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 <u>not</u> use commas or symbols.

	SAU Name: N	ISAD 27	
Replaced Bus (Old	۵)		
VIN:	1BAKGCKA85F229312		
Model Year	2005		
Bus Type:	c		
Capacity:	72		
Manufacturer:			
/lake:	Blue Bird		
LVN:	23		
Replaced Bus (Old			
Age (in years):	14		
En les	14 rted 6/30/2017): 174642 Mileage at Date of Possession: 0		
Mileage (as repo	rted 6/30/2017): 174642 Mileage at Date of Possession: (*** If the Annual Data (EFT-24) report has not been cert		
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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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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 <u>not</u> 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

equested Bus (Ne	ew)	
. School Bus Da	ta:	
	1.1 Bus Capacity:	
	1.2 Lift Equipment:	Select (1)
	1.3 Type:	Select (
2. Request Detail	S	5
	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 reduction in approval amount can occur.**	d bus Capacity, Type and/or Payment Years is different, signific
	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

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 <u>medms.helpdesk@maine.gov</u>