

Instructor Qualifications

2026

**Arizona Student Transportation
Advisory Council**

Overview

- ▶ R13-13-103 A. – Instructor qualifications
- ▶ R13-13-103. A.2.b.– Written test pass rate
- ▶ R13-13-103.A.2.c. and C.3.c – English requirement
- ▶ R13-13-103.B – Continuing instructor qualifications
- ▶ Additional concepts for consideration

Notes for the Public

During study group work, members were encouraged to ask the following:

- ▶ What is the reason or justification for the rule change?
- ▶ Why does it matter?
- ▶ Why is it necessary?
- ▶ Review and provide supporting documents
- ▶ What is the Economic Impact and Cost Analysis?
- ▶ What alternatives were considered, and how were those alternatives eliminated to maintain the least regulatory burden while still meeting minimum safety standards?



Instructor Qualifications

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R13-13-103.A

R13-13-103. Qualification of Classroom and Behind-the-wheel Instructors

A. To be qualified as a classroom instructor, an individual shall:

R13-13-103.A

R13-13-103. Qualification of Classroom and Behind-the-wheel Instructors

A. To be qualified as a classroom instructor, an individual shall:

- ▶ Strikethrough classroom
- ▶ Change the letter “a” to “an”
- ▶ Add C.1 to become new A.1
- ▶ Add to new A.1 “Meet the requirements of an instructor outlined by Federal Motor Carrier Safety Administration Entry Level Driver Training Requirements for instructors”
- ▶ Shift current C.1 to A.2
- ▶ Shift Current A.1 to A.3
- ▶ Shift Current A.2 to A.4

*Remove from DPS draft or “another state” (review with DPS)

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Revised Rule with Change

“A. To be qualified as an instructor, an individual shall:

1. Meet the requirements of an instructor outlined by Federal Motor Carrier Safety Administration Entry Level Driver Training Requirements for instructors
2. Be certified continuously as a school bus driver in Arizona for the 12 months immediately before submitting the letters described in subsection (C)(3) and be employed as a certified school bus driver at the time of qualification as an instructor;

Reason for Change

- ▶ Combine qualifications in R13-13-103 A. and C.
- ▶ Eliminate redundancy
- ▶ Same requirements for classroom and behind-the-wheel instructors



Written Test Pass Rate

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R13-13-103.A.2.b

~~b. Each question has a value of two points.~~ To pass the examination, an individual shall receive a score that equals or exceeds 90% of the total possible score.

R13-13-103.A.2.b Proposed Change

~~b. Each question has a value of two points.~~ To pass the examination, an individual shall receive a score that equals or exceeds 90% of the total possible score.

- ▶ Change 90% to 80%
- ▶ All remaining language remains in place

Revised Rule with Change

“A.2.b. To pass the examination, an individual shall receive a score that equals or exceeds **80%** of the total possible score.

Reason for Change

- ▶ Alignment with the behind-the-wheel instructor examination score requirement.



English Requirement

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R13-13-103.A.2.c.

c. If an individual taking the written examination is unable to read or speak English, the employer shall arrange to have the examination administered orally in the language with which the individual is most familiar.

R13-13-103.A.2.c. Proposed Change

c. If an individual taking the written examination is unable to read or speak English, the employer shall arrange to have the examination administered orally in the language with which the indi
vidual is most familiar.

- ▶ Change “C.” to “The written examination shall be administered in the English language.”

Revised Rule with Change

"A.2.c The written examination shall be administered in the English language."

Reason for Change

- ▶ Alignment with FMCSA 49 CFR § 391.11(b)(2) – “English speaking well enough to safely converse with the public, understand traffic signs, respond to official inquiries, and complete reports.
- ▶ Current state legislation proposed an amendment H.B. 2446 to enforce English proficiency for CDL drivers



Continuing Instructor Qualifications

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R13-13-103.B Proposed Change

B. To remain qualified as a classroom instructor, a classroom instructor shall teach a minimum of 12 hours of classroom or refresher training every ~~24 months~~ two years from the date the classroom instructor is first recognized by the Department as qualified.

R13-13-103.A.2.c. Proposed Change

B. To remain qualified as a classroom instructor, a classroom instructor shall teach a minimum of 12 hours of classroom or refresher training every ~~24 months~~ two years from the date the classroom instructor is first recognized by the Department as qualified.

- ▶ Remove classroom
- ▶ Change “a” to “an”
- ▶ Add classroom and behind-the-wheel
- ▶ Add “utilizing a Department-approved training curriculum.”

Revised Rule with Change

“B.2. To remain qualified as an instructor, an instructor shall teach a minimum of 12 hours of classroom and behind-the-wheel training curriculum every two years from the date the instructor is first recognized by the Department as qualified, utilizing a Department-approved training curriculum.”

*Discuss training hours for both classroom and BTW and verbiage above.

Reason for Change

- ▶ Continues to align sections B and C in R13-13-103
- ▶ Replace with the language matching the driver training requirements section, providing more flexibility to update training standards without the need for rulemaking



Additional Concepts for Consideration

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Additional Concepts

The study group discussed additional concepts not currently published in Minimum Standards, including:

- ▶ Instructors shall complete a Department-approved school bus driver instructor course prior to certification as an instructor (add to R13-13-103.A)
- ▶ Add biennial instructor refresher course (statewide session) R13-13-103 B & D
 - ▶ Ideally offered during the summer before school starts, or
 - ▶ Summer (near TAA conference)
 - ▶ Fall (near AAPT conference)
 - ▶ Phoenix (spring)
 - ▶ Tucson (spring)
- ▶ To maintain certification, instructors shall conduct a minimum number of behind-the-wheel evaluations based on a Department-approved rubric and submit to the Department every 2 years. (R13-13-103.B)

Additional Concepts

- ▶ All instructors would be given PPT instructor status upon certification
 - ▶ Provides more flexibility for schools needing PPT instructors
- ▶ Finish combining Classroom and BTW instructor language into one section to read “instructor” qualifications and requirements
- ▶ All current instructors will complete the instructor course within one year to remain active as an instructor



Request to the Council and DPS to vet these concepts for continued discussion and future approval, including additional concepts in the previous slide.



Questions?

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Contact Info

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Study Group: Driver Training and Instructor Qualifications