



school services

### EQUIPMENT TRANSFER FORM

Equipment Description (Circle one):    BUS                    VAN                    OTHER: \_\_\_\_\_  
List Equipment

5 Digit Equipment ID Number/Tracking Number: \_\_\_\_\_

Last 8 Digits of VIN: \_\_\_\_\_

Current Location of Equipment: \_\_\_\_\_

Location Equipment is Transferring to: \_\_\_\_\_

Date of Transfer: \_\_\_\_\_

☐ Maintenance File Included in Equipment

Reason for Transfer:

☐ Running a new route    ☐ Need Larger Bus    ☐ Temporary Replacement

☐ Other: \_\_\_\_\_

**IF GOING TO CUSTOM SHOP:**

☐ Scrap                    ☐ Repair: \_\_\_\_\_  
Description of Repair Needed

Signature of Individual Receiving Equipment: \_\_\_\_\_

**RETURN FORM TO BILL DRUMMER VIA EMAIL, FAX OR TEXT**