

# School Transportation

School Bus Inventory

Update: 10/02/17

## Instructions: EFT-00 Transfer School Bus To Another District After District Restructure

Before you begin, have the following documents available for reference:

- List of school bus VINs that are to be transferred
- District restructure agreement to confirm date ownership transferred and mileage at date of transfer

### Transferring District

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. Find the VIN to be transferred, under "Navigation" click the down arrow
4. Select "Remove Bus From Service" landing screen title will be "Dispose Vehicle From Inventory"
5. Enter "Ending Odometer" mileage (mileage the last date the transferring district owned the bus)
6. Enter "Date of Disposition" (last date the transferring district owned the bus, typically June 30, year of the district split)
7. Click dropdown for "Disposition Type" and select "Transfer to Other SAU for Withdrawal"
8. Click "Submit"
9. Send an email to the receiving district superintendent requesting that they receive the bus transfers ASAP and copy the email to the sending district superintendent

### Receiving District

- A. Log into NEO, select Transportation module
- B. Hover over "Vehicle Inventory and Requests" (dark blue area top of screen), select "Vehicle Inventory and New Bus Request"
- C. Look for the new VINs – check the "status" column as it should read "In Transit From SAU"
- D. Under "Navigation" click the down arrow and select "Edit Vehicle"
- E. Below vehicle section click "Accept Transfer" or "Reject Transfer" depending on whether you are accepting the transfer of the vehicle from the SAU or Rejecting it (which will remove it from the receiving districts vehicle inventory. The inventory bus status for the transferred bus should then be "In Service." The transfer is then complete.

If you have a technical problem please contact the Maine DOE Helpdesk at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov)

Thank you for your attention to this important matter.