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

	SAU Name: N	SAD 27	
Replaced Bus (Old	d)		
VIN:	1BAKGCKA85F229312		
Model Year:	2005		
Bus Type:	с		
Capacity:	72		
Manufacturer:			
Make:	Blue Bird		
LVN:	23		
Replaced Bus (Old	d)		
Age (in years).	14		
Age (in years). Mileage (as repo	rted 6/30/2017): 174642 Mileage at Date of Possession: 0		
Age (in years). Mileage (as repo	rted 6/30/2017): 174642 Mileage at Date of Possession: 0 *** If the Annual Data (EFT-24) report has not been certi	ied, the mileage at date of possession will be used.	
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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 see the bus request

School Transportation

School Bus Purchase Program Update: 11/15/17

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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		
. School Bus Dat	a	
	1.1 Bus Capacity:	_ <=
	1.2 Lift Equipment:	Select (
	1.3 Type:	Select (
Request Details	50 St.	6
	2.1 Purchase Fiscal Year.	2019
	2.2 Addition Reason:	Addition
	2.3 Addition Justification:	Select (+)
	2.4 Addition Advanced Justification:	Select
), Financial:	***Approvals are based upon original request. If purchase reduction in approval amount can occur.**	d bus Capacity, Type and/or Payment Years is different, significa
	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>