

CONTRACTOR OWNED SCHOOL BUS AWARD PROCESS

PED School Transportation Bureau sends school bus replacement award letter to district.



Contractor will purchase new school bus.

New bus must be inspected, have Zonar tags installed, have GPS installed, and school district must be listed as a lien holder on title.



School district will submit a BAR in OBMS when bus is delivered to the contractor. The following will need to be uploaded with the BAR: award letter, NM-issued title, NM-issued registration, database update form, amended and signed contract.

Fund number is 13000, revenue code is 43206, expenditure code is 54620.

Forms can be found online on PED's School Transportation Bureau website.



School Transportation will review and approve the BAR. Fiscal Grants Management approves the BAR and includes rental fee in subsequent months transportation distribution.