

1st STOP CHECKLIST: SCHOOL BUS SERVICE

REQUIREMENTS & REGULATIONS

- [] For more information, consult the **Ohio Revised Code (ORC) Section 4506**. The ORC can be found at your local library or online at <http://codes.ohio.gov/orc>
- [] There are specific restrictions about what type of vehicle is considered a **school bus** and what type of vehicle is just a **transportation service for children**. If you have questions or would like more information, contact the **Ohio State Highway Patrol's Office of Licensing and Commercial Standards** at (614) 466-4056 or online at <http://statepatrol.ohio.gov/units.stm>. **Remember to check local government agencies.**
- [] Depending on the size of the vehicle and the number of passengers it has room for, you may need to register with the **Public Utilities Commission of Ohio's (PUCO) Motor Carrier Division**. Contact the division at (800) 686-7826 or (614) 466-3392. Information and registration forms can also be found online at www.puco.ohio.gov. **Remember to check local government agencies.**
- [] You may need a **COMMERCIAL DRIVER'S LICENSE**. Contact the **Ohio Bureau of Motor Vehicles** at (614) 752-7500 for more information. The Bureau of Motor Vehicles is online at www.bmv.ohio.gov.
- [] Intrastate transportation of people is taxable. You must have a **VENDOR'S LICENSE** and collect sales tax. Contact **YOUR COUNTY AUDITOR** or the **OHIO DEPARTMENT OF TAXATION** can be reached at (888) 405-4039 for **Business Tax Assistance**; 888-405-4089 for **Tax Registration**; or (800) 282-1782 for the **Forms Request Line**. Information is also online at <http://tax.ohio.gov> and also at <http://business.ohio.gov>.
- [] The **Americans with Disabilities Act (ADA)** sets specific federal guidelines for **wheelchair lifts**. For information, contact (614) 844-5410 or online at <http://jfs.ohio.gov/civilrights/Disability.stm> ; also the U.S. Department of Justice's ADA Information Line at (800) 514-0301 (website: www.ada.gov)
- [] If you will be transporting children to and from day care centers, contact the **Ohio Department of Human Services District Office** nearest to you for information about requirements, or contact at <http://jfs.ohio.gov/>. **Remember to check local government agencies.**

For more help, contact your local Small Business Development Center (SBDC).

www.ohiosbdc.ohio.gov

Remember to check local and federal laws.

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS