

NEW DRIVER CERTIFICATION AND RE-APPLICATION PROCESS

Applicants required to apply or reapply for a School Bus Driver Certification:

- A person who has never driven a school bus, **must apply**
- A driver who was certified out of state, **must apply** (*out of state school bus driver certifications are not transferable to Arizona*)
- A School Bus Driver who was previously certified with an AZ School Bus Driver Certificate, but has not driven a school bus in Arizona for one (1) year or more, **must reapply**
- A driver who's school bus driver certification was cancelled and is returning to drive a school bus, **must reapply** (after completing their period of cancellation as stated on their cancellation letter)

New Driver Packet for School Bus Driver Applicant or Reapplication, required documents:

1. New Driver Certification Cover Sheet
2. Application for School Bus Driver's Certificate
3. Copy of current AZ DPS IVP Fingerprint Clearance Card, **verified by employer**.
 - a. See New Driver Cover Sheet for instructions on verifying AZ DPS IVP Clearance Card
 - b. For information on applying for an AZ IVP Fingerprint Clearance Card, visit the Fingerprint Unit webpage at: <https://www.azdps.gov/services/public/fingerprint>
4. If Fingerprint Clearance Card is missing the A.R.S. 28-3228 sponsor (School Bus Driver), contact Fingerprint Unit to add the sponsor to the card, prior to submitting the New Driver Packet
5. If a driver/applicant already has an IVP Fingerprint Clearance Card, the driver applicant should follow step #4
6. Medical Examiner's Certificate (**only**)
7. 5-panel regulated DOT drug screen results (Pre-employment)
8. 9-panel drug screen results (Pre-employment)
9. Proof of Behind the Wheel Road Test and Evaluation (20 hours minimum)
10. Proof of Physical Performance Test (PPT)
11. First Aid (copy of card front & back or Training Report)
12. CPR (copy of card front & back or Training Report)
13. Training Report for New Driver Classroom (14 hours minimum)
14. **Employer must verify** the applicant has obtained the required CDL, P & S Endorsements, **prior** to submitting the New Driver packet. **Do not submit** a copy of CDL.

Use the check list above prior to submitting a New Driver Packet (ND). Student Transportation **will not accept**, an incomplete New Driver packet. The employer will be required to resubmit the ND Packet.

When the New Driver has been processed and a certification number is issued, an email will be sent to the main employer contacts, along with a new school bus driver certification card (email attachment).

Reminder to Employer: Behind the Wheel, Physical Performance Test and New Driver Classroom Training are to be conducted by an AZ DPS Certified Instructor. The Certified Instructor conducting tests should always be up to date with their requirements, otherwise classes taught by the Instructor may not be valid. *Please verify the instructor requirements by using the School Bus Driver Certification Button.*

Download all forms from our webpage: <https://www.azdps.gov/schoolbus>
New Driver Packets are emailed to: newdriver@azdps.gov