



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: February 28, 2024  
To: Local Educational Agency Leads  
Route To: Human Resource Personnel  
From: Chris Irving, Ed.D., Assistant Commissioner  
Division of Field Support and Services

## Criminal History and School Bus Safety Training Program

The New Jersey Department of Education is introducing a comprehensive two-part training program, offered by the Office of Student Protection and the Office of School Bus Safety. This initiative is designed to foster a deeper understanding and interconnection between the critical areas of criminal history record review and school bus safety regulations. By exploring these interconnected domains, the training aims to empower local educational agencies (LEA) and county office of education personnel, to offer more effective guidance to respective stakeholders.

Participants will gain insights into the intricacies of conducting and submitting fingerprinting through Identogo's LiveScan technology, which is crucial for obtaining timely criminal history record check results. Furthermore, the program will delve into essential aspects of school bus safety, including credentialing, incident reporting, as well as compliance and enforcement strategies. This holistic approach ensures that officials are well-equipped to uphold safety and security standards. Below is a snapshot of the topics that will be covered in this enriching training experience:

### Part 1: Office Student Protection

- Evolution and development of the Criminal History Record Check process
- Overview of legal requirements for school staff background checks
- Disqualification criteria linked to criminal records
- Comparison of Criminal History Record Check types
- Step-by-step guide to the Identogo application process
- Follow-up procedures for newly arrested, previously approved employees

### Part 2: Office of School Bus Safety

- Office of School Bus Safety trainings
- Details on suspensions, demotions, and fines for violating bus entities
- Enforcement strategy and process relative to disqualification and prohibition
- Recommended strategies for LEAs, transportation coordinators, county superintendents, contractors, and bus drivers

Attendance at this training is complimentary; however, pre-registration is required. Multiple regional training sessions will be offered to ensure optimal accessibility for participants unable to attend within their designated region.

**Register Online:** [Sussex-Morris-Passaic](#)  
**Register by:** March 15, 2024  
**Date:** Thursday, March 21, 2024  
**Time:** 10:00 a.m. - 12:00 p.m.  
**Address:** Morris County Public Safety Training Academy  
500 West Hanover Avenue, Morris Plains, New Jersey 07950

**Register Online:** [Bergen-Union-Hudson-Essex](#)  
**Register by:** March 20, 2024  
**Date:** Tuesday, March 26, 2024  
**Time:** 10:00 a.m. - 12:00 p.m.  
**Address:** Bergen Community College at the Meadowlands  
1280 Wall Street West, Lyndhurst, New Jersey 07071

**Register Online:** [Mercer-Middlesex-Monmouth](#)  
**Register by:** March 27, 2024  
**Date:** Tuesday, April 2, 2024  
**Time:** 10:00 a.m. - 12:00 p.m.  
**Address:** Agricultural Building  
4000 Kozloski Road, Freehold, New Jersey 07728

**Register Online:** [Burlington-Ocean](#)  
**Register by:** April 4, 2024  
**Date:** Wednesday, April 10, 2024

**Time:** 10:00 a.m. - 12:00 p.m.  
**Address:** Burlington County Office of Education (Human Services Building)  
795 Woodlane Road, Westampton, New Jersey 08060

**Register Online:** [Somerset-Warren-Hunterdon](#)

**Register by:** April 12, 2024

**Date:** Friday, April 19, 2024

**Time:** 10:00 a.m. - 12:00 p.m.

**Address:** Hunterdon County Office of Education Conference Room  
314 State Route 12, Flemington, New Jersey 08822

**Register Online:** [Camden-Gloucester-Salem](#)

**Register by:** April 24, 2024

**Date:** Tuesday, April 30, 2024

**Time:** 10:00 a.m. - 12:00 p.m.

**Address:** Camden County Regional Emergency Training Center  
420 Woodbury-Turnersville Road, Blackwood, New Jersey 08012

**Register Online:** [Atlantic-Cape May-Cumberland](#)

**Register by:** May 3, 2024

**Date:** Thursday, May 9, 2024

**Time:** 10:00 a.m. - 12:00 p.m.

**Address:** Stockton University, Alton Auditorium, A Wing  
101 Vera King Farris Drive, Galloway, New Jersey 08205

For questions regarding the Criminal History and School Bus Safety Training Program, please contact Marisol Medina at [Marisol.medina@doe.nj.gov](mailto:Marisol.medina@doe.nj.gov) or (609) 376-3643.

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