

2023 Clean School Bus Rebate Program Vehicle Replacement Guidelines

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Legacy Emissions Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

NOTICE

This technical report does not necessarily represent final EPA decisions or positions. It is intended to present technical analysis of issues using data that are currently available. The purpose in the release of such reports is to facilitate the exchange of technical information and to inform the public of technical developments.

Introduction

The United States Environmental Protection Agency (EPA) requires that mobile source funding assistance recipients provide evidence of vehicle replacement for all projects involving the replacement of existing internal combustion engines, vehicles, and equipment with new, lower emitting technologies. For the 2023 Clean School Bus (CSB) Rebate Program, this vehicle replacement requirement is based on the model year and fuel type of the existing buses associated with that 2023 CSB Rebate project, as stated within Section 9 of the [2023 CSB Rebate Program Guide](#).

The guidelines in this document are intended to facilitate and expedite the 2023 CSB Rebate project closeout process by streamlining selectees' submission of existing vehicle replacement evidence. Selectees are encouraged to apply these guidelines when compiling their vehicle evidence in preparation for submission of their 2023 CSB Rebate Close Out Form. Otherwise, EPA review and approval may take additional time, and require re-submissions to correct errors or add missing information. This guidance document includes the following content for the 2023 CSB Rebate Program¹:

- Existing Vehicle, and Engine Scrappage Evidence
- Replacement Vehicle Evidence
- Charging Infrastructure Evidence
- Submission Guidance

Please refer to the *2023 EPA Clean School Bus Rebate Forms: Close Out Form User Guide* for specific requirements pertaining to submitting scrappage evidence through the 2023 CSB Rebate Close Out Form. Additional information pertaining to vehicle replacement evidence is available in Section 9 of the 2023 CSB Rebate Program Guide, and throughout the [2023 CSB Rebate Question and Answers document](#).²

Existing Vehicle and Engine Replacement Evidence

Funding under the 2023 CSB Rebate Program cannot be used for the purchase of vehicles to expand a fleet. Thus, the vehicle being replaced must be either scrapped, sold, or donated based on the model year of the vehicle. If scrapped, a signed scrappage letter is required for each replaced vehicle, in addition to photographic evidence. All scrapped vehicles should be permanently disabled prior to submitting the Close Out Form by:

¹ Note that this guidance document is specific to the 2023 CSB Rebate Program. All funding recipients should collaborate with their EPA point of contact, or funding opportunity helpline to ensure they meet the requirements of their specific funding program.

² Clean School Bus Rebate Program Question and Answers documents are updated periodically. However, all documents may be found on the Clean School Bus Rebates: Past Program Documents page.

1. Disabling the engine: cut a three-inch-by-three-inch hole in the engine block (the part of the engine containing the cylinders), or of another, pre-approved scrappage method that permanently disables the engine.
2. Disabling the chassis: cut completely through the frame/frame rails on each side of the vehicle at a point located between the front and rear axles, or of another pre-approved, scrappage method that permanently disables the chassis.

Other acceptable scrappage methods, such as shredding, may be considered and will require prior EPA approval. Selectees seeking approval for alternative scrappage methods must submit an alternative scrappage plan to cleanschoolbus@epa.gov detailing how the method will destroy or disable the engine, and must, if approved, comply with the evidence requirements stated within Section 9 of the 2023 CSB Rebate Program Guide. Requests to use alternative scrappage methods should not delay Close Out Form submission; thus, selectees should request any alternative scrappage methods well in advance of the May 2026 Close Out Form submission deadline and ensure that, if approved, scrappage would be completed prior to the Close Out Form deadline.

Existing Vehicle Photographic Evidence

Existing vehicles that are model year 2010 or older diesel school buses must be scrapped in accordance with Section 3 of the 2023 CSB Rebate Program Guide. As stated in Section 9 of the CSB Rebate Program Guide, submission of the 2023 CSB Rebate Close Out Form must contain photographic evidence of the destroyed engine and chassis rail for each scrapped bus. Selectees must submit clear photographic evidence for the EPA to confirm that the vehicles listed within the 2023 CSB Rebate Close Out Form are the same vehicles depicted within the photographic evidence. A detailed list of required photographic evidence with examples is found below.

1. Side profile of the existing vehicle prior to completed scrappage.

Required Identifiers:

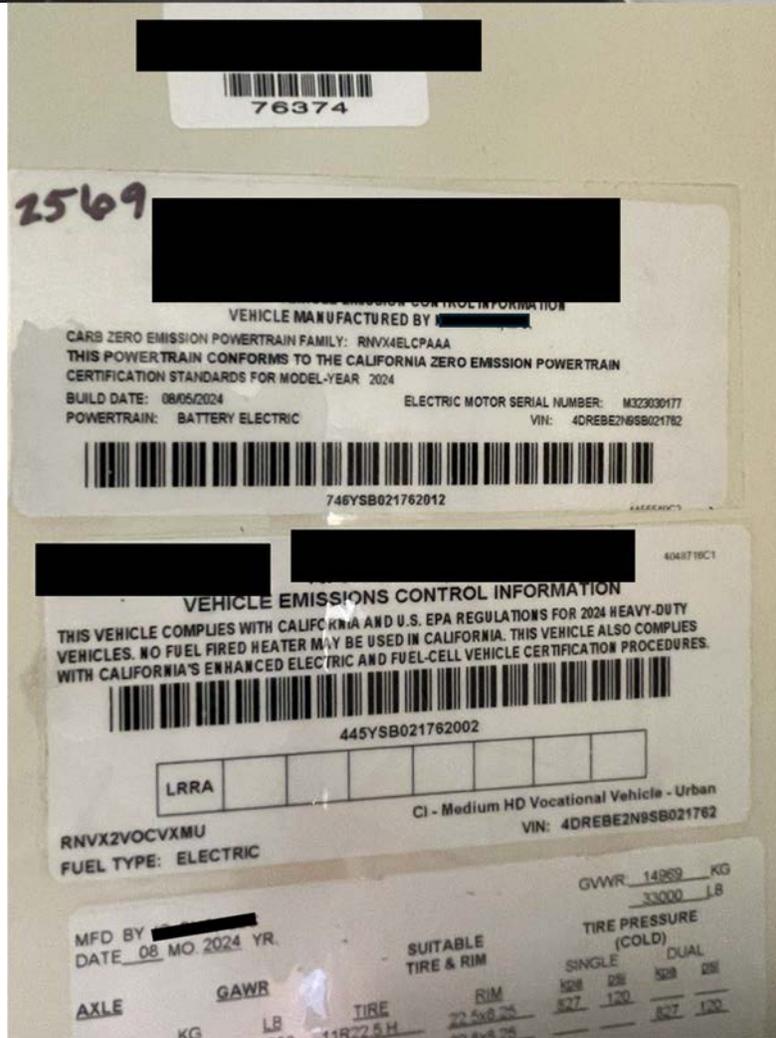
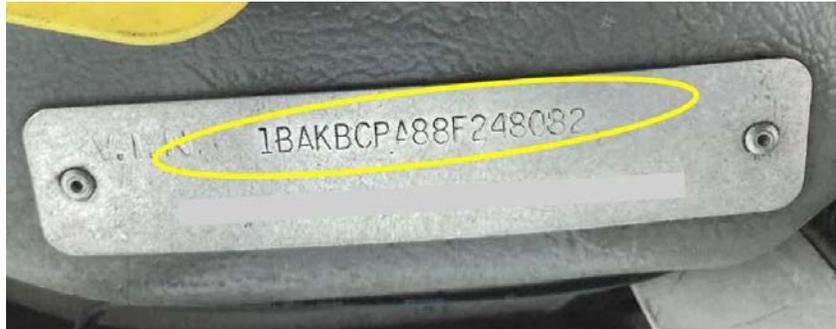
- Side profile of vehicle/engine/equipment with legible license plate, or another unique identifier.



2. Vehicle Identification Number (VIN), or Vehicle Emission Control Information (VECI) Label.
 Image must include a legible, 17-character, VIN number. The photo should be a readable display of the VIN plate rather than a photo of just the bus with the VIN imposed over the photo.

Required Identifiers:

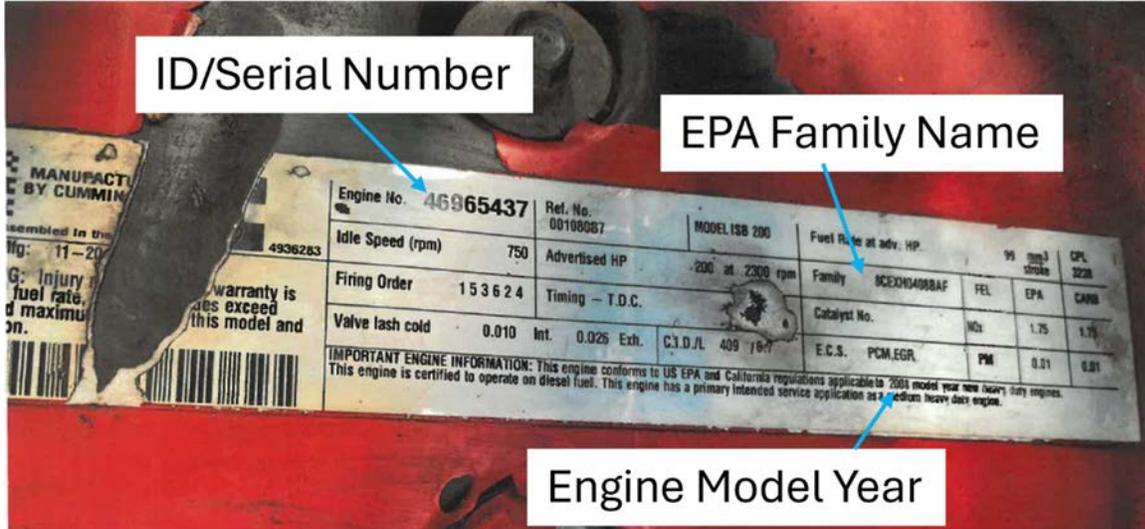
- On-Highway VIN, or VECI label
- Vehicle Manufacturer



3. Engine Label

Required Identifiers:

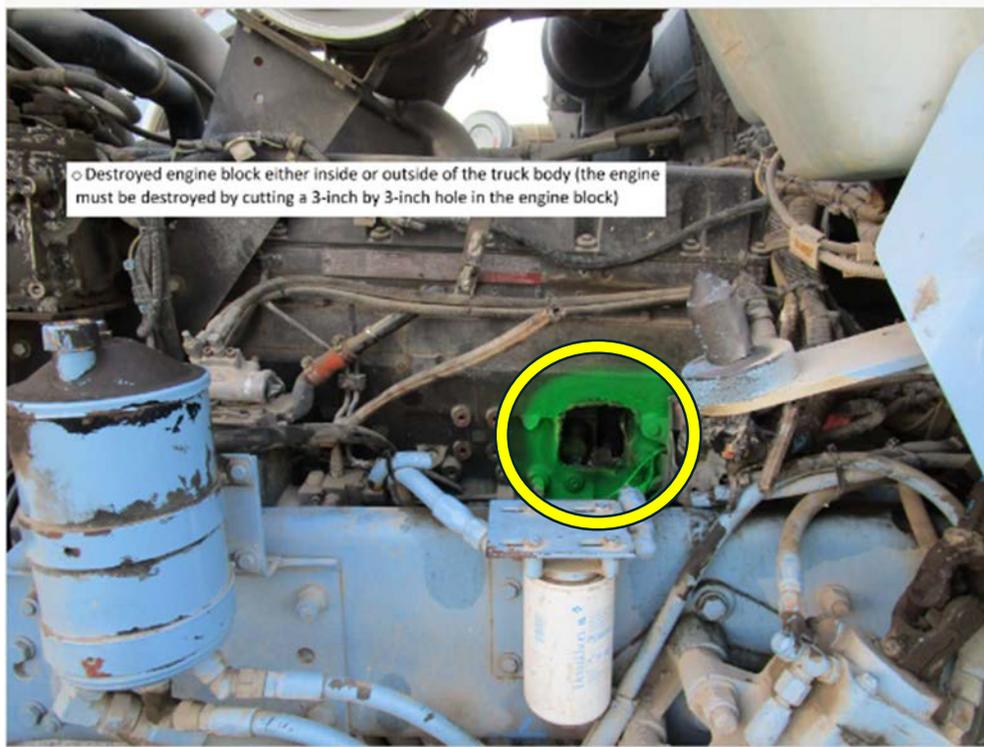
- Engine Model Year
- Engine Serial Number
- EPA Engine Family Name



4. Engine block prior to completed scrappage. Image must clearly show the engine block prior to scrappage.



5. Engine block after completed scrappage. Image must clearly show the engine block rendered permanently inoperable (e.g., hole drilled, crushed, or shredded).



6. Cut chassis rail(s) or other structural components. Image must clearly show chassis rails, or other cut structural components rendered permanently inoperable (e.g., irreparable cuts, crushed, or shredded).



7. Optional: Fully Destroyed Vehicle/Equipment (e.g., shredded or crushed)



Existing Vehicle Scrappage Certification Statement

In addition to the photographic evidence outlined above, selectees must submit a letter signed by the scrap yard or scrapping entity that details the existing bus owner, scrap yard, date of scrappage, and existing bus VIN number. A sample scrappage certification letter is listed on page 33 of the 2023 CSB Rebate Program Guide.

Existing Vehicle Sale or Donation

If a fleet has no eligible 2010 or older diesel school buses **AND** is requesting zero emission school bus replacements, a 2011 or newer diesel or non-diesel internal combustion engine bus can be scrapped, sold, or donated. If the selectee sells or donates their existing bus, the selectee must attest to this within the Close Out Form. The selectee must also upload proof of sale or donation documentation to confirm the transaction. The documentation should state the previous owner, new owner, date of transfer, and the VIN(s) associated with the transaction.

Replacement (New) Vehicle Photographic Evidence

Per Section 10 of the 2023 CSB Rebate Program Guide, selectees must submit photographic evidence for all new lower emission school buses purchased with EPA funds. A detailed list of required photographic evidence with examples is found immediately below. Note that each photo of the bus exterior must have a clear, unique identifier and the VIN tag photo must show the VIN that is listed within the 2023 CSB Rebate Close Out Form. A detailed list of required photographic evidence with examples is found immediately below.

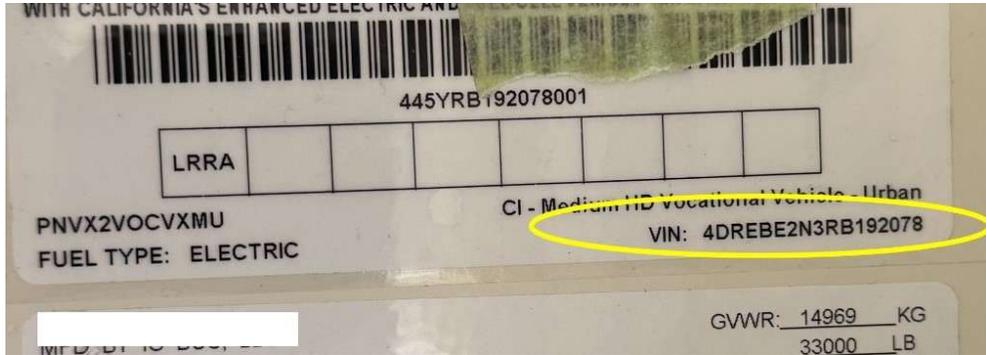
1. **Front profile of the New Vehicle:** Clear image, with unique identifier (e.g., bus number).



2. **Side profile of New Vehicle:** Clear image, must include a unique identifier (e.g., bus number).



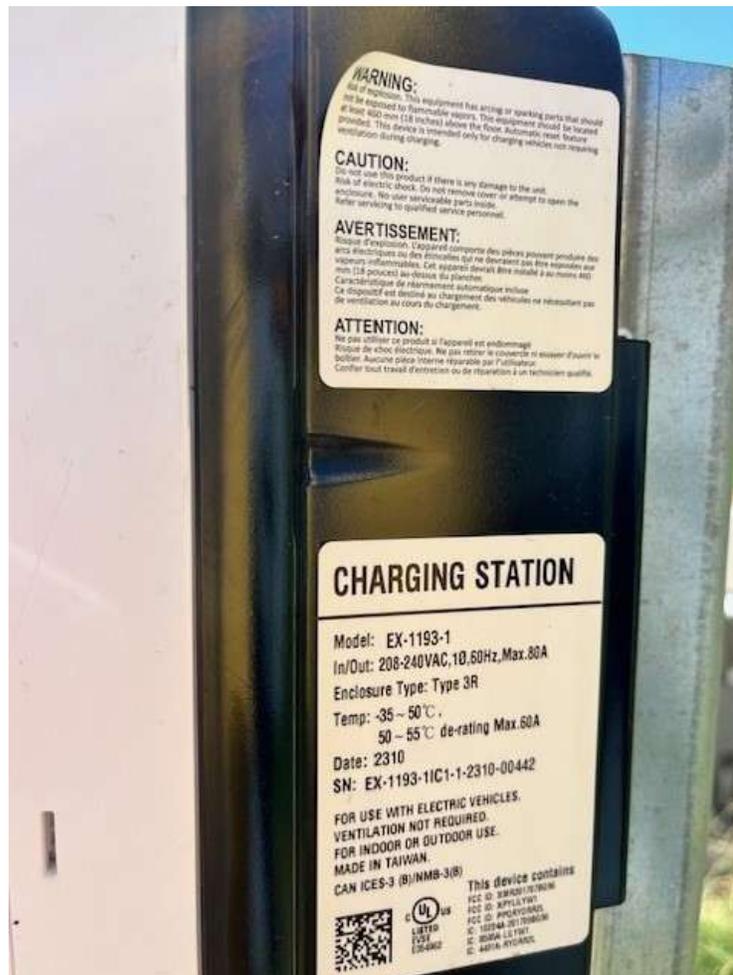
3. **VIN tag:** Image must include a legible vehicle information plate that displays the 17-character VIN and manufacturer. The photo should be a readable display of the VIN plate rather than a photo of just the bus with the VIN imposed over the photo.



EPA-Funded Infrastructure Photographic Evidence

Per Section 10 of the 2023 CSB Rebate Program Guide, selectees must also submit photographic evidence for all infrastructure purchased with EPA funds. A detailed list of required photographic evidence with examples is found immediately below.

1. **Infrastructure Unit:** A clear, legible photo of each infrastructure unit's plate, including the serial number and manufacturer.



2. **Installed unit:** A clear photo of each installed infrastructure unit.



Submission Guidance

For the 2023 CSB Rebate Program, all vehicle replacement evidence must be submitted through the Close Out Form via the [Applicant Dashboard](#). There may be select instances when submitting evidence via email is appropriate. In such instances, an EPA point of contact will prompt the funding recipient to submit the evidence via email as they continue to review the Close Out Form. Please reference the *2023 EPA Clean School Bus Rebate Forms: Close Out Form User Guide* for more information on submitting documentation and photographic evidence.