

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

**Fax or mail to:** PTSI  
 10 Adler Drive, Suite 102  
 East Syracuse, NY 13057  
 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

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

### Facility/Classroom Information

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

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