

School Transportation

Transportation Safety and Training Annual Data Report (EF-T-21 form) (A District Submittal)

FAQs – Update 05/04/15

What is it?

The Safety and Training Annual Data Report is one of 6 steps (request a bus, receive approval, report the bus purchase, report a bus approval cancellation, submit the safety and training annual data report, and submit the vehicle annual data report) required to participate in the Maine School Bus Purchase Program. The Safety and Training Annual Data Report is an annual year-end transportation report submitted by public school districts and schools that receive state funds. The report provides data on school bus driver training and employment and student school bus training and safety. These two report categories include information about emergency evacuation drills, student training on safe riding practices, driver training, driver employment and crashes.

When is it due?

Each year the Safety and Training Annual Data Report opens **July 1** and closes **July 31** and reports data for the fiscal year (FY) that previously closed on June 30.

Where is the report located?

The Safety and Training Annual Data Report is located in **MEDMS** under the “**Transportation**” tab. The report is expected to move to NEO Transportation in the future. Here is the link to MEDMS:

https://www.medms.maine.gov/MEDMS/Medms_Welcome.aspx

Who has access to the report?

The district superintendent, business manager and transportation director have access to the Safety and Training Annual Data Report.

Where are instructions located?

Instructions for the Transportation Vehicle Annual Data Report are included in the FAQs document and located on the Maine DOE School Transportation website forms section at:

<http://www.maine.gov/doe/transportation/reports/>

How do I certify my report before it is submitted?

We recommend that the superintendent review the Safety and Training Annual Data Report entries with the transportation director. In the future, when the report is moved to NEO Transportation, a section will be added for the superintendent to certify the report before it is finalized and submitted.

How do I confirm that the report was submitted?

Districts can confirm submittal of their Safety and Training Annual Data Report through the missing reports page on the Maine DOE Reporting Calendar page at this link:

<http://www.maine.gov/doe/reporting/pastdue.shtml> .

Who do I contact for assistance?

Contact the MEDMS Helpdesk at medms.helpdesk@maine.gov for your login, password or technical issues.

Contact Pat Hinckley at pat.hinckley@maine.gov for details about the content of the report and technical questions.

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Contact your district IT department and the MEDMS Helpdesk (at medms.helpdesk@maine.gov) if you have technical difficulty with the NEO system.