**Training Required for School Bus Driver and Aide Certification Form**

**As per the requirements of N.J.S.A. 18A: 39-19.1a, 18A:39-19.3, and N.J.A.C 6A:27-11.3, this document will certify that the below listed school bus driver or school bus aide has been properly trained for the functions of their position.**

**The safety education program provided has included at a minimum, but not limited to, the following:**

1. **Student Management and Discipline**
2. **School Bus Accident and Emergency Procedures**
3. **Conducting School Bus Emergency Drills**
4. **Loading and Unloading Procedures**
5. **School Bus Stop Safety Zone Safety**
6. **Inspecting the School Vehicle for Students Left on Board at the End of a Route**
7. **The Use of the Student’s Education Records, Including the Employee’s Responsibility to Ensure the Privacy of the Student and the Student’s Records, if Applicable**
8. **Defensive Driving Techniques and**
9. **Railroad Crossing Procedures.**

**Date of Training: \_\_\_\_\_\_ Employee Position: \_\_\_\_\_**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Print Name) (Signature)**

**Employer:**

**(School District, School, School Bus Contractor)**

**Person Administering Training :**

**(Print Name) (Signature)**

**This Certification Attests to One Administration of the Mandated Training Program. N.J.S.A. 18A:39-19.1e and N.J.S.C. 6A:27-11.3 Requires This Training Program Must be Administered Two Times Per Calendar Year. A Separate Certificate Shall be Issued for Each Training Session Conducted. This Certificate Must be Submitted to the Executive County Superintendent’s Office as part of the Annual Certification Process.**