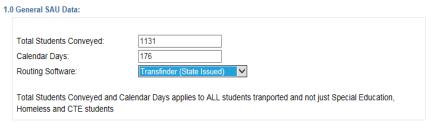
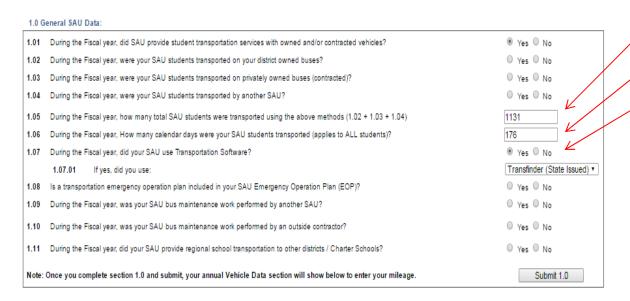
NEO Transportation EFT-24

EFM-43 and EFT-24

The General SAU data from EFM-43 has been moved to the EFT -24 Vehicle Mileage and operations report.



Certified Data that was converted over to the EFT 24 report:



Total Students Conveyed

Calendar Days

Routing Software:

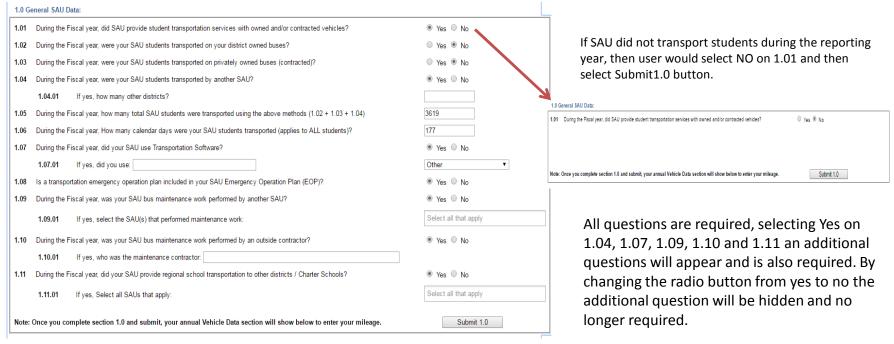
- If EFM 43 was NO then 1.07 will default to NO.
- If EFM 43 was Transfinder (state Issued) then 1.07 will default to Yes and 1.07.01 will be Transfinder (State Issued).
- If EFM 43 was Other then
 1.07.01 will default to yes and
 1.07.01 will be Other and user is required to enter name of software.

The current status of the report is displayed and will be populated as the sections / Report is submitted /

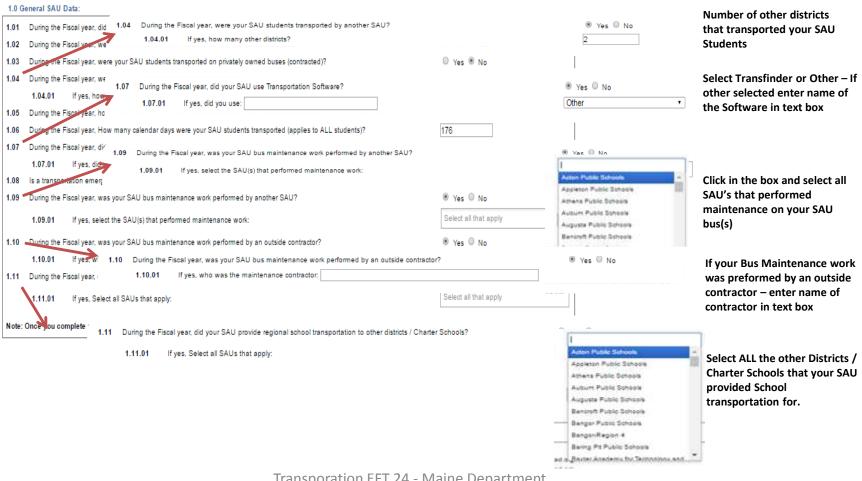
Certified.



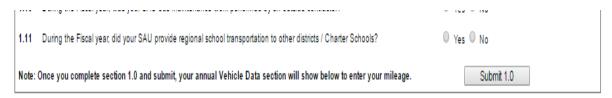
NOTE: 1.0 General SAU Data is required to be filled out by either the Business Manager or the Transportation Director.



If "yes" was selected on 1.04, 1.07, 1.09, 1.10, 1.11 see notes below:



Once the Business Manager / Transportation Director select the Submit 1.0 button,



The status for 1.0 will be updated to 1.0 Submitted and 3.0 Vehicle Annual Data status will be updated to Waiting for section



The Submitted by and the Submitted Date will be populated with the email and date of the user selecting the Submit button.

NOTES:

- Each time the Submit button is selected, the Submitted By and Date will be updated to the email and date of the last person selecting Submit 1.0 button.

Section 2.0 is the contact information for the Transportation Director, Business Manager and Superintendent for the SAU / District. This information is based off Staff data and is used for informational use only.

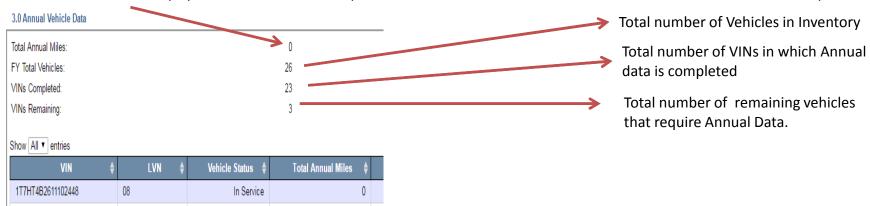
Note: Please contact your District Staff Data Administrator if SAU Contact information is not updated. Transportation Director: B er Email: b school.org Business Manager: B er Email: b school.org

Email:

■school.org

Section 3.0 Annual Vehicle Data will show once you have answered all questions and you click the "Submit 1.0" button.

Total Annual Miles will display a total number of miles reported for ALL VIN's with in the district. The sum will increase as VINs are completed.



NOTE: Submit button will not be enabled until VINs remaining = 0

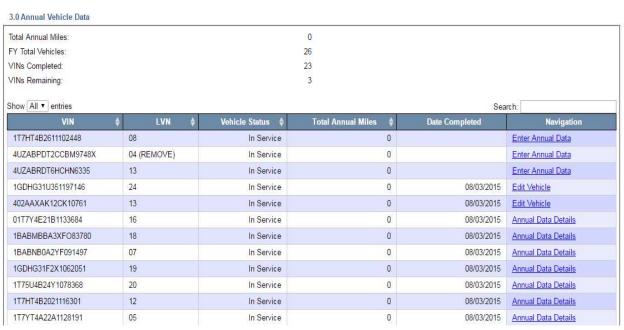
Superintendent:

All vehicles that were in service during the reporting year will require Annual Data.

Vehicles with a status = to New – Data incomplete will show in the EFT 24 with a Edit Vehicle link. Annual Miles can not be reported until the Vehicle data has been updated.

Disposed Vehicles will only show on the EFT 24 if the vehicle was in service during the reporting period.

Vehicles with a status of In Service, Marked For Replacement or Replaced - Will be listed on the EFT 24.



NOTE: Users will see Edit Vehicle instead of Enter Annual Data on any Vehicle that is missing required information. Once the Vehicle details have been updated users can then enter the Annual Data.

NOTE: If a VIN is listed and there are no miles to report, users are required to go into Enter Annual Data and enter 0 for annual miles.

Vehicle Annual Transportation Data can be accessed by selecting the "enter Annual Data" link

Section 1.0 will display the VIN #, LVN and the starting Odometer. The Starting odometer is the mileage that was reported the previous fiscal year.

rch:
Navigation
Enter Annual Data
Enter Annual Data
Enter Annual Data
Edit Vehicle
Edit Vehicle
Annual Data Details

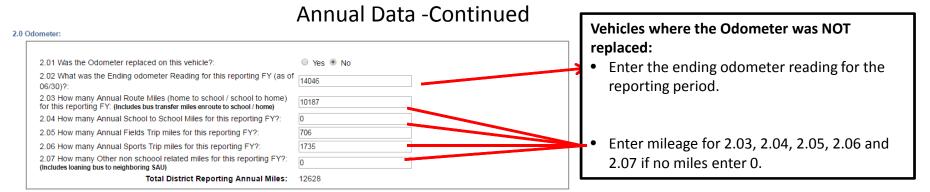
1.0 Vehicle Details:



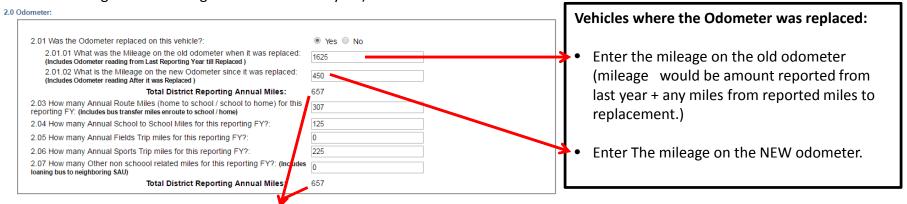
NOTE: All superintendent adjustments require a comment.

The superintendent needs to be notified if the starting odometer is incorrect. The Superintendent will need to enter the adjusted mileage into the Superintendent adjustment to mileage field.

 Example: Starting odometer 82687 and mileage should be 83187 - Superintendent would enter 500 and the Adjusted Starting odometer should show the Adjusted starting odometer of 83187. If mileage should be 82187 then Superintendent should enter -500 and the adjusted starting odometer would be 82187.



Note: The Adjusted starting odometer + Total District reporting Annual miles need to equal 2.02 Ending odometer reading. (ending odometer reading will be starting odometer for next year)



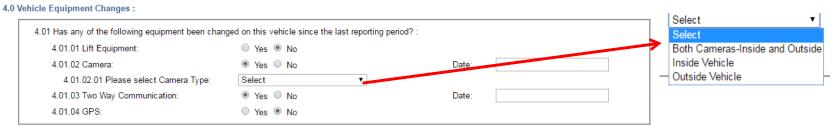
Note: The sum of miles from 2.03, 2.04, 2.05, 2.06 and 2.07 should equal the Total District Reporting Annual Miles

Annual Data -Continued

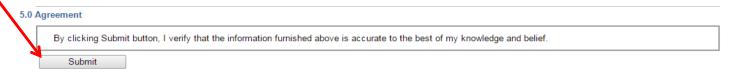
If the vehicle has been in an accident, then additional details are required.

3.01 Has this vehicle been in an accident since the last FY reporting Period?: 3.01.01 If Yes, was the Vehicle: 3.01.02 Date: 3.01.03 Upload Insurance Document: Select Select Select Select Select Repairable Totaled Totaled Totaled Totaled

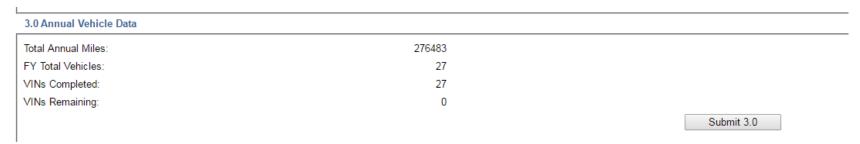
Section 4.0 is to report vehicle Equipment Changes, if Yes is selected, a Date field will display for the date of the change to be entered. If yes is selected for 4.01.02 Camera a Date field will display as well as a dropdown to select the camera type.



Select Submit button to save and submit annual data for that Vehicle.



The Annual Vehicle Data summary will dynamically update as Annual Data is completed. Once VINS remaining = 0 the Submit 3.0 button will be enabled.



Once the Transportation Director or the Business Manger submits 3.0 the status will update from "waiting for Section 3.0" to "3.0 Submitted" and the EFT 24 Status will update to "Submitted Waiting for Certification"



Superintendent is required to log in and Certify data, once superintendent selects the Certify button the status will be updated to Certified as well as the Certify by and Date will be populated.



FAQ's for EFT-24

Q: I am not able to submit section 1.0?

A: The submit button for section 1.0 will not be enabled until ALL questions are answered in section 1.0.

Q: Not able to submit Section 3.0?

A: The submit button for section 3.0 will not be enabled until the VIN's remaining = 0

Q: Why are all of my vehicles not listed on the EFT 24?

A: VIN's that were not in Possession or in service during the reporting period will not show on your report. Example: Reporting Period 07/01/2015 – 06/30/2016, vehicles with Date of Possession of 08/15/2016 will not show on the 2016 EFT 24, but will show on the 2017 report.

Q: Why is my report showing waiting for certification after my superintendent has already certified the report?

A: If any changes were made or if the Submit button for either section 1.0 or 3.0 was pressed the status of the report will be updated and recertification will be required.

Q: The VIN # listed in section 3.0 on the EFT 24 is incorrect?

A: In order to update a VIN # you must access the edit vehicles page by going into the Inventory Screen and select Edit Vehicle.

Q: Last years mileage is incorrect on some of my vehicles, how do I correct this so it is accurate?

A: A Superintendent has the ability to make an adjustment to mileage by going into the Vehicle Annual Transportation Data screen and entering the adjusted amount (negative or positive) in the "Superintendent adjustment to mileage". The adjusted mileage will display in the "Adjusted starting odometer)