



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 29, 2025

To: Local Educational Agency Leads

Route To: Directors of Special Services, Directors of Student Transportation, Special Education Parent Advisory Groups (SEPAGs)

From: Ambrose Duckett, Assistant Commissioner
Division of Field Support Services

Kathy Ehling, Assistant Commissioner
Division of Educational Services

Student Information Card for School Bus Drivers and School Bus Aides Serving Students with Disabilities

This memorandum serves as a reminder to LEAs regarding the requirements outlined in P.L. 2015, c.123 and N.J.S.A. 18A:39-19.4 related to the use of the student information card for school bus drivers and school bus aides serving students with disabilities. The student information card is required to include information that should be readily available to school bus drivers and school bus aides for the purpose of promoting proper interactions with students with disabilities. The student information card is a vital resource that equips school bus drivers and aides with key information to support appropriate and effective interactions with students with disabilities.

The parent or guardian of a student with an Individualized Education Program (IEP) is responsible for completing the student information card when the IEP is developed or amended for a student who receives transportation services. With the parent's or guardian's consent, the LEA is required to distribute a copy of the completed card to the assigned school bus driver and/or school bus aide on the relevant bus route. The card must be kept in an easily accessible location for both the school bus driver and school bus aide.

The [student bus information card](#) is available on the Office of Student Transportation website, under the "Safety & Training" tab.

Questions may be directed to the Office of Student Transportation at OfficeofSchoolBusSafety@doe.nj.gov or the Office of Special Education at OSEinfo@doe.nj.gov.

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