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H.A. DeHart Transportation Company

Links, Forms & Information

Link 1	Fingerprinting Sagem Morpho Form (Form No. NJAPS1, Version 1.8 - May 31, 2005)
Link 2	Criminal History Applicant Authorization and Certification – School Bus Driver http://www.state.nj.us/njded/educators/crimhist/crimhist3.pdf
Link 3	DOT Physical Examination Form Medical Examination Report & Certificate
Link 4	Bus Application Unit Information Flyer and Declaration <i>How to obtain a Commercial Driver License (CDL)</i> Form DR-14 (R2-06)
Link 5	Commercial Driver's License Manual – 2006 http://www.state.nj.us/mvc/pdf/Commercial/CDL_Manual_english.pdf



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How to Obtain a Commercial Driver's License (CDL)

The following information for prospective bus drivers is taken from New Jersey's Motor Vehicle Commission web site. You may click on their link below or view the same information on this page.

PLEASE NOTE: H.A. DeHart will make an appointment for fingerprinting. Do NOT call Sagem Morpho to schedule an appointment. Click on our fingerprinting link to complete the [Sagem Morpho Form](#) (Form No. NJAPS1, Version 1.8 - May 31, 2005) and return it to H.A. DeHart at the address above.

http://www.state.nj.us/mvc/Inspections/schoolbus/noflash/cdl_License.htm

Requirements

There are different CDL classes that apply to different commercial vehicles. To operate a school vehicle, you need to obtain a minimum of a class C Commercial Driver License and meet the following requirements:

- Be at least 21 years old, and have 3 years driving experience
- Have a basic New Jersey driver license
- Have at least 20/40 vision in each eye (with or without corrective lenses)
- Have 70 degrees of peripheral vision in each eye
- Be able to recognize red, green and amber colors
- Be morally fit*
- Be physically fit**

* Criminal History background checks will be obtained through fingerprint scanning process

** Federal law requires commercial drivers to carry a medical examiner's fitness statement at all times and renew it every two years. Download the [Medical Examination Report](#) [60k pdf] before your appointment.



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✔ How to get a CDL

- Visit your local [MVC Agency](#) to get a CDL Manual
- Pass [6 Point ID verification](#)
- Pay \$35 permit fee
- Apply for [endorsements](#)
- Pass the CDL [knowledge and road tests](#)

✔ Getting an endorsement

All New Jersey school bus drivers, regardless if they are employed by DOE or not, must get both P (Passenger) and S (School bus) endorsements.

✔ Passenger (P) endorsement requirements

You must be at least 21 years old and meet the following requirements:

- 20/40 vision in each eye (with or without corrective lenses)
- 70 degree peripheral vision in each eye
- Be able to recognize red, green and amber colors
- Be physically fit. Complete a federal [DOT physical examination form](#) [60k pdf] and submit a physical examination form to MVC every 2 years
- Pass a background check and complete [fingerprint requirements](#)
- Submit a [Declaration Flyer](#) [34k pdf]

✔ School Bus (S) endorsement - Non-DOE drivers

- Submit a completed [DOT physical examination form](#) [60k pdf] and a copy of the Medical Examiner's Certificate every 2 years to MVC
- Pass a background check and [fingerprinting screening](#)
- Submit a [Declaration Flyer](#) [34k pdf]



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✔ Additional requirements for DOE drivers

Department of Education drivers must:

- Complete [state and federal fingerprint requirements](#)
- Pass a physical exam and complete [DOT physical examination form](#) [60k pdf]
- Send proof of physical to MVC every 2 years to keep your endorsement
- Submit your fingerprints to be checked in the archive process at least 4 weeks before renewing your license. If you are disqualified, MVC will suspend your endorsement

✔ Additional requirements for non-DOE drivers

You must follow the same requirements as DOE drivers in addition to any fingerprint requirements from your employer. This includes [Department of Children and Families](#), day care or private and parochial school employment

✔ Endorsement renewals

- To keep your P endorsement you must submit an updated [DOT physical examination form](#) [60k pdf] and a copy of the Medical Examiner's Certificate every two years
- To renew your S endorsement, submit your fingerprints to be checked in the archive process at least 4 weeks before renewing your license. If you are disqualified, MVC will suspend your endorsement
- If you change your type of employment for the passenger-carrying commercial vehicle from commercial transit operator to school bus (S1 & S2 plates) or from DOE to a Non-DOE school bus operator or vice versa, you may need to be refingerprinted. Please check your CDL Manual or call the Bus Application Unit at 609-292-7500 extension 5039



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Endorsements

Once you have received your CDL, you can add endorsements and upgrade your license class. You can also downgrade your CDL at any time if you would like to drop to a lower class or remove an endorsement. Most commercial drivers will need to obtain at least one endorsement.

Code	Vehicle	Endorsement	Special Requirement
T	Double and Triple Trailer	Needed for operators of vehicles pulling two or three trailers	A Class A license is required to operate this type of vehicle
P	Passenger	Needed for operators of buses or similar vehicles used to transport passengers	Requires a road test. Other special requirements [183k pdf] are necessary.
S	School Bus	Needed for all school bus drivers	Requires a knowledge and road test; Drivers who hold an "S" endorsement will also have to test for a "P" endorsement—both are required to operate a school bus.
N	Tank Vehicle	Needed for operators of vehicles that transport liquids or gas in bulk	
H	Hazardous Materials	Needed for operators of vehicles transporting hazardous materials	Must be trained and retested every two years. Note: Federal Requirements
L	Air Brakes	Needed for any vehicle equipped with air brakes	Special road test federally required; If test is not taken, an "L" restriction is added to the CDL license