

RECORD OF INFORMATION FOR VEHICLE #:

Attach the following:
 Copy of Driver's Current CDL
 Copy of Valid Insurance
 Copy of NJ Registration Card
 Record of Children Transported on Vehicle
 Permission to Transport Children

Vehicle Information:

License Plate #	Indicate Type: (check one)	Year, Make, and Model:
	<input type="checkbox"/> Type I School Bus <input type="checkbox"/> Type II School Bus <input type="checkbox"/> Type II School Vehicle	
NJ Registration #:	Serial #:	
Tire Size /# of Ply:	Passenger Capacity:	Lessor or Contractor: (if any)
Semi-annual Inspection Dates:	Maintenance and Repair Dates:	

Staff Information:

Driver's Name:	Ensure the following: CDL is a Class A, B, or C; CDL has a passenger (P) endorsement; CDL has a School (S) endorsement for Type I and II School Buses.	Staff Development on Safe Transportation* completed on:
Alternate Driver: (if applicable)	Ensure the following: CDL is a Class A, B, or C; CDL has a passenger (P) endorsement; CDL has a School (S) endorsement for Type I and II School Buses.	Staff Development on Safe Transportation* completed on:
Additional Adult:	Address:	Staff Development on Safe Transportation* completed on:
Alternate Adult: (if applicable)	Address:	Staff Development on Safe Transportation* completed on:

Ensure:

- an additional adult is provided when transporting 1 or more children; 2 additional adults when transporting 13 or more children under age 2½.
- *staff development on the center's written policy and procedures on ensuring the safe transportation of children, including, but not limited to, ensuring that children are secured in appropriate restraints is provided to each regularly-scheduled driver and additional adult *PRIOR TO STARTING* his or her position.
- children **DO NOT** remain in any vehicle for **MORE THAN 1 HOUR** at any given time on a daily basis.
- written authorization from the parent/guardian is obtained before transporting a child to or from the center.

Emergency Evacuation Drills: (Required for Type I or Type II School Buses)

DRILL 1:	Date of Drill:	# of Passengers:	Time Taken to Evacuate:	Signature of Drill Conductor:
DRILL 2:	Date of Drill:	# of Passengers:	Time Taken to Evacuate:	Signature of Drill Conductor: