



# SCHOOL TRANSPORTATION SUPERVISORS OF NEW JERSEY

P.O. BOX 66, RARITAN, NEW JERSEY 08869

(908) 252-1991 FAX (908) 575-7373

To: STS Membership  
Date: July 28, 2015  
From: Ray Kuehner - President

RE: Blue Seal Fingerprint - update

All,

I have been in contact with Carl Carabelli regarding the recent notice about the "Blue Seal Letter" being required for criminal background checks. Below is the reply I have received from Carl.

In addition Carl has advised his staff of the concern we all have in getting driver's approved for the start of this school year. He has instructed his staff to do whatever they can to turn around archives immediately to assist in getting drivers through for the start of school.

As you will read in the reply below, going forward we all must emphasize to our staff that drivers need to start this process 90 days prior to the expiration date. The same holds true for medical certifications. Drivers need to start the process early as to give time for going through the process.

Carl and I will be staying in contact with each other to do as much as possible to work through this situation.

Ray,

With regard to the recent policy and procedure change instituted by the MVC regarding the requirement that persons seeking an initial or renewal of their school bus drivers' "S" endorsement must present a DOE Criminal History Review Approval Letter prior to being issued the "S" endorsement.

This policy and procedure change was initiated at the request of the Criminal History Review Unit based upon the fact that the previous policy and procedure utilized by the MVC of accepting receipts issued by MorphoTrust, the Universal Fingerprint Forms or the DOE certification receipt did not serve as verification that an individual applying for an initial or renewing an existing "S" endorsement had successfully completed the criminal history record check process and received approval as required by N.J.S.A. 18S:39-19.1. The new requirement will ensure that persons obtaining the "S" endorsement are in full compliance with the aforementioned statute.

In the notification letter sent to school districts and school bus contractors throughout the State of New Jersey, a recommendation was made for each employer to develop of "Tickler File" which would identify when each school bus driver under their employ was within 90 days of the expiration date of their driver's license. It is at the 90 day point prior to the expiration of the driver's license that the criminal history record check process can begin, as the MVC will accept Approval Letters dated up to 90 days prior to the driver license expiration date. This 90 day policy has been in effect for several years and is clearly listed in Item #63 of the Criminal History Review Unit on-line Questions & Answers website.

Although I realized that the new policy and procedure may initially serve as an inconvenience to school district transportation personnel, school bus contractors, and school bus drivers it is the only true way of ensuring that persons obtaining a new or renewing an existing "S" endorsement are free from any criminal record which may render them ineligible or disqualified from employment. Most importantly, however, is the fact that this new policy is a more effective and efficient method to ensure that the school children of this State will be safe and secure as they travel to and from school each day. In the event you require any additional information, please contact me.

Carl H. Carabelli, Manager  
Criminal History Review Unit  
New Jersey Department of Education  
P O Box 500  
Trenton, NJ 08625-0500