

What are the steps to buying and processing a school bus?

BUY YOUR NEW BUS

It is first important to consider your equipment needs and finances such as your district's Transportation Vehicle Fund Balance (TVF) and anticipated tax collections.

1. You should remember that when you add district options, they:
 - a. are not funded by the state
 - b. are not part of the bus unless you order them
 - c. may or may not cost more, but usually they do cost more
 - d. vary in cost and model from one bus to another
 - e. affect the total cost of your bus - so compare and shop smart!

There are several ways to shop for and purchase a bus:

1. State Bid: The most common way to purchase a new bus is to order off of the state bid menu. The menu will indicate the lowest costing bus in each category. You don't have to order the lowest costing bus, but you will be funded according to the low bid in each category. Browse through the [State Quote Specifications](#) for the current year to see which bus fits your needs. This option allows you take advantage of low prices and you can still add district options as necessary. Sometimes vendors have readily available state quote buses due to cancellations of orders.
2. District Bid: Districts may conduct their own competitive bid process in accordance with RCW 28A.335.190.
 - a. Use the [Vendor Bid Proposal - Specifications form 1400 \(1, 2, 3 or 4\)](#) for the appropriate size and type of vehicle.
 - b. Prepare a summary of all bids received retaining one copy in school district files and one copy for submission to OSPI.

BUY YOUR USED BUS

1. Enter into an agreement to buy or lease a bus from another school district or vendor .
2. Get permission to purchase and make arrangements with your business officer to pay for the bus.
3. Obtain a WSP inspection conducted within the last year from the date of purchase or schedule an WSP inspection.

PROCESS YOUR USED BUS

1. Make sure a disposition has been submitted by the previous district.
2. Fill out the acquisition and send it to [Anna Esquibel](#), Regional Transportation Coordinator.

PROCESS YOUR NEW BUS

1. Prior to the bus arriving, print off the [acquisition form](#). Look carefully at the checklist for the type of bus you are receiving so that you can gather all necessary paperwork. A common step to for get is to ask your business department to make a copy of the check cut to purchase the bus. You really do need this!
2. Gather all the paperwork, fill out the acquisition and send it to the regional coordinator.
3. Wait for your operating permit to come in the mail - it shouldn't take more than a day or two.
4. Take the appropriate documents to your vehicle licensing office. You may fax the documents and ask for a printout of the registration cost - remember to provide a return fax number. You will still have to go down to the licensing office with all your paperwork, but at least you will have a check for the exact amount in hand. Paperwork required for registering a bus:
 - a. Auditor copy of yellow operating permit (provided by OSPI)
 - b. Manufacture Statement of Origin (MSO) - check to make sure the vehicle weight is on this.(provided by vendor)
 - c. Copy of the dealer invoice (provided by vendor)
 - d. Certificate Title Application (provided by vendor)
5. Put the plastic copy of the operating permit in the bus and install your license plates.