

NEW DRIVER CERTIFICATION AND REAPPLICATION PACKET PROCESS

Applicants required to apply or reapply for a School Bus Driver Certification:

- A person who has never driven a school bus, **must apply**
- A driver who was out of state certified, **must apply**. (*out of state school bus driver certifications are not transferable to Arizona*)
- A School Bus Driver who was previously certified with an AZ School Bus Driver Certificate, but has not driven a school bus in Arizona for one (1) year or more, **must reapply**

New Driver Packet for School Bus Driver Applicant or Reapplication

Documents required:

- New Driver Certification Cover Sheet
- Application for School Bus Driver's Certificate
- Copy of current AZ DPS Fingerprint Clearance Card, **verified by employer**
See New Driver Cover Sheet for instructions on verifying AZ DPS issued Clearance Card
- Medical Examiner's Certificate **only**
- 5-panel regulated DOT drug screen **results** (Pre-employment)
- 9-panel drug screen **results** (Pre-employment)
- Proof of Behind the Wheel Road Test and Evaluation (20 hours minimum)
- Proof of Physical Performance Test (PPT)
- First Aid (copy of card front & back or Training Report)
- CPR (copy of card front & back or Training Report)
- Training Report for New Driver Classroom (14 hours minimum)
- **Employer must verify** the applicant has obtained the required CDL, P & S Endorsements, **prior** to submitting the New Driver packet. **Do not submit** copy of CDL.

Please use the check list above prior to submitting all New Driver documents. Student Transportation Unit **will not accept**, an incomplete New Driver packet, the employer must resubmit a completed packet.

When the New Driver packet has been processed and a certification number is issued, an email will be sent to the main employer contacts listed, along with an attachment of the School Bus Driver Certification Card.

Reminder to Employer: Behind the Wheel, Physical Performance Test and New Driver Classroom Training are to be conducted by an AZ DPS Certified Instructor. The Certified Instructor conducting testing should also be up to date with their requirements, otherwise classes taught by the Instructor may not be valid.

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

New Driver Packets may be emailed to: newdriver@azdps.gov