



SCHOOL BUS/SCHOOL VEHICLE USE APPLICATION

For Department Use Only
Bureau of Motor Vehicles • P.O. Box 68289 • Harrisburg, PA 17106-8289

This application must be used with Form MV-1 or Form MV-4ST.

School Bus

- New - Complete Sections A, B, C and E.
Transfer of Plate - Complete Sections A, B, C and E.

School Vehicle

- New - Complete Sections A, B, C, D (if applicable) and E.
Transfer of Plate - Complete Sections A, B, C and E.

NOTE: Applicants for School Bus or School Vehicle registration plates owned by private contractors must submit a copy of their current school contract or letter of acceptance with a qualified school.

A VEHICLE AND APPLICANT INFORMATION

Form section A containing fields for Title Number, Vehicle Identification Number, Applicant Name, Fleet Account Number, Fleet Number, and Equipment Number.

B VEHICLE USE

Form section B containing multiple-choice questions about vehicle use, including intended use for school students, charging fees, charter rights, and safety standards.

C SEATING CAPACITY (NOTE: Seating capacity is based on the vehicle's original design. The removal of seats does not alter the original seating capacity design.)

Form section C containing questions about seating capacity for School Buses and School Vehicles, and a note about wheelchair accommodations.

D CONTRACT INFORMATION - NOTE: Contract term may include multiple school years but must include the current school year.

Form section D containing fields for Name of School Contract Transportation Service, Name of Person or Business Contracted to Transport School Students, Contract Effective Date, and Contract Expiration Date.

E OPTIONAL PERSONALIZATION OF SCHOOL VEHICLE REGISTRATION PLATE (NOTE: Additional \$104 Fee Required.)

Personalized School Vehicle registration plate choices may contain up to FIVE letters or numbers in combination. Only one hyphen or space is permitted as part of the available spaces for personalization.

Form section E showing three sets of boxes for personalization labeled FIRST CHOICE, SECOND CHOICE, and THIRD CHOICE, each with 'S' and 'V' in shaded boxes.

NOTE: When requesting a numeric character of zero, please show as "Ø" instead of the alpha character "O." Since this is an electronically fillable form, after printing the form, please be sure any zero is marked with a "/."

F CERTIFICATION

The signature below hereby certifies under penalty of law that the information contained herein is TRUE and CORRECT. WARNING: Falsification to authorities is a misdemeanor of the third degree punishable by a fine of up to \$2,500 and/or imprisonment up to 1 year (18 Pa.C.S. Section 4904[b]).

Form section F containing lines for Signature and Date.

## INSTRUCTIONS

1. Check the appropriate block that indicates if this is for a School Bus or a School Vehicle and if this is a new application or a transfer of plate application. Complete the designated section for the type of vehicle/application you indicate.
2. **Section A:** Applicant Information - Provide the vehicle title number, Vehicle Identification Number and the name the vehicle is or will be titled in. **NOTE:** If vehicle is part of a Pennsylvania fleet, please provide the fleet account number, fleet number and the equipment number.
3. **Section B:** Vehicle Use - Check the appropriate answer to each of the questions listed.
4. **Section C:** Seating Capacity - List the seating capacity for the appropriate type of vehicle where indicated. **NOTE:** The seating capacity is based on the vehicle's original design. The removal of seats does NOT alter the original seating capacity design.
5. **Section F:** Signature - Please sign and date where indicated.

## INFORMATION

**Multi-Purpose Passenger Vehicle:** A motor vehicle with motive power, except a low-speed vehicle or trailer, designed to carry 10 persons or less which is constructed either on a truck chassis or with special features for occasional off-road operation.

**School Bus:** A motor vehicle which is designed to carry 11 passengers or more, including the driver; and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities. This term does not include a motor vehicle used to transport preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities, which is designed to carry 11 to 15 passengers, including the driver, and which is registered in this commonwealth as a bus prior to March 1, 1993, or a motor vehicle which is designed to carry 11 to 15 passengers, including the driver, which was titled to any public, private or parochial school on or before March 1, 1993, and which is registered to that public, private or parochial school in this commonwealth as a bus prior to September 15, 1993.

**School Vehicle:** A motor vehicle, except a motorcycle, designed for carrying no more than ten passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to a school district or private or parochial school. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used exclusively for the transportation of school children.

**NOTE:** The National Highway Traffic Safety Administration (NHTSA), the federal agency charged with enforcing school bus safety laws, has issued numerous warnings against the use of 11-15 passenger vans. NHTSA has reported at least 71 non-collision van rollovers causing approximately 126 fatalities. Those accidents included passenger and cargo vans.

Federal regulations do not prohibit the use of vans by schools, but require any van (originally designed to seat more than 10 passengers) sold or leased for use as a school bus to meet the safety standards applicable to school buses. A dealer selling a new 11-15 passenger van to be used for school transportation must ensure that the van is certified as meeting all Federal Motor Vehicle Safety Standards for school buses.

## IF PERSONALIZING YOUR REGISTRATION PLATE

- Personalized School Vehicle registration plates may contain up to **FIVE** letters and numbers in combination. **NOTE:** A preprinted letter configuration of "**SV**" will precede your personalized configuration on your registration plate and cannot be changed.
- If a hyphen or space is used as part of the registration configuration, it counts as one of the available spaces for personalization. Only one hyphen or space is permitted, but not both. **NOTE:** No additional special characters are available.
- Please use capital letters and print clearly. When requesting a numeric character of zero, please show as "Ø" instead of the alpha character "O." Since this is an electronically fillable form, after printing the form, please be sure any zero is marked with a "/."
- PennDOT reserves the right to limit or reject certain requests.
- The fee to personalize your School Vehicle registration plate is an additional \$104, and the registration on your vehicle must be current in order for PennDOT to process your request. **The additional \$104 fee covers the cost of your personalized registration plate order only and will not renew your vehicle's registration.** If your registration has expired or expires in the next three months, please include your completed renewal application, Form MV-105, "Pennsylvania Registration Renewal Application," or Form MV-140, "Request for Registration," or your PA Fleet Invoice **and a separate check or money order in the amount of your registration renewal fee or the grand total listed on your PA Fleet Invoice.** Payment is to be made by check or money order payable to the Commonwealth of Pennsylvania. **PLEASE DO NOT SEND CASH.**
- To check personalized registration plate availability, visit PennDOT's Driver and Vehicle Services website, [www.dmv.pa.gov](http://www.dmv.pa.gov), and select Plate Availability from the list of services under the Online Services heading. Personalized registration plates will not be reserved until PennDOT receives payment and a completed application, and approves your requested registration plate configuration [number(s) and/or letter(s)]. Please note that registration plate requests are processed on a first-come, first-served basis. Although a requested registration plate configuration may show as being available on the website, it is possible that a request for the same registration plate configuration may have already been submitted by another customer and may not be available when making application.
- Allow eight to 10 weeks for delivery.

Visit us at [www.dmv.pa.gov](http://www.dmv.pa.gov) or call us at 717-412-5300. TTY callers — please dial 711 to reach us.