

# 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.

1.0 General SAU Data:

Total Students Conveyed:	<input type="text" value="1131"/>
Calendar Days:	<input type="text" value="176"/>
Routing Software:	<input type="text" value="Transfinder (State Issued)"/>

Total Students Conveyed and Calendar Days applies to ALL students transported and not just Special Education, Homeless and CTE students

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

1.0 General SAU Data:

1.01	During the Fiscal year, did SAU provide student transportation services with owned and/or contracted vehicles?	<input checked="" type="radio"/> Yes <input type="radio"/> No
1.02	During the Fiscal year, were your SAU students transported on your district owned buses?	<input type="radio"/> Yes <input type="radio"/> No
1.03	During the Fiscal year, were your SAU students transported on privately owned buses (contracted)?	<input type="radio"/> Yes <input type="radio"/> No
1.04	During the Fiscal year, were your SAU students transported by another SAU?	<input type="radio"/> Yes <input type="radio"/> No
1.05	During the Fiscal year, how many total SAU students were transported using the above methods (1.02 + 1.03 + 1.04)?	<input type="text" value="1131"/>
1.06	During the Fiscal year, How many calendar days were your SAU students transported (applies to ALL students)?	<input type="text" value="176"/>
1.07	During the Fiscal year, did your SAU use Transportation Software?	<input checked="" type="radio"/> Yes <input type="radio"/> No
1.07.01	If yes, did you use:	<input type="text" value="Transfinder (State Issued)"/>
1.08	Is a transportation emergency operation plan included in your SAU Emergency Operation Plan (EOP)?	<input type="radio"/> Yes <input type="radio"/> No
1.09	During the Fiscal year, was your SAU bus maintenance work performed by another SAU?	<input type="radio"/> Yes <input type="radio"/> No
1.10	During the Fiscal year, was your SAU bus maintenance work performed by an outside contractor?	<input type="radio"/> Yes <input type="radio"/> No
1.11	During the Fiscal year, did your SAU provide regional school transportation to other districts / Charter Schools?	<input type="radio"/> Yes <input type="radio"/> No

Note: Once you complete section 1.0 and submit, your annual Vehicle Data section will show below to enter your mileage.

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.

# EFT-24 Vehicle Mileage and Operations

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

<b>Submission Details :</b>	
1.0 General SAU Data:	Submitted By:
3.0 Vehicle Annual Data:	Submitted Date:
	Submitted By:
	Submitted Date:
<b>Certification Details :</b>	
EFT 24 Status:	Certify By:
	Certify Date:

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

**1.0 General SAU Data:**

1.01 During the Fiscal year, did SAU provide student transportation services with owned and/or contracted vehicles?  Yes  No

1.02 During the Fiscal year, were your SAU students transported on your district owned buses?  Yes  No

1.03 During the Fiscal year, were your SAU students transported on privately owned buses (contracted)?  Yes  No

1.04 During the Fiscal year, were your SAU students transported by another SAU?  Yes  No

1.04.01 If yes, how many other districts?

1.05 During the Fiscal year, how many total SAU students were transported using the above methods (1.02 + 1.03 + 1.04)

1.06 During the Fiscal year, How many calendar days were your SAU students transported (applies to ALL students)?

1.07 During the Fiscal year, did your SAU use Transportation Software?  Yes  No

1.07.01 If yes, did you use:  Other

1.08 Is a transportation emergency operation plan included in your SAU Emergency Operation Plan (EOP)?  Yes  No

1.09 During the Fiscal year, was your SAU bus maintenance work performed by another SAU?  Yes  No

1.09.01 If yes, select the SAU(s) that performed maintenance work:

1.10 During the Fiscal year, was your SAU bus maintenance work performed by an outside contractor?  Yes  No

1.10.01 If yes, who was the maintenance contractor:

1.11 During the Fiscal year, did your SAU provide regional school transportation to other districts / Charter Schools?  Yes  No

1.11.01 If yes, Select all SAUs that apply:

Note: Once you complete section 1.0 and submit, your annual Vehicle Data section will show below to enter your mileage.

If SAU did not transport students during the reporting year, then user would select NO on 1.01 and then select Submit1.0 button.

**1.0 General SAU Data:**

1.01 During the Fiscal year, did SAU provide student transportation services with owned and/or contracted vehicles?  Yes  No

Note: Once you complete section 1.0 and submit, your annual Vehicle Data section will show below to enter your mileage.

All questions are required, selecting Yes on 1.04, 1.07, 1.09, 1.10 and 1.11 an additional questions will appear and is also required. By changing the radio button from yes to no the additional question will be hidden and no longer required.

# EFT-24 Vehicle Mileage and Operations

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

1.0 General SAU Data:

1.01 During the Fiscal year, did your SAU provide regional school transportation to other districts / Charter Schools?  Yes  No

1.02 During the Fiscal year, were your SAU students transported by another SAU?  Yes  No

1.03 During the Fiscal year, were your SAU students transported on privately owned buses (contracted)?  Yes  No

1.04 During the Fiscal year, were your SAU students transported by another SAU?  Yes  No

1.04.01 If yes, how many other districts?

1.05 During the Fiscal year, how many calendar days were your SAU students transported (applies to ALL students)?

1.06 During the Fiscal year, did your SAU use Transportation Software?  Yes  No

1.07 During the Fiscal year, did your SAU use Transportation Software?  Yes  No

1.07.01 If yes, did you use:

1.08 Is a transportation emergency declared during the Fiscal year?  Yes  No

1.09 During the Fiscal year, was your SAU bus maintenance work performed by another SAU?  Yes  No

1.09.01 If yes, select the SAU(s) that performed maintenance work:

1.10 During the Fiscal year, was your SAU bus maintenance work performed by an outside contractor?  Yes  No

1.10.01 If yes, who was the maintenance contractor:

1.11 During the Fiscal year, was your SAU bus maintenance work performed by an outside contractor?  Yes  No

1.11.01 If yes, Select all SAUs that apply:

Note: Once you complete

1.11 During the Fiscal year, did your SAU provide regional school transportation to other districts / Charter Schools?  Yes  No

1.11.01 If yes, Select all SAUs that apply:

Number of other districts that transported your SAU Students

Select Transfinder or Other – If other selected enter name of the Software in text box

Click in the box and select all SAU’s that performed maintenance on your SAU bus(s)

If your Bus Maintenance work was performed by an outside contractor – enter name of contractor in text box

Select ALL the other Districts / Charter Schools that your SAU provided School transportation for.

# EFT-24 Vehicle Mileage and Operations

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

1.11 During the Fiscal year, did your SAU provide regional school transportation to other districts / Charter Schools?  Yes  No

Note: Once you complete section 1.0 and submit, your annual Vehicle Data section will show below to enter your mileage.

Submit 1.0

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 3.0

Submission Details :

1.0 General SAU Data: 1.0 Submitted Submitted By: je [redacted]@sa.gov  
Submitted Date: 3/1/2017 8:48:24 AM

3.0 Vehicle Annual Data: Waiting for Section 3.0 Submitted By:  
Submitted Date:

Certification Details :

EFT 24 Status: Certify By:  
Certify Date:

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.

# EFT-24 Vehicle Mileage and Operations

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.

## 2.0 Contact Information

**Note: Please contact your District Staff Data Administrator if SAU Contact information is not updated.**

Transportation Director:	B [redacted] er	Email:	b [redacted] school.org
Business Manager:	B [redacted] er	Email:	b [redacted] school.org
Superintendent:	J [redacted] i	Email:	[redacted] 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.

## 3.0 Annual Vehicle Data

Total Annual Miles:	0		Total number of Vehicles in Inventory
FY Total Vehicles:	26		Total number of VINs in which Annual data is completed
VINs Completed:	23		Total number of remaining vehicles that require Annual Data.
VINs Remaining:	3		

Show  entries

VIN	LVN	Vehicle Status	Total Annual Miles
1T7HT4B2611102448	08	In Service	0

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

# EFT-24 Vehicle Mileage and Operations

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.

3.0 Annual Vehicle Data

Total Annual Miles:	0
FY Total Vehicles:	26
VINs Completed:	23
VINs Remaining:	3

Show  entries Search:

VIN	LVN	Vehicle Status	Total Annual Miles	Date Completed	Navigation
1T7HT4B261102448	08	In Service	0		<a href="#">Enter Annual Data</a>
4UZABPDT2CCBM9748X	04 (REMOVE)	In Service	0		<a href="#">Enter Annual Data</a>
4UZABRDT6HCHN6335	13	In Service	0		<a href="#">Enter Annual Data</a>
1GDHG31U351197146	24	In Service	0	08/03/2015	<a href="#">Edit Vehicle</a>
402AAXAK12CK10761	13	In Service	0	08/03/2015	<a href="#">Edit Vehicle</a>
01T7Y4E21B1133684	16	In Service	0	08/03/2015	<a href="#">Annual Data Details</a>
1BABMBBA3XF083780	18	In Service	0	08/03/2015	<a href="#">Annual Data Details</a>
1BABNB0A2YF091497	07	In Service	0	08/03/2015	<a href="#">Annual Data Details</a>
1GDHG31F2X1062051	19	In Service	0	08/03/2015	<a href="#">Annual Data Details</a>
1T75U4B24Y1078368	20	In Service	0	08/03/2015	<a href="#">Annual Data Details</a>
1T7HT4B2021116301	12	In Service	0	08/03/2015	<a href="#">Annual Data Details</a>
1T7YT4A22A1128191	05	In Service	0	08/03/2015	<a href="#">Annual Data Details</a>

**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.

# EFT-24 Vehicle Mileage and Operations

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

Search	
Completed	Navigation
	<a href="#">Enter Annual Data</a>
	<a href="#">Enter Annual Data</a>
	<a href="#">Enter Annual Data</a>
08/03/2015	<a href="#">Edit Vehicle</a>
08/03/2015	<a href="#">Edit Vehicle</a>
08/03/2015	<a href="#">Annual Data Details</a>

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.

## 1.0 Vehicle Details:

VIN:	4
LVN:	0
Starting Odometer:	82687
Superintendent adjustment to mileage:	500
Comments:	Mileage was not reported correctly for 2015.
Adjusted starting odometer:	83187
Ownership:	Owned

**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.



# EFT-24 Vehicle Mileage and Operations

## Annual Data -Continued

2.0 Odometer:

2.01 Was the Odometer replaced on this vehicle?:  Yes  No

2.02 What was the Ending odometer Reading for this reporting FY (as of 06/30)?:

2.03 How many Annual Route Miles (home to school / school to home) for this reporting FY: (Includes bus transfer miles enroute to school / home)

2.04 How many Annual School to School Miles for this reporting FY?:

2.05 How many Annual Fields Trip miles for this reporting FY?:

2.06 How many Annual Sports Trip miles for this reporting FY?:

2.07 How many Other non school related miles for this reporting FY?: (Includes loaning bus to neighboring SAU)

**Total District Reporting Annual Miles:** 12628

### Vehicles where the Odometer was NOT replaced:

- Enter the ending odometer reading for the reporting period.
- Enter mileage for 2.03, 2.04, 2.05, 2.06 and 2.07 if no miles enter 0.

**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)

2.0 Odometer:

2.01 Was the Odometer replaced on this vehicle?:  Yes  No

2.01.01 What was the Mileage on the old odometer when it was replaced: (Includes Odometer reading from Last Reporting Year till Replaced )

2.01.02 What is the Mileage on the new Odometer since it was replaced: (Includes Odometer reading After it was Replaced )

**Total District Reporting Annual Miles:** 657

2.03 How many Annual Route Miles (home to school / school to home) for this reporting FY: (Includes bus transfer miles enroute to school / home)

2.04 How many Annual School to School Miles for this reporting FY?:

2.05 How many Annual Fields Trip miles for this reporting FY?:

2.06 How many Annual Sports Trip miles for this reporting FY?:

2.07 How many Other non school related miles for this reporting FY?: (Includes loaning bus to neighboring SAU)

**Total District Reporting Annual Miles:** 657

### Vehicles where the Odometer was replaced:

- Enter the mileage on the old odometer (mileage would be amount reported from last year + any miles from reported miles to replacement.)
- Enter The mileage on the NEW odometer.

**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


# EFT-24 Vehicle Mileage and Operations

## Annual Data -Continued

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

### 3.0 Accidents:

3.01 Has this vehicle been in an accident since the last FY reporting Period?:  Yes  No

3.01.01 If Yes, was the Vehicle:  

3.01.02 Date:

3.01.03 Upload Insurance Document:  No file chosen

Select

Select

Repairable

Totaled

Select if the vehicle repairable or Totaled via the dropdown, Enter the date of the incident and upload the Insurance document.


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.

### 4.0 Vehicle Equipment Changes :

4.01 Has any of the following equipment been changed on this vehicle since the last reporting period? :

4.01.01 Lift Equipment:  Yes  No

4.01.02 Camera:  Yes  No Date:

4.01.02.01 Please select Camera Type:  

4.01.03 Two Way Communication:  Yes  No Date:

4.01.04 GPS:  Yes  No

Select

Select

Both Cameras-Inside and Outside


Inside Vehicle

Outside Vehicle

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

5.0 Agreement

By clicking Submit button, I verify that the information furnished above is accurate to the best of my knowledge and belief.



# EFT-24 Vehicle Mileage and Operations

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.

**3.0 Annual Vehicle Data**

Total Annual Miles:	276483
FY Total Vehicles:	27
VINs Completed:	27
VINs Remaining:	0

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”

**Submission Details :**

1.0 General SAU Data:	1.0 Submitted	Submitted By:	dr [redacted] e.org
3.0 Vehicle Annual Data:	Waiting for Section 3.0	Submitted Date:	2/27/2017 1:25:28 PM
		Submitted By:	dr [redacted] e.org
		Submitted Date:	2/28/2017 9:03:04 AM

**Certification Details :**

EFT 24 Status: Submitted Waiting for Certification

Certify By: [redacted]  
Certify Date: [redacted]

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.

**Certification Details :**

EFT 24 Status: Certified

Certify By: k [redacted] l.org  
Certify Date: 3/6/2017 4:06:17 PM

# 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)