



# School Bus Replacement Program

## Applicant & Dealer Checklist

| Applicant Information               | Dealer Information                  |
|-------------------------------------|-------------------------------------|
| School District or JPA:             | Distributor/Vendor:                 |
| Contact Name:                       | Sales Person:                       |
| Phone:                              | Phone:                              |
| Fax:                                | Fax:                                |
| E-mail:                             | E-mail:                             |
| <i>Option: attach business card</i> | <i>Option: attach business card</i> |

| ✓                        | Applicant Requirements   |
|--------------------------|--|
| <input type="checkbox"/> | Completed Application & Payee Data Record (Signed & Dated in Ink)  |
| <input type="checkbox"/> | Copy of Signatory's Driver's License or Valid State Issued Photo Identification Card   |
| <input type="checkbox"/> | Copy of Existing School Bus Title – no lienholders   |
| <input type="checkbox"/> | Existing School Bus <i>Exempt</i> Registration for at least previous 24 months   |
| <input type="checkbox"/> | CHP Certification – 292 or 343 Form for at least previous 24 months  |
| <input type="checkbox"/> | Certificate of Liability Insurance --- Minimum \$1,000,000 Limit (Current Year)  |
| <input type="checkbox"/> | Copy of Replacement School Bus Specs & Detailed Price Quote <b>Signed by the School Bus Distributor / Vendor</b><br>Include Engine Executive Order – Certified Electric Vehicle or Ultra Low NOx CNG/Propane |
| <input type="checkbox"/> | Existing engine executive order or engine family number  |
| <input type="checkbox"/> | <b><i>Must have executed contract and school board authorization<br/>(participation and signatory) to order new bus(es)</i></b>  |
| <input type="checkbox"/> | Replacement School Bus Title listing SMAQMD as Lien Holder & CHP Safety Certification  |
| <input type="checkbox"/> | Updated Certificate of Liability Insurance --- Minimum \$1,000,000 Limit<br>(listing SMAQMD as Additional Insured for Contract Term for the Replacement School Bus)  |
| <input type="checkbox"/> | Turn in Existing School Bus to Dismantler / Salvage Yard & Notify SMAQMD (No part of the existing bus may be re-used.)   |

| ✓                        | Dealer Requirements  |
|--------------------------|--|
| <input type="checkbox"/> | Replacement School Bus Specs & Detailed Price Quote <b>Signed by the School Bus Distributor / Vendor</b> |
| <input type="checkbox"/> | Replacement Engine Certification Executive Order   |
| <input type="checkbox"/> | Final Invoice & Copy of Replacement Engine Warranty  |
| <input type="checkbox"/> | Proof of Applicant's Cost Share Payment --- copy of check / finance documents (if applicable)            |
| <input type="checkbox"/> | <b>Copy of Replacement School Bus Title with SMAQMD listed as Lien Holder</b>                            |

| ✓                        | Dismantler / Salvage Yard Requirements |
|--------------------------|--|
| <input type="checkbox"/> |  |
| <input type="checkbox"/> |  |