

SAMPLE LETTER – Hearing Request and Stay of Action – Driver should always request a stay of the action however that does not mean that DMV will grant the request.

Department of Motor Vehicles
Driver Safety Actions Unit
P.O. Box 942890, M/S J234
Sacramento, CA 94290-0001

September 3, 2004

Re: **K1234567**
California School Bus Drivers Certificate

I am requesting a hearing on the suspension of my California School Bus Drivers Certificate, under the Vehicle Code section 13371(a). I would like to request a stay of the suspension until a hearing can be conducted.

This action is being taken because of a violation under section **22350 of the Vehicle Code, unsafe speed that resulted in a traffic collision. On July 13, 2004, I did receive a speeding ticket however there was no traffic collision.**

I do not feel that I am a significant risk to the safety of the children on my school bus. Thank you for your consideration in this matter.

Sincerely yours,

**Drivers Name
1234 Bluebird Way
Santa Rosa, CA 95472**