NEW DRIVER CERTIFICATION CHECKLIST

This checklist is provided to assist employers submitting new drivers for certification. **ALL** items listed below are required in order to obtain certification as a school bus driver in the State of Arizona. The packet must include all of the items specified.   Incomplete new driver packets will not be processed. **Use this form to assist in preparing the packets, but do not submit this form with the packet.**

Scan and Email to **newdriver@azdps.gov**

- [ ] 1. *New Driver Certification Cover Sheet*
- [ ] 2. *Application for School Bus Driver's Certificate**
- [ ] 3. Copy of Current DPS Fingerprint Clearance Card Verified by Employer**
- [ ] 4. Medical Examiner's Certificate
- [ ] 5. Drug screen results - 5 Panel DOT Regulated Pre-Employment
  (lab results must be included, do not send Custody & Control Form)
- [ ] 6. Drug screen results - 9 Panel Non-Regulated
  (lab results must be included, do not send Custody & Control Form)
- [ ] 7. *Proof of Behind-The-Wheel Training and Road Test Form**
- [ ] 8. School Bus Driver Physical Performance Test*
- [ ] 9. Proof of First Aid Training
  (*Driver Training Report** **~or~** Copy of front and back of cards)
- [ ] 10. Proof of CPR Training
  (*Driver Training Report** **~or~** Copy of front and back of cards)
- [ ] 11. *Driver Training report** with a minimum of 14 hours of new-driver classroom training
- [ ] 12. A copy of the driver's license and a 39-month Motor Vehicle Report
  (dated within 5 business days of submission)

Processing Instructions:

1. Each new driver packet must be scanned and emailed as a single PDF document or it cannot be processed.
2. Each new driver packet must be submitted in an individual email (no batching).
3. Each new driver packet must be titled in the subject line using, last name of the applicant and the base name of the transportation provider, separated by a period. For example: Johnson.Oak Mountain.

* Items are found on our website at
https://www.azdps.gov/services/enforcement-services/student-transportation