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 all new driver packets 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 (only)

☐ 5. 5 Panel DOT Regulated - Pre-Employment drug screen lab results.
   NOT ACCEPTED - Custody & Control form or Instant Drug Screens.

☐ 6. 9 Panel Non-Regulated - Pre-Employment drug screen lab results.
   NOT ACCEPTED - Custody & Control form or Instant Drug Screens.

☐ 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 card)

☐ 10. Proof of CPR Training  
   *(Driver Training Report* ~or~ Copy of front and back of card)

☐ 11. **Driver Training Report** with a minimum of 14 hours of new-driver classroom training

☐ 12. Appropriate AZ class (A, B, or C) CDL with Passenger and School Bus Endorsements, Verified by Employer (do not send copy of applicant’s CDL, Student Transportation Unit will confirm status with MVD)

**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 azdps.gov/schoolbus