

ESCNJ CDL Approval and Procedures 7/25/2019

Bus Driver CDL General Information

Please see the School Bus Driver Guide to the CDL on the Transportation tab at www.escnj.us

- Fingerprinting is required, prospective drivers should contact the Office of Human Resources for the fingerprint form, and the employee is responsible for paying the fee.
- A DOT physical is required; the prospective driver should contact the Office of Human Resources for an Authorization for Services Form for Hackensack Meridian Health prior to scheduling their DOT physical.
- In order to obtain the CDL permit, the prospective driver is responsible for applying with the Department of Motor Vehicles NJMV and the fee.
- The prospective driver's Supervisor or Principal is required to prepare a PO in advance of services for reimbursement of the cost of fingerprinting and NJMV fee.

If an employee does not pass the CDL, there is no reimbursement for fingerprinting or the CDL permit; the employee will also be required to reimburse the ESCNJ \$80.00 for the cost of the DOT physical.

Transportation Department Requirements- Once the prospective driver has obtained a CDL the following are procedures for CDL staff to be approved and insured for driving;

The following actions are required and must be completed before an ESCNJ staff member is approved to operate any ESCNJ vehicle and or transport students:

* A prospective driver must watch the State required training video and send the signed completion certificate to the Transportation Coordinator:
<https://www.nj.gov/education/finance/transportation/training/dis/>

* A prospective CDL driver must have a pre-employment drug test done. The prospective driver can get the form from the Transportation Coordinator and go to any Lab Corp.

* A prospective CDL driver must be enrolled by the Transportation Coordinator in the random drug testing program.

* The Transportation Coordinator will run the prospective driver's abstract to ensure their license is clear. A release form must be signed by the prospective driver in order for the abstract to be run.

* The prospective driver must have a documented tuberculosis test (Mantoux test) within 12 months of application date. If a new tuberculosis test (Mantoux test) is required, please contact Human Resources for a Hackensack Meridian Health Service Authorization.

* A "Release of Information Form" must be filled out and submitted to the prospective driver's previous employer and returned to the Transportation Coordinator when

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completed. It is the prospective driver's responsibility to obtain this requirement from their previous employer.

* The prospective driver must obtain instructional information on driving for ESCNJ from the Transportation Office and provide a signature that the materials were received.

*The prospective driver must provide a photocopy of the front and back of their CLD.

This information is required by law and must be kept it on file in case of an NJMV or DOT Audit/Inspection.

Once all required forms and signed documents are received by the Transportation Coordinator, the prospective driver will be approved to drive.

The Transportation Coordinator and the Office of Human Resources will provide the prospective driver with all required forms, however it is the sole responsibility of the employee to complete the necessary steps and provide the documentation required by law. In order to expedite the process, the prospective driver should return completed documentation in a consolidated and timely format to the Transportation Coordinator.

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