

# School Transportation



2015

**SCHOOL BUS PURCHASE PROGRAM**

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# **School Transportation**

## **NEO Transportation System – School Bus Purchase Program & Forms**

FAQs Summary – Update 03/31/15

### **School Bus Purchase Program (highlights)**

#### **What is it?**

The State of Maine School Bus Purchase Program provides allocation to public school districts to offset partial cost of new school buses used for transporting students to and from home and school. This program is a resource to help public school districts buy new school buses and retire old school buses.

#### **Why is it important?**

A safe well maintained fleet is essential to student learning.

#### **What are the key program points?**

The program has minimum requirements. To be eligible for the program a new bus that will replace a retiring bus is approved based on the minimum age and mileage requirements of the retiring bus. A new bus that is an addition to the fleet must meet special and emergency requirements for a new bus. Minimum program requirements are detailed in the State Rule chapter 81.

Applications for the program are received annually. The application process opens November 1 and closes November 25 each year. Approvals are typically announced between December 31 and January 31.

State allocation begins the year following the purchase and payment of the new bus. In order for school districts to receive state allocation toward the purchase of a new school bus under the Maine School Bus Purchase Program they must complete all of the following:

1. School bus purchase request (EF-T-17 form) (NEO)
2. School bus purchase approval (receive a state approval) (NEO)
3. School bus purchase report (EF-T-20 form) (NEO)
4. School bus cancellation report (EF-T- 20A form) (if applicable) (NEO)
5. Transportation safety and training annual report (EF-T-21 form) (MEDMS)
6. Transportation vehicle annual data report (EF-T-24 form) (NEO)
7. Transportation out of district special education, homeless and CTE data report (EF-M-43 form)

See the FAQs for each form which are located on the following pages. Most program submittals are automated and integrated. All but one is completed in the NEO Transportation data system. Submittals must be completed on time in order to receive subsidy.

#### **What are the state rule and statute?**

State Rule: 05-071, chapter 81, section 081.1

Statute: Title 20-A, section 5401, subsections 12, 14, and 15; section 15681-A, subsection 1



# School Transportation

## NEO Transportation System – School Bus Purchase Program & Forms FAQs Summary – Update 03/31/15

### School Bus Purchase Request (EF-T-17 form) (A District Submittal)

#### What is it?

The New School Bus Purchase Request 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 New School Bus Purchase Request is an annual request submitted to the Maine DOE by public school districts and schools that receive state funds. There are two types of bus purchase requests 1) a new bus that replaces an existing school bus and 2) a new bus that is an addition to the existing school bus fleet (without retiring an existing school bus). The school bus purchase program has a 3 year cycle, e.g., a request is placed in FY15, with an approval the bus is then purchased in FY16, and state subsidy begins in FY17 (the year following the purchase). Source: Title 20-A, section 5401.

#### When is it due?

Each year the New School Bus Purchase Request opens **November 1** and closes **November 25**. There are no extensions. Requests are submitted for buses that will be purchased in the fiscal year (FY) following the FY of the request, e.g., a request is submitted on November 1, 2014 (during FY15) seeking approval to purchase a bus between July 1, 2015 and June 30, 2016 (FY16).

#### Where is the request located?

The request is located in the NEO Transportation system under the “**Vehicle Inventory**” tab. Select “**Vehicle Annual Data.**” For a new bus that replaces an existing bus click on “**Select Link**” which is in the “**Navigation**” column and choose “**Request Replacement.**” For an addition to your bus fleet click the large blue button “**Request Addition to Fleet.**” This is located near the upper left of the screen.

#### Who has access to the request?

The district superintendent, business manager and transportation director have access to the New School Bus Purchase Request.

#### Where are instructions located?

Instructions are included in the NEO Transportation detailed “**FAQs**” documents. Once the NEO system edits are completed we will post instructions in the NEO Transportation system.

#### How do I certify my request before it is submitted?

At this time, no certification is required for this request.

#### How do I confirm that the request was submitted?

Districts can confirm submittal of their New School Bus Purchase Request by selecting the “**Bus Purchase**” tab, clicking on “**Requests Summary,**” and selecting the fiscal year of the proposed bus purchase. If your request is listed on this page then the request was submitted.

#### Who do I contact for assistance?

Contact the MEDMS Helpdesk at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) for your password or technical issues associated with access to NEO Transportation.

Contact Pat Hinckley at [pat.hinckley@maine.gov](mailto:pat.hinckley@maine.gov) for details about the content of the report

Contact your district IT department and the MEDMS Helpdesk (at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov)) if you have technical difficulty with the NEO system.

# School Transportation

## NEO Transportation System – School Bus Purchase Program & Forms

FAQs Summary – Update 03/31/15

### School Bus Purchase Approval (A State Approval)

#### What is it?

The New School Bus Purchase Approval 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 New School Bus Purchase Approval is an annual approval provided to districts by the Maine DOE. The approval provides permission for a district to purchase a new school bus. The program approval process and decision criteria are found in 05-071, Chapter 81, section 081.1.

#### When are approvals posted?

Each year the round one approvals are posted between December 31 and January 31. There may or may not be a round two approval. Round two approvals depend on cancellations. If there is a round two approval it typically occurs between June and October.

#### Where is the approval located?

The approval is located in the NEO Transportation system under the “**Bus Purchase**” tab. Select “**Requests Summary.**” Approvals are listed in the “**Request Status**” column. If you see “**Approved**” listed for a request then the purchase is approved. Any bus that did not make round one (1) approval is automatically considered for round two (2). You do not need to submit anything for your round one (1) requests (EFT-17) to be to be considered for round two (2).

#### Who has access to the report?

The district superintendent, business manager and transportation director have access to the New School Bus Purchase Approval.

#### Where are instructions located?

Instructions are included in the NEO Transportation detailed “**FAQs**” documents. Once the NEO system edits are completed we will post instructions in the NEO Transportation system.

#### How do I certify my approval?

At this time, no certification is required for this approval.

#### How do I confirm the approval?

Districts can confirm the New School Bus Purchase Approval in NEO Transportation in two locations 1) the district NEO Transportation site and 2) the public NEO Transportation site. On the district NEO Transportation site the approval is found under the “**Bus Purchase**” tab. Select “**Requests Summary.**” Approvals are listed in the “**Request Status**” column. If you see “**Approved**” listed for a request then the purchase is approved. On the public NEO Transportation site a list of all approvals are provide. The public NEO Transportation site can be viewed at this link: <https://neo.maine.gov/DOE/NEO/Dashboard> .

#### Who do I contact for assistance?

Contact the MEDMS Helpdesk at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) for your password or technical issues associated with access to NEO Transportation.

Contact Pat Hinckley at [pat.hinckley@maine.gov](mailto:pat.hinckley@maine.gov) for details about the content of the report



# School Transportation

## NEO Transportation System – School Bus Purchase Program & Forms FAQs Summary – Update 03/31/15

### School Bus Purchase Report (EF-T-20 form) (A District Submittal)

#### What is it?

The School Bus Purchase Report 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.

#### When is it due?

Each year the School Bus Purchase Report 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.

#### Where is the report located?

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.**” NOTE: 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.**”

#### Who has access to the report?

The district superintendent, business manager and transportation director have access to the School Bus Purchase Report.

#### Where are instructions located?

Instructions are included in the NEO Transportation detailed “**FAQs**” documents. Once the NEO system edits are completed we will post instructions in the NEO Transportation system.

#### How do I certify my report before it is submitted?

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

#### How do I confirm that the 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.

#### Who do I contact for assistance?

Contact the MEDMS Helpdesk at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) for your password or technical issues associated with access to NEO Transportation.

Contact Pat Hinckley at [pat.hinckley@maine.gov](mailto:pat.hinckley@maine.gov) for details about the content of the report

Contact your district IT department and the MEDMS Helpdesk (at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov)) if you have technical difficulty with the NEO system.

# School Transportation

## NEO Transportation System – School Bus Purchase Program & Forms

FAQs Summary – Update 03/31/15

### School Bus Cancellation Report (EF-T-20A form) (A District Submittal)

#### What is it?

The School Bus Cancellation Report 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 Cancellation Report is a report that is required when a district decides not to make a new bus purchase that was approved by the state. The report cancels subsidy for a new school bus approval.

#### When is it due?

The School Bus Cancellation Report is due on the date that a district School Board votes to cancel the budget for a previously approved new school bus purchase approval. Please report your cancellation as soon as possible in order to make funds available for other districts waiting for a new bus approval. Reminders listed in the Maine DOE Reporting Calendar for the last day of each business quarter.

#### Where is the report located?

The School Bus Cancellation Report is located in the NEO Transportation system under the “**Bus Purchase**” tab. Select “**Requests Summary**.” Click on “**Details**,” scroll down to the bottom of the page and press the “**Cancel**” button.

#### Who has access to the report?

The district superintendent, business manager and transportation director have access to the School Bus Cancellation Report.

#### Where are instructions located?

Instructions are included in the NEO Transportation detailed “**FAQs**” documents. Once the NEO system edits are completed we will post instructions in the NEO Transportation system.

#### How do I certify my report before it is submitted?

At this time, certification is not required for this report.

#### How do I confirm that the report was submitted?

Districts can confirm submittal of their School Bus Cancellation Report by selecting the “**Bus Purchase**” tab, clicking on “**Requests Summary**,” and looking at the “**Request Status**” column. If you see “**Cancelled**” in the status column for the bus that was cancelled then the report has been submitted.

#### Who do I contact for assistance?

Contact the MEDMS Helpdesk at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) for your password or technical issues associated with access to NEO Transportation.

Contact Pat Hinckley at [pat.hinckley@maine.gov](mailto:pat.hinckley@maine.gov) for details about the content of the report

Contact your district IT department and the MEDMS Helpdesk (at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov)) if you have technical difficulty with the NEO system.



# School Transportation

## NEO Transportation System – School Bus Purchase Program & Forms

FAQs Summary – Update 03/31/15

### Transportation Safety and Training Annual Data Report (EF-T-21 form) (A District Submittal)

#### What is it?

The Safety and Training Annual Data Report 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 Safety and Training Annual Data Report is an annual year-end transportation report submitted by public school districts and schools that receive state funds. The report provides data on school bus driver training and employment and student school bus training and safety. These two report categories include information about emergency evacuation drills, student training on safe riding practices, driver training, driver employment and crashes.

#### When is it due?

Each year the Safety and Training Annual Data Report opens **July 1** and closes **July 31** and reports data for the fiscal year (FY) that previously closed on June 30.

#### Where is the report located?

The Safety and Training Annual Data Report is located in MEDMS under the “**Transportation**” tab. Next year (for the FY15 report) the report is expected to move to NEO Transportation.

#### Who has access to the report?

The district superintendent, business manager and transportation director have access to the Safety and Training Annual Data Report.

#### Where are instructions located?

Instructions are on the Maine DOE School Transportation website listed under the forms (row 3). Here is the link: <http://www.maine.gov/education/const/trans/formspage.htm>

#### How do I certify my report before it is submitted?

We recommend that the superintendent review the Safety and Training Annual Data Report entries with the transportation director. In the future, when the report is moved to NEO Transportation, a section will be added for the superintendent to certify the report before it is finalized and submitted. NOTE: while the report is in MEMDS print a paper copy of your report before you submit. Keep the copy.

#### How do I confirm that the report was submitted?

Districts can confirm submittal of their Safety and Training Annual Data Report through the missing reports page on the Maine DOE Reporting Calendar page at this link: <http://www.maine.gov/doe/reporting/pastdue.shtml> .

#### Who do I contact for assistance?

Contact the MEDMS Helpdesk at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) for your password or technical issues. Contact Pat Hinckley at [pat.hinckley@maine.gov](mailto:pat.hinckley@maine.gov) for details about the content of the report and technical questions.



# School Transportation

## NEO Transportation System – School Bus Purchase Program & Forms

FAQs Summary – Update 03/31/15

### Transportation Vehicle Annual Data Report (EF-T-24 form) (A District Submittal)

#### What is it?

The Vehicle Annual Data Report 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 Vehicle Annual Data Report is an annual year-end transportation report submitted by public school districts and schools that receive state funds. The report catalogues each district vehicle (school bus, van, truck, etc.). The report provides data on the vehicle inventory, annual mileage, number of students transported per year and transportation software used by districts.

#### When is it due?

Each year the Vehicle Annual Data Report opens **July 1** and closes **July 31** and reports data for the fiscal year (FY) that recently closed on June 30.

#### Where is the report located?

The Vehicle Annual Data Report is located in the NEO Transportation system under the “**Annual Data**” tab. Select “**Vehicle Annual Data.**”

#### Who has access to the report?

The district superintendent, business manager and transportation director have access to the Vehicle Annual Data Report.

#### Where are instructions located?

Instructions are included in the NEO Transportation detailed “**FAQs**” documents. Once the NEO system edits are completed we will post instructions in the NEO Transportation system.

#### How do I certify my report before it is submitted?

We recommend that the superintendent review the “**Vehicle Annual Data**” entries with the transportation director. In the future, a section will be added for the superintendent to certify the report before it is finalized and submitted.

#### How do I confirm that the report was submitted?

Districts can confirm submittal of their Vehicle Annual Data Report by selecting the “**Annual Data**” tab, clicking on “**Vehicle Annual Data,**” and selecting the fiscal year of the report. If a date is populated in the “**Date Completed**” column for each bus then the report has been submitted.

#### Who do I contact for assistance?

Contact the MEDMS Helpdesk at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) for your password or technical issues associated with access to NEO Transportation.

Contact Pat Hinckley at [pat.hinckley@maine.gov](mailto:pat.hinckley@maine.gov) for details about the content of the report

Contact your district IT department and the MEDMS Helpdesk (at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov)) if you have technical difficulty with the NEO system.

# School Transportation

## NEO Transportation System – School Bus Purchase Program & Forms FAQs Summary – Update 03/31/15

### Transportation Out of District Special Education, Homeless and CTE Data Report (EF-M-43 form) (A District Submittal)

#### What is it?

The Out of District Special Education, Homeless and Career and Technical Education Transportation Data Report is an annual report submitted by public school districts. The report provides data on transportation of out of district special education students, homeless students and career and technical education students used in the transportation portion of the EPS school subsidy calculation.

#### When is it due?

Each year the Out of District Special Education, Homeless and Career and Technical Education Transportation Data Report opens **July 1** and is due **September 15** and reports data for the fiscal year (FY) that closed on June 30.

#### Where is the report located?

The report is located in NEO Transportation under the “**Annual Data**” tab. Select “**SAU Annual Data.**”

#### Who has access to the report?

The district superintendent, business manager and transportation director have access to the NEO Transportation Out of District Special Education, Homeless and Career and Technical Education Transportation Data Report. It is recommended that the business manager work in conjunction with the transportation director and special education director when completing this report.

#### Where are instructions located?

Instructions for the Out of District Special Education, Homeless and Career and Technical Education Transportation Data Report are located on the Maine DOE website at <http://www.maine.gov/education/forms/misteam/efm43/efm43menu.htm> with a link found in NEO Transportation under the “**Help**” tab.

#### How do I confirm that the report was submitted?

Superintendent certification is required to submit this report. In NEO Transportation from the “**Annual Data**” tab select “**SAU Annual Data.**” See section “5.0 Superintendent Certification Details” to certify the report.

#### Who do I contact for assistance?

Contact the MEDMS Helpdesk at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) for your password or technical issues associated with access to NEO Transportation.

Contact Paula Gravelle at [paula.b.gravelle@maine.gov](mailto:paula.b.gravelle@maine.gov) or 207-624-6792 for details about the content of the report and technical questions.



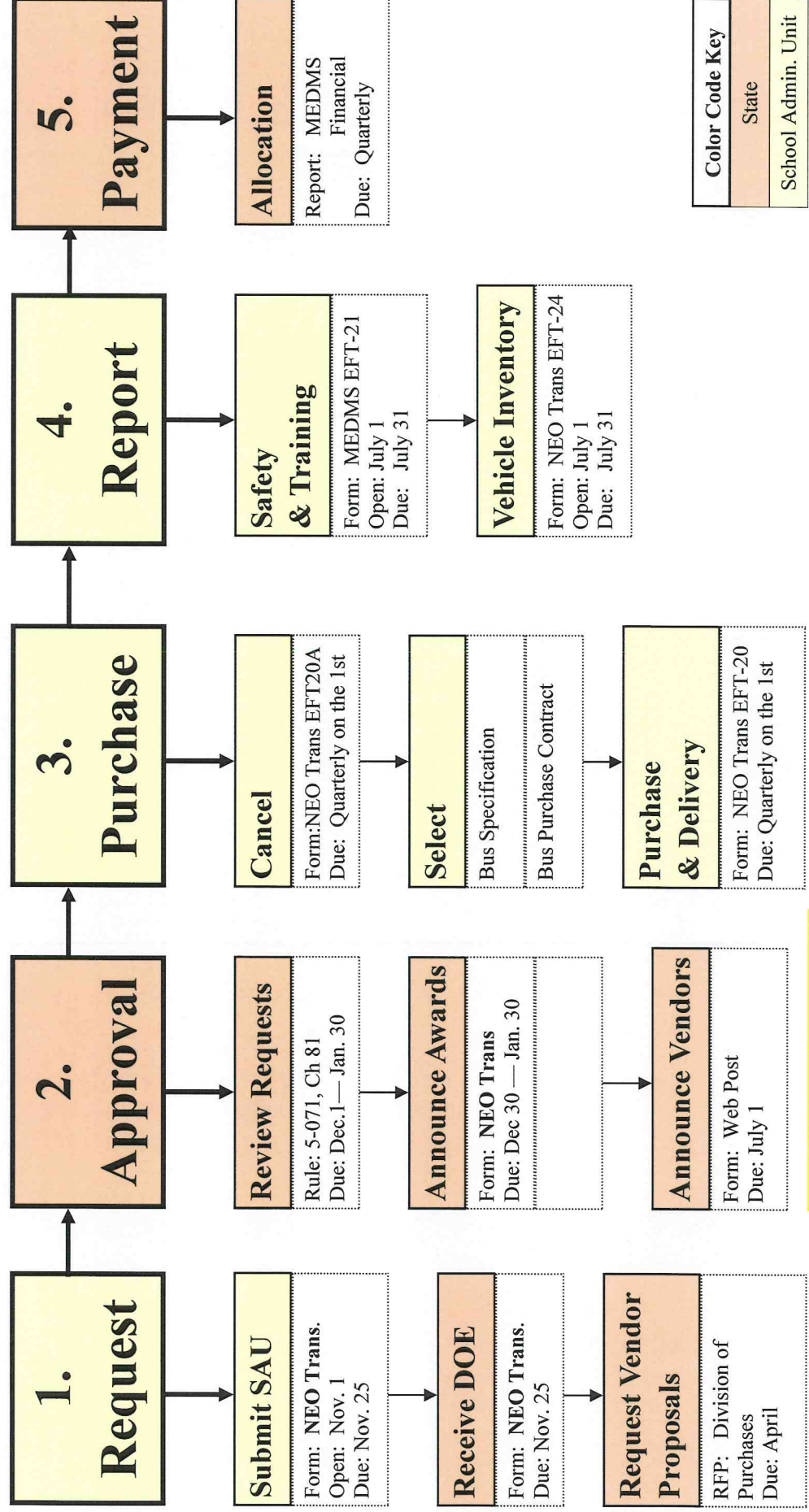


MAINE  
DEPARTMENT  
OF EDUCATION

# School Bus Purchase Program

## Stages

3 Year Cycle		
Fiscal Year I	Fiscal Year II	Fiscal Year III



Color Code Key
State
School Admin. Unit

Update 3/31/15





MAINE  
DEPARTMENT  
OF EDUCATION

# Transportation Safety Training

*A collaboration between: Maine Department of Education, Maine State Police, Maine Association for Pupil Transportation*

## Regional Safety Conferences

**Audience:** Bus Drivers & School Transportation Staff

**Annual Event—April through June**  
6 hours of training repeated at each location; 1-day event

Title 29-A, Chapter 19, Subchapter 4, Section 2303.4

### Track I Classroom

Safety

### Track II Hands On

Driver Skills  
Competition

‘Buster The Bus’  
Safety Training

### Track III Administration

Funding  
Reports  
Laws

### Track IV Equipment & Vendors

New Technology & Materials

#### Locations

- Southern Maine • Western Maine
- Mid-Coast Maine • Northern Maine
- Central Maine • Downeast Maine

## State Safety Conference

**Audience:** Bus Drivers & School Transportation Staff

**Annual Event—3rd week in July**  
21 hours of training at one location; 4-day event

Title 29-A, Chapter 19, Subchapter 4, Section 2303.4

Title 20-A, Chapter 201, Section 5401

### Track I Classroom

Safety

### Track I Hands On

Driving & Safety  
Inspections  
Transportation  
Software Training

### Track III Administration

Business  
Leadership

### Track IV Equipment & Vendors

New Buses & Services

#### Location

- Sugarloaf