

University of the State of New York
New York State Education Department
 (518) 474-6541
School Bus Training Programs

Fax or mail to: PTSI
 224 Harrison Street, Suite 300
 Syracuse, NY 13202
 Attn: Anne Page
 Phone: (800) 836-2210 Fax: (315) 475-5033

Delivery Agency Application

Delivery Agency Renewal/Current Facility Number: _____ New Application

Directions: Each classroom used for School Bus Driver, Attendant & Monitor training must be approved by NYSED every two years. A course will not qualify for Point / Insurance Reduction credit if the classroom is not approved.

Delivery Agency Information

Name of Sponsoring Agency: <i>NYS Education Department</i>	Name of Delivery Agency:	Delivery Agency Address:
Contact Person:	Phone Number:	Email Address:

Facility/Classroom Information

Name of Facility:	Street Address (not PO Box)	Room name / Room number
County	City, ZIP	Phone Number
Lead Instructor SBDI #:	SBDI Name (First Last)	SBDI Phone Number
Alternate Instructor SBDI #:	SBDI Name (First Last)	SBDI Phone Number

Provide a diagram and description of classroom, describe room setup for instruction, room measurements, location of windows, doors, media, etc. Maximum approved class size is 35. Rooms must be at least 200 square feet to be approved.

Delivery Agency number	Room Capacity	Expiration Date
Approved by	Title	Date