

INSTRUCTIONS FOR UPDATING SCHOOL BUS INVENTORY

1. Draw a line using a pencil through all buses on the list that were sold or taken out of service. *Do not use broad tip markers because we must be able to read the Vehicle Identification Number (VIN) numbers.*
2. Mark over any changes you wish to make, such as “*spare to daily*”.
3. Confirm the new VIN numbers are correct. The first four characters of the VIN will not be listed. All VIN’s listed will contain 13 digits.
4. Write in the body side numbers and the plate numbers.
5. Add any buses your district has purchased from another district and list the district from which the purchase was made.
6. Add any buses that are not listed. Make sure all buses are accounted for.
7. Sign the document at the bottom and return to KDE using one of the following methods:

Scan and email to carl.meehan@education.ky.gov
8. Your corrections will be made and an updated copy of the inventory will be posted on the web with depreciation listed for your review and confirmation.
9. Highlight any buses that you do not believe are being properly depreciated, if any and send back to Dave Mangum following the instructions above.

Note: *Please be advised 2003 model and older buses are out of depreciation.*