

CERTIFIED INSTRUCTOR APPLICATION PROCESS FOR STUDENT TRANSPORTATION

For qualification as a Classroom, Behind the Wheel or Physical Performance Test Instructor, the following shall be submitted by the employer to Student Transportation:

- Submit a letter from the current employer supervisor, recommending the applicant be considered for a Classroom (CR), Behind the Wheel (BTW) or Physical Performance Test (PPT) Instructor (may request one, two or all three certifications). The letter should include why and what qualities the applicant has, that would make a good candidate for a certified instructor. *Applicant must be current with all driver requirements (Medical, Annual drug screen, PPT, FA, CPR and New Driver/Refresher)*
- Submit a completed **Application for Qualification as School Bus Driver Instructor Form**.
- The applicant must pass a written examination standardized by Department of Public Safety and administered by a DPS Certified Instructor (Test A administered first, then Test B, if Test A was failed)
 - a. Submit test answer sheet with a required score of 90% or higher for the Classroom Instructor Candidate
 - b. Submit test answer sheet with a required score of 80% or higher for the Behind the Wheel Candidate (if classroom instructor certificate is not requested)
- PPT Instructor candidate must perform a PPT on a school bus driver, under the supervision of a Certified PPT Instructor, ensuring the PPT instructor candidate is able to perform and use the tools required to test properly for a Physical Performance Test.
- The BTW Instructor candidate shall be certified continuously as a school bus driver in Arizona, for the previous 12 months before submitting documentation for BTW Instructor certification and be employed as a certified school bus driver at the time of qualification as a BTW Instructor.
- Submit all required documentation in one PDF file and email to schoolbus@azdps.gov. When submitting by email, please label the Subject Line: Instructor Application.Driver Last Name.Employer Name. School Bus Cover sheet is not required.

To remain qualified as a Classroom or Behind the Wheel Instructor in Arizona, you must teach a minimum of 12 hours of Classroom/Refresher & Behind the Wheel training within a 24-month period, from the date the Instructor is first recognized by DPS as qualified. At this point in time, the PPT Instructor does not have a minimum training hour requirement.

All forms are available from our website at: www.studenttransportation.azdps.gov/forms