EFM-43 and EFT-24

The General SAU data from EFM-43 has been moved to the EFT-24 Vehicle Mileage and operations report.

Certified Data that was converted over to the EFT-24 report:

Routing Software:
- If EFM 43 was NO then 1.07 will default to NO.
- If EFM 43 was Transfinder (state Issued) then 1.07 will default to YES and 1.07.01 will be Transfinder (State Issued).
- If EFM 43 was Other then 1.07.01 will default to YES and 1.07.01 will be Other and user is required to enter name of software.
EFT-24 Vehicle Mileage and Operations

The current status of the report is displayed and will be populated as the sections / Report is submitted / Certified.

NOTE: 1.0 General SAU Data is required to be filled out by either the Business Manager or the Transportation Director.

If SAU did not transport students during the reporting year, then user would select NO on 1.01 and then select Submit1.0 button.

All questions are required, selecting Yes on 1.04, 1.07, 1.09, 1.10 and 1.11 an additional questions will appear and is also required. By changing the radio button from yes to no the additional question will be hidden and no longer required.
EFT-24 Vehicle Mileage and Operations

If “yes” was selected on 1.04, 1.07, 1.09, 1.10, 1.11 see notes below:

1.01 During the Fiscal year did your SAU provide regional school transportation to other districts / Charter Schools?

1.02 During the Fiscal year was your SAU students transported by another SAU?

1.03 During the Fiscal year were your SAU students transported on privately owned buses (contracted)?

1.04 During the Fiscal year, were your SAU students transported by another SAU?

1.05 During the Fiscal year, did your SAU use Transportation Software?

1.06 During the Fiscal year, How many calendar days were your SAU students transported (applies to ALL students)?

1.07 During the Fiscal year, was your SAU bus maintenance work performed by another SAU?

1.08 Is a transportation entity?

1.09 During the Fiscal year, was your SAU bus maintenance work performed by another SAU?

1.10 During the Fiscal year, was your SAU bus maintenance work performed by an outside contractor?

1.11 During the Fiscal year did your SAU provide regional school transportation to other districts / Charter Schools?

Click in the box and select all SAU’s that performed maintenance on your SAU bus(s)

If your Bus Maintenance work was performed by an outside contractor – enter name of contractor in text box

Select ALL the other Districts / Charter Schools that your SAU provided School transportation for.

Number of other districts that transported your SAU Students

Select Transfinder or Other – If other selected enter name of the Software in text box
EFT-24 Vehicle Mileage and Operations

Once the Business Manager / Transportation Director select the Submit 1.0 button,

The status for 1.0 will be updated to 1.0 Submitted and 3.0 Vehicle Annual Data status will be updated to Waiting for section 3.0

The Submitted by and the Submitted Date will be populated with the email and date of the user selecting the Submit button.

NOTES:
- Each time the Submit button is selected, the Submitted By and Date will be updated to the email and date of the last person selecting Submit 1.0 button.
Section 2.0 is the contact information for the Transportation Director, Business Manager and Superintendent for the SAU / District. This information is based off Staff data and is used for informational use only.

**2.0 Contact Information**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Please contact your District Staff Data Administrator if SAU Contact Information is not updated.

Section 3.0 Annual Vehicle Data will show once you have answered all questions and you click the “Submit 1.0” button.

Total Annual Miles will display a total number of miles reported for ALL VIN’s with in the district. The sum will increase as VINs are completed.

**3.0 Annual Vehicle Data**

<table>
<thead>
<tr>
<th>VIN</th>
<th>LVN</th>
<th>Vehicle Status</th>
<th>Total Annual Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1T7714B2511122448</td>
<td>08</td>
<td>In Service</td>
<td>0</td>
</tr>
</tbody>
</table>

Total number of Vehicles in Inventory
Total number of VINs in which Annual data is completed
Total number of remaining vehicles that require Annual Data.

**NOTE:** Submit button will not be enabled until VINs remaining = 0
EFT-24 Vehicle Mileage and Operations

All vehicles that were in service during the reporting year will require Annual Data.

**Vehicles with a status = to New – Data incomplete** will show in the EFT 24 with a Edit Vehicle link. Annual Miles can not be reported until the Vehicle data has been updated.

**Disposed** Vehicles will only show on the EFT 24 if the vehicle was in service during the reporting period.

**Vehicles with a status of In Service, Marked For Replacement or Replaced** - Will be listed on the EFT 24.

### NOTE:
Users will see Edit Vehicle instead of Enter Annual Data on any Vehicle that is missing required information. Once the Vehicle details have been updated users can then enter the Annual Data.

### NOTE: If a VIN is listed and there are no miles to report, users are required to go into Enter Annual Data and enter 0 for annual miles.
EFT-24 Vehicle Mileage and Operations

Vehicle Annual Transportation Data can be accessed by selecting the “enter Annual Data” link

Section 1.0 will display the VIN #, LVN and the starting Odometer. The Starting odometer is the mileage that was reported the previous fiscal year.

1.0 Vehicle Details:

- VIN: 4UCAH23510C003930
- LVN: 0
- Starting Odometer: 82687
- Superintendent adjustment to mileage: 500
- Comments: Mileage was not reported correctly for 2015.
- Adjusted starting odometer: 83187
- Ownership: Owned

The superintendent needs to be notified if the starting odometer is incorrect. The Superintendent will need to enter the adjusted mileage into the Superintendent adjustment to mileage field.

- Example: Starting odometer 82687 and mileage should be 83187 - Superintendent would enter 500 and the Adjusted Starting odometer should show the Adjusted starting odometer of 83187. If mileage should be 82187 then Superintendent should enter -500 and the adjusted starting odometer would be 82187.

NOTE: All superintendent adjustments require a comment.
### EFT-24 Vehicle Mileage and Operations

#### Annual Data - Continued

**Vehicles where the Odometer was replaced:**
- Enter the mileage on the NEW odometer.

**Vehicles where the Odometer was NOT replaced:**
- Enter the ending odometer reading for the reporting period.
- Enter mileage for 2.03, 2.04, 2.05, 2.06 and 2.07 if no miles enter 0.

**Note:** The sum of miles from 2.03, 2.04, 2.05, 2.06 and 2.07 should equal the Total District Reporting Annual Miles

---

<table>
<thead>
<tr>
<th>Vehicle Mileage and Operations</th>
<th>Enter the mileage on the NEW odometer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total District Reporting Annual Miles:</td>
<td>12629</td>
</tr>
</tbody>
</table>

---

**Note:** The Adjusted starting odometer + Total District reporting Annual miles need to equal 2.02 Ending odometer reading. (ending odometer reading will be starting odometer for next year)

---

**Note:** The sum of miles from 2.03, 2.04, 2.05, 2.06 and 2.07 should equal the Total District Reporting Annual Miles
EFT-24 Vehicle Mileage and Operations
Annual Data -Continued

If the vehicle has been in an accident, then additional details are required.

3.0 Accidents:

3.01 Has this vehicle been in an accident since the last FY reporting Period? [Yes/No]
3.01.01 If Yes, was the Vehicle: [Select]
3.01.02 Date:
3.01.03 Upload Insurance Document:

Select if the vehicle repairable or Totaled via the dropdown, Enter the date of the incident and upload the Insurance document.

Section 4.0 is to report vehicle Equipment Changes, if Yes is selected, a Date field will display for the date of the change to be entered. If yes is selected for 4.01.02 Camera a Date field will display as well as a dropdown to select the camera type.

4.0 Vehicle Equipment Changes:

4.01 Has any of the following equipment been changed on this vehicle since the last reporting period? [Yes/No]
4.01.01 Lift Equipment:
4.01.02 Camera:
4.01.02.01 Please select Camera Type: [Select]
4.01.03 Two Way Communication:
4.01.04 GPS:

Select Submit button to save and submit annual data for that Vehicle.

5.0 Agreement

By clicking Submit, I verify that the information furnished above is accurate to the best of my knowledge and belief.
**EFT-24 Vehicle Mileage and Operations**

The Annual Vehicle Data summary will dynamically update as Annual Data is completed. Once VINS remaining = 0 the Submit 3.0 button will be enabled.

<table>
<thead>
<tr>
<th>3.0 Annual Vehicle Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Annual Miles:</td>
</tr>
<tr>
<td>FY Total Vehicles:</td>
</tr>
<tr>
<td>VINS Completed:</td>
</tr>
<tr>
<td>VINS Remaining:</td>
</tr>
</tbody>
</table>

Once the Transportation Director or the Business Manager submits 3.0 the status will update from “waiting for Section 3.0” to “3.0 Submitted” and the EFT 24 Status will update to “Submitted Waiting for Certification”

Superintendent is required to log in and Certify data, once superintendent selects the Certify button the status will be updated to Certified as well as the Certify by and Date will be populated.

<table>
<thead>
<tr>
<th>Certification Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT 24 Status:</td>
</tr>
<tr>
<td>Certify By:</td>
</tr>
<tr>
<td>Certify Date:</td>
</tr>
</tbody>
</table>

3/6/2017 Transporation EFT 24 - Maine Department of Education
FAQ’s for EFT-24

Q: I am not able to submit section 1.0?
   A: The submit button for section 1.0 will not be enabled until ALL questions are answered in section 1.0.

Q: Not able to submit Section 3.0?
   A: The submit button for section 3.0 will not be enabled until the VIN’s remaining = 0

Q: Why are all of my vehicles not listed on the EFT 24?
   A: VIN’s that were not in Possession or in service during the reporting period will not show on your report.
   Example: Reporting Period 07/01/2015 – 06/30/2016, vehicles with Date of Possession of 08/15/2016 will not show on the 2016 EFT 24, but will show on the 2017 report.

Q: Why is my report showing waiting for certification after my superintendent has already certified the report?
   A: If any changes were made or if the Submit button for either section 1.0 or 3.0 was pressed the status of the report will be updated and recertification will be required.

Q: The VIN # listed in section 3.0 on the EFT 24 is incorrect?
   A: In order to update a VIN # you must access the edit vehicles page by going into the Inventory Screen and select Edit Vehicle.

Q: Last years mileage is incorrect on some of my vehicles, how do I correct this so it is accurate?
   A: A Superintendent has the ability to make an adjustment to mileage by going into the Vehicle Annual Transportation Data screen and entering the adjusted amount (negative or positive) in the “Superintendent adjustment to mileage”. The adjusted mileage will display in the “Adjusted starting odometer”