



ARIZONA DEPARTMENT OF PUBLIC SAFETY
STUDENT TRANSPORTATION

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NEW DRIVER CERTIFICATION CHECKLIST

This checklist is provided to assist employers submitting new drivers for certification. **ALL** items listed below are required in order to obtain certification as a school bus driver in the State of Arizona. The packet must include all of the items specified. **Incomplete new driver packets will not be processed.** Use this form to assist in preparing the packets, but **do not submit this form** with the packet.

Scan and Email to newdriver@azdps.gov

- 1. *New Driver Certification Cover Sheet*
- 2. *Application for School Bus Driver's Certificate**
- 3. Copy of Current DPS Fingerprint Clearance Card Verified by Employer**
Visually **and at http://webapps.azdps.gov/public_ing_acct/acct/ShowClearanceCardStatus.action
- 4. Medical Examiner's Certificate
- 5. Drug screen results - 5 Panel DOT Regulated Pre-Employment
(lab results **must** be included, **do not** send Custody & Control Form)
- 6. Drug screen results - 9 Panel Non-Regulated
(lab results **must** be included, **do not** send Custody & Control Form)
- 7. *Proof of Behind-The-Wheel Training and Road Test Form**
- 8. School Bus Driver Physical Performance Test*
- 9. Proof of First Aid Training
(*Driver Training Report** ~or~ Copy of front and back of cards)
- 10. Proof of CPR Training
(*Driver Training Report** ~or~ Copy of front and back of cards)
- 11. *Driver Training report** with a minimum of 14 hours of new-driver classroom training
- 12. Appropriate AZ class CDL with Passenger and School Bus Endorsements, Verified by Employer (do not send copy of applicant's CDL, Student Transportation Unit will confirm status with MVD)

Processing Instructions:

1. Each new driver packet **must** be scanned and emailed as a single PDF document or it **cannot** be processed.
2. Each new driver packet **must** be submitted in an individual email (no batching).
3. Each new driver packet **must** be titled in the subject line using, last name of the applicant and the base name of the transportation provider, separated by a period. For example: **Johnson.Oak Mountain.**

*Items are found on our website at <http://studenttransportation.azdps.gov/>