

PROFESSIONAL DRIVER SERVICES (PDS) COMMERCIAL DRIVER LICENSING (CDL) SCHOOL CHECKLIST

MVD USE ONLY

COMPLETE THE FOLLOWING MVD FORMS:		Received	Not Rec'd		
	96-0315 Professional Driver Training School Application				
	96-0321 Professional Driver Services Change Request *for additional branch/site/instructor*				
	96-0329 Professional Driver Training Instructor Application (Owner)				
	96-0560 Authorized Presence Documentation/Exemption Request				
	96-0780 Statement of Good Moral Character				
	96-0901 Statement of Good Standing				
REQUIREMENTS:					
	PDS CDL Checklist 40-6407 *must be submitted with application*				
	Complete all of the Obtaining Fingerprints and Background Information section online at azdot.gov/mvd/services/professional-services/fingerprint-services				
	39 month MVR dated 30 days from date of application - check issue date on license, if not resident for the last 3 years must supply MVR from any other state(s) licensed in				
	*No suspensions, revocations or cancellations within the last 39 months *No convictions within the last 39 month related to: DUI, reckless driving, leaving the scene of an accident, or racing on the highway				
	Proof of high school diploma or the equivalent				
	Pay MVD for each applicable license activity at <u>AZMVDNow.gov.</u>				
	Pay MVD for each applicable additional branch license requested at <u>AZMVDNow.gov.</u>				
	Corporation/LLC/LLP: Copy of Articles of Incorporation or Organization for name verification				
	Corporation/LLC/LLP: Copy of Trade Name Certificate from Secretary of State for "dba" verification if dba not listed on the Articles				
	Sample of CDLE Manual				
	Two skill route maps with narratives for the final behind the wheel evaluation				
	Sample copies of all contracts and forms of receipts to be used by the school				
	Copies of all forms used by the school that will be furnished or delivered to students				
	A.A.C. 17-5-302 (D)(2) Verification of liability insurance coverage reflecting at least the minimum amount prescribed under A.R.S. § 32-2393 for each motor vehicle used to provide instruction				
	Copy of lease, or letter from landowner granting permission for the site to be used as a PDS if site is not owned by the school				
	Copies of any advertising to be approved by MVD				
PHOTOS OF:					
	Hours of operation signage conspicuously posted				
	Entrance of the office				
	Office area and secure records storage				
	Entrance of the classroom; (separate from office)				
	Front and back views of classroom				
IF PROVING BEHIND-THE-WHEEL INSTRUCTION, PHOTOS OF:					
	Parallel parking and 3-point turn maneuver				
	Training/skills track				

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		Received	Not Rec'd		
	Diagram with dimensions of proposed track locations				
	"Student Driver" signage conspicuously posted				
COMPLETE THE FOLLOWING ONLY IF THE OWNER WILL ALSO BECOME AN INSTRUCTOR					
	96-0329 Professional Driver Training Instructor Application				
	Pay MVD for each applicable license requested at <u>AZMVDNow.gov.</u>				
	Affidavit from a licensed school certifying 100 hours combined classroom and in-car training				
	Sworn Statement from applicant that he/she has No Outstanding Traffic Warrants				
	Written Statement from Manager of Sponsoring School certifying applicant's ability to teach driving at a professional level				

Note: All applications and questions need to be emailed to dlepds@azdot.gov.

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