.html>.

4. Are there any specific requirements for transporting specialized equipment which the student may require?

New Jersey Motor Vehicle administrative code sets forth the method by which various types of specialized equipment must be transported.

N.J.A.C. 13:20-49D-14

(a) Portable student support equipment items such as crutches, walkers, oxygen bottles, or ventilators, shall be securely fastened at a mounting location able to withstand a pulling force of five times the weight of the item or shall be retained in an enclosed, latched compartment.

5. What are the regulations governing the transporting of medication on school buses?

Each district is required to develop a policy addressing the transportation of medication on school buses in accordance with the state regulations pursuant to *N.J.A.C. 6A:16-2.1*.

In general, the transporting of medication should be a last resort. The better option is for parents to get the portion of medication to be used in school to the school nurse. If medication must be transported on the bus, it should be in a sealed container and be labeled with the student's name, name of the medication, dosage, etc. A designee of the school (e.g. nurse, principle) should meet the bus and take the medication from the driver.

Check with your school nurse or school physician for guidance.

6. What are the regulations governing the transporting and use of epinephrine pens (EpiPens) on school buses?

Each district is required to develop a policy addressing the transportation of medication on school buses pursuant to state laws and regulations. *N.J.S.A. 18A:40-12.5* and *12.6* and *N.J.A.C. 6A:16-2.1*.

7. Can service animals be transported on school buses? What should a school bus driver or school bus aide know about transporting such an animal?

Students classified with special needs have a right to bring their service dogs to school with them and also on the school bus. These rights are guaranteed by a number of federal laws including: the *Americans with Disabilities Act of 1990*, the *Air Carrier Access Act of 1986*, the *Fair Housing Amendments of 1988*, the *Rehabilitation Act of 1973*, and the *Individuals with Disabilities Education Act (IDEA)*.

Before driving or serving as an aide on a school bus route on which a student will be riding along with their service dog, both the school bus driver and aide should be instructed in the following:

- Procedures for loading/boarding the bus for both student and dog;
- Safe riding positions for the dog and whether or not the dog should be restrained;
- Emergency procedures including evacuation of both the student and the dog, as well as instruction in basic commands the dog is trained to follow should the student be unable to communicate those commands;
- Dog behavior management; and
- If the dog is trained to signal an alert if the child experiences a problem, i.e., impending seizure, difficulty breathing, instruction in how to recognize that alert as well as how to respond in order to assist the student.

A basic overview of the transportation of service animals can be found in an article in *School Bus Fleet* at <http://www.schoolbusfleet.com/Channel/Special-Needs/Articles/2004/11/What-You-Need-to-Know-About-Transporting-Service-Animals.aspx>.

8. Where can student transportation training information/materials be obtained?

A substantial number of resources and contact information for the training of school bus drivers and school bus aides can be found on the Internet. Sources of training programs are widely available, some at no cost and some for a fee. Below is a list of some of those sources.

- National Association for Pupil Transportation (NAPT) at www.naptonline.org/
- National Association of State Directors of Pupil Transportation (NASDPTS) at www.nasdpts.org/
- Other state transportation offices and organizations, such as California Association of School Transportation Officials (CASTO) at www.casto-one.org/
- School Transportation Supervisors of New Jersey (STS) at www.njsts.org/
- Pupil Transportation Safety Institute (PTSI) at www.ptsi.org/?dp=index
- New Jersey Department of Education, Office of Student Transportation safety video library at <http://www.nj.gov/education/finance/transportation/training/>
- Other school districts: colleagues are often willing to share their materials, programs and procedures with their neighbors. Make sure you give them credit when using their programs.
- Internet Search – many resources are available and numerous contacts can be found on the Internet

How to Attain Six Points of Identification

Three Easy Choices

The MVC accepts hundreds of different documents, but some are much more common than others. Try one of these combinations to pass 6 Point ID Verification:

Changed your last name through marriage?

- Civil birth certificate (4 pts, primary)
- Civil marriage certificate (3 pts, secondary)
- Utility bill less than 90 days old (address verification)

Using a US Passport?

- US Passport (4 pts, primary)
- Current NJ photo driver license (1 pt, secondary)
- ATM card with name and signature (1 pt, secondary)
- Credit card bill less than 90 days old (address verification)

New driver?

- Civil birth certificate (4 pts, primary)
- Social Security card (1 pt, secondary)
- Bank statement or record (1 pt, secondary)
- Parent/guardian address verification



It's about protecting us all

Be prepared before you get in line for a:

- New Jersey driver license
- Permit
- Non-driver ID card
- Boat license



Requirements:

- At Least One Primary Document
- At Least One Secondary Document
- Verifiable Social Security Number
- Proof of Address

CHOOSE PRIMARY DOCUMENTS



YOU MUST SHOW AT LEAST ONE OF THESE

4-POINT DOCUMENTS:

US CITIZENS

- Civil birth certificate* or certified copy from one of the 50 states, District of Columbia or a US territory. Photocopies or certificates from hospitals or religious entities are not accepted.
Please read IMPORTANT INFORMATION above.
- US Department of State birth certificate (Form FS-545, FS-240 or DS-1350)
- US passport, current or expired less than 3 years
- Current US Passport card
- Current NJ digital driver license
- Current NJ digital non-driver ID card
- Current NJ digital boat license
- Valid active duty US military photo ID card
- US adoption papers
- Certificate of naturalization (Form N-550, N-570 or N-578)
- Certificate of citizenship (Form N-560, N-561 or N-645)

NON CITIZENS

[ADDITIONAL REQUIREMENT(S) MAY APPLY; CALL (609) 292-6500]

- Foreign passport with INS or USCIS verification and valid record of arrival/departure (Form I-94)
- Foreign passport with INS or USCIS verification and valid Form I-551 stamp
- Current alien registration card (new Form I-551) with expiration date and verification from INS or USCIS
- Refugee travel document (Form I-571)
- US re-entry permit (Form I-327)
- Valid I-94 stamped "Refugee," "Parolee," "Asylee" or "Notice of Action" (Form I-797 approved petition) by INS or USCIS
- Valid I-94 with attached photo stamped "Processed for I-551..." by INS or USCIS

3 - POINT DOCUMENT:

- Current photo employment authorization card (Form I-688B or I-766).
Must be presented with valid Social Security card.

2- POINT DOCUMENTS:

- Current alien registration card (old Form I-551) without expiration date and with INS or USCIS verification
- Photo temporary resident card (Form I-688)

Do you have 6 points? POINTS OF PRIMARY DOCUMENTS

* IMPORTANT INFORMATION

If your current legal name is different from the name on your civil birth certificate (e.g., your maiden name), then you must show legal proof of the name change. Legal proof = Certified marriage or civil union certificate, divorce decree or court order linking the new name with a previous name. Note: A divorce decree may be used as authority to resume using a previous name only if it contains the new name and the previous name and permits a return to use of the previous name.

Certain documents may require proof of legal US presence. Visit www.njmvc.gov for a list or call (609) 292-6500.

All documents must be **original** or **certified copies**, in English, and have the required state and/or municipal seals. Certified copies of New Jersey records are available from the municipality that originally issued them and from the State Bureau of Vital Statistics at www.nj.gov/health/vital or (609) 292-4087. If your birth certificate is from Jersey City/Hudson County you must check www.nj.gov/health/vital/jerseycity or call (609) 292-6500.

CHOOSE SECONDARY DOCUMENTS



YOU MUST SHOW AT LEAST ONE OF THESE

3-POINT DOCUMENTS:

- Civil marriage, domestic partnership or civil union certificate issued by the municipality or state in which the ceremony occurred. Please note: Photocopies or certificates issued by religious entities are not acceptable
- Order or decree of divorce, dissolution or termination*
- Court order for a legal name change, signed by a judge or court clerk
- Current US military dependent card
- US military photo retiree card
- Valid NJ firearm purchaser card

2-POINT DOCUMENTS:

- US school photo ID card with transcript or school records
- US college photo ID card with transcript
- Valid federal, state or local government employee driver license
- Valid federal, state or local government employee photo ID card
- US military discharge papers (DD214)
- FAA pilot license


1-POINT DOCUMENTS:

[YOU CANNOT USE MORE THAN TWO OF THESE]

- Current PHOTO driver license from any other state or the District of Columbia
- Social Security card
- Bank statement or record
- ATM card with preprinted name and applicant's signature. (Please note: An ATM card and bank statement cannot be submitted together.)
- Current health insurance card, prescription card
- Employee ID card with printed pay stub
- State professional license
- NJ public assistance card with photo (also known as a NJ Social Services ID card)
- High school diploma, GED or college diploma
- Property tax statement, bill or receipt issued by a New Jersey municipality
- For NJ high school students: a waiver certificate for the written portion of the driver's test
- Veterans Affairs universal access photo ID card

+ POINTS OF SECONDARY DOCUMENTS = TOTAL

CHOOSE PROOF OF ADDRESS

 YOU MUST ALSO PRESENT PROOF OF ADDRESS, WHICH MAY BE, BUT IS NOT LIMITED TO, ONE OF THESE

- Utility or credit card bill issued in the past 90 days that shows your name at your current address
Note: Mail addressed to P.O. boxes not accepted as proof of address (39:3-9a)
- Checking or savings account statement from a bank or credit union, issued in the past 60 days
- High school or college report card or transcript containing your address, issued within the past two years
- Original lease or rental agreement showing your name as the lessee or renter
- Property tax bill, statement or receipt from the past year
- Any letter or correspondence (including tax bills) received from the IRS or state tax office in the last year
- First-class mail received from any federal, state or local government agency in the past six months
- If you are under 18, then we will accept a Parent or Guardian Certification that verifies you are living with a parent or guardian

SOCIAL SECURITY NUMBER

To complete 6 Point ID Verification, the MVC will verify that your Social Security number matches your name and birth date on record with the Social Security Administration database.

Get It Right the First Time

Every ID document you show must be an original or certified copy with the official state or municipal seal. If any documents do not meet this requirement, or if any documents appear altered or false or are deemed invalid for any reason, you may be required to submit additional documentation.

New Jersey law requires you to submit your Social Security number.

Questions?

The NJ Motor Vehicle Commission is ready to serve you like never before. Visit the MVC online at www.njmvc.gov, or call (609) 292-6500. For license suspensions and restorations, dial (609) 292-7500.

Customer service representatives are available from 8:30 AM to 4:15 PM, Monday through Friday.



S—Endorsement Brochure



THE S ENDORSEMENT

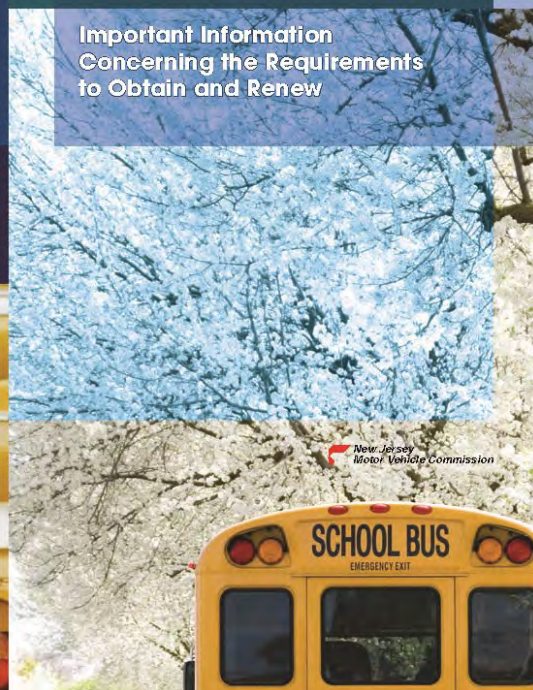
'S' Endorsement Info
609 292 7500 x 5039

General MVC Info
609 292 6500

Vehicle Info
609 633 9473

**Important Information
Concerning the Requirements
to Obtain and Renew**

www.njmvc.gov



S—Endorsement Brochure

Obtaining an 'S' endorsement requires the applicant to take a knowledge, vision and road skills test.

To help prepare for the 'S' endorsement tests, drivers should refer to the Commercial Driver License (CDL) Manual, which can be obtained at any Motor Vehicle Commission (MVC) regional service center or agency. Also, drivers are encouraged to check the MVC's Web site at www.njmvc.gov for more information and updates.

Who Needs an 'S' Endorsement?

All CDL holders and applicants who will be transporting school-age children in a commercial vehicle to and from a:

- School or school-related activity
- Preschool center or nursery school
- Day camp or seasonal residence camp
- Child care center

Fee

The cost of a four-year CDL with 'P' and 'S' endorsements is \$46.

Transporting school-age children without the proper CDL endorsements will result in a conviction

Requirements

All school bus drivers under the jurisdiction of the Dept. of Education (DOE) are fingerprinted under NJSA 18A:39-19.1. Employers or local school districts oversee the background check process.

The DOE archive/renewal process must be completed before coming into an MVC agency for renewal of the 'S' endorsement. It should be started no sooner than 3 months prior to the license expiration date. The driver must present the DOE approval letter and the completed declaration flyer to an MVC agent.

All school bus operators not under the DOE's jurisdiction, in addition to any other fingerprint employment requirements, must be fingerprinted under NJSA 39:3-10.1.

At the time of renewal, all school bus operators not under DOE's jurisdiction must present the following to an MVC agent:

- A letter from their current employer confirming they are still operating a school bus.
- The completed declaration flyer.

A CDL Holder Self-Certification document along with a legible, fully completed medical examiner certificate, completed by a federally certified medical examiner, must accompany all first time commercial license permit (CLP) applicants. A new medical examiner certificate must be submitted to the MVC upon expiration.

NOTE: Changes from a DOE to non-DOE operator, and vice versa, will require additional fingerprinting in compliance with employment and MVC requirements. Questions can be directed to the Bus Application Unit at (609) 292-7500 ext. 5039.

Violations

As of October 1, 2006, driving a commercial vehicle to transport school-age children without the proper CDL endorsements will result in a conviction that could prompt a CDL suspension.

Certain Motor Carrier Safety Improvement Act (MCSIA) violations, whether they are committed while driving a commercial or passenger vehicle, may cause a CDL suspension.

Wireless Telephone Use

It is illegal for school bus drivers to use a wireless or cellular telephone while operating a school bus, unless:

- The school bus is parked in a safe area off a highway.
- There is an emergency situation.



About Vehicles

All drivers transporting school-age children must have 'P' and 'S' endorsements.

For information about vehicles requiring the 'S' endorsement, please check the MVC's Web site at www.njmvc.gov and click on *Inspections* and then *School Bus Inspections*. This link will provide all information on school bus, small school bus, dual purpose vehicles and summer camp vehicles.

All drivers transporting school-age children must have 'P' and 'S' endorsements



Driver / Aide Training Video and Presentation

Driver and aide training for special needs students is available through the New Jersey Department of Education website (<http://www.nj.gov/education/finance/transportation/training/dis/>). This training is required for all drivers and aides in New Jersey and supplies a certificate once completed. See the website below.



Student Transportation

School Bus Driver and Aide Training for Interacting with Students with Special Needs

- [En español](#)

In accordance with NJSA 18A:39-19.2, the New Jersey Department of Education has developed a training program for school bus drivers and school bus aides on appropriate procedures for interacting with students with special needs. Employers of school bus drivers and bus aides in New Jersey are required to ensure the drivers/aides view this training video on proper procedures for interacting with students with special needs.

Required Video Presentation for All Drivers

Driver and Aide Training

See pages 40-52 in this document for the presentation

- Do not stop the video at the end of the course. A box will appear momentarily on your screen, to which you may add your name, date of birth, employer and district or contractor code before obtaining your certificate of completion.
- Have that information available prior to beginning the video training module, as you will be required to add it to the Certificate of Completion.
- Click on video to play. Click on video again to pause. Double click to view in full screen mode.
- If viewing in full screen mode, press Esc when the video ends to exit and receive your certificate.
- The module is approximately 28 minutes long.
- The Certificate of Completion is accessible after viewing the module.
- If you require closed captions click on the "cc" at the bottom of the video.

School Bus Driver and Aide Training for Interacting with Students with Special Needs

N.J.S.A.18A:39-19.2

Prepared in collaboration with the New Jersey Joint Council of County Special Services School Districts
September 2016

Training Overview

- The goal of this presentation is to provide information which will ensure the safe transport of students with disabilities. Specific topics include:
 - Appropriate behavior management;
 - Effective communication;
 - Use and operation of adaptive equipment; and
 - Understanding behaviors that may be related to specific disabilities.

Everyone is Different

- Disabilities affect each person differently.
- Some people have severe impairments while other people have impairments which are so mild it can be hard to tell they have a disability.
- All students need to learn what is expected of them.
- Students with disabilities have good days and bad days like everyone else.
- Students with disabilities may also be impacted by cultural/language barriers.

Prepared in collaboration with the NJDOE OSEP 2016



3

Accommodations

- Students with disabilities often need help and support from adults.
- Some supports are mandated by a student's Individualized Education Program (IEP), which is a legal document that must be followed at all times.
- Some requirements include the use of physical equipment.
- Other supports may include behavior management procedures.



Prepared in collaboration with the NJDOE OSEP 2016

4

Physical Accommodations

- Mobility aids
 - Wheelchairs, walkers, crutches
- Protective equipment
 - Helmets, harness/safety vests, seat belt locks or covers
- Environmental conditions
 - Temperature control, noise level, lighting



Prepared in collaboration with the NJDOE OSEP 2016 5

Student Securement Systems

- Wheelchair
 - Multi-point tie-down
 - Strapttype tie-down system
 - Docking Systems
- Occupant Safety Restraints
 - 3-point seat belts
 - Harness/safety vest
 - Car seat



Prepared in collaboration with the NJDOE OSEP 2016 6

Communication Aides and Accommodations

- Not all students communicate the same way.
- Some students can speak very well while others may not be able to talk at all.
- Students who have trouble using words may use other forms of communication such as:
 - Sign language or gestures;
 - Picture cards;
 - Devices that speak (iPad, smartphone, buttons with recorded messages, etc); or
 - Use of social stories (picture cues with words to help the student understand what you are saying and what is expected).

Prepared in collaboration with the NJDOE OSEP 2016 7

Some Examples of Communication Devices for Non-Verbal Students



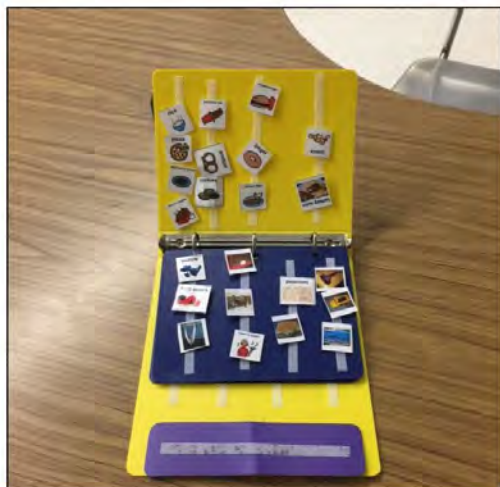
Communication Device



Communication Cards

Prepared in collaboration with the NJDOE OSEP 2016 8

Some Examples of Communication Devices for Non-Verbal Students (continued)



Communication Book



Talker

Prepared in collaboration with the NJDOE OSEP 2016 9

Special Needs May Include:

- Attention Deficit Hyperactivity Disorder (ADHD);
- Autism Spectrum Disorder (ASD);
- Emotional or Behavior Disorders;
- Multiple Disabilities.



Prepared in collaboration with the NJDOE OSEP 2016 10

Students with Attention Deficit Hyperactivity Disorder (ADHD) exhibit the following behaviors:

- May not seem to listen when spoken to;
- Can be very impatient and/or stubborn;
- Struggles to follow directions;
- May blurt out inappropriate comments, show their emotions without restraint, and act without regard for consequences;
- May fidget in their seat or be “in motion”;
- Will often interrupt other people.



Prepared in collaboration with the NJDOE OSEP 2016 11

Behavior Management Strategies for Students with ADHD

- Repeat and restate directions as needed and model appropriate behavior as needed.
- Understand the student may forget what you said.
- Be patient and redirect the student as many times as needed.
- Keep your emotions in check: remain calm and neutral.
- Yelling is not effective.
- Use visuals as needed.
 - Rule cards



Prepared in collaboration with the NJDOE OSEP 2016 12

Students with Autism may exhibit the following behaviors:

- Difficulty making eye contact;
- May not respond to verbal directions;
- May act as though they do not hear you (they do!);
- May make noises (humming sounds or loud pitched sounds) and may be sensitive to noise;
- May say or talk about the same thing repetitively;
- May engage in challenging behavior (hitting, kicking, scratching, yelling, crying, disrobing).



Prepared in collaboration with the NJDOE OSEP 2016 13

Behavior Management Strategies for Students with Autism

- Use clear and concise language.
 - Less is more, for example: “Please sit down” or “Please take your seat”
- Use positive language to reinforce proper behavior.
 - Example: “I like how you’re sitting”.
- Avoid yelling and getting physically upset.
- Remove items that can be thrown or broken.
- Give space to a student who is upset.
- Give students a “heads up” if there is a change in routine.
- Use visual cues (a quiet sign or a sit down sign) or “First” “Then” visual.



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Students with Emotional Disorders may exhibit the following behaviors:

- May argue frequently with adults;
- May lose his/her temper easily;
- May refuse to follow rules;
- May blame others for his/her own mistakes;
- May deliberately annoy others;
- May curse or be disrespectful.



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Behavior Strategies for Students with Emotional Disorders

- Maintain a positive relationship with the student.
 - For instance, by speaking calmly, listening, rephrasing what the student has said.
- Avoid power struggles.
- Redirect the student back to original direction.
 - Example: "The direction was to sit down". Say this calmly and neutrally without emotion or anger.
- Talk in a calm, neutral tone, avoid yelling.
- Give space to a student that is upset.
- **Remember: observe and report the situation. You do not discipline.**

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Students with Multiple Disabilities may exhibit the following behaviors:

- An intellectual disability: mild to severe;
- Difficulty with muscle coordination;
- Difficulty communicating (may not be able to speak);
- May use a communication device ;
- May also have inappropriate behaviors;
- May have Autism, ADHD, Behavior Disorder, Genetic Disorder, and/or a Physical Disability;
- Every student is different and will have different needs.

Behavioral Strategies for Students with Multiple Disabilities

- Have students repeat your directions back to you, if possible.
 - Example: "I need you to sit down", "What are you going to do?"
- Speak calmly.
 - Point to the seat and say "please sit down" at the same time.
- Redirect students back to the original direction.
- Use pointing cues as needed to assist with following directions:
 - Point to the seat and do not say anything to the student.
- Give the students positive attention by making conversation or complimenting them when appropriate.

Students may have Behavior Plans in their IEPs

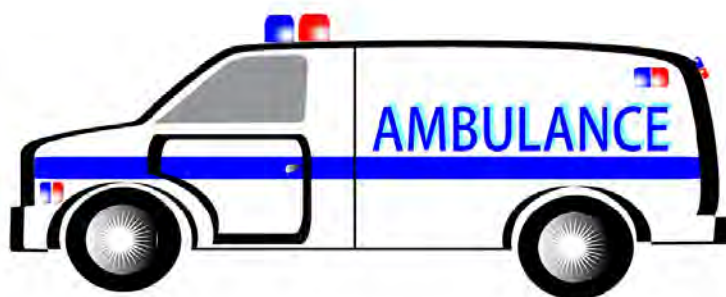
- Some students will have specific procedures that need to be followed due to their behavior.
- These protocols need to be followed consistently by every staff member on the vehicle.
- Examples of some of these procedures include the following:
 - Positioning their seats away from other students as needed (seating charts);
 - Having a staff member sit next to them and watch them closely;
 - Preventing and/or blocking the student from harming themselves or other students; and/or
 - Giving frequent positive attention and praise to the student.

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Student Medical Emergencies

- **Pull over and call 911;**
- Stay calm and track time;
- Check for medical bracelet;
- Protect student from possible hazards (sharp objects, etc.);
- Stay with the student during the emergency;
- Provide emotional support; and
- Document the incident.



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Interactions between students on the bus

- Be aware of any unusual interactions between students.
- If you have reason to suspect a child is being bullied you are required to report it to the principal of the child's school (N.J.S.A. 18A:37-15).



Source: Pupil Transportation Safety Institute

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Confidentiality



- Students with disabilities are protected under several laws and regulations (*Individuals with Disabilities Education Act (IDEA)*, *Health Insurance Portability and Accountability Act (HIPPA)*, *Americans with Disabilities Act (ADA)*).
- These laws require that bus drivers and aides refrain from:
 - Discussing students with anyone other than the student's parent/guardian or school staff
 - Talking about problems in front of the student
 - Gossiping or complaining about a student or situation
- Report any issues in writing to your company and/or school district.
- At NO TIME may a school bus team member share information about a student with anyone other than a parent/guardian or school personnel The only exception would be in the event of an **emergency**.

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Remember!

- Assume each and every student understands what you are saying about them.
- All students need to learn appropriate social and behavioral skills; it is our job to support them.
- You play an important role in keeping our students safe and supported.
- **Contact the school principal and alert them of any behavioral issues on the bus in order to assist and work as a team. (N.J.S.A. 18A:25-2)**
- **Be sure to write an incident report to alert the school principal of the issue. (N.J.S.A. 18A:25-2)**

In Conclusion

- Don't take it personally!
- Sometimes you should not respond to the student when he or she is acting out or verbally saying things that are inappropriate.
- Be consistent.
- Be sure the rules and consequences are simply stated.
- Be positive and supportive.



Thank you for your dedication to the children of New Jersey



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Resources

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Autism Speaks. Retrieved on May 9, 2016 from <https://www.autismspeaks.org/blog/2013/03/19/seven-ways-help-your-nonverbal-child-speak>

Buck, G., Polloway, E., Kirkpatrick, M. & Pattan, J. (2000). *Developing behavior intervention plans: a sequential approach*. Retrieved on May 9, 2016 from <http://www.idonline.org/article/6031?theme=print>

Diagnostic and Statistical Manual of Mental Disorders, 5th Edition (DSM V). <http://www.dsm5.org/Documents/Autism%20Spectrum%20Disorder%20Fact%20Sheet.pdf>

Myles, B. (2004). *The hidden curriculum: practical solutions for understanding unstated rules in social situations*, Shawnee Mission, KS, Autism Asperger Publishing Co.

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U.S. Department of Education: IDEA 2004 <http://idea.ed.gov/>

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Bus Application Unit
 P.O. Box 127
 Trenton, NJ 08666-0127
 (609)292-7500 ext. 5039

INFORMATION FLYER AND DECLARATION

To obtain a Commercial Driver License (CDL) with a passenger endorsement or a passenger/school bus endorsement, an applicant must be fingerprinted as part of the background records check. Even if a passenger endorsement is issued, the New Jersey Motor Vehicle Commission (MVC) reserves the right to deny the application upon review of your driver history record, the receipt of a criminal background report, or disqualifying medical/physical condition. Please refer to your CDL Manual for causes for disqualification or suspension of a passenger or passenger/school bus endorsement privilege.

FINGERPRINTING PROCESS

To schedule a fingerprint appointment, contact the State’s fingerprint vendor, IdentoGo, toll-free at 877-503-5981, Monday through Saturday between 9 a.m. and 5 p.m. Hearing impaired scheduling is available by calling 800-673-0353. Web based scheduling is available at www.bioapplicant.com/nj. The IdentoGo operator will ask each applicant for specific employment information as well as personal information. It is important that your name, date of birth, and eye color provided on written or electronic applications match the information on your driver license. In addition, be sure you have all the correct information from your employer concerning the position you are applying for, the statute number (noted in each applicable section below), and Originating Agency Number (ORI).

You must bring an acceptable form of photo identification to your scheduled appointment such as a federal, state or municipal ID, driver license or passport. Fees are payable by credit card or money order only.

FOLLOW THE PROCEDURE THAT APPLIES TO YOU

1. SCHOOL BUS OPERATORS UNDER THE JURISDICTION OF THE DEPT. OF EDUCATION (N.J.S.A. 18A:39-19.1): When an appointment for your fingerprinting is made, your employer should provide you with a form containing specific identifying information that is required by IdentoGo. Upon application to the MVC Agency for the passenger/school bus endorsement, each applicant must submit a copy of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration medical examiner certificate and this declaration with all information completed. *If you leave employment as a bus driver under the Dept. of Education and apply for employment as a bus driver with the Dept. of Human Services or a private/parochial school, you will be required to be fingerprinted under N.J.S.A. 39:3-10.1.*

2. SCHOOL BUS DRIVERS FOR PRIVATE/PAROCHIAL SCHOOLS NOT UNDER THE JURISDICTION OF THE DEPT. OF EDUCATION, OR DEPT. OF HUMAN SERVICES (N.J.S.A. 39:3-10.1): If you are following this procedure, **you must be fingerprinted pursuant to N.J.S.A. 39:3-10.1.** Upon application to the MVC Agency for the passenger/school bus endorsement, each applicant must submit a copy of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration medical examiner certificate and this declaration with all information completed. *If you leave employment with the Dept. of Human Services or the private/parochial school and apply for employment with the Dept. of Education, you must be fingerprinted under N.J.S.A. 18A:39-19.1.*

3. ALL PUBLIC TRANSPORTATION OPERATORS (BUSES & LIMOUSINES) (N.J.S.A. 39:3-10.1): If you are following this procedure, you will be fingerprinted under N.J.S.A. 39:3-10.1. Upon application to the MVC Agency for the passenger endorsement, each applicant must submit a copy of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration medical examiner certificate and this declaration with all information completed. *If you leave employment with public transportation and apply for employment with the Dept. of Education or Human Services, you must be fingerprinted in accordance with the laws governing school bus drivers under their jurisdiction.*

DECLARATION

I will will not (check one) be transporting school-age children under the jurisdiction of the Department of Education (If you check “I will,” you must follow procedure #1. If you check “I will not,” you must follow procedure #2 or #3). I have read the above information and understand that should the MVC Bus Application Unit find that I am disqualified as a result of the medical examiner certificate, driver history record and/or criminal background check, the passenger endorsement along with the school bus endorsement will be subject to suspension.

PRINT NAME: _____ DL#: _____

EMPLOYER’S NAME & ADDRESS: _____

Check the one that applies to you: DOE DHS/Day Care Private/Parochial School Public Transportation

SIGNATURE: _____ DATE: _____

I, the applicant, certify that the statements on this declaration are true. I am aware that if all the statements are willfully false, I am subject to administrative, civil or criminal penalty.



STATE OF NEW JERSEY

<<< ATTENTION PHYSICIANS AND BUS DRIVERS >>>

The Federal Motor Carrier Safety Administration (FMCSA) regulations C.F.R. 383.73(o) requires that New Jersey commercial driver license (CDL) holders must submit a valid (non-expired) Medical Examiner Certificate every two years including CDL drivers who maintain a passenger endorsement.

To avoid processing delays of your passenger endorsement application or suspension of your passenger endorsement, *all data fields on the Medical Examiner Certificate must be fully completed.*

Incomplete, expired or illegible medical examiner certificates will be rejected and may result in administrative action against your commercial driving privileges. Medical examinations performed on or after May 21, 2014 are to be completed by a federally certified medical examiner. To locate your nearest certified examiner, please go to nrme.fmcsa.gov.

CHECKLIST

- All Data Fields filled in and legible
- Signature of Driver
- Medical Examiner's Signature, License/Certificate No.
- National Registry No.
- Date of Exam (month/day/year)
- Medical Certification Expiration Date (month/day/year)

MAIL TO:

NJ Motor Vehicle Commission
Driver Review Bus Application Unit
PO Box 127
Trenton, NJ 08666

For further assistance, contact the MVC Bus Application Unit by phone at (609) 292-7500 ext. 5039.

Public Burden Statement

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2126-0006. Public reporting for this collection of information is estimated to average approximately 1 minute per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. All responses to this collection of information are mandatory. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Motor Carrier Safety Administration, MC-RPA, 1200 New Jersey Avenue, SE, Washington, D.C. 20590.



U.S. Department of Transportation
Federal Motor Carrier
Safety Administration

Medical Examiner's Certificate

(for Commercial Driver Medical Certification)

I certify that I have examined **Last Name:** _____ **First Name:** _____ in accordance with *(please check only one)*:

the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and, with knowledge of the driving duties, I find this person is qualified, and, if applicable, only when *(check all that apply)* **OR**

the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) with any applicable State variances *(which will only be valid for intrastate operations)*, and, with knowledge of the driving duties, I find this person is qualified, and, if applicable, only when *(check all that apply)*:

Wearing corrective lenses Accompanied by a _____ waiver/exemption Driving within an exempt intracity zone (49 CFR 391.62) *(Federal)*

Wearing hearing aid Accompanied by a Skill Performance Evaluation (SPE) Certificate Qualified by operation of 49 CFR 391.64 *(Federal)*

Grandfathered from State requirements *(State)*

Medical Examiner's Certificate Expiration Date

The information I have provided regarding this physical examination is true and complete. A complete Medical Examination Report Form, MCSA-5875, with any attachments embodies my findings completely and correctly, and is on file in my office.

Medical Examiner's Signature

Medical Examiner's Name *(please print or type)*

Medical Examiner's Telephone Number

Date Certificate Signed

MD Physician Assistant Advanced Practice Nurse
 DO Chiropractor Other Practitioner *(specify)*

Medical Examiner's State License, Certificate, or Registration Number

Issuing State

National Registry Number

Driver's Signature

Driver's License Number

Issuing State/Province

Driver's Address

Street Address:

City:

State/Province:

Zip Code:

CLP/CDL Applicant/Holder

Yes No

NOTES



The Educational Services Commission of New Jersey

1660 Stelton Road
Piscataway, NJ 08854
Phone: 732-777-9848 ext. 3120

