## INSTRUCTIONS FOR PREPARING FORM T-4 APPLICATION FOR SCHOOL BUS PURCHASE ASSISTANCE

**PURPOSE:** School districts must submit a completed T-4 with vehicle data as bid by the vendor

for Bus Purchase Assistance. This form shall only reflect the base cost of the chassis and body as bid by the vendor. The base cost will be a bus bid in accordance with the most recent Ohio School Bus Construction Standards.

The base cost may not include optional equipment.

**FILING** File with the Area Coordinator Office the <u>original</u> and <u>one copy</u> of the following:

PROCEDURE: Form T-4, Ohio School Bus Bid Form, and a copy of the

published legal advertisement.

The data listed on the T-4 Application is to be based upon the successful bid.

## **INSTRUCTIONS:**

SECTION I- DESCRIPTION OF NEW BUS FOR WHICH ASSISTANCE IS

REQUESTED. Complete all applicable data.

SECTION II- IDENTIFICATION AND DESCRIPTION OF THE OLD BUS BEING

**REPLACED**. Complete all data. This data will be for the bus approved for replacement. This must be the specific bus identifed

in the notification of replacement approval.

Please note: This section will be left blank for additional buses.

## SECTION III- COST CERTIFICATION

**A-** Enter this data based on the successful bid. Costs shall not include options above the current Ohio School Bus Construction Standards. If options are included a re-filing of this application will be required..

- C. Total Chassis and body cost-Total of Lines A and B and freight.
- D. Deduction- Deduct 100% of the Trade-In. This amount must be reported on the Bid form even if the old bus will be kept. For "additional" buses, enter "NONE" on the form. If it is a Calamity Bus, enter the amount of the warrant the insurance company paid the school district. Please enclose a copy of the warrant.
- E. Net Cost- Enter the difference of Line C minus Line D.

**SECTION IV- CERTIFICATION-** Affix signature and date.

SECTION V- REPORT OF ACTUAL COST AND DELIVERY- ACTUAL COST:

The cost of the bus based on the cost from Section III. Complete upon

delivery of bus.

**SECTION VI- DEPARTMENT USE ONLY**. To be completed by the ODE central office.

Form T-4 (rev 12/04)

## Application for School Bus Purchase Assistance (HANDICAPPED AND NONPUBLIC)

IRN Number			List No.	Ref. No.
SCHOOL DISTRICT	COUNTY	DATE		
SECTION I - DESCRIPTION OF NEW	SCHOOL BUS FOR V	VHICH ASSISTAN	CE IS REQUES	TED
1. New4. Replacemen				
2. Used5. Additional	7. Trar	nsit	_ 9. Nonpubli	-
3. Capacity			10. Local ID	#
SECTION II - IDENTIFICATION AND Note: Do not complete this section when fur			REPLACED	
1. ID Number	3. Chassis Make	6 Funding	:	7 Diesel
	4. Year on Title	Handica	pped	Yes
Local ID #	5. Capacity	Nonpub	lic	No
The bus described here will be kep		funded bus:	Yes	No
SECTION III - COST CERTIFICATION	N			
A. Chassis	B. E	ody		
Year	\ \	′ear		
Make	N	//ake		
Model No.		/lodel No.		
Do not include cost of optional equ	ipment. Han	dicapped buses: M	lay include cost	of 2-way radio,
Base cost shall include only manuf	acturer's roof	escape hatch, and	wheelchair lift a	and tie downs.
standard equipment.				
Base Cost \$		Base Co	ost \$	
Freight \$				
C. Total Chassis and Body Costs (A	A plus B plus freight)		\$	
D. Deduction for Trade-In Allowand	e @ 100% <u>(This must</u>	be included)	\$	
E. Net Cost of Chassis and Body			\$	
SECTION IV- CERTIFICATION				
City, Exempted Village, Local	Date	Treasurer's	Signature	Date
Superintendent's Signature			3	
E.S.C. Superintendent's Signature	Date			
-				
SECTION V - REPORT OF ACTUAL	COST AND DELIVERY	<b>'</b>		
Actual Net Cost: \$	Date De	elivered:		_
Date of Cert of Title	Cert	of Title No:		
Chassis Serial No.				
FILE ORIGINAL AN	O ONE COPY WITH TH	IE AREA COORDII	NATORS OFFI	CE
	OF EDUCATION CENT	RAL OFFICE USE	ONLY	
SECTION VI - OHIO DEPARTMENT				
Date Received				
	_	ate Mailed to Distric	t	