

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

Send to: PTSI
 10 Adler Drive, Suite 102 East
 Syracuse, NY 13057
 Phone: (800) 836-2210
 info@ptsi.org

Delivery Agency Application

Delivery Agency Renewal/Current Facility Number: _____ New Application

Directions: You MUST be an SBDI to file this form. 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
Instructor SBDI #:	SBDI Name (First Last)	SBDI Phone Number
SBDI E-Signature		

Provide an accurate 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.

Room dimensions must be accurate. Misrepresentation of room size is considered malfeasance and may result in the loss of your SBDI Certification.

DO NOT WRITE BELOW THIS LINE

Delivery Agency number	Room Capacity	Expiration Date
Approved by	Title	Date