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SED CODE

Form SA-16
December 2007

**SUBMIT ORIGINAL AND
ONE COPY TO: →**

The State Education Department
State Aid Office, Room 507 West, Education Building
Albany, New York 12234
(518) 474-2977 Fax: (518) 473- 9808

APPLICATION FOR APPROVAL OF BUS PURCHASE FOR PURPOSES OF STATE AID

Contact Person:	_____	Tel: () _____	Ext: _____
School District/BOCES:	_____		
Mailing Address:	_____		
	Street		
<input type="text"/> Bus No.	_____	_____	_____
	City	State	Zip Code

Was Bus purchased under State contract award? Submit a copy of the purchase order with itemized options and the cost of each option
 NO YES YEAR _____ AWARD NO _____ PAGE NO _____ Vendor Discount Applied To Options _____%

Was Bus Locally Bid? NO YES For locally bid buses, you must submit a copy of the purchase order and a copy of the successful bid proposal with itemized options and the cost of each option

Pupil Capacity*	Chassis Type	Number of Wheel Chair Lifts	Number of Wheel Chair Stations
*See #7 on reverse	Conventional Bus is <28 capacity <input type="checkbox"/>		
Model Year	Bus (Capacity = or >28) <input type="checkbox"/>	Was Bus Converted for Wheelchairs? (ALL conversions including fuel and/or wheelchairs of either new or previously purchased vehicles requires submission of a new SA-16 and Department of Transportation approval)	
Engine Classification If capacity = or > 28	Cutaway <input type="checkbox"/>		
Conventional <input type="checkbox"/>	Van <input type="checkbox"/>		
Forward Control <input type="checkbox"/>	Carryall <input type="checkbox"/>		
Rear Engine <input type="checkbox"/>	Passenger Car <input type="checkbox"/>		
	Passenger Van <input type="checkbox"/>	<input type="checkbox"/> NO <input type="checkbox"/> YES	
	Sport Utility Vehicle <input type="checkbox"/>	Type of Fuel Used by the New Bus	<input type="checkbox"/> Diesel <input type="checkbox"/> Gas
		<input type="checkbox"/> Propane <input type="checkbox"/> CNG	<input type="checkbox"/> Other (Specify)

If the capacity of the vehicle is less than 10, is the vehicle assigned to a regular route and used 100% of the time to transport students to and from school? Yes No

←	Gross Cost of Bus (Including Options)
←	Less any Trade-In Allowances.
←	Less any Federal or State Grants.
←	Equals the net purchase price of the new bus.
←	Insurance Recovery ST-3 - A2680 and H2680. (This deduction is done automatically in the school year in which the amount is reported on the ST-3)
←	Full payment amount (if more or less than the net purchase price please attach an explanation).
←	Date that the bus described above was delivered to the district.
←	Purchase Order date.
←	<input type="checkbox"/> Financed purchase <input type="checkbox"/> Cash purchase Borrowing date. (If the purchase of this bus is financed indicate the borrowing date to the left)
←	Date that payment was made. Applications submitted later than one year after payment to the vendor require a late filed excuse letter from the superintendent.

I certify that the bus described on the reverse has been duly advertised and bid in accordance with the provisions of General Municipal Law (Sections 103 and 119). I certify that the bus was purchased with valid voter approval or a valid board resolution (city school districts or Chapter 818 purchase) and that the district will maintain adequate records for audit purposes to confirm such approval.

I also certify that the bus described on the reverse meets the requirements and regulations of the New York State Department of Transportation and that such bus has been inspected and approved by the Department of Transportation for use in transporting pupils.

_____ (Date) _____ (Signature of Superintendent of Schools) _____ (Please type the name of the Superintendent)

EDUCATION DEPARTMENT USE ONLY		
_____ - Amount of Purchase Approved for Aid	Date Entry by: _____	Date: _____

INSTRUCTIONS

1. An original and one copy of the application should be submitted. Retain a copy for your school district records. The second copy of the application will be returned to the superintendent of schools after approval by the State Education Department.
2. A separate application should be submitted for each school bus purchased.
3. All information on the application must be completed before the application will be accepted.
4. Submit the application immediately after payment is made to the vendor.
5. If the bus was purchased under state contract include:
 - A detailed copy of the purchase order **which includes a list of itemized options and cost of options.**
 If the bus was a locally bid bus include:
 - A copy of the purchase order **which includes a list of itemized options and cost of options.**
 - A copy of the successful bid proposal (listing all itemized)
6. Each additional bus should carry the next highest consecutive number from last bus purchased.
7. If the capacity of the bus you purchased is lower than the rated capacity of the bus, enter the rated capacity. An example of this would be a bus that had a rated capacity of 84 passengers, but the district purchased the bus with a capacity of only 72 to allow additional leg room. The capacity of 84 must be entered in the Capacity field.
8. Engine Classification - Enter the engine type only if the capacity of the vehicle is equal to or greater than 28.
9. Chassis Type - Enter the chassis type. However, if the capacity of the vehicle is less than 28, then you must only enter one of the following options in the Chassis Type: Cutaway, Van, Conventional Bus, Carryall (Suburban), Passenger Car, Passenger Van or Sport Utility Vehicle (SUV). If the capacity of the vehicle is equal to or greater than 28, the chassis type is bus.

NOTE: Failure to submit a complete application, with all required supporting materials in a timely fashion, will result in a delay in the receipt of transportation aid. Aid is based on submission of this form.

The standards for purchase of school buses are specified in Section 3623 of the Education Law and in regulations of the Commissioner of Transportation and of the Commissioner of Education. In order to claim and receive State Transportation Aid for the purchase of a school bus these standards must be satisfied and the bus purchase must be approved. The approval of bus purchases for State Aid purposes by the Commissioner of Education is required by Section 156.4 of the Regulations of the Commissioner:

§ 156.4 Bus purchase approval.

The purchase by a school district of any bus to be used for the transportation of children shall be approved by the Commissioner of Education on forms prescribed by him. Every purchase agreement shall include the clause, "specifications subject to the approval of the Education Department." All school buses must comply with the State Vehicle and Traffic Law and with rules and regulations of the State Department of Transportation. Transportation aid shall not be apportioned on the purchase cost or operating cost of a district-owned school bus unless the school district has obtained the required purchase approval by the commissioner. In no event shall the approval of a school bus purchase be granted where prescribed forms are filed with the State Education Department later than one year from the date on which the bus was purchased. The commissioner may excuse for good cause the failure of a district to request purchase approval within the prescribed period.