

EMAIL INSTRUCTIONS FOR RENEWAL DOCUMENTS SUBMITTED TO STUDENT TRANSPORTATION

The following documents may be submitted to Student Transportation by email to
schoolbus@azdps.gov

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

Submitting more than one driver in an email is permitted for all documentation listed above except items listed with an asterisk (*). These documents must be submitted in a single email, one driver packet per email.

Check mark the appropriate box for each Driver or Instructor on the School Bus Cover Sheet. Submit **Instructor Renewals** separate from **Driver Renewals**. Label subject line as requested.

Submit documents in one PDF file for each type of document. Please address the subject line with type of document, separated by period, employer name. Subject Line: **POSITIVE**.Employer Name.

Please spell out employer name, such as Tucson, Vail Pine, Strawberry. Do not use acronyms, such as TUSD or VESD or TVUSD etc.

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

All documents may be downloaded from our website: www.studenttransportation.azdps.gov/forms