



ARIZONA DEPARTMENT OF PUBLIC SAFETY
STUDENT TRANSPORTATION

2222 West Encanto Boulevard
PO Box 6638, Mail Drop 3150
Phoenix, Arizona 85005-6638

Phone: (602) 223-2646
Fax: (602) 223-2923
Email: newdriver@azdps.gov
Website: azdps.gov/schoolbus

NEW DRIVER CERTIFICATION COVER SHEET

Form with fields for APPLICANT NAME Last, First, Middle Name, DISTRICT / EMPLOYER NAME, DISTRICT / EMPLOYER NUMBER, DISTRICT / EMPLOYER CONTACT PERSON, TRANSPORTATION DEPARTMENT PHONE NUMBER, EXTENSION, CONTACT PERSON EMAIL

This cover sheet must be completed and submitted with the following items:
SCAN AND EMAIL COMPLETED PACKET TO newdriver@azdps.gov
INCOMPLETE PACKETS WILL NOT BE PROCESSED

- Application for School Bus Driver's Certificate*
Copy of Current Arizona DPS Fingerprint Clearance Card verified by Employer
**Verified by employer both visually and at http://webapps.azdps.gov/public_ing_acct/acct/ShowClearanceCardStatus.action

Form with fields for CLEARANCE CARD NUMBER and EXPIRATION DATE

- Medical Examiner's Certificate (only)
Drug screen results: 5 Panel DOT Regulated Pre-employment (Lab results must be submitted, do not send Custody & Control form)
Drug screen results: 9 Panel Non-Regulated Pre-employment (Lab results must be submitted, do not send Custody & Control form)
Proof of Behind-the-Wheel Training and Road Test form* (with minimum 20 hours of training)
School Bus Driver Physical Performance Test form* (PPT)
First Aid Training (Driver Training Report - or - copy of front and back of card)
CPR Training (Driver Training Report - or - copy of front and back of cards)
Driver Training Report* (with minimum 14 hours of new-driver classroom instruction)

Certification of packet completeness and accuracy, by signing below, you are verifying all documents are complete and accurate and that you have verified the validity (both visually and online) of the applicant's DPS Fingerprint Clearance Card.

Form with fields for EMPLOYER PRINTED NAME and EMPLOYER SIGNATURE

All Items must be scanned and emailed as a single PDF document or they cannot be processed. Each applicant must be submitted in an individual email (no batching). Email messages and their scanned attachment 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.

*Form found at azdps.gov/schoolbus

Form with fields for DATE NOTATIONS BY STUDENT TRANSPORTATION UNIT ONLY, RECEIVED, COMPLETED