School Bus Reimbursement Procedures

A school district approved for bus replacement under the Volkswagen Settlement Funding will need to provide the following documentation in order to be reimbursed for the 50% purchase of the approved bus.

1. Documentation that the new bus has been received and the invoice paid. This information must match the documentation on the school district application and the approval proved by the Energy and Environment Cabinet on the bus(s) and amounts approved for reimbursement.
2. Documentation that the bus scheduled for replacement has been scrapped
3. The Certification form completed, dated, and signed by an official of the school district certifying that the bus being replaced has been scrapped. <Certification form>
4. The School Bus Reimbursement Request Form which will include the amount the district was approved to be reimbursed and signed by an official of the school district.

Documentation that the invoice has been paid shall include:

- A copy of the original invoice;
- Verification that the school board approved the invoice payment; and
- Either a copy of the cancelled check or documentation through the district's accounting system that the invoice has been paid.

Documentation that the 2001 or earlier identified bus has been scrapped must include:

- Either digital pictures or scanned pictures showing the three (3)-inch hole drilled into the engine and the rails cut completely in half on the 2001 or earlier the district submitted for replacement
- The completed certification form, signed by a district official certifying that the bus has been scrapped.

Electronic copies of all the above documentation should be completed and submitted to <email address> and marked "REQUEST FOR REIMBURSEMENT."