Arizona Department of Public Safety
Student Transportation Unit
2102 W. Encanto Blvd / PO Box 6638 MD 1250
Phoenix, AZ 85005
Phone: (602)223-2646 Fax: (602)223-2923
Website: http://studenttransportation.azdps.gov - Email: schoolbus@azdps.gov

NEW DRIVER CERTIFICATION COVER SHEET

PHASE B

All Fields Required			
Applicant Name			
	Last	First	MI
District/Employer			
District/Employer Number			
Transportation Dept. Phone #			
Contact Person		Email	
County			

DO NOT SUBMIT THIS PACKET PRIOR TO **PHASE A** PACKET

SCAN AND EMAIL **PHASE B** PACKET TO *NEWDRIVER@AZDPS.GOV*

This cover sheet must be completed and submitted with the following items:

- ☐ *Medical Examiner Certificate*
- ☐ Drug screen results: 7 Panel DOT Pre-employment & 9 Panel Non-DOT Annual
  (lab results must be included, do not send Custody & Control form)
- ☐ *Proof of Behind-The-Wheel Training and Road Test* form*
- ☐ *School Bus Driver Physical Performance Test* form* (PPT)
- ☐ Proof of first aid and CPR training
  (*Driver Training Report** – or – copy of front and back of cards)
- ☐ *Driver Training Report** with 14 hours of new-driver classroom instruction
- ☐ Certification of **Phase B** Packet Completeness and Accuracy

Printed Name _____ Signature _____

*Form found at http://studenttransportation.azdps.gov/

Date Notations By Student Transportation Unit Only			
Received	Begin Processing	Completed Processing	Certification Issued

Updated 04/29/2015