

EMAIL INSTRUCTIONS FOR SUBMITTING DOCUMENTS

Accident Report	Moving Violation Notices
*Audit	*POSITIVE drug screen results
Certified Driver Renewals	Physical Performance Tests (PPT)
Certified Instructor Renewals	*Rehire
CDL Reactivation	Replacement Certificate Card
*District Audit Verification	Resigned/Terminated (NLE)
District/Employer Update	*Substitute Driver
Driver Training Report	Training Class - Change
Evacuation Drill Notice	Training Class - Notice
Evacuation Drill Results	*Transfer
*Incident Report	Video Request
Instructor Application	
*Name Change	*Submit one per email

Documents with an asterisk (*) as noted above, **must** be submitted in one single email (no batching).

Submit documents in one PDF file for each type of document. **DO NOT** mix document types in an email, such as Renewals with Resigned / Terminated or Training Reports, or Video Requests, etc. Please address the subject line with type of document, separated by period, employer name. Spell out employer name. **Do not use acronyms, such as TUSD, COCUSD, WESD, PCS**. See examples below:

- *Positive drug screen results submitted, Subject Line: **POSITIVE.Tucson (USD is ok)***
- *Renewal documents submitted, Subject Line: Driver Renewals.Washington (ESD is ok).*
- *Instructor documents submitted, Subject Line: Instructor Renewals.Glendale (UHSD is ok).*
- *Transfer documents submitted, Subject Line: Transfer.Leona Grp-South Pt. (is ok).*
- *Evacuation Scheduled, Subject Line: Evac Drill.Pinon Comm (is ok).*
- *Audit Results, certified driver renewals submitted, Subject Line: Audit.Tolleson USD*

Always include a School Bus Cover Sheet when submitting documents. The documents below **do not need** a School Bus Cover Sheet.

Accident / Incident Report	District Audit Verification	District / Employer Update
Evacuation Drill Notice/Results	Instructor Application Packet	Moving Violation Notice
Physical Performance Test (PPT)	Training Class Notice / Change	Driver Training Report
Video Request		

Download all forms from our webpage: <https://www.azdps.gov/schoolbus>

Scan/email to: schoolbus@azdps.gov or fax to (602)223-2923