

## **Documents Required for School Bus Applications**

Last updated: October 30, 2023

The Bay Area Air Quality Management District is accepting applications for school bus projects to replace older vehicles with newer zero-emission vehicles, and associated infrastructure. Below is the list of requirement documents for application.

**To submit the application online visit at [www.baaqmd.gov/moyer](http://www.baaqmd.gov/moyer)**

**For School Bus projects information visit at [www.baaqmd.gov/schoolbuses](http://www.baaqmd.gov/schoolbuses)**

**New users** are encouraged to read the [user's guide](#) prior to initiation of an application..

### **How to upload attachments to the application portal:**

- ✓ **Attach** required supporting documents by selecting the **Attachment Type** from the pull-down menu.
- ✓ For a description of each **Attachment Type**, select from the pull-down menu and the description type appears below.
- ✓ **Do not** include punctuation in document names.

### **Documentation required for Year 23 School Bus projects.**

See information below for detailed descriptions of each document. The applicant must provide the following documentation:

- [School Bus ownership and registration records for the past 24 months.](#)
- [School Bus mileage /usage records or documentation for the past 30 months.](#)
- [Usage flexibility documentation \(if relevant\)](#)
- [Insurance for the past 24 months](#)
- [California Highway Patrol \(CHP\) safety inspection](#)
- [Regulatory Compliance Statement](#)
- [Fleet Compliance documentation](#)
- [Quote for replacement equipment](#)
- [Executive Order or Engine/Powertrain Certification \(for both old and replacement equipment\)](#)
- [Infrastructure proposal \(ONLY if requesting infrastructure funds\)](#)
- [Current route information of applied buses: Information can be in any form e.g. word document, excel, digital map etc.](#)
- [School Board Resolution](#)

**School Bus ownership and registration records:**

- ✓ Applicants must submit a copy of the old equipment's Title demonstrating ownership.
- ✓ The applicant must have owned and operated the old equipment in California for the previous two years.
- ✓ Applicants must submit Department of Motor Vehicles (DMV) registration of the old equipment.

**Usage--** Applicants must submit documentation of annual usage of the old equipment for the previous 30 months. The Air District does not accept fuel usage records in lieu of mileage records. At least one of the following types of documentation must be submitted:

- ✓ In-house inspection records
- ✓ In-house mileage ledgers/logbooks
- ✓ Maintenance records
- ✓ CHP inspection records
- ✓ Fleet tracking software logs

**Usage Flexibility Documentation** – Due to the Covid-19 pandemic many school bus fleets were non-operable or operating at a decreased frequency. The Air District is currently using a pandemic usage exception to calculate the usage of old equipment. To take advantage of the usage exception, an applicant should provide usage from March 2018 to the time the application is submitted. The applicant must also submit documentation demonstrating that the fleet was non-operational or operating at a lower frequency due to the pandemic. Documentation can include but is not limited to:

- ✓ [Form J-13A](#) filled out by the school district and approved by the California Department of Education;
- ✓ Memo from the school superintendent indicating periods of closure;
- ✓ Local or regional mandates requiring school closures during a specified period of time; and/or
- ✓ Any other forms of documentation deemed necessary by the Air District for evaluation of applicability.

**Insurance--** The applicant must provide at least one of the following types of documentation:

- ✓ Liability insurance equal to or greater than \$1,000,000 per occurrence. Such insurance shall be of the type usual and customary to the business of the Grantee, and to the operation of the equipment operated by the Grantee.
- ✓ Property insurance in an amount of not less than the insurable value of applicant's equipment to be funded under the grant agreement covering all risks of loss, damage, and destruction to equipment. Additionally, the District will request documentation that replacement equipment has been added to policy after the replacement equipment has entered service.
- ✓ Workers Compensation Insurance as required by California law and employer's liability insurance with a limit not less than \$1 million.

**CHP safety inspection:** Applicant must submit safety certification, including at least one of the following types of documentation:

- ✓ CHP form 343 – Safety Compliance Report

- ✓ CHP form 343A – Vehicle/ Equipment Inspection Report Motor Carrier Safety Operations
- ✓ OR Equivalent to above listed

**Physical location and current route information of bus(es) looking to receive grant funding:**

- ✓ Provide the location where the bus is domiciled (Stationed at) AND
- ✓ Provide current route information of all applied buses: Information can be in any form e.g. word document, excel spreadsheet, digital map etc.

**Regulatory Compliance Statement:** Required for all projects. Must be signed by the legal signatory. No digital signature will be accepted. [Compliance Statement](#) is available on the Air District’s website.

**Fleet Compliance Documentation: Applicants must submit documentation of current fleet size.**

- ✓ Fleet Summary page (states fleet data and compliance status) and Fleet List page (all vehicles) from TRUCRS report.
- ✓ Sample Fleet List page from Truck and Bus Reporting System:

The screenshot shows the 'Truck and Bus Reporting System' interface. At the top, it says 'Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS)' and has a 'Log Out' link. Below this, there are navigation tabs: 'Account Home', 'Message Center', 'Company Info', 'Vehicle Info', and 'Compliance Status'. Under 'Vehicle Info', there are sub-tabs: 'Vehicle List', 'Odometer Readings', and 'Street Sweepers'. There are search options: 'Add New Vehicle', 'Search by VIN number', 'Search', and 'Search by "Owner ID":'. Below the search options, it says 'Active Vehicles: 1 Reported' and provides links for 'Download To CSV', 'Large Fleet Upload', 'Download For Fleet Calculator', and 'Sort By Order Vehicle Enter'. At the bottom, there is a table with the following columns: 'Edit Vehicle #', 'VIN', 'Plate', 'Owner ID', 'Vehicle Model Year', 'Vehicle Make (Model)', 'Vehicle Type', 'GVWR >26,000 lbs?', 'Engine Year', 'Purchase Date', 'Compliance Option', 'Reporting Complete', and 'Delete Vehicle'. The table contains one row of data for a vehicle with ID 1, VIN 5, and other details.

Edit Vehicle #	VIN	Plate	Owner ID	Vehicle Model Year	Vehicle Make (Model)	Vehicle Type	GVWR >26,000 lbs?	Engine Year	Purchase Date	Compliance Option	Reporting Complete	Delete Vehicle
Edit 1			5		TH	Dump				Other Retrofit	Y	Delete

- ✓ Sample Fleet Summary page from Truck and Bus Reporting System:

## Truck and Bus Reporting System

Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS)

Log Out

TRUCRS ID:

Account Home

Message Center

Company Info

Vehicle Info

Compliance Status

### Business Information

Owner:

Name:

Mailing Address:

Account Created:

Farming Business: N

Contractor: N

Selected Small Fleet: N

TRUCRS ID:

### 2017 Compliance Status

Fleet is in Compliance

Print Certificate

2017 General Fleet and Compliance Information (If you have not specified a body type for all vehicles in your fleet these numbers will not be accurate.)

#### Diesel Vehicles Reported

Light Diesel Trucks

Heavy Diesel School Buses

Total Reported Vehicles

#### Vehicle Compliance Status

Vehicles Subject to Clean Up

Phase in eligible (Yes/No)

#### Other Details

Meets small fleet option (Yes/No)

N/A

- ✓ Additional information about the California Air Resources Board (CARB) Truck & Bus Regulation is also available by calling CARB's Diesel Hotline at (866) 6DIESEL. (866-634-3735). Air District staff do not have access to compliance records and cannot answer questions about a specific fleet's compliance.

**Quote for replacement equipment**—Applicants must submit an itemized quote for the proposed replacement equipment available.

Quotes must include:

- ✓ Contact information for the dealer
- ✓ Detailed information on the replacement **equipment** (make, model, manufacture year, engine family number (EFN), Gross Vehicle Weight Rating (GVWR)
- ✓ Detailed information on the replacement **equipment's engine** (make, model, manufacture year, horsepower, engine family name (EFN), Gross Vehicle Weight Rating (GVWR)
- ✓ Warranty information (including terms of coverage)
- ✓ Cost of the base equipment only
- ✓ Itemization of all costs above and beyond the base equipment cost (cabs, attachments, manufacturer or dealer options or upgrades, etc.)

**Executive Order:** Applicant must submit the CARB Executive Order and/or EPA certification for the new and baseline engine/powertrain and any retrofit device for the project.

- ✓ CARB Executive Order or Environment Protection Agency (EPA) Engine Certification
- ✓ Zero-emission powertrain certification for the replacement vehicle
- ✓ Information and Executive Orders from the CA Air Resources Board (ARB) are available at <https://www.arb.ca.gov/diesel/cv.htm>.
- ✓ Staff may request applicant also submit certification for the existing engine if this is required to document model year eligibility for baseline project equipment.

**Infrastructure proposal (ONLY if requesting infrastructure funds):**

- ✓ Applicant must demonstrate need

- ✓ Specify information in detail the number of stations or plugs requested and location/s of the installation.
- ✓ Quotes must also be submitted under the “Quotes” attachment label.
- ✓ Warranty documentation for battery charging and/or hydrogen fueling stations

**Board Resolution:**

The text below must be used with few adjustments so that it follows your school district internal resolution wording formats.

*“WHEREAS the (Board, District or name of the District) is aware that funding is available through the Carl Moyer Program for purchase of the cleanest available equipment, including zero-emissions and near-zero-emissions school buses and the charging or fueling infrastructure to support the use of these buses, and the (Board, District or name of the District) was offered the opportunity to fund zero-emissions and near-zero-emissions school bus equipment.”*