



# ARIZONA DEPARTMENT OF PUBLIC SAFETY

## Student Transportation Unit

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***“Courteous Vigilance”***

### NEW DRIVER CERTIFICATION PROCEDURE

#### FREQUENTLY ASKED QUESTIONS

**1. Q: May Phase A packets be batched, or must they be submitted individually?**

A: Yes, Phase A packets may be submitted in batch (not so for Phase B).

**2. Q: What is the “envelope” mentioned in the phrase *Student Transportation fingerprint card and envelope on the Phase A Cover Sheet*?**

A: Each fingerprint card should be submitted in an individually sealed envelope. STU has been distributing envelopes with their blank fingerprint cards, but standard manila envelopes are also acceptable.

**3. Q: Who signs the Employer Verification of Fingerprint Clearance Card section?**

A: Whomever visually inspected the actual card and verified it as being valid via the DPS website.

**4. Q: Do we need to submit the long-form medical, or is the short-form medical sufficient?**

A: The terms used to describe them may vary, but all school bus drivers must establish medical qualification by successfully completing the *D.O.T. Medical Examination Report* and obtaining a *Medical Examiner Certificate*. Both documents are acceptable.

**5. Q: DOT Rule 49 CFR Part 40 Section 40.85 limits DOT drug tests to five drugs or classes of drugs, is this acceptable for school bus certification purposes?**

A: No, 13-13-102C of the Minimum Standards for School Buses and School Bus Drivers expands the required testing for school bus drivers and applicants. The 7 Panel DOT Pre-employment and Non-DOT Annual drug screen results are required for driver certification.

**6. Q: May Phase B packets be faxed or sent via mail or courier?**

A: Phase B packets must be scanned and emailed to [newdriver@azdps.gov](mailto:newdriver@azdps.gov) as a single document or they cannot be processed. Any exception to this requirement would require DPS supervisory approval.

**7. Q: May Phase B packets be emailed in batch?**

A: Each Phase B packet must be submitted in an individual email (no batching). Email messages and their scanned attachment must be titled using the last name of the driver and the base name of the transportation provider, separated by a period. Example: Mark Johnson being hired by Oak Mountain Unified would be titled as *Johnson.Oak Mountain*.