



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

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

CLEARANCE CARD NUMBER

EXPIRATION DATE

- Medical Examiner's Certificate
- 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)*
- 39-Month Motor Vehicle Report *(dated within 5 business days of submission)*

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.

EMPLOYER PRINTED NAME

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

DATE NOTATIONS BY STUDENT TRANSPORTATION UNIT ONLY	
RECEIVED	COMPLETED