## **Overview**

Portland General Electric Company is launching an electric school bus project, funded by proceeds from the sale of Clean Fuels Program credits. The project will provide several school districts in PGE’s service area with financial and technical assistance to support the acquisition of electric school buses and the installation of appropriate charging infrastructure. Eligible school districts may own and operate their own buses or contract these services.

# **Participation**

In the project, funds will be provided in the form of a grant to pay for the incremental cost of electric buses (i.e., the costs above the price of a new comparable conventional bus) and installation required charging infrastructure. PGE will also provide technical assistance to districts: supporting site assessments, cost-benefit analysis, vehicle and charger selection support, charging infrastructure installation, driver and mechanic training, electric price optimization, and stakeholder engagement. Project participants (or their transportation contractors) will own the buses, batteries, motors, charging stations and customer-side electrical infrastructure. Project participants (or their transportation contractors) will deploy the electric buses in their regular transportation service, will primarily charge the buses in PGE’s service area and will pay for electricity. Project participants will also share data and insights with PGE. This will be used to develop a case study, produced by PGE, outlining key technical, financial, operational and stakeholder engagement considerations for Oregon school districts interested in electrifying their school bus fleets. PGE is interested in working with at least three school districts.

# **Invitation**

PGE is seeking information from potential project participants—school districts that are wholly or partially located in PGE’s service territory and are interested in electric school buses. PGE is interested in information that provides basic and in-depth background into the current operations of school bus fleets, and level of interest and commitment to the project. School districts may apply on behalf of their transportation contractors.

# **Submission Details**

Interested candidates should respond to the following questions under the Request for Information heading below. Please be sure to review all Disclosures at the end of this document.

Application Deadline: 11:59 p.m., January 31, 2020

All responses must be submitted by email to [electricschoolbus@pgn.com](mailto:electricschoolbus@pgn.com) with the subject line *“Electric School Bus Pilot Application.”*

If you need assistance or have any questions, please email [electricschoolbus@pgn.com](mailto:electricschoolbus@pgn.com).

# **Required Information**

|  |  |
| --- | --- |
| **School District Information** |  |
| School District Name |  |
| Contact Person Name, Position |  |
| Student Enrollment (as of Sept 2019) |  |
| Number of Elementary Schools (or K-8s) |  |
| Number of Middle Schools / Junior Highs |  |
| Number of High Schools |  |
| Student Transportation Contractor Company (if applicable) |  |
| Contractor Contact Name, Position |  |
| **School Bus Fleet** |  |
| Number of buses in fleet by type (A, C, D, other, etc.) |  |
| Preferred supplier for new bus purchases (if any) |  |
| Typical/preferred due diligence process for new bus purchases (district RFP process; procure based on another district’s contract, etc.) |  |
| Number of buses district plans to replace in the 2019-2021 timeframe (if any) |  |
| If district plans to replace buses in the 2019-2021 timeframe, has funding been secured? |  |
| **School Bus Operations** |  |
| Maximum number of buses in service daily |  |
| Number of bus routes operated daily |  |
| Longest bus route (miles) |  |
| Shortest bus route (miles) |  |
| Typical hours of bus use (e.g., 6-8 a.m. and 2-4 p.m.) |  |
| Any bus use outside of pupil transportation to/from school, including summer (i.e. sports, extracurricular activities, etc) |  |
| Entity responsible for bus ownership and maintenance |  |
| Entity responsible for bus operation |  |
| Entity responsible for fueling costs |  |
| Bus depot facility owner.) |  |
| **Bus Depot Facility** |  |
| Address |  |
| Electric utility at location |  |
| PGE account number (if known) |  |
| 1. **Participant Commitment**   For the electric school bus project to be successful, project participants must have sufficient commitment to electric buses on the part of fleet managers, facilities managers, transportation staff, bus drivers and mechanics. All these roles will be impacted by the deployment of a new technology, and may need to learn new skills, adapt to new protocols and support data collection. PGE will support project participants through this transition with technical assistance such as site assessments, vehicle and charger selection support, charging infrastructure installation, and electricity price optimization.  *Please describe availability and interest of these staff to support electric buses.* | |
| 1. **Stakeholder Engagement**   For the electric school bus project to be successful, project participants must have sufficient commitment to electric buses on the part of school district leaders and stakeholders, including management, superintendents, school boards, staff, teachers, parents and students. PGE will support project participants with technical assistance such as cost-benefit analysis, outreach and education, and stakeholder engagement.  *Please describe your plan to work with PGE to engage stakeholders, including key ways PGE can support you in this process.* | |
| 1. **Equity Considerations**   One of PGE’s priorities with this project is to meet the needs of communities that are typically underserved by access to electric transportation. These include but are not limited to: low-income individuals; communities of color; immigrants; non-English speakers; people with disabilities; residents of multi-family housing; communities and neighborhoods with low air quality; and communities with limited access to transportation options or public electric vehicle charging.  *Please describe the extent to which your district serves these populations, and the ways in which your district is prepared to leverage this project to improve access for, and reduce air quality impacts on, these populations. Examples could include targeted education and outreach, curriculum development, stakeholder engagement, or electric school bus routing decisions.* | |
| 1. **Data Sharing**   One of the objectives of this project is to develop a case study outlining key technical, financial, operational and stakeholder engagement considerations for Oregon school districts interested in electrifying their school bus fleets.  *Please describe your district’s willingness to share financial and operational data on conventional and electric school buses, as well as operator and administrator insights about the process of transitioning to electric buses.* | |
| 1. **Participant Funds**   Project participants will be expected to contribute funds equal to the district’s usual cost of acquiring a new conventional bus (after Oregon Department of Education reimbursement, if applicable).  *Please describe the level of funds the district is prepared to contribute, and if these dollars have been secured. If you are currently unsure if you will be able to contribute funds, please describe the efforts you will take to attempt to secure this funding.* | |
| 1. **Timeline**   To meet the timeline established for this project, participants will be expected to plan for deployment of electric school buses by the beginning of the 2020-2021 school year.  *Please indicate your district’s readiness to meet this timeline.* | |
| 1. **Other Information**   Please share any other information you would like us to consider as we evaluate your eligibility for and commitment to the electric school bus project. | |
| 1. **Project Team**   Please share the names and titles of key project team members from the following functional areas:   * Fleet * Facilities * District Administration | |