

BUS APPLICATION UNIT

INFORMATION FLYER AND DECLARATION

To obtain a Commercial Driver License (CDL) with a passenger endorsement or a passenger/school bus endorsement, an applicant must be fingerprinted as part of the background records check. Even if a passenger endorsement is issued, the New Jersey Motor Vehicle Commission (MVC) reserves the right to deny the application upon review of your driver history record, the receipt of a criminal background report, or disqualifying medical/physical condition. Please refer to your CDL Manual for causes for disqualification or suspension of a passenger or passenger/school bus endorsement privilege.

FINGERPRINTING PROCESS

To schedule a fingerprint appointment, contact the State's fingerprint vendor, MorphoTrak, toll-free at 877-503-5981, Monday through Saturday between 9 a.m. and 5 p.m. Hearing impaired scheduling is available by calling 800-673-0353. Web based scheduling is available at www.bioapplicant.com/nj. The MorphoTrak operator will ask each applicant for specific employment information as well as personal information. It is important that your name, date of birth, and eye color provided on written or electronic applications match the information on your driver license. In addition, be sure you have all the correct information from your employer concerning the position you are applying for, the Statute Number (noted in each applicable section below), and Originating Agency Number (ORI).

You must bring an acceptable form of photo identification to your scheduled appointment such as a federal, state or municipal ID, driver license or passport. Fees are payable by credit card or money order only.

FOLLOW THE PROCEDURE THAT APPLIES TO YOU

1. **SCHOOL BUS OPERATORS UNDER THE JURISDICTION OF THE DEPT. OF EDUCATION (N.J.S.A. 18A:39-19.1)**: When an appointment for your fingerprinting is made, your employer should provide you with a form containing specific identifying information that is required by MorphoTrak. Upon application to the MVC Agency for the passenger/school bus endorsement, each applicant must submit a copy of the Dept. of Transportation physical examination form and this Declaration with all information completed. ***If you leave employment as a bus driver under the Dept. of Education you will be required to be fingerprinted under N.J.S.A. 39:3-10.1.***
2. **SCHOOL BUS DRIVERS FOR PRIVATE/PAROCHIAL SCHOOLS OR DEPT. OF HUMAN SERVICES NOT UNDER THE JURISDICTION OF THE DEPT. OF EDUCATION (N.J.S.A. 39:3-10.1)**: If you are following this procedure, **you must be fingerprinted pursuant to N.J.S.A. 39:3-10.1.** Upon application to the MVC Agency for the passenger/school bus endorsement, each applicant must submit a copy of the Dept. of Transportation physical examination form and this Declaration with all information completed. ***If you leave employment with the Dept. of Human Services or the Private/Parochial School and apply for employment with the Dept. of Education, you must be fingerprinted under N.J.S.A. 18A:39-19.1.***
3. **ALL PUBLIC TRANSPORTATION OPERATORS (BUSES & LIMOUSINES) (N.J.S.A. 39:3-10.1)**: If you are following this procedure, you will be fingerprinted under N.J.S.A. 39:3-10.1. Upon application to the MVC Agency for the passenger endorsement, each applicant must submit a copy of the Dept. of Transportation physical examination form and this Declaration with all information completed. ***If you leave employment with public transportation and apply for employment with the Dept. of Education or Human Services, you must be fingerprinted in accordance with the laws governing school bus drivers under their jurisdiction.***

DECLARATION

I will will not (check one) be transporting school-age children under the jurisdiction of the Department of Education. (If you check "I will", you must follow procedure #1. If you check "I will not", you must follow procedure #2 or #3). I have read the above information and understand that should the MVC Bus Application Unit find that I am disqualified as a result of the review of my physical examination form, driver history record and/or criminal background check, the passenger endorsement along with the school bus endorsement will be subject to suspension.

PRINT NAME: _____ DL#: _____ SOCIAL SECURITY#*: _____

EMPLOYER'S NAME & ADDRESS: _____

Check the one that applies to you: DOE DHS/Day Care Private/Parochial School Public Transportation

SIGNATURE: _____ DATE: _____

I, the applicant, certify that the statements on this declaration are correct.

* Submission of your Social Security Number is required by N.J.A.C. 13:21-1.3 and it will be used to prevent errors, enforce federal and state laws and assist in the collection of motor vehicle fees.