

## NOTICES – REPORTS – UPDATES – REQUESTS SUBMITTED TO STUDENT TRANSPORTATION

### Training Class Notices

Employer shall ensure that classroom training is taught by an AZ DPS Certified Instructor and has all requirements up to date per Minimum Standards prior to teaching. Classroom Instructor shall notify Student Transportation in writing, seven (7) days prior to classroom training. Include the following information:

- Type of class (New Driver or Refresher or FA/CPR)
- Date of scheduled classes
- Class start time
- Location where class will be held
- Instructor(s) name(s)
- Instructor(s) correct certification number(s)
- Class Instructor contact information

Training class information is passed on from Student Transportation to other employers/drivers who are looking for a class to attend. The Classroom Instructor shall notify Student Transportation at least twenty-four (24) hours before the scheduled class, if the class is changed or cancelled.

The Classroom Instructor shall submit the following information to Student Transportation within seven (7) days from the date of the conclusion of a training class by submitting a Driver Training Report. Driver Training Reports are separated by FA and CPR on one report and Classroom or Refresher on another training report:

- Instructor(s) name
- Instructor(s) correct certification number
- Date of training (**last day trained**)
- Location of training
- Number of hours of training taught by each classroom instructor
- Each applicant's name
- Each applicant's examination score (*14 hour classroom only*)

### Evacuation Drill Notices

At least twice during every school year, a school shall conduct an evacuation drill of a school bus at the school. The evacuation drill includes every passenger who rides a school bus and is in school on the day of the evacuation drill per Minimum Standards. At least 14 days **before** an evacuation drill, the employer shall submit written notice to Student Transportation stating the following information:

- Date(s) of Evacuation Drill
- Time Evacuation Drill begins
- Location(s) where the evacuation drills will be conducted

**Each** school bus driver shall participate in a minimum of **two** evacuation drills during every school year. No later than 14 days **after** an evacuation drill, the employer shall submit a written report of the evacuation drill results to Student Transportation identifying the following information, per Minimum Standards:

- Name of employer/school district
- Name of participating school(s)
- Date of the evacuation drill(s)

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- Number of participants involved in the drill(s)

### **Accident/Incident Report**

**Accident** – Immediately upon receiving notification of any accident involving a school bus, the employer shall notify Student Transportation during regular office hours Monday through Friday 7:00 a.m. to 4:00 p.m., at (602)223-2646 and/or leave a detailed voice mail. To report an accident involving a school bus or fatality, **after** regular business hours, please call the DPS Duty Office at (602)223-2212. When a School Bus Driver is involved in an accident while driving a school bus, an Accident Report with narrative detailing the violation must be submitted to [schoolbus@azdps.gov](mailto:schoolbus@azdps.gov) or faxed within 72 hours of the phone notification. A school bus damaged in an accident must be inspected by a DPS School Bus Inspector, **prior** to returning the school bus to road service. Contact your area DPS School Bus Inspector, to set-up an appointment for re-inspection of the repaired school bus or email Student Transportation.

**Incident** - The employer shall notify Student Transportation when a school bus driver is involved in an incident **violating** Minimum Standards or state statues that a reasonable person could conclude caused injury to or threatened the health, safety or welfare of a passenger. Call Student Transportation during regular office hours Monday through Friday 7:00 a.m. to 4:00 p.m. at (602)223-2646 and/or leave a detailed voice mail, when a school bus driver is involved in an incident. The employer shall submit an Incident Report with narrative, detailing the violation, to [schoolbus@azdps.gov](mailto:schoolbus@azdps.gov) or fax within 72 hours of the phone notification. Please include witness narratives and/or, video clips from the bus cameras or submit thumb drive, if available.

### **District & Employer Information Update Form**

When employer contact information is changed, an update form must be submitted to Student Transportation. If the Transportation Director, Supervisor, main contact person(s), employer mailing or phone information is changed, the new information must be updated with Student Transportation. The employer's main contact person and administrator listed will receive phone and email communications daily from Student Transportation regarding applicant and driver issues. Currently, our system can accommodate two contacts.

### **School Bus Driver Training Video Request Form**

Employers request training videos from the Student Transportation Video Library to train applicants and drivers. The Video Request Form and Video Library titles and descriptions may be found on the Student Transportation webpage.

### **Moving Violation Notices**

School bus drivers report stop sign runners, when a motorist does not stop for the school bus stop sign and lights flashing. The form requires the school bus driver to report vehicle information. Student Transportation receives the information and forwards it to Motor Vehicle Department.

All forms may be downloaded from our webpage: <https://www.azdps.gov/schoolbus>

All documents above may be emailed to: [schoolbus@azdps.gov](mailto:schoolbus@azdps.gov)