

Umatilla Morrow Head Start School Bus Purchase and Examination Procedure

When purchasing school buses and allowable alternate vehicles, UMCHS will follow these procedures:

1. The Transportation Manager and/or Operations Director will ensure bid announcements/requests are distributed to at least 3 vendors. Announcements/requests will include the exact specifications required by the State of Oregon Department of Education and a clear statement of the vehicle's intended use (transportation of preschool aged children).
2. The agency will follow agency policy on purchasing when choosing a vendor and completing the fiscal paperwork. Please refer to the Fiscal Management procedures for more information.
3. When a new School Bus is delivered, the Transportation Manager and/or Operations Director will ensure the vehicle is equipped in accordance with the bid specification and that the manufacturer's certification of compliance with the applicable FMVSS is included with the vehicle. The New School Bus Checklist, provided by the Oregon Department of Education Transportation Division, will be utilized in this process.
4. After the new bus has been approved by the Oregon Department of Education Transportation Division, the bus will be assigned to a site. School Bus assignments to locations are made by selecting the vehicle that is best suited for the route.