

School Transportation

School Bus Purchase Program

Instructions With FAQs – Update 08/17/16

School Bus Purchase Report (EFT-20) (A District Submittal)

Training

Classroom training for the NEO Transportation data system is provided each year at the annual State School Transportation Conference. The conference typically occurs during the **3rd week in July** at the Sugarloaf Conference Center, Carrabassett Valley, Maine. Watch for an announcement during the summer that will be posted in the Maine DOE News. All school Transportation Directors should attend.

School Bus Purchase Report (EFT-20)

The School Bus Purchase Report (EFT-20) is one of 6 steps (request a bus, receive approval, report the bus purchase, report a bus approval cancellation, submit the safety and training annual data report, and submit the vehicle annual data report) required to participate in the Maine School Bus Purchase Program. The School Bus Purchase Report is submitted to the Maine DOE by school districts and schools that receive state funds. The School Bus Purchase Report confirms that the district purchased and received a new school bus during the fiscal year (FY) that the state approved the purchase. A report is required for each new school bus purchase. The report provides data on delivery, acceptance, and financing of a new bus and retirement of the bus that is being replaced if the approval was based on a bus replacement. The report is required in order to receive subsidy.

Report Due Date

Each year the School Bus Purchase Report (EFT-20) is due during the business quarter that the district takes possession of the new school bus. The report due dates for each business quarter are:
Q1 – September 30; Q2 – December 31; Q3 – March 31; and Q4 – June 30.

Statutory authority for state reports is found in Title 20-A, section 6801-A, subsection 2: “Authority to withhold state subsidy until reports are received. Notwithstanding any other provisions of law, if a school administrative unit has failed to file the reports by this Title in the format and within the time periods specified, the Commissioner may withhold state subsidy payments until these reports are received.”

Getting Started

There are two (2) locations for the School Bus Purchase Report. The location depends on whether the bus was approved for purchase by the state or not. For a new bus purchase that was **approved** by the state, the School Bus Purchase Report is located in the NEO Transportation system under the “**Bus Purchase**” tab. Select “**Add Approved Vehicle to Inventory.**” For a new bus purchase that was **not approved** by the state, the report is located under the “**Vehicle Inventory**” tab. Click “**Add Vehicle to Inventory.**”

Completing a School Bus Purchase Report (EFT-20)

There are 3 ways to complete and submit a School Bus Purchase Report (EFT-20):

- Option 1 – Bus purchased with a State approval
- Option 2 – Bus purchased without State approval (and not sold to another district) or any vehicle purchased BEFORE FY15 (approved or not)
- Option 3 – Bus purchased from a different school district

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Option 1 – Bus purchased with a State approval – Open your “**Bus Purchase**” tab. Select “**Add Approved Vehicle to Inventory.**” You must follow this process in order to receive funding. There are two (2) stages to submit your School Bus Purchase Report for a bus that was approved by the state:

- Stage 1 – financial data entry completed by the **Business Manager**
- Stage 2 – bus data entry completed by the **Transportation Director**

Stage 1 – NEO Transportation is designed for the Business Manager to make the first entry (stage 1). Open your “**Bus Purchase**” tab. Select “**Add Approved Vehicle to Inventory.**” Enter information in each section:

- 1.0 Approved Request(s) – check the box that corresponds with the state approval for the ‘purchase fiscal year’ and either ‘VIN’ or ‘addition’
- 2.0 Purchased Vehicle (New) – click the down arrow for each box to select your answer
- 3.0 Attachments – upload scanned copies of the bus documents. Do **NOT** use symbols in the filed name of bus documents. If you use symbols you will receive an error message and will not be able to complete the report.
- 4.0 Agreement
 - If you have not completed all entries on this screen then click “Save as a Draft”
 - If you have completed all entries on this screen then click “Submit”

If you saved your original entry as draft then the bus status will now be “**Draft.**” You will find the bus listed in your “Vehicle Inventory.” Click the “Status” dropdown (near the top middle page) and choose “Select.” You will see the bus listed in the inventory. The status will be “Draft.” To complete the draft, under “Navigation,” click the “Select Link” down arrow and choose “**Edit Purchased Vehicle.**” Complete the entry and then click the “**Submit**” button.

After you click “Submit” the inventory bus status will automatically change from “Draft to “New.” You will find the bus listed in your “Vehicle Inventory.” To confirm that the status changed to new, click the “Status” dropdown (near the top middle page) and choose “Select.” The status on the bus will now read “New.”

When you complete your original entry then the bus status will be “New.” We recommend that the Business Manager send an email to the Transportation Director when “Stage 1” is complete so s/he can complete “Stage 2.”

NOTE 1: Increasing the number of payment years – The payment type and payment years shown on your bus approval are what the district requested at the time of application (EFT-17). Districts may increase the number of payment years, e.g., if a district requested a 3 year term payment the district may change to a 5 year term payment. The business manager will need to record the change when entering the new bus purchase report (EFT-20) in NEO. Follow the directions above for Stage 1, enter the actual payment years and upload the financial documents that confirm the term payment. School bus purchase report (EFT-20) changes should be recorded in NEO during the week that the district takes possession of the bus.

NOTE 2: Decreasing the number of payment years – The payment type and payment years shown on your bus approval are what the district requested at the time of application (EFT-17). If a district decreases the number of payment years, e.g., a bus purchase approval was received

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for 5, 4, 3, or 2 year term payments and a district changes the term payment to 1 year or any number of years less than the original approval then the total district approval amount will be reduced. If the approval was for 5 years with a maximum approval of \$20K per year and the term was changed to 1 year then the maximum approval would change to 1 year at \$20K – not \$20K per year for 5 years.

Stage 2 – **After** the Business Manager completes the financial entries (Stage 1) then the Transportation Director completes the bus data entries (Stage 2). If the Transportation Director tries to enter data *before* the financial data is entered by the Business Manager then the Transportation Director will receive a “denied access” message. To complete the Transportation Director section of the School Bus Purchase Report (EFT-20), select the “**Vehicle Inventory**” tab and click on “Vehicle Inventory.” Change the “**Status**” (which is located in the white area near the top of the page under “SAU Name”) to “**Select**.” You will find the new bus listed in your inventory. The status will be listed as “**New**.” Under the “Navigation” column click the “**Select Link**” down arrow and choose “**Complete Inventory**.” Answer all the questions:

- Section 1.0 – click the down arrow for each box to select your answer
- Section 2.0 – was entered by the Business Manager (Stage 1)
- Section 3.0 – was entered by the Business Manager (Stage 1)
- Section 4.0
 - If you have not completed all entries on this screen then click “Save as a Draft”
 - If you have completed all entries on this screen then click “Place in Service”

Once the “Place in Service” button has been clicked then the status of the bus will automatically change from “New” to “In Service.” You will see the new bus listed in your inventory with status of in service. That completes the school bus purchase report (EFT-20) for the bus.

If the bus purchase entry is recorded incorrectly (using the “Add Vehicle to Inventory” tab instead of “Add Approved Vehicle to Inventory”), then the system will not recognize the purchase and not assign funding. **This is important!** You must follow the correct entry process.

Option 2 – Bus purchased without State approval (and not sold to another district) or purchased before FY15 (approved or not) – Open your “**Vehicle Inventory**” tab. Select “**Add Vehicle to Inventory**.” This is where you enter a bus purchased without state approval, e.g., a bus the district purchased without applying to the School Bus Purchase Program. Enter information in all the cells. Date of possession means the date the district actually received the bus. Click on the “**Add Vehicle**” button that is located in the lower left of the screen.

Option 3 – Bus purchased from a different school district – There are 2 stages to transfer a bus from one district to another. Stage 1 is about sending the bus to the new district. Stage 2 is about the new district receiving the bus after stage 1 is complete. For more details see the **FAQs** for “**Bus Ownership Transfer to A different District**.”

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FREQUENTLY ASKED QUESTIONS

Who has access to the EFT-20 report?

NEO Transportation is designed for the district superintendent, business manager and transportation director to access the School Bus Purchase Report.

Where are instructions for the EFT-20 located?

Instructions for each school transportation report are located on the Maine DOE Reporting Calendar:
<http://www.maine.gov/doe/reporting/calendar.shtml>

How do I certify my EFT-20 report before it is submitted?

At this time, there is no certification required for this report.

How do I confirm that the EFT-20 report was submitted?

Districts can confirm submittal of their School Bus Purchase Report by selecting the “**Vehicle Inventory**” tab and clicking on “**Vehicle Inventory.**” If the report submittal was completed then the new bus will be listed in the bus inventory. There is no need to call the Department to confirm your entry.

Who authorizes NEO Transportation users?

The superintendent makes the decision about what staff has access to the system.

When was NEO Transportation launched?

NEO Transportation module launched November 1, 2013. Updates and refinements are implemented as needed.

Who do I contact for assistance?

Contact the Maine DOE help desk at medms.helpdesk@maine.gov for your password or technical issues associated with access to NEO Transportation.

Contact Pat Hinckley at pat.hinckley@maine.gov about transportation policy.

Contact your district IT department and the Maine DOE help desk (at medms.helpdesk@maine.gov) if you have technical difficulty logging into the NEO system.

What Maine statute and rule govern the School Bus Purchase Program?

The statute is Title 20-A, sections 5401 and 5402. The rule is 05-071 chapter 81. See the Maine DOE School Transportation website: <http://www.maine.gov/doe/transportation/laws/index.html>

What is the website link to the Maine DOE School Transportation page?

<http://www.maine.gov/doe/transportation/>