



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 4, 2024
To: Local Educational Agency Leads
Route To: School Districts, School Bus Contractors, County Transportation Service Agencies, County Transportation Coordinators
From: Ambrose F. Duckett III, Acting Assistant Commissioner
Division of Field Support and Services

Proper Utilization of Child Safety Seats in Student Transportation

The Office of School Bus Safety (OSBS) has identified concerns related to the use of child safety seats for students who must use these devices based on their age, weight, and height during transportation. To ensure the safety of all students, OSBS is providing the following resources to support school districts, school bus contractors, and transportation personnel in obtaining the necessary training and information on the proper installation and use of child safety seats.

Safe Kids New Jersey

Safe Kids New Jersey, led by the Central Jersey Family Health Consortium, provides oversight and support through county coalition coordinators. These coordinators offer educational opportunities, operational support, and resources to help achieve the goal of keeping children safe. The coalitions implement evidence-based programs such as car seat checkups and safety workshops, designed to prevent childhood injuries. Safe Kids operates ten coalitions throughout New Jersey and provides inspection sites for the proper installation of child restraints.

Transportation personnel with questions about child safety seats are encouraged to contact their [Safe Kids New Jersey Coalition](#) Coordinator for assistance. The Coalition Coordinators can connect you with technicians trained in the National Highway Traffic Safety Administration (NHTSA) School Bus Curriculum, who are best equipped to address your specific needs. For more information about Safe Kids New Jersey, please visit [their website](#). Under "About Us," select "Safe Kids Near You" to find resources in your area.

Instructions for Proper Installation and Use of Child Safety Seats

Transportation contractors seeking instructions for the correct installation and use of child safety seats should refer to the white manufacturer's label attached to each seat. This label provides essential information such as the manufacturer's name, date of manufacture, model number, and seat name. When searching for an owner's manual online, the white manufacturer's label information is necessary to ensure the correct instructions are obtained for each specific child safety seat.

Utilizing these resources to train school bus drivers and aides properly will enhance the safety and well-being of the students they are entrusted to transport.

Note: Most child safety seat manufacturers do not include installation instructions for school buses. In such cases, it is highly recommended to contact the Safe Kids New Jersey Coalition Coordinator for guidance and training.

Please direct any questions to James Scaringelli, in OSBS, at James.Scaringelli@doe.nj.gov.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools