

STUDENT TRANSPORTATION

Documents Required For Depreciation



IDAHO STATE DEPARTMENT OF EDUCATION
STUDENT TRANSPORTATION

650 W STATE STREET, 2ND FLOOR
BOISE, IDAHO 83702
208 332 6800 OFFICE
WWW.SDE.IDAHO.GOV

Updated 03/22/2023

Date:
District #:
Bus #:

TO: TRANSPORTATION SUPERVISOR AND/OR BUSINESS MANAGER
FROM: SDE STUDENT TRANSPORTATION
RE: NEW BUSES ON DEPRECIATION SCHEDULE

To assist in placing new buses on the depreciation schedule as quickly as possible, please submit the required documents to SDE to update your district's depreciation schedule. Before any newly purchased school bus can be calculated for depreciation reimbursement, the following must be determined, and the corresponding documents sent to SDE Student Transportation.

IF YOUR BUS WAS PURCHASED THROUGH SOURCE WELL, PLEASE COMPLETE SECTION A.
IF YOUR BUS WAS PURCHASED THROUGH A BIDDING PROCESS, PLEASE COMPLETE SECTION B.

A. SOURCE WELL

1. Log in to IBUS, click on Outstanding Inspection Issues, and verify that the maintenance items have been fixed for VIN(s).
2. Submit the mileage of the bus when it reached the school district's property.
3. Submit a copy of the purchase receipt or check(s).
4. Submit a copy of School Board Meeting minutes approving the purchase of the school bus.

B. BIDDING PROCESS

1. Log in to IBUS, click on Outstanding Inspection Issues, and verify that the maintenance items have been fixed for VIN(s).
2. Submit the mileage of the bus when it reached the school district's property.
3. Submit a summary of all the bids received and the amounts. If only one bid was received, send a copy of the bid amount quoted from the bus dealer.
4. Submit a copy of the purchase receipt, check(s) or a copy of the lease agreement.
5. Submit a copy of newspaper bidding article and/or Affidavit of Publication.
6. Submit a copy of School Board Meeting minutes approving the purchase of the school bus.
7. If the district did not accept the lowest bid, a detailed explanation of the reason(s) for the non-acceptance and a copy of specifications, with the dealer's comments, from the lowest bidder.

Please email information to Department of Education, Student Transportation, lolsen@sde.idaho.gov.