

**Subject:** Acquisition and Disposal of School Buses  
**Effective:** February 12, 1976  
**Revised:** June 1994; July 1, 2001

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## 1.0 PURPOSE

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This policy establishes the

- procedures for the purchasing, acquisition and disposal of provincially-owned school buses;
- roles and responsibilities of the Department of Education, the Department of Transportation - Vehicle Management Agency and the Department of Supply and Services in the purchasing of provincial school buses; and,
- procedures for the disposal of provincially-owned school buses when they have been declared out-of-service.

This policy replaces the former policies 501 – Contracted Conveyance and 502 – Disposal of School Vehicles.

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## 2.0 APPLICATION

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The policy applies only to school buses, and not to any other school vehicle used to convey students.

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## 3.0 DEFINITIONS

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**Acquisition** includes the acquisition of school buses as a result of a purchase or the negotiation of a contractual agreement for the leasing of a school bus.

**Provincially-owned school buses** refers to a school bus owned by the Province, registered to the Province of New Brunswick with an asset number registered by the Department of Transportation - Vehicle Management Agency.

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## 4.0 LEGAL AUTHORITY

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[Pupil Transportation Regulation](#) under the [Education Act](#)

- Section 19 – Increase in number of school vehicles
- Section 20 – Specifications for school vehicles

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**5.0 GOALS / PRINCIPLES**

It is important for the integrity of the provincial school bus fleet that standards are in place that ensure consistency across the province, compliance with accepted practices, and sound decision-making.

**6.0 REQUIREMENTS / STANDARDS**

**6.1 Acquisition of school buses**

- 6.1.1** Purchases of new provincially owned school buses are to be made only by the Department of Education through a public tender issued by the Department of Supply and Services. Leases for school buses to be added to the provincial school bus fleet are to be negotiated only by the Department of Education.
- 6.1.2** The minimum standards and requirements for the purchasing of new school buses will be those established by the School Bus Bulk Purchasing Committee under the Atlantic Provinces Education Foundation (APEF).
- 6.1.3** A school bus acquired through a contractual leasing agreement and added to the provincial school bus fleet will be assigned a provincial asset number for the duration of the lease and must be operated and maintained by the school district in the same manner as a provincially owned school bus.

**6.2 Disposal of school buses**

- 6.2.1** The Vehicle Management Agency will determine when a school bus is unfit to be in service, and will notify the school district and the Department of Education of the date that the bus is to be taken out of service.
- 6.2.2** When a provincially owned school bus is deemed to be out-of-service, the Vehicle Management Agency will complete a Machine Disposal Authority Form and dispose of the bus in accordance with the legislative requirements for the disposal of crown assets.

**7.0 GUIDELINES / RECOMMENDATIONS**

None

**8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING**

A District Education Council may make policies regarding the utilization of that portion of the school bus fleet assigned to the school district.

**9.0 REFERENCES**

None

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**10.0 CONTACTS FOR MORE INFORMATION**

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Department of Education – Pupil Transportation Branch  
(506) 453-2242

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