

**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, every school bus that is retired, every school bus moved to a spare, every school bus moved to an activity, or taken out of service for any reason.

**Submit the license plate information for every new school bus as soon as it is available. It is important that the STB database contains only current information.**

Click or tap here to enter text. (contractor) is requesting that the appropriate rental fee payment be approved for the new bus purchased by Click or tap here to enter text. (district/charter).

**New Bus Vehicle Information**

* PED Control Number (if applicable): Click or tap here to enter text.
* Bus Number: Click or tap here to enter text.
* Function (select one): [ ]  To & From Route [ ]  Activity
* Owner Type (select one): [ ]  District Owned [ ]  Contractor Owned
* Owner Code: Click or tap here to enter text.
* Owner Name: Click or tap here to enter text.
* Model Year: Click or tap here to enter text.
* Chassis Manufactured Year: Click or tap here to enter text.
* Chassis Make: Click or tap here to enter text.
* Body Make: Click or tap here to enter text.
* Gross Vehicle Weight (GVW) Rating: Click or tap here to enter text.
* Seating Capacity: Click or tap here to enter text.
* Bus Type (select one): [ ]  Small Type A [ ]  Medium Type C [ ]  Large Type C/D
* License Plate Number: Click or tap here to enter text.
* VIN: Click or tap here to enter text. (VIN 17 Digits Total) \*Chassis Model Year is 10th VIN Digit (9 – 2009, A – 2010, B – 2011, C – 2012)
* Date Bus Placed into Service: Click or tap here to enter text.
* First Full Month and Year of Operation: Click or tap here to enter text.
* Special Equipment/Lift: Click or tap here to enter text.

**Important: Attach a Clear Copy of the Vehicle Registration and State Issued Title with RfR Submission**



**Retired Bus Vehicle Information**

* Bus Number: Click or tap here to enter text.
* Previous Function (select one): [ ]  To & From Route [ ]  Activity [ ]  Spare
* New Function (select one): [ ]  Retired [ ]  Activity [ ]  Spare
* Owner Type (select one): [ ]  District Owned [ ]  Contractor Owned
* Owner Name: Click or tap here to enter text.
* Model Year: Click or tap here to enter text.
* Chassis Make: Click or tap here to enter text.
* Body Make: Click or tap here to enter text.
* Current License Plate Number: Click or tap here to enter text.
* VIN: Click or tap here to enter text.
* Date Taken Out of Service: Click or tap here to enter text.
* Reason Bus Was Retired from Fleet or Taken Out of Service: Click or tap here to enter text.

**Please Email a Copy of This Form to the School Transportation Bureau – Financial Coordinator.**