

## CERTIFIED DRIVER SCHOOL BUS COVER SHEET GUIDE TO SUBMITTING DOCUMENTATION

**Using the School Bus Cover Sheet, check the box that indicates why documentation is being submitted** (see *Quick Reference Guideline for required documents regarding submittal*)

- **Certified Driver Renewal** – Submission of renewal documents for Certified Driver - check mark Certified Driver Renewal for drivers currently employed. Also provide the driver certification number. These required documents are to be submitted by the employer in the time frame established per Minimum Standards.
- **CDL Reactivation** – Check mark CDL Reactivation when Motor Vehicle Division reactivates a suspended or revoked Commercial Driver’s License. Medical Examiner’s Certificate should always be submitted with CDL Reactivation and any other renewal documents needed.
- **Transfer** – Check mark Transfer box with effective date when a School Bus Driver/Certified Instructor is transferred from an Arizona school district to new employer. When transfer is completed by Student Transportation, *future renewal documents* for driver will be submitted with a School Bus Cover Sheet marked Certified Driver. School Bus Driver Certifications issued by a state other than Arizona are **not** accepted and applicant must apply as a New Driver (see New Driver Certification Process Sheet).
- **Rehire** – Check mark Rehire with effective date when a School Bus Driver/Certified Instructor is rehired/**returning** to your employment. When a rehire is completed by Student Transportation, *future renewal documents* for driver will be submitted with School Bus Cover Sheet marked Certified Driver.
- **Resigned/Terminated** – Check mark Resigned/Terminated with effective date when a School Bus Driver/Instructor is no longer employed. The school bus driver should not drive a school bus while the School Bus Certification is inactivated. If the driver is also a Certified Instructor then no classes should be taught by the Instructor. *Any class taught by an inactivated Instructor will not be valid.*
- **Replacement Certification Card** – When a School Bus Driver Certification card is lost, stolen, not legible, etc, check mark Replacement Certification Card on the School Bus cover sheet and submit to Student Transportation. *The driver requirements must be up to date, for a new card to be ordered by Student Transportation.*
- **Name Change** – When school bus driver has a name change on their CDL, check mark Name Change on the School Bus cover sheet and submit to Student Transportation. The name change will be verified with Motor Vehicle Division. **Do not** submit copy of the driver’s CDL. *The driver requirements must be up to date, for a new card to be issued by Student Transportation.*
- **POSITIVE Lab Results** – If an applicant/driver has a positive drug or breath/alcohol screen results from the testing lab, mark POSITIVE Lab Results and submit a copy of the Positive drug screen.
- **Certified Instructor Renewal** – Submission of renewal documents for Certified Instructors – check mark Driver is a Certified Instructor and provide the instructor certification number. These required documents are to be submitted by the employer in the time frame established per Minimum Standards.