

School Transportation

School Bus Purchase Program

Update 12/04/17

Instructions: School Bus Purchase Report

Determine if you seek to A) report a bus that was approved by Maine DOE or
B) report a bust that was not approved by Maine DOE.

A) Steps to enter a bus purchase that was approved by Maine DOE

0. Log into NEO, select the Transportation module.
1. SUPERINTENDENT. AUTHORIZATION. Superintendent authorizes purchase of an approved school bus. Or, transportation director Confirms Authorization was completed.
2. Hover over “Vehicle Inventory and Requests” (dark blue area top of screen), select “Bus Request Summary”
 - Select “Purchase Fiscal Year:” e.g., 2018
 - Look for the column heading “Superintendent Authorization Date” If blank or N/A, click on “Details,” scroll to bottom of page, click “Superintendent Authorized for Purchase,” (only the superintendent has NEO permission to see and press that button); continue to step 3 below
 - Or, look for the column heading “Superintendent Authorization Date” if a date in is the cell, the purchase was authorized; continue to step 3 below
3. TRANSPORTATION DIRECTOR. VEHICLE DATA ENTRY. Hover over “Vehicle Inventory and Requests” (dark blue area top of screen), select “Add New Vehicle To Inventory” (**transportation director** has permission for this step)
4. Enter **ALL** new bus data in the large block – all data cells must be complete
5. For the question “Did District receive state approval for purchase?” The “No” cell will remain No until NEO confirms you have an approval AND you finish the following steps
6. Click “Add Vehicle.” If you did **not** receive a bus approval, stop here. Continue if you received a bus approval.
7. BUSINESS MANAGER. FINANCIAL DATA ENTRY. Hover over “Vehicle Inventory and Requests” (dark blue area top of screen), select “Vehicle Inventory and New Bus Request” (**business manager** has permission for this step)
8. Find the VIN for the new bus that was entered; under “Navigation” select “Edit Vehicle”
9. For the question “Did District receive state approval for purchase?” change No to “**Yes**” (if you received an approval) and click on “Update Vehicle Details.” A new screen will appear below.
10. For section “1.0 Approved Request(s)” check the appropriate box that aligns with your SAU **approval**. If there are 2 or more boxes, go to Bus Request Summary screen to look at the approved requests; the new bus must align with the approved retiring bus or addition.
11. For section “2.0 Purchased Vehicle (New)” complete each cell
12. For section “3.) Attachments” upload a copy of the invoice and all documents that apply to your purchase

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13. Click **“Submit”**
14. When the bus purchase report is complete the Department Allocation Report will be updated

B. Steps to enter a bus purchase that was not approved by Maine DOE

- A. Log into NEO, select Transportation module.
- B. TRANSPORTATION DIRECTOR. VEHICLE DATA ENTRY. Hover over “Vehicle Inventory and Requests” (dark blue area top of screen), select “Add New Vehicle To Inventory” (**transportation director** has permission for this step)
- C. Enter **ALL** new bus data in the large block – all data cells must be complete
- D. For the question “Did District receive state approval for purchase?” select “No.”
- E. Click **“Add Vehicle.”**
- F. **NOTE: If you follow steps A-F instead of steps 0-14 to enter a bus purchase that was approved by the state, subsidy will not be applied.**

School Bus Purchase Reports are due during the business quarter that the district takes possession of a bus.

Per M.R.S. Title 20-A §6801-A §52, the Department has authority to withhold state subsidy until reports are received.

If you have a technical problem please contact the Maine DOE Helpdesk at medms.helpdesk@maine.gov Thank you for your attention to this important matter.