

# School Transportation

School Bus Purchase Program

Update: 12/04/17

## Instructions: EFT-17 School Bus Purchase Request

Determine if you want to request A) “replacement” or B) “addition to fleet.”

### A. School Bus Replacement

1. Log into NEO, select the Transportation module
2. Hover over “Vehicle Inventory and Requests” (dark blue area top of screen), select “Vehicle Inventory and New Bus Request”
3. Locate the vehicle that you want to replace. Under “Navigation, select “EFT-17 Request Replacement”
4. Enter a choice for bus items “1.1” through “3.3.” Some cells will populate automatically. Do not use commas or symbols.

**EFT-17 Request Replacement**  
SAU Name: MSAD 27

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Replaced Bus (Old)

VIN:	1BAKGCKA85F229312
Model Year:	2005
Bus Type:	C
Capacity:	72
Manufacturer:	
Make:	Blue Bird
LVN:	23

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Replaced Bus (Old)

Age (in years):	14
Mileage (as reported 6/30/2017):	174642
Mileage at Date of Possession:	0

\*\*\* If the Annual Data (EFT-24) report has not been certified, the mileage at date of possession will be used.

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Requested Bus (New)

1. School Bus Data:	1.1 Bus Capacity:	<input type="text"/>	←
	1.2 Lift Equipment:	Select	▼
	1.3 Type:	Select	▼
2. Request Details:	2.1 Purchase Fiscal Year:	2019	▼
	2.2 Replacement Reason:	Meets minimum requirements	▼
	2.3 Replacement Justification:	High Mileage, High Age	▼
	2.4 Replacement Advanced Justification:	Select	▼
3. Financial:	***Approvals are based upon original request. If purchased bus Capacity, Type and/or Payment Years is different, significant reduction in approval amount can occur.**		
	3.1 Payment Type:	Select	▼
	3.2 Payment Years:	Select	▼
	3.3 SAU Replacement Cost Estimate:	0	▼
	3.4 State Bid Value (Previous Fiscal Year):	0	▼

5. After the request is completed, hover over “Vehicle Inventory and Requests” (dark blue area top of screen), select “Bus Requests Summary” to confirm the bus request.

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Bus Requests Summary

Select SAU:   
 Purchase Fiscal Year:   
 Status:

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\* 0 mileage = EFT-24 is incomplete for that FY

Show  entries

SAU	Fiscal Year	Request Type	Vehicle Identification Number (VIN)	Bus Type	Capacity	Model Year	Prior FY Mileage (as of 06/30)	Current reporting Mileage (as of 06/30)	Bus Type	Capacity	Requested Payment Years	SAU Cost Estimate	Request Status	DOE Approval Date	Superintendent Authorized Date	Estimated State Bid	Final State Bid	Details
RSU 41/MSAD 41	2019	Replacement	1HVBBAA4XH207064	C	72	1999	197143	0	C	72	3	\$90,000.00	Applied - Round 1	N/A	N/A	\$0.00	\$0.00	

Dashboard Home Admin Vehicle Inventory and Requests Annual Data Reports Help

Vehicle Inventory and New Bus Request

SAU Name:   
 Status:

B

A

Bus Request for Addition To Fleet

\*This is for state subsidy approval only

Show  entries

VIN	LVN	Make	Vehicle Type	Bus Type	Capacity	Model Year	Mileage	Status	Replacement Eligibility	Navigation
1BAKGCKA16F233929	33	Blue Bird	School Bus	C	77	2006	186365	In Service	Yes	Select Link
1D4GP45R56B562517	26	Other	Minivan		7	2006	207214	In Service	Yes	Select Link
1BAANCPA0YF089707	09	Blue Bird	School Bus	D	84	1999	218195	In Service	No	EFT-17 Request Replacement
1BAANCPA6YF093518	17	Blue Bird	School Bus	D	84	2000	216803	In Service	No	EFT-16 Emergency Replacement
1BAANCPA92F204005	11	Blue Bird	School Bus	D	84	2002	219952	In Service	No	Request Refurbishment
1BABNC0A14F216540	34	Blue Bird	School Bus	D	84	2004	145212	In Service	No	Edit Vehicle
1BABNC0A34F216541	35	Blue Bird	School Bus	D	84	2004	226668	In Service	No	Dispose
1BABNC0A0CF288477	29	Blue Bird	School Bus	D	84	2012	93552	In Service	No	Take out of Service

### B. School Bus Addition To Fleet

1. Log into NEO, select Transportation module
2. Hover over "Vehicle Inventory and Requests" (dark blue area top of screen), select "Vehicle Inventory and New Bus Request"
3. Enter a choice for bus items "1.1" through "3.3." Some cells will populate automatically. Do not use commas or symbols.
4. After the request is completed, hover over "Vehicle Inventory and Requests" (dark blue area top of screen), select "Bus Requests Summary" to see the bus request

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## Bus Request for Addition To Fleet

SAU Name: RSU 63/MSAD 63

Requested Bus (New)

1. School Bus Data:	1.1 Bus Capacity:	<input type="text"/>	←
	1.2 Lift Equipment:	Select	↓
	1.3 Type:	Select	↓
2. Request Details:	2.1 Purchase Fiscal Year:	2019	↓
	2.2 Addition Reason:	Addition	↓
	2.3 Addition Justification:	Select	↓
	2.4 Addition Advanced Justification:	Select	↓
3. Financial:	***Approvals are based upon original request. If purchased bus Capacity, Type and/or Payment Years is different, significant reduction in approval amount can occur.**		
	3.1 Payment Type:	Select	↓
	3.2 Payment Years:	Select	↓
	3.3 SAU Replacement Cost Estimate:	0	
	3.4 State Bid Value (Previous Fiscal Year):	0	

Create ←

← Existing Vehicle Inventory Summary

Per M.R.S. Title 20-A §6801-A §§2, the Department has authority to withhold state subsidy until reports are received.

If you have a NEO technical problem please contact the Maine DOE Helpdesk at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov)