



Incentive Recipient and Dealer Responsibilities

Please see the table below to understand the different responsibilities between the Incentive Recipient (IR) and the chosen dealer for the Zero-Emission School Bus and Infrastructure (ZESBI) project.

Responsibility	Incentive Recipient (IR)	Dealer
Zero-Emission (ZE) School Bus Selection	Select an eligible ZE school bus from an HVIP approved dealer and ensure that it meets all HVIP eligibility requirements included in CARB's Implementation Manual .	Ensure that the vehicle selected by the IR is included in the HVIP Vehicle Catalog and has a blue "ZESBI" banner.
Charger Compatibility	Coordinate with the HVIP approved dealer and charging system provider to ensure that the selected new ZE school bus is compatible with planned and/or existing infrastructure.	Assist in answering questions regarding charger compatibility with the eligible school bus(es).
Purchase Order (PO) Addendum	Review and complete ZESBI School Bus Purchase Order (PO) Addendum .	Review and complete PO Addendum.
PO Submittal	Submit PO and PO Addendum to ZESBI application portal within 10 business days of CALSTART's countersignature of the Incentive Recipient Agreement.	Provide PO that meets all ZESBI requirements, outlined in the PO Addendum, in a timely manner for IR.
ZE School Bus Delivery	In anticipation of ZE school bus delivery, schedule CHP inspection.	Ensure that new ZE school bus is delivered within 540 days (18 months), as specified in CARB's Implementation Manual, and keep the IR informed of the timeline for school bus deliveries.
New ZE School Bus Functionality	Proactively communicate any new ZE school bus issues with dealers.	Actively communicate with the IR to rectify any issues with the new school bus in a timely manner.
Post-Delivery Documentation	Provide CHP 292, final itemized invoice for new ZE school bus, and other required documentation. Submit payment requests in the ZESBI application portal within 45 days of new vehicle delivery.	Provide final itemized invoice and other required documentation to IR in a timely manner.
Payment	Receive payment from ZESBI. Pay dealer for new ZE school bus in accordance with PO.	No action needed.
Scrapage	Scrap old school bus(es) and submit scrapage documentation within 24 months of new ZE school bus delivery.	No action needed.
Data Collection	Complete data collection requirements for a minimum of 12 months or until the old school buses are scrapped, whichever is later.	No action needed.

Please reach out to schoolbusteam@CALSTART.org with any questions.