

<b>Motor Vehicle Procedure Manual</b>
<b>Registration</b>
Motor Vehicle Registration for Buses

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**Legal Authority**

[Section 320.0655, Florida Statutes](#), Permanent License Plates for Governmental Entities.

[Section 320.08\(2\)\(d\), Florida Statute](#), Automobiles or Tri-Vehicles for private use with net weight of 3,500 lbs or more.

EXAMPLE: 1. When a large family uses the bus as a station wagon.

2. When a bus transports migrant workers from one location to another.

3. When a company transports employees from a parking facility to the factory or other place of employment.

The Initial Registration fee is required when registered with class code 01.

[Section 320.08\(5\)\(c\), Florida Statutes](#), School bus used exclusively to transport students to and from school or church activities or functions within their own county and service fee is included in the tuition.

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Effective Date: Immediately

[Section 320.08\(6\)\(a\), Florida Statutes](#), For-Hire vehicles with 8 passengers or less, including lease to private schools or day care centers.

When a bus is used to transport passengers from state to state, picking up and putting out passengers along the way, i.e., used in transportation of chartered parties as defined by the International Registration Plan (IRP), an IRP license plate is required.

[Section 320.08\(6\)\(b\), Florida Statutes](#), For-Hire vehicles with 9 passengers or more.

[Section 320.10\(c\), Florida Statutes](#), A not-for-profit organization named in this paragraph, and its local affiliate organizations, is eligible for the exemption if it maintains current articles of incorporation with the Department of State.

### **Description And Use**

This procedure provides information and instructions to assist employees of the tax collector, license plate agent and the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) with motor vehicle registration for buses.

### **Registration Requirements**

Refer to the appropriate procedure for each type of license plate, which includes the class code.

#### **A. Weight:**

Net weight is used to determine the registration fee. The gross vehicle weight must be entered to determine if the State Transportation fee is due. GVW is calculated by multiplying the number of passengers by 150 and adding it to the net weight.

Additional Information on bus classifications:

Class code 01. Vehicle Type (AU) Body Type (BU) Registration use is for Private (PR).

Class Code 92 (Restricted). Vehicle Type (BS) Body Type (BU) Registration use is for Private School Bus (PR).

Class Code 09. Vehicle Type (BS) Body Type (BU)

Registration use is For Hire-Full Year (HF) or Half Year (HH).

Class code 36. Vehicle Type (BS) and Body Type (BU) Registration use is Full Year (FY) or Half Year (HY).

Class Code 37 (X-Series). Vehicle Type (BS) Body Type (BU) Registration use is Special Interest (SI)

B. Fees:

Refer to the Motor Vehicle/Mobile Home Class Code Fee Chart at the following link:

<https://www.flhsmv.gov/pdf/proc/fees/fees-03.pdf>

C. Proof of insurance:

Proof of Florida insurance is required. Refer to procedures [RS-33](#) and [RS-36](#) for additional insurance requirements.

D. Autonomous Vehicles:

Fully autonomous vehicles (AVs) belonging to a fleet or being tested in a pilot program should be titled and registered in the company name with an FEID number. Government entities, such as state agencies, counties, cities and state universities utilizing AVs should title and register these vehicles in the same manner that they do their other vehicles. These vehicles are to be processed in the same manner as any other similar, equal or comparable motor vehicle (see TL-68). If the AV is a bus, process as a standard bus registration and title transaction with the correct corresponding Class Code. For a passenger vehicle, see RS-01 and for a motorcycle, see RS-61.

**Autonomous vehicles (AV) will be titled and registered at the tax collector offices or license plate agencies. To process these transactions the following documentation and information is required:**

- [Application for Certificate of Motor Vehicle Title – 82040 MV](#)
- **Proof of insurance, verify the following**
  - **Primary liability coverage of at least \$1 million dollars for death, bodily injury, and property damage.**
  - **Personal injury protection benefits that meet the minimum coverage amounts.**
  - **Uninsured and underinsured vehicle coverage.**

### Issuance of License Plates

License plates for all buses may be issued by the county tax collector's office except those registered under the International Registration Plan.

### Replacement License Plates

- A. Complete form [HSMV 83146](#), Application for Replacement License Plate, Validation Decal or Parking Permit.
- B. A copy of the vehicle registration certificate.  
Refer to Procedure [RS-06](#) for additional information and fees.

## Revision(s) to Procedure

**07/26/24 Added Autonomous vehicles (AV) will be titled and registered at the tax collector offices or license plate agencies. To process these transactions the following documentation and information is required: under D**

02/14/22 Conducted statutory review no changes made.

07/30/21: Conducted statutory review. Added additional information on bus classifications and (D) autonomous vehicle information to pg. 3.

12/11/17: Revised Statute references.