**School Transportation**
School Bus Purchase Program
Update: 11/15/17

**Instructions: EFT-17 Request School Bus Replacement**

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.

5. 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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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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**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