

CERTIFIED SCHOOL BUS DRIVER COVER SHEET GUIDE

Using the School Bus Driver Cover Sheet for Certified Drivers, check the box that indicates **why** documentation is being submitted to Student Transportation.

Before submitting driver documentation, please take advantage of the **School Bus Driver Certification Status button** located on the Student Transportation webpage. Use this tool to review driver file, **prior** to submitting documents to Student Transportation. Save time and verify, if there are expired driver documents in need of updating, have driver complete any tests or classes then submit all renewals at one time. If driver requirements are expired, processing a driver Transfer, Rehire, Replacement Card, etc., may be delayed until **all** renewals are received by Student Transportation.

Certified Driver Renewal – Submission of renewal documents for Certified Driver - mark *Certified Driver Renewal* for drivers currently employed. Provide all driver information. Documents submitted for renewals, due to expiration are to be submitted within the time frame established per Minimum Standards. Please refer to the *Quick Reference Requirement Guide* for list of documents and expiration timeframes, for Certified Driver Renewals.

Certified Instructor Renewal – Submission of renewal documents for Certified Instructor - mark *Certified Driver Renewal* and check mark “Driver is a Certified Instructor” box. Provide the instructor certification number, if the driver is an Instructor. Renewal documents are to be submitted by the employer in the timeframe established per Minimum Standards.

CDL Reactivation – Motor Vehicle Division (MVD) suspends a Commercial Driver’s License, if the driver’s medical physical has not been submitted within the required timeframe. When the Medical Examiner’s Certificate is renewed, submit a school bus driver cover sheet and mark *CDL Reactivation* for currently employed driver, when the Medical Examiner’s Certificate has been completed. Provide Medical Examiner’s Certificate and any other updated documents required to complete the process.

Substitute Driver – A driver is hired to substitute drive for a secondary employer, other than the school bus driver’s primary employer, mark *Substitute Driver* on the School Bus cover sheet and submit 5-panel DOT Pre-Employment drug screen results. It is the responsibility of both the primary and secondary employers to be in contact with each other, making sure the driver is not driving over allowed driving time, per Minimum Standards R13-13-104.15.C(1). It should be noted the current primary employer whose name is on the school bus driver’s certification card, is responsible for keeping the school bus driver requirements up to date.

- A. If a Substitute driver is hired full time by a secondary employer, the secondary employer must submit a school bus driver cover sheet marked Transfer and who now becomes the primary employer.
- B. The previous Primary employer must submit a school bus driver cover sheet marked Resigned/Terminated with the effective date, to Student Transportation, thus inactivating the school bus driver certification.

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Transfer – Mark *Transfer* with effective date when a school bus driver / instructor is transferred from one employer to another. Check mark “Driver is a Certified Instructor” box for transfer of instructor certification, provide the instructor certification number, with a note stating the new employer would also like the instructor certification number to be transferred. *School bus driver certifications issued by a state other than Arizona are **not** accepted and the applicant must apply as a New Driver (see New Driver Application Process Sheet).*

Rehire – Mark *Rehire* with effective date when a school bus driver / instructor is rehired or returning to your employment. Check mark “Driver is a Certified Instructor” box for transfer of instructor certification, provide the instructor certification number, with a note stating the new employer would also like the instructor’s certification number to be transferred.

NOTE: When a Transfer or Rehire is completed by Student Transportation, the employer will begin submitting renewal documents by marking Certified Driver Renewal on the school bus cover sheet.

Resigned/Terminated – Mark *Resigned/Terminated* with effective date when a school bus driver is no longer employed. The school bus driver should not drive a school bus while the school bus certification is inactive. If the driver is also a certified instructor, then classes should not be taught by the instructor until reactivated. *Any class taught by an inactivated Instructor may not be valid.*

NOTE: A school bus driver cover sheet marked Resigned/Terminated with effective date, must be submitted when results of an Audit are returned to Student Transportation. We do not accept the Audit report with hand written information.

Replacement Certification Card – Mark *Replacement Certification Card* when a School Bus Driver Certification card is lost, stolen, etc, and submit to Student Transportation. An email will be sent to the employer with an attachment containing the new school bus certification card. Any expired requirements will delay the process.

Name Change –Mark *Name Change* when driver’s name has changed on their CDL with MVD. Submit the name change to Student Transportation. The name change will be verified with MVD. **Do not** submit a copy of the driver’s CDL.

POSITIVE Lab Results – Mark POSITIVE, when an applicant/driver **FAILS** a drug or breath/alcohol test. The drug screen will be marked as POSITIVE, indicating drug use of a controlled substance or POSITIVE for Alcohol use. If the test is **NEGATIVE**, this indicates the driver passed the drug screen and/or breath alcohol screen.

All forms may be downloaded from our webpage: www.azdps.gov/schoolbus

All documents above may be emailed to: schoolbus@azdps.gov