

**Annual Report of School Buses for Fiscal Year 20XX-XX
Due to County Office on October __, 20XX**

Please find attached (import J-143 and instructions for attachment) the following information and forms for the completion of the District's School Bus Report:

- Report of School Buses for 20XX-XX Computer Listing
- Form J-143 Report of School Buses for 20XX-XX –Additions/Deletions/Changes
(Note: Word file available at <http://www.cde.ca.gov/fg/fo/r14/pupiltran04rfa.asp>)
- CDE Form No. J-143 Instructions

The Report of School Buses is an annual report that is collected by Business Advisory Services and then forwarded to CDE by October 29, 20XX for the update of the statewide school bus data files. Please complete any bus inventory changes on the J-143 form supplied by CDE (note: the document can be downloaded from the site listed above). If NO CHANGES are needed to the 20XX-XX computer listing provided by the State, please write "NO CHANGES" on the J-143 form and submit.

If your district has entered into any Transportation Transfer agreements, CDE has provided Form J-141 T. Please complete this form ONLY if you have an agreement with another LEA to transfer a portion or all of your Transportation Allowance.

Please send completed Form J-143 to the county office of education, attention Business Advisory Services, on or before October __, 20XX.

If you have any questions, please do not hesitate to contact Business Advisory Services.

CALIFORNIA DEPARTMENT OF EDUCATION
FORM NO. J-143
INSTRUCTIONS

The information collected on this report is used to keep the computerized listing of school buses current by adding buses acquired during the fiscal year; deleting those buses dismantled for parts, traded-in, or sold; and correcting data that were previously reported. ENTER district name, county, and county-district-school (CDS) code on the lines provided.

DO NOT MAKE ANY ENTRIES ON FORM J-143 IF THE "REPORT OF SCHOOL BUSES" AS OF JUNE 30, 2004, IS CORRECT.

- COLUMN 1. ENTER "A" to indicate addition of a bus, or "D" to indicate deletion of a bus on the REPORT OF SCHOOL BUSES. To correct a listing, two entries are needed. Use "D" to delete the existing record on one line and "A" to add the correct data on a second line. Complete all columns for which data are available. Data for deletions must be exactly the same as on the computer bus listing, including spaces, dashes, and periods.
- COLUMN 2. ENTER the type of bus. Use "1" to indicate a Class 1 school bus and "2" to indicate a Class 2 school bus. A Class 1 bus is a vehicle designed for more than 16 passengers and the driver. A Class 2 bus is a vehicle designed for (a) 16 passengers or less and the driver, or (b) 20 passengers and the driver if the vehicle weight is 10,000 pounds or less.
- COLUMN 3. Indicate whether the bus is used predominately for transporting special education or regular education pupils. ENTER "S" for special education pupils or "R" for regular education pupils. If left blank the bus will be coded "R."
- COLUMN 4. ENTER the vehicle identification number (VIN) shown on the manufacturer's plate. USE CAPITAL LETTERS.
- COLUMN 5. ENTER the name of the chassis manufacturer and the name of the body manufacturer if different. Single identifying word or trade names are best. Example: GMC/BLUEBIRD.
- COLUMN 6. FOR USED BUSES ONLY. ENTER the year the bus was manufactured. Example: 1968 (not 68). Leave blank if the bus was purchased new.
- COLUMN 7. ENTER the number of rows of seats for the bus. Each of the following examples is considered to be a row:
1. Seats in 2 sections - 1 each side of the aisle.
2. Seat on only one side of the bus (front of bus).
3. Seat that extends across the back of the bus.
For wheelchair buses, report the number of rows of seats as if the bus had not been modified.
- COLUMN 8. ENTER 2-digit number for the month the bus was purchased. ENTER 2-digit number for the day of the month the bus was purchased. ENTER 4-digit number for the year the bus was purchased. Example: 01 15 2004
- COLUMN 9. Indicate if the vehicle was new or used when purchased. ENTER "N" if purchased new and "U" if purchased used.
- COLUMN 10. ENTER the purchase price of the bus. Include the total amount scheduled to be paid including interest on a lease-purchase. Subtract any trade-in or sales credit.
- COLUMN 11. ENTER the cost of equipment or accessories included in the purchase price (Column 10) not required by provisions of law or the rules and regulations in the State Administrative Code, Title 13, Article 8.
- COLUMN 12. ENTER the Net Purchase Price of the Bus (Column 10 minus Column 11).

Send Form J-143 to your county office of education prior to October 29, 2004. The county office of education should forward the forms by October 29, 2004, to:

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School Fiscal Services Division
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