



School Bus Replacement and Database Update Form

Please submit the following information to the School Transportation Bureau (STB) for every new school bus placed into service, for every school bus that is retired, moved to a spare, moved to an activity, or taken out of service for any reason.

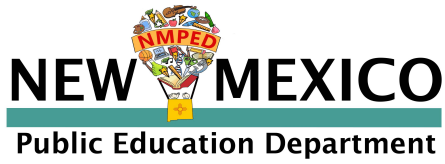
Submit the license plate information for every new bus as soon as it is available. It is important that the STB's database contain only current information.

The _____ is requesting that the appropriate rental fee payment be approved for the new bus purchased by: _____ (School District)

New Bus Vehicle Information

- PED Control Number: _____
- Bus Number: _____ Function (Please Check One): To & From Activity
- District Owned: Fleet-Contractor Owned:
- Owner Code: _____
- Owner's Name: _____
- Model Year: _____
- Year Chassis Manufactured: _____
- Chassis Make: _____ Body Make: _____
- Gross Vehicle Weight Rating: _____
- Seating Capacity: _____
- Bus Type (Please Check One): Small Type A Medium Type C Large Type C/D
- Current License Plate Number: _____
- VIN Number: _____ (VIN 17 Digits Total) *Chassis Model Year is 10th VIN Digit (9=2009, A=2010, B=2011, C=2012)
- Date Bus **Placed Into** Service: _____
- First Full Month and Year of Operation: _____
- Special Equipment/Lift: _____

Important: Attach a Clear Copy of the Certificate of Vehicle Registration and Title



Retired Bus Vehicle Information

Bus Number: _____

Previous Function (Please Check One) To & From Activity Spare

New Function (Please Check One) Retired Activity Spare

District Owned Fleet Contractor-Owned

Owners Name: _____

Model Year: _____

Make/Model: _____

Current License Plate Number: _____

VIN Number: _____

Date Taken Out of Service: _____

Reason Bus was Retired from Fleet or was Taken Out of Service: _____

Please Fax or Mail a Copy of This Form to the PED's School Transportation Bureau

300 Don Gaspar, Rm. G7

Santa Fe, NM 87501

Fax (505) 827-5802