

CHAPTER 6

PRIVATE SCHOOL BUS CONTRACTOR'S LICENSE

1. LICENSE REQUIREMENT AND INSPECTION. California Vehicle Code (VC) Section 2570 authorizes the Department to inspect and license all private school bus contractors operating in the State of California. Special attention is to be given to negligent operators or repeat violators.

2. APPLICATION.
 - a. Form. CHP 296, Application For School Bus Contractor's License (Annex A-15). A separate application for each contractor shall be made on a CHP 296 furnished by the Department.

 - b. Fees. Every private school bus contractor shall be licensed by the Commissioner of the CHP in accordance with regulations prescribed by the Department [Section 1130, Title 13, California Code of Regulations (13 CCR)]. The license fee shall be one hundred dollars (\$100) for the initial license and seventy-five dollars (\$75) for each annual renewal.

 - c. Application. School bus contractors may request an application by mail or telephone, from the "California Highway Patrol, Commercial Vehicle Section (CVS)," P.O. Box 942898, Sacramento, CA 94298-0001 or (916) 445-1865. Applications are also available on the Internet at: "<http://www.chp.ca.gov/pdf/chp296.pdf>". Contractors are to complete the application and return the original, signed copy together with the appropriate fee to the "California Highway Patrol, Accounting Section," P.O. Box 942902, Sacramento, CA 94298-2902. All checks and/or money orders should be made payable to the "California Highway Patrol."

3. TEMPORARY LICENSE.
 - a. Contractors who have paid the license fee may use either of the following as a temporary license for not more than 30 days:

 - b. Authorized Copies. A copy of the contractor's completed application for a license and a copy of the check or money order indicating payment of fee.

c. Telegraphic Money Orders. A telegraphic money order receipt, or copy thereof, made payable to the "California Highway Patrol" indicating payment of fee for the Private School Bus Contractor's License.

4. LICENSE EXPIRATION OR RENEWAL. A license for a school bus contractor shall expire not more than one year from date of issuance. CVS shall mail renewal applications to licensees approximately 90 days prior to expiration of the current license. Renewal applications should be submitted with the renewal fee in time to reach CVS prior to expiration of the license.

5. LICENSE SUSPENSION.

a. Fine. Section 2572(b) VC makes it a misdemeanor and imposes a fine of two thousand (\$2000) dollars for a contractor to transport school pupils without a valid Private School Bus Contractor's License issued by this Department.

b. Hearing. When in the opinion of the Commissioner, an action is necessary to prevent imminent and substantial danger to the public, the Department may temporarily suspend a contractor's license, subject to a hearing conducted pursuant to the APA.

c. Temporary Suspension. Subsequent to a hearing, the Commissioner may suspend a contractor's license for a period of at least thirty (30) days but not more than ninety (90) days, if the holder of the license knowingly permits the transportation of school pupils by a person who does not possess the appropriate driver's license and driver's certificate.

d. Suspension Location. The suspension authorized pursuant to Section 2573(b) and (c) VC may, at the discretion of the Commissioner, be enforced for all operations of the contractor, or for the operations of the contractor in the school district in which the alleged violations occurred, or for the operations of the contractor in the contractor's terminal in which the alleged violations occurred.

e. Notification. The Commissioner shall provide notification of a suspension hearing to those school districts whose terminals would be affected by the suspension.

f. Investigation. Information coming to the attention of departmental personnel, resulting in a recommended suspension action against a school bus contractor's license, shall be documented and forwarded to the appropriate Division Motor Carrier Safety Unit. Departmental personnel shall be responsible for conducting an investigation, developing necessary documentation, and when appropriate,

initiating a request for suspension through channels to Enforcement Services Division.

6. PROGRAM RESPONSIBILITIES. Administration of the Private School Bus Contractor's Licensing Program is the responsibility of CVS. Any questions regarding licensing requirements or enforcement should be forwarded to this Section's Motor Carrier Unit.

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