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# Newark Board of Education

Where Passion Meets Progress

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## New Jersey Department of Education Required Training

Training for school bus drivers is itemized in administrative code at N.J.A.C. 6A:27-11.3.

### 6A:27-11.3 Training

(a) Employers shall ensure that all school bus drivers and school bus aides are properly trained for the functions of their positions.

(b) Employers shall administer a safety education program for all permanent and substitute drivers and aides. At a minimum, the training shall include:

1. Student management and discipline;
2. School bus accident and emergency procedures;
3. Conducting school bus emergency exit drills;
4. Loading and unloading procedures;
5. School bus stop loading zone safety;
6. Inspecting the school vehicle for students left on board at the end of a route; and
7. The use of a student's education records, including the employee's responsibility to ensure the privacy of the student and his or her records, if applicable.

(c) In addition to the training requirements in (b) above, employers shall administer to school bus drivers a safety education program that includes defensive driving techniques and railroad crossing procedures. In addition to all aspects of driving a school bus, railroad crossing procedures and defensive driving should be included. Employers should add any additional items specific to the roads travelled and the needs of the students assigned to each route. School bus aides should be instructed in most of the same topics with the exception of school bus operation and driving techniques.

### Training for Drivers and Aides of Special Needs Students

In addition to the school bus driver and aide training for interacting with students with special needs in accordance with NJSA 18A:39-19.2, school bus drivers and school bus aides who transport special needs students, or drivers who may substitute on a route transporting special needs students, should be trained in the specific needs of the students on board that route. This includes the handling of special equipment, such as wheelchairs and child safety seats, operation of wheelchair lifts and wheelchair tie-downs, and any special requirements in the student's Individualized Education Plan (IEP). The driver and aide should be made aware of any special environmental considerations necessary for the students (i.e., temperature or noise level on the school bus). If a student's medical or psychological condition could change or be impacted by anything during the bus ride, the school bus driver and aide should be made aware of this, and be trained in both recognizing this change and what needs to be done, if anything, in reaction to this change.



*"Transporting Students On the Road to Success!"*