

# NEO Reports: Transportation

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Maine Association of Business Officials

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## Learning Objectives

- Summarize transportation reports background
- Review NEO Transportation reports
- Discuss NEO Transportation updates



This program supports the Maine DOE Strategic Plan core priority 5: coordinated and effective state support.



## Status of Transportation – ASCE 2017 Infrastructure Report Card

- 2017 National transit grade = D- (report cards lowest grade)
  - Billions of dollars in backlog need from years of underinvestment
- 2016 Maine passenger transit grade = D+





Source: American Society of Civil Engineers 2017 Infrastructure Report Card Video: 1:23

## What Are The Transportation Reports?

## • State

- Fulfillment of statutory and regulatory requirements to collect, analyze, and report on school bus safety, bus purchase, and refurbishment
- Districts
  - A tool to collect, analyze, and report school bus data and needs to school boards
  - A tool used for emergency preparedness and mass exodus planning and response



## Why Are The Transportation Reports Important?

- Request legislative funding
- Respond to legislative requests for information that can be used for short- and long-range planning
- Analyze fleet data for safety
  - Number of school buses in Maine and each district
  - Age of school buses
  - Capacity of school buses
  - Safety and emission analysis
- Security and emergency preparedness



## **Statutes and Regulations**

- M.R.S. 20-A §5401
  - Transportation safety, new bus purchases
- M.R.S. 20-A §6801-A (2)
  - Authority to withhold state subsidy until reports are received
- Code of Maine Regulations (05-071 CMR Chapters 81-86) (original Chapter 81 was repealed)
  - Safety, driver fitness, operations, bus refurbishment, bus purchase, and specifications
  - Effective September 16, 2017



Note: see M.R.S. 20-A for more transportation statutes

# NEO Transportation Reports – School Bus Purchase and Refurb Programs

- EFT-00 Transfer Buses to Another District
- EFT-12 School Bus Refurbishment Request (in progress)
- EFT-15 School Bus Addition to Fleet Request
- EFT-16 School Bus Replacement Request Emergency
- EFT-17 School Bus Replacement Request
- EFT-18 Superintendent Intent to Purchase Bus Report
- EFT-19 School Bus Approval Cancellation Report
- EFT-20 School Bus Purchase Report



# NEO Transportation Reports - Annual

- EFT-21 Transportation Safety and Training Report
- EFT-24 Vehicle Mileage and Operations Report
- **EFM-43** Out of District, Special Education, Homeless and Career and Technical Education Transportation Report
- Annual transportation report due dates
  - Open: July 1 (submit in July; do not delay)
  - Close: October 15



## Vehicle Inventory: The 1<sup>st</sup> Step

- Vehicle inventory must first be accurate and complete **before** submitting annual reports
  - Review individual bus data for accuracy
  - Review vehicle list to confirm all buses are entered
  - Add new vehicles

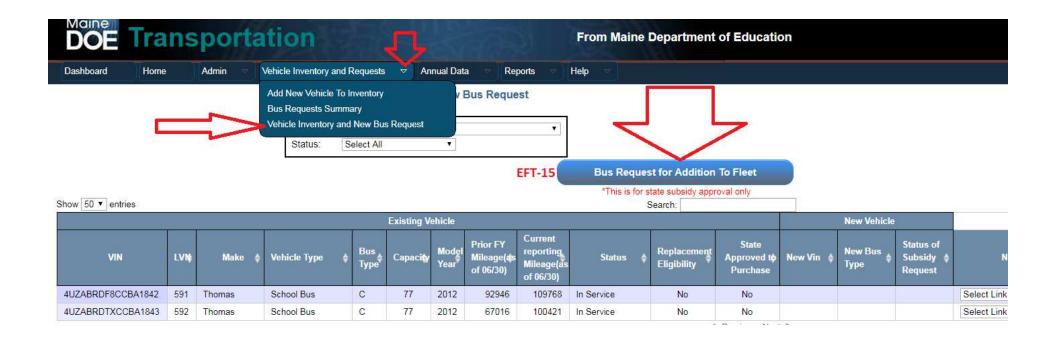


## **EFT-00 Transfer Buses To Another District**

- Bus transfers must be completed ASAP
  - New district effective date (July1)
- Transferring buses requires cooperation
  - Sending district
    - Initiates the transfer
  - Receiving district
    - Completes the transfer
- Follow the detailed instructions that are located on the NEO Transportation Dashboard



## **EFT-15 School Bus Addition To Fleet Request**

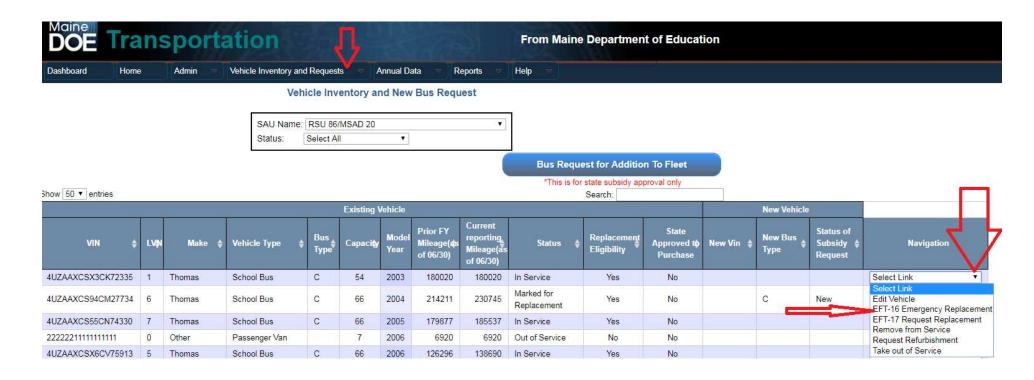




l Ho	ome Admin  vehicle Inventory and Requests  Ann	ual Data	Help	
	Bus Request for Ac	ddition To Fleet		
	SAU Name: Trenton	Public Schools		
Requested B	Bus (New)			
I. School B	us Data:			
	1.1 Bus Capacity:			Complete all cells!
	1.2 Lift Equipment:	Select	¥	
	1.3 Type:	Select	¥	Some cells will popula
. Request	Details:			automatically.
	2.1 Purchase Fiscal Year:	2019 🔻		aatomaticanyi
	2.2 Addition Reason:	Addition	¥	
	2.3 Addition Justification:	Select	¥	
	2.4 Addition Advanced Justification:	Select	۲	
). Financial	***Approvals are based upon original request. If purchased reduction in approval amount can occur.**	d bus Capacity, Type and/or Pay	ment Y	ears is different, significant
	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		



# EFT-16 School Bus Replacement Request – Emergency





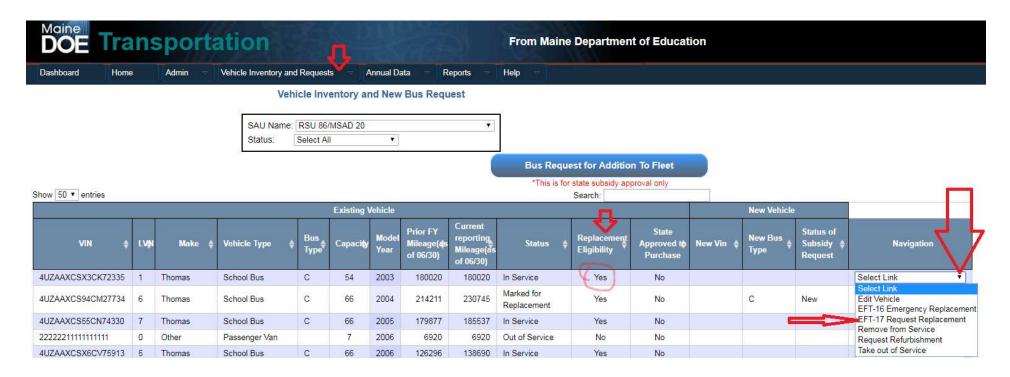


SAU Name: RSU 86/MSAD 20

_Replaced Bus (Old)-							
VIN:		4UZAAXCSX3CK72335					
Model Year:		2003					
Bus Type:		С					
Capacity:		54					
Manufacturer:							
Make:		Thomas					
LVN:		1					
Replaced Bus (Old)-							
Age (in years):		16					
Mileage (as reported	d 6/30/2017): 180020	Mileage at Date of Possession	n: O				
	*** If the Annual Data	(EFT-24) report has not been co	ertified, the mileage at date of pos	session will b	e used.		
Description of Description	<u>\</u>						
Requested Bus (New	)						
1. School Bus Data:							
1. School Bus Data.				(	complete all cells!		
	1.1 Bus Capa	-					
	1.2 Lift Equip	ment:	Select	S	ome cells will		
	1.3 Type:		Select	•	opulate		
2. Request Details:					•		
	2.1 Purchase		2018 💌		utomatically.		
	2.2 Replacen			Failure •			
		nent Justification:	Select	•			
3. Financial:		l upon original request. If purcha	Ised bus Crash/Accident	rears	is different, significant		
	reduction in approval a		Fire		/lust provide		
	3.1 Payment		Other loss		ocuments to confirm		
	3.2 Payment	Years:	Structural Failure Vandalism				
	3.3 SAU Rep	lacement Cost Estimate:	U		DSS.		
	3.4 State Bid	Value (Previous Fiscal Year):	0				



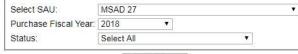
## **EFT-17 School Bus Replacement Request**







Admin V	ehicle Inventory and Requests	Annual Data 💿	Reports 🗢	Help 🗢	
	Bus Re	quests Summary			



Export to Excel

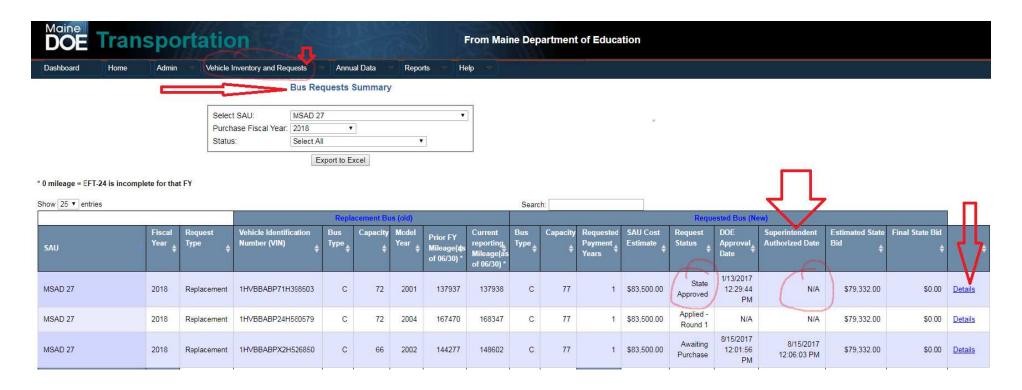
te for that FY

								Searc	:h:	to be si	ubmitted by	y the supe	rintendent	t			
	Replacement Bus (old)							Recuested Bus (New)									
Fiscal Year ♣	Request Type ♣	Vehicle Identification Number (VIN)	Bus Type <sub>∳</sub>	Capacity \$	Model Year ¢	Prior FY Mileage(#s of 06/30) *	Current reporting Mileage(as of 06/30) *	Bus Type <sub></sub> ∳	Capacity \$	Requested Payment Years	SAU Cost Estimat	Request Status	DOE proval <sub>∳</sub> Date	Superintendent Authorized Date	Estimated State Bid ♣	Final State Bid ♣	¢
2018	Replacement	1HVBBABP71H398503	с	72	2001	137937	137938	с	77	1	\$83,500.00	State Approved	1/13/2017 12:29:44 PM	N/Ă	\$79,332.00	\$0.00	Details
2018	Replacement	1HVBBABP24H580579	С	72	2004	<b>1</b> 67470	168347	С	77	1	\$83,500.00	Applied - Round 1	N/A	N/A	\$79,332.00	\$0.00	<u>Details</u>
2018	Replacement	1HVBBABPX2H526850	с	66 <b>NEO</b>	2002 is waiti	144277 ng for the	148602 EFT-20 Scl	C hool Bu	77 I <b>s Purcha</b>	1 se Report	\$83,500.00 to be subm	Awaiting Purchase	8/15/2017 12:01:56	8/15/2017 12:06:03 PM	\$79,332.00	\$0.00	Details
3							2			\$0.00							

NEO is waiting for the EFT-18 superintendent authorization/intent to purchase to be submitted by the superintendent



# EFT-18 Superintendent Intent to Purchase Bus Report



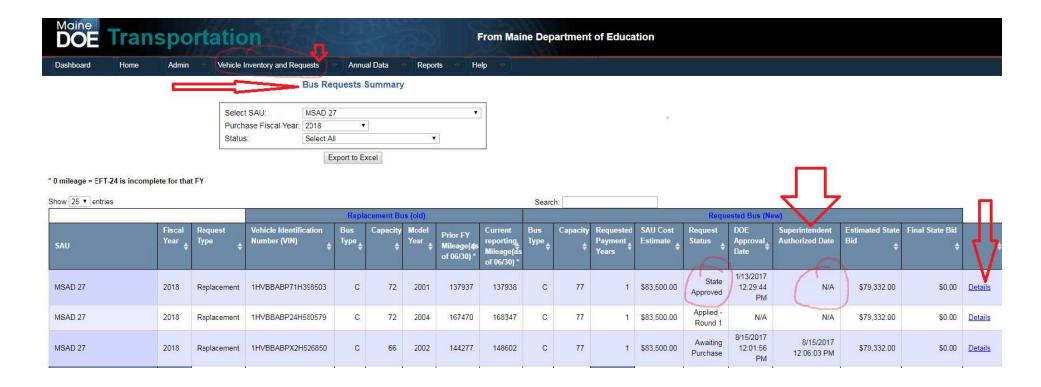


#### Details for School Bus Request Replacement

SAU: MSAD 27

Replaced Bus (Old)			
-Replaced bus (Old)			
VIN:	1HVBBABP71H398503		
Model Year:	2001		
Bus Type:	C		
Capacity:	72		
Manufacturer:			
Make:	Blue Bird		
LVN:	6		
Replaced Bus (Old)			
Age (in years):	18		
Mileage (as reported 6/30/2017): 13	37938 Mileage at Date of Poss	ession: 0	
***If the Annual Data (EFT-2	24) report has not been certified, the m	ileage at date of possession will b	e used.
⊢ ⊢Requested Bus (New) —————			
1. School Bus Data:			
1	1.1 Bus Capacity:		77
	1.2 Lift Equipment:		No
	1.3 Туре:		С
2. Request Details:			
	2.1 Purchase Fiscal Year:		2018
2	2.2 Replacement Reason:		Meets minimum requirements
	2.3 Replacement Justification:		High Mileage, High Age
	2.4 Replacement Advanced Justification	on:	N/A
3. Financial:	-		
3	3.1 Payment Type:		Cash
	3.2 Payment Years:		1
3	3.3 SAU Replacement Cost Estimate:		\$83,500.00
3	3.4 State Bid Value (Previous Fiscal Ye	ear):	\$80,000.00
Γ			
Bus Request Status:	Sta	te Approved	
Last Modified By:	pet	ersaucier@sad27.org	
Last Modified Date:	3/1	0/2017 1:27:28 PM	
Created By:	pet	ersaucier@sad27.org	-
Created Date:	11/	7/2016 7:31:48 AM 💦 🔨 🖊	
L	Cancel Bus Request Superi	intendent Authorized For Purchase	Print this page

## **EFT-19 School Bus Approval Cancellation Report**



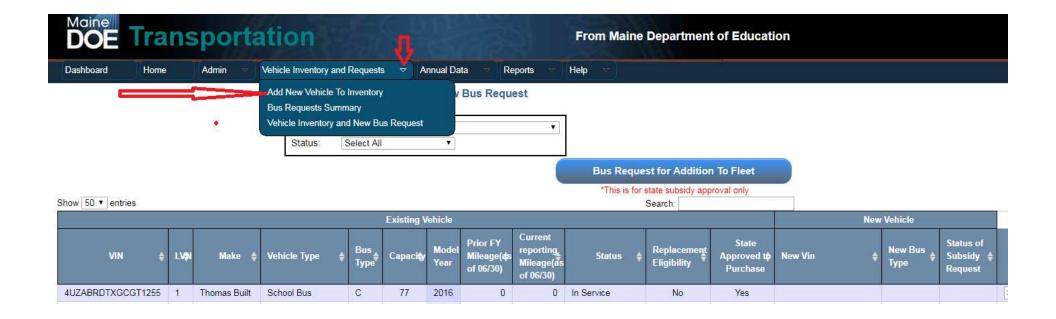


#### Details for School Bus Request Replacement

SAU: MSAD 27

Replaced Bus (Old)		
VIN:	1HVBBABP71H398503	
Model Year:	2001	
Bus Type:	С	
Capacity:	72	
Manufacturer:		
Make:	Blue Bird	
LVN:	6	
Replaced Bus (Old)		
Age (in years):	18	
Mileage (as reported 6/30/2017): 137938	Mileage at Date of Possession: 0	
	t has not been certified, the mileage at date	of possession will be used
In the Annual Data (ET 1-24) report	t has not been certilied, the mileage at date	
Requested Bus (New)		
1. School Bus Data:		
1.1 Bus 0		77
	quipment:	No
1.3 Type:		C
2. Request Details:	First Norm	0040
	nase Fiscal Year:	2018
-	acement Reason:	Meets minimum requirements
	acement Justification:	High Mileage, High Age
	acement Advanced Justification:	N/A
3. Financial:		01
	nent Type:	Cash
	nent Years:	1
	Replacement Cost Estimate:	\$83,500.00
3.4 State	Bid Value (Previous Fiscal Year):	\$80,000.00
Bus Request Status:	State Approved	
Last Modified By:	petersaucier@s	ad27.org
Last Modified Date:	3/10/2017 1:27:2	28 PM
Created By:	petersaucier@s	ad27.org
Created Date:	11/7/2016 7:31:4	8 AM
· 	Cancel Bus Request   Superintendent Auth	orized For Purchase Print this page

## **EFT-20 School Bus Purchase Report**





#### Add Vehicle to Inventory

SAU Name:	Select	₹
vehicle Identification Number (VIN):		
Ownership:	Select	T
Contractor:	Select	ALL data cells must be
Vehicle Primary Use:	Select	complete and accurate!
Vehicle Year :		
Vehicle Type :	Select	If not complete, NEO will
Vehicle Status:	Data is Incomplete	
Local Vehicle Number (LVN):		stop the submittal.
Vehicle Make :	Select	▼
Brakes:		
Chassis :		If you answer to the
Fuel Type:	Select	<ul> <li>last question is "yes," a</li> </ul>
Capacity:		second screen will
Lift Equipment:	Select	<ul> <li>populated below this</li> </ul>
Radio:	Select	screen for the business
Camera:	Select	manager to complete the
GPS:	Select	report entry.
Mileage (as reported 6/30):		report endy.
Date of Possession:		
Mileage at Date of Possession:		
Did District receive state approval for purchase?	No	Ŧ
Modified By:	Modified Date:	



Maine DOE	<b>[</b> ra	ns	porta	tion						From Maine	e Department	of Education	on			
Dashboard	Home		Admin V	Vehicle Inventory a	nd Requests	Ал	inual Dat	a 🤝 Re	ports 🚽	Help 🗢		-				
				Ve	hicle Inve	entory and	dNew	Bus Reque	est							
				SAU Name Status:	E: RSU 15/I Select All	/ISAD 15	T		•							
ow 50 ▼ entries											est for Addition r state subsidy app Search:					
						Existing V	ehicle						New Vehic	le		
VIN	٠	LVN	Make 🖨	Vehicle lype	♦ Bus Type	Capacity	Model Year	Prior FY Mileage(#s of 06/30)	Current reporting Mileage(as of 06/30)	Status	Replacement Eligibility	State Approved to Purchase	New Vin 💠 New Type	Bus	Navigatio	
BAKGCSA8KF34	6500	13	Blue Bird Corp.	School Bus	С	77	2019	0	0	In Service	No	Yes	Business manager: cli	ck	Select Link Select Link	
BAKGCPA0JF335	5689	09	Blue Bird Corp.	School Bus	С	77	2018	0	16903	In Service	No	No	"Edit Vehicle"and complete EFT-20 data	entry	Edit Vehicle EFT-16 Emergency Replacer Remove from Service	
FMZK1YM4JKA0	5752	101	Other Make	Passenger Van		8	2018	0	0	In Service	No	No	(after transportation		Request Refurbishm	ment
BAKGCPA8HF33	3988	30	Blue Bird Corp.	School Bus	С	77	2017	0	20260	In Service	No	No	director starts the EFT	-20).	Take out of Service Select Link	
BAKGCPA3GF31	6451	29	Blue Bird	School Bus	С	77	2016	30264	46920	In Service	No	Yes	Dramara scanned contr		Select Link	
BAKGCPAOGF32	24166	33	Blue Bird Corp.	School Bus	С	77	2016	10043	32390	In Service	No	Yes	Prepare scanned copie of bus invoice, loan	33	Select Link	
BAKGCPAXGF32	4501	17	Blue Bird Corp.	School Bus	С	77	2016	17864	38003	In Service	No	No	documents, grant or insurance letters, and		Select Link	
FMZK1YM1FKA4	1060	112		Passenger Van		8	2015	29847	55973	In Service	No	No	certificate of title.		Select Link	



Date of Possession: Mileage at Date of Poss Did District receive state		se?		10/16/2017 1518 Yes		"Yes" answer populates lower screen				
Modified By:	dboucher@sad15.org			Modifie 1 [	ate: 11/9/2017	7 10:37:19 AM				
Transportation di	irector complete	es top sec	tion		1		Update Vehicle Details			
Check the corresponding ap 1.0 Approved Request(s):		against which	you are reporting this	purchase.	Business mana	ger complet	es sections 1.0 - 4.0			
Replaced Bus				R	equested Bus					
Vehicle Identification N (VIN)	lumber Purchase Yea		Type-Capacity	Request Type	Payment Type	Payment Years	SAU Replacement Cost Estimate			
RSU15MSAD150076	69 201	8	C 77	Replacement	Lease Purchase	3	\$90,000.00			
UZAAXAK02CK176	570 201	8	C 77	Replacement	Lease Purchase	3	\$90,000.00			
VIN: 1BAKGCSA8KF3 Purchased From:	46500 Oconnor	•	Model Yea Grant	ar: 2019 / Insurance Re		ke: Blue Bird Corp	D. ▼			
Purchased From: Payment Type:	Lease Purchase	•		/ Insurance Re / Insurance Na		Select	• •			
Payment Years:	3	•		/ Insurance Org		Select				
Invoiced Amount:	91650.00			/ Insurance Fis		Select				
			Grant	/ Insurance Am	ount:					
3.0 Attachments:		•								
Invoice:		4936	Invoice_SKM_C55	4e1711091135	0.pdf					
Bank Note / Contract:		<u>4936</u>	BankNote_MSAD #	#15-bus-2.pdf						
Copy of Check:		4936	CopyofCheck_SKN	1_C554e17110	<u>911351.pdf</u>					
Grant / Insurance Lette	r.	Cho	ose File No file cho	sen						
Other:		Cho	ose File No file cho	sen						
4.0 Agreement:										
By clicking Submit button lease/purchased in accor	-			-	_	school bus / vehic	cle was purchased or			
Modified By:	dboucher@sad15.org			Modified Da	ate: 11/9/2017	7 10:37:18 AM				
							Submit			

## Annual Reports: EFT-21, EFT-24, EFM-43



NOTE 1: Instructions are located on the NEO DASHBOARD. Miscellaneous messages are located on this HOME screen. A new version of NEO Transportation opened 10/28/16.

NOTE 2: The open and close date for ALL year-end transportation reports (EFT-21, EFT-24, and EFM-43) are open July 1 and close October 15. For FY16 year-end transportation reports see NOTE 1 above. If districts miss the close date or reports are incomplete then bus and transportation subsidy will be WITHHELD (Title 20-A, section 6801-A, subsection 2. SEE NOTE 1 (above). (06/02/16) (update 01/19/17)

NOTE 3: EFT-19 SCHOOL BUS APPROVAL CANCELLATION REPORTS must be submitted during the fiscal year of a bus approval. Reports are due as soon as the district confirms they do not plan to purchase. If districts fail to make an approved bus purchase and do not submit a cancellation report, district transportation subsidy will be WITHHELD (Title 20-A, section 6801-A, subsection 2. Instructions for the EFT-19 are located on the NEO DASHBOARD. (06/02/16)

NOTE 4: EFT-20 SCHOOL BUS PURCHASE REPORTS are due the week the districts takes possession of a new bus and no later that the last day of the business quarter the bus is received. Reports are required for both approved bus purchase and bus purchase without a state approval. If districts do not submit the report on time or reports are incomplete, bus and transportation subsidy will be WITHHELD (Title 20-A, section 6801-A, subsection 2. Instructions for the EFT-20 are located on the NEO DASHBOARD. (09/28/16)

NOTE 5: FILE ATTACHMENTS - When uploading documents do NOT use symbols (#\$%\* etc.) in the file name. If you do then you will not be able to access the file or complete the report. (06/01/16)

NOTE 6: BROWSERs - "Chrome" is the preferred browser when using NEO. (07/07/16)



## Annual Reports: EFT-21 and EFT-24

 Follow the detailed instructions that are located on the NEO Transportation Dashboard

#### TRANSPORTATION

\*Transportation Home\*

Bus Purchase Approvals

ED546 School Transportation Expenditures And School Bus Inventory Report (2014)

ED546 School Transportation Expenditures And School Bus Inventory Report (2015)

ED546 School Transportation Expenditures And School Bus Inventory Report (2016)

EFT-00 Instructions to Transfer a Bus to Another District

EFT-17 Instructions To Request New School Bus

EFT-18 Instructions For Superintendent Intent To Purchase Bus (Authorization)

EFT-19 Instructions For School Bus Cancelations Report

EFT-20 Instructions For School Bus Purchase Report



EFT-21 Instructions for Transportation Safety and Training Report

EFT-24 Instruction and FAQs

Existing Vehicle Inventory Frequently Asked Questions (FAQs)

Request Summary

School Bus Purchase Program - How it Works



## **NEO Transportation Updates**

- Significant updates and refinements to NEO Transportation occurred during FY17
  - All entries must now be complete to proceed
  - NEO now confirms if a bus approval was issued before allowing EFT-20 School Bus Purchase Reports to accept "yes" answer to approval Q
  - There is now only 1 button for EFT-20 report
  - EFT-24 was updated
  - Formatting and language refinements have been completed and continue



## Summary

- Reports are required by statute and regulation
  - State has authority to withhold subsidy until reports are received
- Enter and update vehicle inventory **before** submitting annual transportation reports
- School Bus Purchase Program reports are submitted during the year of a bus approval
- Annual transportation reports, EFT-21, EFT-24, EFM-43 are reported between July 1 and Oct. 15
  - Submit reports early, during July



## Q&A



Thank you for your commitment to transportation safety.





## **Contact Information**

Pat Hinckley Transportation and Facilities Administrator

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Email pat.hinckley@maine.gov

School Transportation website <a href="http://maine.gov/doe/transportation/">http://maine.gov/doe/transportation/</a>

School Security website http://www.maine.gov/doe/security/

