



ARIZONA DEPARTMENT OF PUBLIC SAFETY
STUDENT TRANSPORTATION

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NEW DRIVER CERTIFICATION PROCEDURE FREQUENTLY ASKED QUESTIONS

1. **Q:** May New Driver packets be faxed or emailed and batched (submit multiple applicants)?
A: No, each packet must be submitted in an individual email (no batching). New Driver packets must be submitted by scan and email in one PDF file for each packet. Email subject line must be titled using last name of the applicant and the base name of the transportation provider, separated by a period. For example, you are submitting information for Mark Johnson who is being hired by Oak Mountain Unified. The subject line would read: Johnson.Oak Mountain. Please do not use acronyms for district / employer name.
2. **Q:** Who prints and signs the Employer Verification of the Fingerprint Clearance Card section?
A: Whomever visually inspected the actual card (Employer representative, not the applicant) and verified via the DPS Fingerprint Clearance Card website, https://webapps.azdps.gov/public_ing_acct/acct/ShowClearanceCardStatus.action.
3. **Q:** Do we need to submit the medical long-form or is the short-form medical sufficient?
A: The terms used to describe them may vary, but all school bus drivers must establish medical qualification by successfully completing the *D.O.T. Medical Examination Report* and obtain a *Medical Examiner's Certificate*. Please submit the *Medical Examiner's Certificate* only, do not submit the entire physical.
4. **Q:** When are 5 panel DOT and 9 panel non-DOT drug screens required to be submitted to Student Transportation?
A: Per Minimum Standards for School Buses and School Bus Drivers, *DOT Rule 49 CFR Part 40 Section 40.85* limits DOT drug tests to five drugs or classes of drugs. The required drug testing for school bus applicants / drivers: 5 panel DOT is required for Pre-Employment, Random, Post-Accident, Reasonable Suspicion, Return to Duty or Follow-up. The 9 panel non-DOT is required for Pre-Employment and Annual drug testing every year for certified, active drivers.
5. **Q:** When is a Breath / Alcohol test required?
A: An employer may request a Breath / Alcohol test be conducted for Pre-Employment. A Breath / Alcohol Test may be requested when the Random 5 panel DOT is conducted. When a Post-Accident, Reasonable Suspicion, Return to Duty or Follow-up is conducted, a Breath / Alcohol test will be required.
6. **Q:** May I submit New Driver training documents as the applicant completes each training requirement?
A: No, the new driver documents must be completed and submitted as a New Driver Packet by scanning and emailing as a single PDF document to newdriver@azdps.gov. Incomplete New Driver Packets will not be processed.
7. **Q:** Do I need to send a copy of the applicant's CDL as listed on the New Driver Cover Sheet?
A: No. The employer must **verify** the new driver applicant has obtained the required Arizona issued CDL with P and S endorsements, prior to submitting the New Driver packet to Student Transportation. Please do not submit a copy of the CDL, Student Transportation will verify with MVD.
8. **Q:** Do I need to send a copy of the applicant's CDL as listed on the New Driver Cover Sheet?
A: No, if we need to respond to your email, our email message to your copier/scanner will not be sent to you individually. The email we send will return to us as undeliverable. Please scan and email to your computer, then forward the email to newdriver@azdps.gov. This also applies to emails sent to schoolbus@azdps.gov.