



State of New Jersey

DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor
KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Commissioner

April 20, 2016

TO: School Bus Contractors

FROM: Carl H. Carabelli, Manager
Criminal History Review Unit

SUBJECT: Criminal History Review Unit – Memorandum of Understanding with School Bus Contractors

IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES.

The New Jersey Department of Education (DOE), Criminal History Review Unit (CHRU) is entering into a Memorandum of Understanding (MOU) with School Bus Contractors (SBC) to request and obtain criminal history record checks for school bus drivers and school bus aides in transporting students to educational facilities.

New SBCs requesting access will be assigned county and district codes to allow their employees to file for the criminal history record checks, as do the educational facilities. The employee will be issued the CHRU Approval Letter and the SBC will be notified of the approval information through the weekly computer approval information available on the DOE Website. Should an applicant be disqualified or rendered ineligible, the SBC will immediately remove the individual from employment at any educational facility under the supervision of the DOE or any participating nonpublic school. The SBC will then notify the CHRU in writing as to the date the employee was terminated. Should a disqualifying crime or offense be added to a current school bus driver's or bus aide's criminal history record, the SBC shall take the appropriate action and notify the CHRU as to what action was taken.

SBCs currently approved to submit criminal history requests to the CHRU will retain their same county and contractor numbers; however, they must complete the MOU to continue having access to the criminal history record check system.

All initial and current school bus contractors must complete and return the attached two (2) original MOUs and notarize the Vendor Registration Forms within 30 days. Failure to comply will result in access to the criminal history record check system being denied.

RJC/CHC/cc/chief.school.admin.ltr.school bus contractors

Attachment: Memorandum of Understanding.