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.

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 <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

SAU Name: RSU 63/MSAD 63

Requested Bus (New)

1. School Bus Data:

    1.1 Bus Capacity: [ ]
    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]

All 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