Transportation Frequently Asked Questions (FAQs)

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1) **Can I get a list of the state reports available and their purpose?**
2) **Can someone explain what each column is on the Transportation Allocation Report?**

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Vehicle Inventory

1) **How do I add a vehicle that is State Approved to my inventory (EFT-20)?**
    1) Click to the tab "Vehicle Inventory and Requests"
    2) Click on "Add New Vehicle to Inventory"
    3) At the bottom of the form answer YES to the question "Did District receive State approval for purchase?"
    4) Click "Add Vehicle" button at bottom of screen
    5) Form will expand to allow entry of purchasing information
    6) Select the request that received State approval from the list of requests
    7) Enter the purchase information
    8) Attach a copy of the Invoice and other documents as required
    9) Press the "Submit" button at the bottom of the screen

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2) **How do I add a vehicle that is not State Approved (EFT-20)?**
    1. Click to the tab "Vehicle Inventory and Requests"
    2. Click on "Add New Vehicle to Inventory"
    3. At the bottom of the form answer NO to the question "Did District receive State approval for purchase?"
    4. Click "Add Vehicle" button at bottom of screen

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3) **What are all of the Vehicle Statuses and what do they mean?**

Status	Meaning
Being Refurbished	A vehicle that has been sent out for refurbishment.
Disposed	A vehicle that has been removed from the inventory of the district
In Service	A vehicle that is currently being used for transportation within the district
In Transit from SAU	This status is used to indicate that a district is receiving a vehicle from another district based upon either a sale or reorganization at the receiving district. The district receiving the bus will have to receive the vehicle will have to indicate their receipt of the bus via the screens.
Marked for Replacement	This status is put on the bus when a request is made to replace the bus either in an emergency or through a normal aging process
New – Data is Incomplete	A new vehicle was entered into the "Add Vehicle to Inventory" screen but the required data to move the vehicle to an "In Service" state is not complete
Out of Service	A vehicle that is not currently in use by the SAU for various reasons
Replaced	Once the new vehicle is received and placed in service,

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	the vehicle that was replaced will have this status
Transferred to SAU	When reorganization occurs at a district, one or more buses may be sent to the district that has split off. The sending district will go into the dispose of vehicle and then select "Transfer to SAU" screen for this status to appear.

4) **How do I transfer a bus to another district due to a sale or reorganization**
    1. In the vehicle inventory screen, find the bus that will be transferred
    2. Under the Navigation column, click Dispose for that vehicle
    3. Fill in the ending odometer and the date that the transfer occurred
    4. Select either "Sold to SAU" or "Transferred to SAU" from the disposition type dropdown
    5. Select the SAU that is receiving the vehicle from the SAU Sold To/Transferred To dropdown
    6. Click Submit
    7. Click Return to Existing Vehicle Summary Grid
    8. The vehicle should now show as "In Transit to SAU" or "Disposed" depending on whether it was a transfer or sale respectively

5) **What are the Navigation Options and what do they mean?**

Vehicle Status	Navigation	Meaning
In Service	EFT-17 Request Replacement	This is used when a vehicle needs to be replace through a normal aging process
In Service	EFT-16 Emergency Replacement	A vehicle had a fire or accident or is unusable and requires immediate replacement
In Service	Request Refurbishment	Vehicle still has life but needs some upgrades approved by the State
In Service	Edit Vehicle	Used to change vehicle data that was entered incorrectly or missing
In Service	Dispose	This is used to remove a vehicle from inventory
In Service	Take Out of Service	Mark that a vehicle has been removed from service. This might happen because of an accident or incident or the vehicle might need some repair
Disposed	View Disposal Data	Allows district to view or cancel a disposition

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Marked for Replacement	View Bus Replacement Request	Allows district to view or cancel a bus replacement request
Marked for Replacement	Dispose	Remove a bus from inventory after it has been replaced
New – Data is Incomplete	Edit Vehicle	A new vehicle has been received but the data incomplete for placing the vehicle into service
Being Refurbished	View Refurbishment Data	Allows district to view or cancel a refurbishment
In Transit from SAU	Receive vehicle	used

6) **Can I get a report showing my vehicle inventory?**

There are three bus inventory reports available which will show the "In Service" buses by Fiscal Year. They can be accesses by going to the Reports tab on the main menu and selecting Bus Inventory Reports. The first report is a Bus Inventory Detail report that shows all of the "In Service" buses with their mileages for that fiscal year.

The second report is a Bus Inventory Summary report that shows the annual mileage data for all "In Service" buses for a fiscal year.

The third report is a Bus Age report that gives a list of "In Service" buses with its age. An average age for all "In Service" buses is then calculated.

7) **How do I dispose of a vehicle?**

To dispose of a vehicle, go to the Vehicle Inventory option on the Vehicle Inventory and Requests tab. Locate the vehicle in the vehicle inventory and select Dispose in the Navigation dropdown. Depending on the vehicle status, the vehicle may not be eligible for being disposed.

Fill out the information on the Remove Vehicle from Inventory screen and press Submit. The vehicle status will change to either Disposed or Transferred to SAU depending on the Disposition Type selected.

Once a vehicle is disposed, you will have 60 days to remove the vehicle from disposition otherwise the disposition becomes permanent.

8) **What are the various options for disposing of a vehicle?**

Disposition Type	Meaning
Sold – Private Sale	Vehicle has been sold to an organization or company that is not associated with DOE.

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Sold – SAU	The bus is being sold to another SAU. When this occurs, the bus will be marked as "In Transit from SAU" and the receiving SAU will have to receive the bus into inventory through the application.
Scrapped	Sent to a junk yard or other facility for scrap
Parts	Used for spare parts
Transferred to SAU	This generally occurs when a town splits off from an SAU to either form its own SAU or join an already formed SAU. When this occurs, there is generally some terms in the split as to what becomes of the vehicles. This transfer is a two-step process. The sending SAU will mark the vehicle as "Transferred to SAU" and then indicate what SAU the vehicle is being transferred to. The receiving SAU will see the vehicle with a status of "In Transit from SAU" and will have to go into the application to indicate receipt of the vehicle.
Vendor contract ended	The vehicle was a contract vehicle and the contract with the vendor ended so the bus is no longer considered managed by the SAU.

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9) **Does my vehicle inventory need to be up to date and complete before annual reporting?**
Any vehicle that is used for transporting students must be included in the vehicle inventory whether the vehicle is a contract or owned vehicle   Mileage and other pertinent data for vehicles with a status of 'In Service' as well as vehicles that were removed from service in the previous fiscal year must be included in the annual reporting.

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Bus Requests

1) **How do I enter a request for State funding to replace an existing bus (EFT-17)?**
Only vehicles with a status of "In Service" can be marked for replacement. If the vehicle has any other status, it will not be available for replacing. Once the vehicle has a status of "in Service", then find the vehicle that you wish to replace in the vehicle inventory screen. Go to Navigation dropdown and click on EFT-17 Request Replacement. This will take you to the EFT-17 Request Replacement screen where you will be able to fill out the data needed to request a replacement. Non-emergency requests will not be accepted before November 1 of the current fiscal year.

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2) **How do I enter an emergency State funding request to replace a bus (EFT-16)?**
Only vehicles with a status of "In Service" can be marked for replacement. If the vehicle has any other status, it will not be available for replacing. Once the vehicle has a status of "in Service", then find the vehicle that you wish to replace in the vehicle inventory screen. Go to Navigation dropdown and click on EFT-16 Emergency Replacement. This will take you to the EFT-16

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Emergency Replacement screen where you will be able to fill out the data needed to request a replacement. Emergency requests can be entered at any time during the year. An e-mail will be sent to the Transportation Administrator notifying the administrator that an emergency request has been entered.

3) **What are the criteria used for determining funding approval?**
A point system is used to determine which vehicles have the highest need for replacing. The items used for this consideration are: age of the vehicle; mileage of the vehicle; whether the vehicle has lift equipment or not; the reason for the replacement; and the justification and advanced justification for replacing the vehicle.

4) **How do I cancel a bus request (EFT-19)?**
Click on the Vehicle Inventory and Requests tab on the main menu and then click on the Bus Requests Summary link. This will take you to the Bus Requests Summary screen where you will be able to find your list of requests. Find the request that you wish to cancel and click on the Details link. This will direct you to the Details for School Bus Request Replacement. If the request is still open, then you will be able to cancel the request. See the chart below to determine if the bus request is considered open or not.

5) **What are the various bus request statuses and what do they mean?**

Status	Meaning	Request is Open?
Applied Round 1	The request was put in between Nov 1 and Nov 25 for purchase in the following fiscal year	Yes
Applied Round 2	The request was put in after Nov 25.	Yes
Approved Round 1	The request was approved by the DOE Transportation Administrator between December 31 and January 15 for purchase in the next fiscal year	Yes
Approved Round 2	The request was approved after January 15	Yes
Awaiting Purchase	The request has been approved by the DOE Transportation Administrator and by the Superintendent for the district and is now waiting for the vehicle to arrive and the documents uploaded to support the purchase.	Yes
Canceled	The request was approved but canceled before a bus purchase was made.	No
No Documents Uploaded	When a purchase is approved, the application is expecting the vehicle documents to be uploaded	Yes

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	during the fiscal year of the purchase. If the vehicle documents have not been uploaded by June 30th of the requested purchase fiscal year, the status of the request will be changed to this status (No Documents Uploaded) and the subsidy will be removed from this vehicle until the documents are uploaded. Additionally e-mails will be sent to Business Manager of the district to remind her/him that the documents must be put into the system.	
No Superintendent Approval	After a bus purchase is approved by the DOE Transportation Administrator, the Superintendent for the district will have until February 15 to log in and approve the bus request. If the bus request is not approved by the superintendent on or before February 15, the Superintendent will receive an e-mail requesting him/her to take action and the status of the bus request will be changed to the No Superintendent Approval status. (This status will not be in place until school fiscal year 2018).	Yes
Not Approved in FY	On July 1, all of the requests for purchase in the now current fiscal year that were not approved by the DOE Transportation Manager will receive a status of Not Approve in FY and the bus that will was requested for replacement will be returned to "In Service".	No
Purchase Complete	When the new vehicle is received and all of the documents are uploaded and saved, the bus request will get the Purchase Complete status. The new vehicle will be marked as "In Service" and the replaced vehicle (if applicable) will be marked as "Replaced"	No
Rejectd-Before Start Date	Non-emergency requests can't be entered before Nov 1.	No
Withdrawn Before Approval	The district withdrew the request before it was approved by the DOE Transportation Administrator.	No

6) **Can I get a copy of all of my bus requests?**
    There are two ways to get a copy of your bus requests. The first is by clicking on the Vehicle Inventory and Requests tab on the main menu and then click on the Bus Requests Summary link. In the middle of the screen is an Export to Excel button that will allow you to download your requests to Excel.   The second way is to click on the Reports tab and then Bus Request Reports and then selecting the report that you might

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want to fulfill your needs. To obtain a list of the reports and what they show, use this [link](#).

7) **How do I get my bus back to a status of "In Service" so I can request a replacement?**
Only buses with a status of "in Service" can be replaced. Here are the bus statuses and what you need to do to get the bus back to "In Service". This will only work if the vehicle had a status of "In Service" prior to receiving one of the statuses below.

Vehicle Status	Getting the vehicle back to "In Service"
Being Refurbished	Delete the refurbishment request by going to "View Refurbishment Request" for the vehicle in question and then clicking on the Delete button for the request.
Disposed	If the disposition occurred within the last 6 months, you can delete the disposition by clicking on View Disposition Data for the vehicle in question and clicking on Cancel on the screen. This will not work for vehicles that have been transferred to another SAU or sold to another SAU and the vehicle has been put into service at the other SAU.
In Service	A vehicle that is currently being used for transportation within the district
In Transit from SAU	Both the Transportation Director and Business Manager at the SAU receiving the vehicle must accept the vehicle before it will go into service.
Marked for Replacement	Cancel the bus purchase request by find the vehicle in the vehicle inventory, clicking on the View Bus Replacement Request and clicking on the Withdraw button to cancel the request.
New – Data is Incomplete	Complete the entry of the required data to put the vehicle into service.
Out of Service	Click on Put Back Into Service on the Navigation dropdown
Replaced	Vehicle can't be put back into service.
Transferred to SAU	Cancel the transfer by going to the View Disposition Data and clicking on Cancel.

8) **How does a Superintendent confirm the district's intent to purchase an approved bus (EFT-18)?**

After a request has been approved by DOE for purchasing, the superintendent must approve the purchase in order to indicate to DOE that the district really intents to purchase the bus. Failure to approve the purchase may result in the allocated amount being given to another district which has requested funding for its purchase.

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To do this, the superintendent needs to log into NEO. If the superintendent does not have an account in NEO, he/she should contact the DOE helpdesk. After logging, click on *Transportation*. Hover on *Vehicle Inventory and Requests* and then click on *Bus Requests Summary.* Select the SAU that you wish to approve, if not automatically selected. Select the Purchase Fiscal Year. This will generally be the next school fiscal year unless this is an emergency request. As an example, if we are in school fiscal year 2017 and this is not an emergency request, then the purchase fiscal year would be 2018. If this is an emergency request, then the purchase fiscal year would be 2017. Leave the Status as Select All.

Find the request that you wish to approve. The request status must be Approved, Approved Round 1 or Approved Round 2 in order for you to be able to set your intent to purchase the vehicle. Click on *Details* on the request you wish to approve. This will take you to the *Details for School Bus Request for Addition*. At the bottom you should see two buttons: *Superintendent Approval* and *Cancel.* If you wish to approve the request, click on *Superintendent Approval*. If you wish to reject the request click on *Cancel*.

Click on *Back to Allocation Requests Summary* at the bottom of the screen. The status of the request will change based upon the button that you pressed. If you pressed *Superintendent Approval,* the status of the request would change to "Waiting for Purchase". If you pressed *Cancel*, the status of the request would change to "Canceled after Approval".

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Annual Reporting

1) **How do I enter the EFM-43 for Out of District, Special Education, Homeless and Career and Technical transportation?**
Click on the Annual Data tab and then on the EFM-43 OOD, SPED, Homeless and CTE link. Select the previous fiscal year in the drop down. Reporting always occur in the fiscal year after the events occurred. Click on the Enter SAU Annual Data link in the Navigation drop down. Enter the data and click Save. The Superintendent will need to certify the data by clicking on the Certify button at the bottom of the screen.

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2) **How do I enter the EFT-24 used for annual mileage and operations reporting?**
Click on the Annual Data tab and then click on the EFT-24 Vehicle Mileage and Operations. Select the previous fiscal year in the drop down. Reporting always occur in

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the fiscal year after the events occurred. Click on the Enter Annual Data link in the Navigation drop down. Enter the data and click Submit.

3) **What are the deadline dates for entering the EFM-43?**

The data must be completed between July 1 and October 15 for the previous fiscal year.

4) **What are the deadline dates for entering the EFT-24?**

The data must be completed between July 1 and October 15 for the previous fiscal year.

5) **Can I get a copy of the EFT-43 report?**

The answer is yes. Click on the Annual Data tab and then on the EFM-43 OOD, SPED, Homeless and CTE link. Select the previous fiscal year in the drop down. Reporting always occur in the fiscal year after the events occurred. Click on Print/View SAU Annual Data link in the Navigation drop down. Click on the Print This Page button at the top of the page.

6) **Can I get a copy of the EFM-24 report?**

As of the release of this document the answer is NO unless you do a screen print. Changes are proposed for early 2017 that will allow you to print this report.

State Transportation Reports

1) **Can I get a list of the state reports available and their purpose?**

There is no way to generate a list at this time but here is a list. This list is subject to change depending on business needs.

Report	Data on report	How to find it
Transportation Allocation Report	Shows how much money each SAU will receive for bus purchases by bus request and fiscal year. Report will show current fiscal year and four more years. Data is accurate as of the time the report is run.	Reports tab then Annual Reports
Bus Inventory Detail Report	Shows all of the details for	Reports tab then Bus

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	all of the "In Service" and "Out of Service" buses at an SAU.	Inventory Reports
Bus Inventory Summary Report	Shows a summary of the "In Service" and "Out of Service" buses at an SAU	Reports tab then Bus Inventory Reports
Bus Age Range Report	Shows the "In Service" and "Out of Service" VINs with the calculated age for each bus.	Reports tab then Bus Inventory Reports
Bus Purchase Approvals Report	Shows the bus purchase requests approvals that were made by the Transportation Administrator	Reports tab then Bus Request Reports
Applications and Approvals Report	Shows the status of the bus requests by SAU	Reports tab then Bus Request Reports
Purchased Bus Reports	Shows the buses purchased by SAU in a Fiscal Year	Reports tab then Bus Request Reports
Bus Requests Summary Report	Shows the bus purchase requests that were made by an SAU regardless of status	Reports tab then Bus Request Reports
Bus Requests Detail Report	Additional data included over the summary report	Reports tab then Bus Request Reports

2) **Can someone explain what each column is on the Transportation Allocation Report?**
The report is based on the bus requests for each school district. All requests that have been approved by the Transportation Manager and not canceled will show on the report.

Column	Meaning
SAU ID	A number assigned by DOE to each SAU or district
SAU Name	The name of the SAU or district
Bus Request Number	A sequential number assigned by the application when a new bus request is entered.
Purchase Fiscal Year	The fiscal year that the bus should be purchased in. For a non-emergency request, this is generally one fiscal year after the request was entered. For an emergency request, this would be the same fiscal year that the request was entered.
Request Type	Addition is for a new bus to be added to the fleet. Replacement is a request for a bus currently used by the SAU. Emergency is a request for a bus that can't be use due to an accident, fire or

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	other catastrophe involving the bus.
Old VIN	The VIN of the bus that is being replaced.
Old Bus Type	The bus type of the vehicle being replaced.
Old Bus Capacity	The capacity of the bus that is being replaced.
New VIN	The VIN of the new bus
New Bus Type	The bus type of the new vehicle
New Bus Capacity	The capacity of the new bus
SAU Replacement Cost	The amount that the SAU estimates that they will spend on the new bus.
Estimated State Bid	Non-emergency requests come in during the Fiscal Year prior to purchase. At this time, the actual amount that the State would have to pay for a bus purchased in the Purchase Fiscal Year is not known and can only be estimated.
State Bid Value	Early in the Purchase Fiscal Year, the Transportation Administrator receives actual amounts from vendors for the type and capacity of buses that are schedule to be purchased in that fiscal year. The administrator will then update a table with these values and they will show in this column.
Invoiced Amount	The amount entered in the Invoice Amount field by the Business Manager on the Edit Vehicle screen. The lower of the State Bid Value and Invoiced Amount will be allocated to the SAU for the request.
Grant or Insurance Amount	If the SAU received a grant to purchase the vehicle or the SAU received insurance money to cover the loss of the vehicle, that amount will show here.
Grant or Insurance Fiscal Year	This is the year that the money was received for the grant or insurance by the SAU. The allocation amount for this fiscal year will be reduced by the Grant or Insurance Amount or if the first allocation year is after the Grant or Insurance Fiscal Year, then the first year of the allocation will be reduce by the Grant or Insurance Amount.
Approved Bus Payment	The total payment that will be given to the SAU for the bus purchase. This will be the lessor of the Invoiced or State Bid Value minus the Grant or Insurance Amount.
Req Payment Years	The number of payment years entered by the Business Manager when the request was entered.
Bank Note Payment Years	The number of years entered by the Business Manage on the Edit Vehicle screen when the new bus was received.
FY 20xx Bus Payment	The amount that the SAU will receive on the ED279 report for the purchase of this bus in this 20xx Fiscal Year. In general this is the Approved Bus Payment divided by the bank note payment years.

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