



HVIP Public School Bus Set-Aside

Scrappage Guide

Participation in the Public School Bus Set-Aside requires the scrappage of an old school bus(es). Scrappage can occur after Terms and Conditions have been fully executed and must occur within 365 calendar days of new school bus delivery.

Scrappage requirements can be found in the [HVIP Implementation Manual, Appendix G](#). Proof of scrappage utilizes a [Dismantle Certification Form](#) and requires supporting documentation and photos. Scrapping is an important step in this program and must be done according to Public School Bus Set-Aside requirements and guidelines. The difference between the Public School Bus Set-Aside voucher amount and standard HVIP eligible school bus voucher amount must be refunded to CARB if the purchaser fails to meet the requirements of the Public School Bus Set-Aside.

To be considered a complete submittal, use the following Checklist:

DOCUMENTS REQUIRED:

- ☐ [Dismantle Certification Form](#) (one separate form per scrapped School Bus)
- ☐ A copy of the DMV Dismantler's Notice of Acquisition /Report of Vehicles to be Dismantled (REG 42) (preferred)
- OR,*
- ☐ DMV Junk Slip **AND**
- ☐ Completed [Certificate of Destruction](#) from the entity destroying the school bus

PHOTOGRAPHS REQUIRED:

- ☐ Photographs documenting proper school bus chassis and school bus engine destruction for each bus:
 - ☐ Vehicle Identification Number (VIN) plate
 - ☐ Engine plate depicting engine serial number
 - If the engine serial number is illegible or not affixed, please **clearly etch, or permanently mark on the engine block the last 6 digits of the associated VIN** of the scrapped school bus chassis. These digits **must** match the VIN plate photo, the DMV (REG 42) and/or the DMV Junk Slip.
 - ☐ Photograph(s) depicting the method used to scrap the engine portion of the school bus.
 - To dismantle the engine portion at least a 5-inch hole **must** be cut into the engine block
 - ☐ Photograph(s) depicting the method used to scrap the non-engine portion of the school bus (chassis)

- To dismantle the school bus chassis means to punch, crush, stamp, hammer, shred or otherwise render permanently and irreversibly incapable of functioning as originally intended

Examples of required documents and photos

Dismantle Certification Form:



Public School Bus Set-Aside Dismantle Certification Form

Voucher ID#: _____ School District: _____

Participation in the HVIP Public School Bus Set-Aside Program requires the scrapping of an old school bus(es).

ATTENTION Dismantlers: Please review the requirements below PRIOR TO Dismantle!

- ☐ A completed Dismantle Certification Form (one per scrapped School Bus)
- ☐ A copy of the DMV Dismantlers Notice of Acquisition/Report of Vehicles to be Dismantled (Reg 42) **OR** a DMV Junk Slip **and** [Certificate of Destruction](#) from the entity destroying the old school bus. A Certification of Destruction Template is provided on the [HVIP website](#).
- ☐ Photographs documenting school bus chassis and school bus engine destruction, including:
 - ☐ Vehicle Identification Number (VIN) plate
 - ☐ Engine plate depicting engine serial number
 - If the engine serial number is illegible or not affixed, please **clearly** etch or permanently mark **on the engine block the last 6 digits of the associated VIN** of the scrapped school bus chassis. These digits **must** match the VIN plate photo, the DMV (REG 42) and/or the DMV Junk Slip.
 - ☐ Photograph(s) depicting the method used to scrap the non-engine portion of the school bus (chassis)
 - ☐ Photograph(s) depicting the method used to scrap the engine
 - To dismantle the engine portion at least a **5-inch hole must be cut into the engine block**.

Documentation and photographs may be provided by the school district, new school bus dealer or the dismantler and can be uploaded to the Voucher Processing Center (Dealer) or emailed to: voucherprocessing@tetrattech.com.

Dismantler Information:

Dismantler:			Contact Name:		
Address:			Contact Email:		
City:	State:	Zip:	Phone:		

Page 1 of 2

Engine and School Bus Information:



Engine Serial Number:
VIN #:

I certify that the information provided on this form is true and correct. Furthermore, I have obtained photographs that are images of the equipment identified in this form. The equipment listed on this form has been dismantled in accordance with the HVIP Public School Bus Set-Aside scrapping requirements.

Dismantler Authorized Signature Printed Name Date

DMV Dismantler's Notice of Acquisition /Report of Vehicles to be Dismantled (REG 42):

The Dismantler will provide, complete, and send to DMV. Please submit a copy.

 A Public Service Agency		NOTICE TO DISMANTLER	
<p>Submit to the Department of Motor Vehicles, (1) the original and duplicate copies of the Report of Vehicle to be Dismantled or Wrecked, (2) the last issued license plates (unless destroyed), and (3) the ownership documents for the vehicle described on the report.</p>			
REPORT OF VEHICLE TO BE DISMANTLED			
LAST REGISTERED FOR THE PERIOD (MO./DAY/YEAR) 1 / /		STATE OF 2	LICENSE NO. 3
VEHICLE IDENTIFICATION NO. (VIN) 4			
MOTORCYCLE ENGINE NO. 5		DISMANTLED DO NOT REGISTER 6	
MAKE 7	BODY TYPE 8	YEAR/MODEL 9	
WAS PURCHASED ON (MO./DAY/YEAR) 10 / /		ACTUAL POSSESSION OF VEHICLE (MO./DAY/YEAR) 11 / /	
FROM (SELLER) 12			
ADDRESS		APT. NO. 13	
CITY		STATE ZIP CODE	
DISMANTLER'S NOTICE OF LICENSE PLATE DESTRUCTION			
<input type="checkbox"/> I/We have removed and destroyed the above numbered license plate(s) from the described vehicle. The number of plates removed and destroyed was: <input type="checkbox"/> One <input type="checkbox"/> Two			
<input type="checkbox"/> The foregoing described vehicle came into my/our possession without license plates. 15			
I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.			
DATE 16		SIGNATURE X 17	
FIRM NAME 18		DISMANTLER NO. 19	
ADDRESS 20		CITY ZIP CODE	
REG 42 (REV. 3/95)			
<hr/>			
 A Public Service Agency		DO NOT MAIL THIS COPY IF: SALVAGE VEHICLE NONREPAIRABLE VEHICLE LIEN SALE VEHICLE ABANDONED VEHICLE	
VEHICLE IDENTIFICATION NO. (VIN) 21			
MOTORCYCLE ENGINE NO. 22			
MAKE 23	YEAR/MODEL 24	LICENSE NO. 25	STATE 26
		LAST REGISTERED 27	
I, as transferee, obtained actual possession of the vehicle described above for purpose of dismantling. ON (MO./DAY/YEAR) 28 / /			
SELLER'S NAME (NAME OF PERSON OR FIRM) 29		ADDRESS CITY	
I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.			
DATE 30		SIGNATURE X 31	
FIRM NAME 32		DISMANTLER NO. 33	
ADDRESS 34		CITY ZIP CODE	
DISMANTLER'S NOTICE OF ACQUISITION MAIL TO: Department of Motor Vehicles P. O. Box 944292 Sacramento, CA 94244-2920			

If the DMV (REG 42) Form is unobtainable, please submit the following **two** documents.

Both documents **must** be submitted in lieu of the DMV (REG 42) Form.

DMV Junk Slip: This document looks like a DMV Registration but states “Junked” on the bottom. Please refer to your local DMV for how to obtain this document.

DMV
A Public Service Agency

*****CUSTOMER RECEIPT COPY*****

REG EXP: 03/31/2012

MAKE	TR MODEL	TR YR	TR SOLD	VEH CLASS	*YR	TYPE VEH	TYPE LIC	LICENSE NUMBER
HIGHL	1973	0000	AB	1993	42W	PA		
BODY TYPE MODEL	MP	NO	AX	WC	UNLADEN WT	VEHICLE ID NUMBER		
CARRIER	PN	1	A	00290				
TYPE VEHICLE USE	DATE ISSUED	CC/ALCO	DT FEE RECVD	PIC				
TRAILER	02/13/08	33	02/13/08	0				

PR EXP DATE: 03/31/2012

REGISTERED OWNER
[REDACTED]

AMOUNT PAID
\$NFEE

AMOUNT DUE
\$ NONE

AMOUNT RECVD
CASH :
CHCK :
CRDT :

HEMET
CA 92545

LIENHOLDER

JUNKED

Certification of Destruction:



Public School Bus Set-Aside Certification of Destruction Form

ATTENTION Dismantlers: Please review the requirements below PRIOR TO Dismantle!

This form should **only** be completed if the DMV Dismantler's Notice of Acquisition/Report of Vehicles to be Dismantled (REG 42) is unavailable. If the DMV REG 42 form cannot be provided, this signed Certification of Destruction Form from the entity destroying the school bus **AND** a DMV Junk Slip, along with required photographs, may be accepted. Please submit to: voucherprocessing@tetrattech.com. Refer to the [Scrappage Guide](#) on the [HVIP website](#) for more details.

Documents required (in addition to this form):

- ☐ DMV Junk Slip
- ☐ [Dismantle Certification Form](#) (one per school bus)

Photographs required (See [Dismantle Certification Form](#) for examples of acceptable scrappage photographs):

- ☐ Photograph of Vehicle Identification Number (VIN) plate
- ☐ Photograph of engine plate depicting engine serial number
 - If the engine serial number is illegible or not affixed, please **clearly etch or permanently mark on the engine block the last 6 digits of the associated VIN** of the scrapped school bus chassis. These digits **must** match the VIN plate photo, the DMV (REG 42) and/or the DMV Junk Slip.
- ☐ Photograph(s) depicting the method used to scrap the engine portion of the school bus. To dismantle the engine portion at least a 5-inch hole **must** be cut into the engine block.
- ☐ Photograph(s) depicting the method used to scrap the non-engine portion of the school bus (chassis). To dismantle the school bus chassis means to punch, crush, stamp, hammer, shred or otherwise render permanently and irreversibly incapable of functioning as originally intended.

The school bus(es) identified below were scrapped according to the [HVIP Implementation Manual, Appendix G](#), Public School Bus Set-Aside. The Program requires that the old school bus(es) must be scrapped and rendered permanently incapable of functioning as originally intended.

By signing below, I confirm that the [Public School Bus Set-Aside](#) scrappage requirements have been met. Photograph(s) were taken of the VIN(s), engine plate(s), scrapped engine(s), and chassis in accordance with the above requirements to document scrappage.

Page 1 of 2

Please enter the VIN(s) of the scrapped school bus(es) below along with the destruction date:

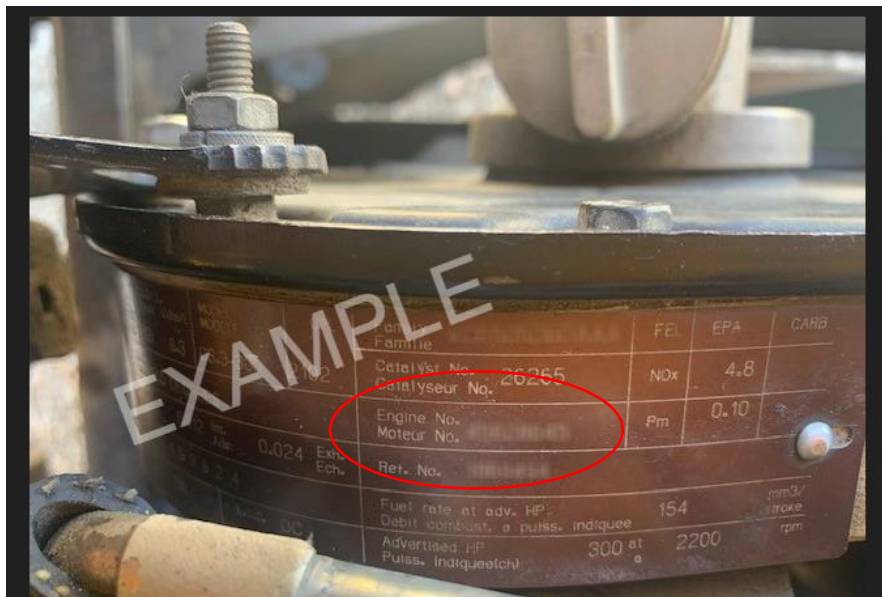
VIN:	Date of Destruction:
VIN:	Date of Destruction:

VIN: Provide a legible photo of the Vehicle Identification Number.



Engine Plate depicting Engine Serial Number:

Provide a legible photo of the Engine Serial Number **from the engine**, not from the school Bus(es).



*If the engine serial number is illegible or not affixed, please **clearly etch, or permanently mark on the engine block the last 6 digits of the associated VIN** of the scrapped school bus chassis. These digits **must** match the VIN plate photo, the DMV (REG 42) and/or the DMV Junk Slip.

The photographs below have been provided as a guide for acceptable destruction of the engine and non-engine (chassis) portion of the school bus:



Engine: 5" hole in engine block



Example of acceptable destruction of vehicle chassis



Example of acceptable destruction of vehicle chassis



Example of acceptable destruction of vehicle chassis

Please note: CARB or its administrator may, in their sole discretion, require additional documentation to ensure scrappage requirements have been met. Additionally, in the event that funding from other sources becomes available, CARB or its administrator may require additional documentation to comply with specific requirements of the new funding source (such as Diesel Emissions Reduction Act funding).

Be Prepared!

The Dismantler may require documentation to complete the scrappage process. We encourage you to contact your Dismantler **prior to arriving** and ask what is required, for example:

- Do you accept School Buses for scrappage?
- What information or documentation do I need to bring?
 - For example: School Bus Title, Pink Slip, Registration, Bill of Sale
- Do any documents need to be signed before being accepted?
- Is there a fee?

Find a Dismantler:

To help locate a Dismantler near you, please click [here](#).

Note: You may choose any Dismantler that can assist accordingly.

This public list is provided as a courtesy for school bus owners who need to hire the services of a School Bus Dismantler to perform compliance scrappage on their vehicles. Inclusion on this list does not represent an endorsement by CARB or CARB's administrators. While CARB and its administrators strive to maintain a complete and accurate list of dismantlers, there may be inadvertent errors or omissions. Dismantlers who would like to be added to this list or update their information may contact: SchoolBusTeam@CALSTART.org.

For more information on the requirements of the HVIP Public School Bus Set-Aside Program, please visit the HVIP website at: <https://californiahvip.org/purchasers/#SchoolBus>.