

CERTIFIED INSTRUCTOR APPLICATION PROCEDURE

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

1. **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)*
2. **Submit** a completed **Application for Qualification as School Bus Driver Instructor form**.
3. **Submit** test answer sheet with a required score of 90% or higher for the Classroom Instructor Candidate
4. **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)
 - The instructor 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)
 - PPT Instructor applicant must perform a PPT on a school bus driver, under the supervision of a Certified PPT Instructor, ensuring the PPT instructor applicant is capable to perform and use the tools required to properly test a Physical Performance Test candidate
 - The BTW Instructor applicant shall be certified continuously as a school bus driver in Arizona, for the previous 12 months **prior** to submitting documentation for a BTW Instructor certification. Applicant must be employed as a certified school bus driver at the time of qualification as a BTW Instructor
 - To remain qualified as a Classroom Instructor in Arizona, you must teach a minimum of 12 hours of Classroom or Refresher classes within a 24-month period, from the date the Instructor is first recognized by DPS as qualified
 - To remain qualified as a Behind the Wheel Instructor in Arizona, you must teach a minimum of 12 hours of Behind the Wheel training (Evaluations included) 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
 - If the Instructor training hour minimum(s) are not fulfilled, Instructor will be required to reapply for certification. All previous requirements listed, will apply.
5. **Submit** all required documentation in one PDF file. Label the Subject Line: Instructor App.Employer Name. A school bus driver cover sheet is not required.

All forms may be downloaded from our webpage: www.azdps.gov/schoolbus

All documents may be emailed to: schoolbus@azdps.gov