

Documents Required for School Bus Applications

Last updated: -September 10, 2024

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

For School Bus projects information visit at 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 26 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.](#)
- [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.](#)
- [Electric Vehicle Infrastructure Training Program Certification Form](#)
- [School Board Resolution](#)
- Infrastructure Co-Funding Verification Checklist**
- Geographic Eligibility Form**

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

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

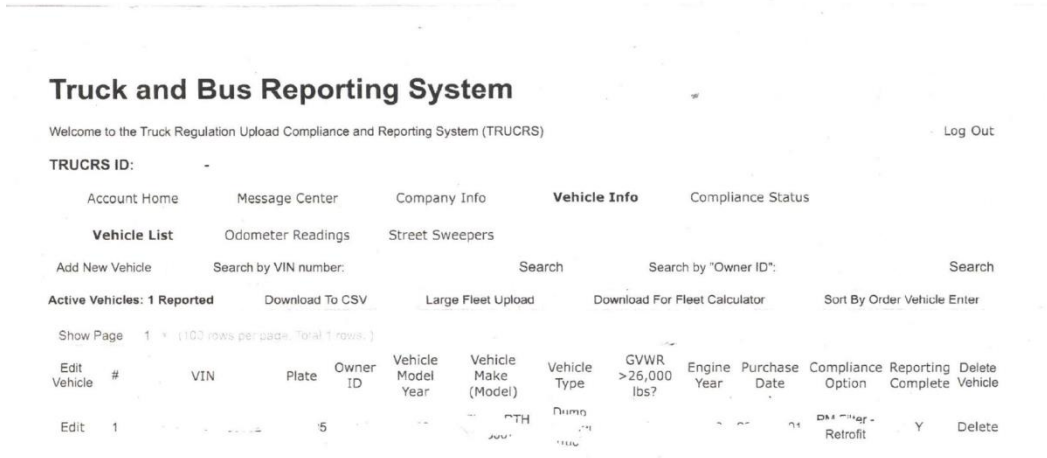
Physical location and current route information of bus(es) looking to receive grant funding:

- ✓ 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:



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



- ✓ 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: Public school districts applying for the grant should include a school board resolution in their application. The resolution must authorize the submission of the grant application and provide an estimate of the project costs. Electric Vehicle Infrastructure Training Certification Form (EVITP): If an applicant is applying for infrastructure funding, then they must submit an EVITP Form once a contractor is selected for the project. Form can be located under the resources section of Baaqmd.gov/schoolbuses.

Infrastructure Co-Funding Verification Checklist: If an applicant is applying for infrastructure funding, then this form must be submitted at the time of application submittal. This form only needs to be submitted if the applicant intends to apply for other funding sources to support the infrastructure project. If the co-funding source funding amount is unknown, then an estimate can be entered into the form. Form can be located under the resources section of Baaqmd.gov/schoolbuses.

Geographic Eligibility Form: Applicant must submit the Geographic Eligibility Form with their application. This form assists the Air District in determining if the applicant operates in one of the Air District's priority communities. Instructions and additional information can be located on pages 2-4 of the form. Form can be located under the resources section of baaqmd.gov/schoolbuses.