

SCHOOL BUS DAMAGE ASSESSMENT/BILLING/COLLECTION PROCESS

- STEP 1: Determine if damage to the bus is a State or District responsibility.
- STEP 2: If you determine the damage to be the District's responsibility, complete a Damage Assessment Form. The Damage Assessment Form should detail all the cost associated with making the repair. The last information entered on the form should be the amount the school district is required to pay based on the State Board of Education's policy.
- STEP 3: Submit the Damage Assessment Form to the school district along with the State Board Insurance letter.
- STEP 4: Place Shop copy of the Damage Assessment Form in an invoice pending file.
- STEP 5: Appeals of damage assessment, if requested, are processed as outline in the School Bus Damage Procedure document.
- STEP 6: Damages assessment form(s) are corrected based upon appeal hearing outcomes and placed in an invoice pending file.
- STEP 7: The County Supervisor prepares invoices for pending Damage Assessment Forms and submits the invoices to the school district for payment.
- STEP 8: The school district/school district's insurance carrier issues a check for the charges and mails the check to the SDE for processing.
- STEP 9: Upon receiving notification of the check being deposited by the SDE, the county supervisor will mark the invoice paid, attach a copy of the deposit receipt to the paid invoice, and place the package in an invoice paid file.