



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: February 23, 2026

To: Local Educational Agency Leads

Route To: District Human Resource Personnel, County Transportation Coordinators, District School Bus Personnel and Contracted School Bus Providers

From: Ambrose F. Duckett III, Acting Assistant Commissioner
Division of Field Support and Services

Criminal History and School Bus Safety Training Program

The Office of Student Safety and School Preparedness will be hosting our fourth annual two-part training program, uniting the expertise of the Office of Student Protection and the Office of School Bus Safety. This training is designed to strengthen alignment between criminal history record check requirements and school bus safety regulations, two critical pillars of student protection.

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 approach ensures that our partners are well-equipped to uphold safety and security standards in keeping students safe. 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 training
- Details on suspensions, demotions, and fines for violating bus entities.
- Enforcement strategy and process relative to disqualification and prohibition
- Recommended strategies for school districts, transportation coordinators, county superintendents, contractors, and bus drivers.

Attendance at this training is complimentary; however, pre-registration is mandatory. We have coordinated multiple regional sessions to maximize accessibility and participation across the state. Participants may register for venues closest to their home or work location, whichever is more convenient. We strongly encourage attendance from district administrators, transportation coordinators, HR personnel,

county offices, and private school bus contractors to ensure consistent implementation of safety standards statewide.

Register Online: **HUNTERDON-SOMERSET-WARREN**
Register by: March 31, 2026
Date: Tuesday, April 7, 2026
Time: 10:00 am-1:00 pm
Address: Hunterdon County Office of Education, Conference Room
314 State Route 12, Flemington, NJ 08822

Register Online: **MORRIS-SUSSEX-PASSAIC**
Register by: April 3, 2026
Date: Friday, April 10, 2026
Time: 10:00 am-1:00 pm
Address: Morris County Public Safety Training Academy
500 West Hanover Avenue, Morris Plains, NJ 07950

Register Online: **CAMDEN-GLOUCESTER-SALEM**
Register by: April 10, 2026
Date: Friday, April 17, 2026
Time: 10:00 am-1:00 pm
Address: Camden County Regional Emergency Training Center
420 Woodbury-Turnersville Road, Blackwood, NJ 08012

Register Online: **OCEAN-BURLINGTON**
Register by: April 17, 2026
Date: Friday, April 24, 2026
Time: 10:00 am-1:00 pm
Address: Ocean County College
1 College Drive, Toms River, NJ 08754

Register Online: **BERGEN-UNION-HUDSON-ESSEX**
Register by: April 21, 2026
Date: Tuesday, April 28, 2026
Time: 10:00 am-1:00 pm
Address: Bergen County Community College Innovation Center
1280 Wall Street, Lyndhurst, NJ 07071

Register Online: **MERCER-MIDDLESEX-MONMOUTH**
Register by: April 24, 2026
Date: Friday, May 1, 2026
Time: 10:00 am-1:00 pm
Address: Monmouth County Agricultural Building
4000 Kozloski Road, Freehold, NJ 07728

Register Online: ATLANTIC-CAPE MAY-CUMBERLAND
Register by: April 28, 2026
Date: Tuesday, May 5, 2026
Time: 10:00 am-1:00 pm
Address: Stockton University, Campus Center
101 Vera King Farris Drive, Galloway, NJ 08205

If you have any questions regarding the Criminal History Record Check Training Program, please contact Marisol Medina at Marisol.medina@doe.nj.gov of 609-376-3643.

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