

Transportation 2023-2024





MISSION STATEMENT

To ensure all eligible students are provided safe, efficient and dependable transportation services to and from school, that support a positive learning experience.





WebQuery

A screenshot of the WebQuery web application interface. The interface has a blue header and a white content area. The content area contains a welcome message, instructions on how to use the tool, and a form for entering student information. The form includes an "Address" input field, a "Grade" dropdown menu set to "All Grades", and "Go" and "Reset" buttons. The footer of the interface displays the copyright notice "© Education Logistics, Inc.".

Welcome to edulog's WebQuery

WebQuery helps you determine the schools a student is eligible to attend and the available bus stops. WebQuery also provides a helpful street map. Just enter the student's information and click "Go."

WebQuery helps you match your typed in address with an address in the database by allowing you to enter a partial street name. For example, you could enter "2555 Lex" to match "2555 Lexington Ave N"

Students should arrive at the scheduled stop at least 5 minutes before the scheduled pickup time.

Student Information:

Address

Grade

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- Provides bus route information and zoned school assignment based on student address.
- Link is posted via MSCS website on Transportation page under **“Find My Bus”**.



K-1

Kindergarten and First Grade Students

- Should be identified to bus drivers (neon orange K-1 round sticker on their bus pass) and seated in the front of school bus near bus driver.
- Must be met at bus stop in the afternoon by parent/guardian/approved adult or sibling at least 11 years old.
- **Any K-1 student who does not have someone at the bus stop to receive them will be returned to their school. It will be the responsibility of the school to contact a child's parent or guardian to arrange transportation.**



Student Bus Conduct

- Bus Drivers will complete bus conduct notices for school administrators when behavior concerns arise.
- Copies will be sent to MSCS Transportation to ensure behavior concerns are addressed properly.
- Transportation Safety Specialist will follow up with schools regarding students who have up to three (3) offenses on a school bus to assist with enforcing the Bus Student Code of Conduct.

BUS CONDUCT NOTICE

Bus Trip # _____ Date _____

School _____

Pupil _____

Driver _____

Pupil has violated the specific rules of Bus Safety checked below:

- | | |
|--|--|
| <input type="checkbox"/> Defiance - refusal to cooperate with driver | <input type="checkbox"/> Refusal to stay seated - turning around in seat |
| <input type="checkbox"/> Obscene language | <input type="checkbox"/> Having or using tobacco, alcohol and/or drugs on the bus or at the bus stop |
| <input type="checkbox"/> Excessive talking and unnecessary noise | <input type="checkbox"/> Extending hands, arms or head out the window |
| <input type="checkbox"/> Throwing items on the bus or out of the windows | <input type="checkbox"/> Tampering with equipment - deliberate vandalism |
| <input type="checkbox"/> Fighting or scuffling on the bus or at the bus stop | |
| <input type="checkbox"/> Deliberate delay - loading and unloading | |

Comments _____

Action taken by Principal _____

Related Board Policy

6050 Student Conduct on Buses

6022 Student Behavior

6057 Physical Relocation of Students



Requesting a Bus

- The Electronic Field Trip (eFieldTrip) system is currently offline.
- A Field Trip Bus Request Form must be completed and emailed to CharterSCS@firstgroup.com.
- First Student requests a **three-day** advanced notice for buses. The bus cost is **\$48.74** per hour (subject to change based on contract terms) with a minimum charge of two hours round trip. First Student's charges are calculated based on gate-to-gate transportation. This should be taken into consideration when estimating your total hours and costs.
- Generally, morning departure times will be 9:30 am; however, First Student may be able to service a very limited number of requests with an earlier departure time. All students must be returned to school by 1:30 pm for drivers to run their home-to-school routes timely. The earliest departure time for afternoon trips is generally 4:30 pm; however, First Student may be able to accommodate a limited number of earlier departure times based on driver availability. Please contact First Student directly regarding availability for earlier pickup and later return times.
- If you need to cancel a bus, after it has been scheduled/approved, send an email to CharterSCS@firstgroup.com and copy LaSheka Hayslett, hayslett1@scsk12.org. You will be billed a **\$97.48** minimum call-out charge if a bus is not cancelled within two hours of the requested pickup time.



Field Trip Bus Request Information

Please email this completed form to CharterSCS@firstgroup.com and Copy Transportation@scsk12.org.

If you do not receive a confirmation within 2 days prior to your trip, please call, Two Thousand Nine Hundred Twenty-Three, at First Student.

Purchase Order Number: _____

School Group: _____ Phone: _____

Destination: _____

Departure Date: _____ Time: _____ A.M./P.M.

Return Date: _____ Time: _____ A.M./P.M.

Number of Passengers: _____ Equipment: # of Buses: _____

MSCS Contact: _____ Cell Phone: _____

Secondary Contact: _____ Cell Phone: _____

School Principal: _____ Cell Phone: _____

Parent's Email Address: _____

Parent's Fax Number: _____

Chaperone's Email Address: _____

First Student Emergency Contacts

Shara Gill 901-208-1960

Alvin Tucker 901-208-6400

Memphis Shelby County Schools Transportation Contact Information

Main Office Phone 901-418-4077

LaSheka Hayslett 901-418-7913

Emergency/Nights/Weekends



Video Request Procedures

Email: transvideo@scsk12.org

Email should include the following information:

- School name
- Route number
- Date of incident
- Time (am or pm) of incident

Videos Can Only Be Requested by MSCS Administrators



State Reporting

- We request your assistance with **identifying all general education bus riders** to ensure transmission to the State for District to receive transportation revenue.
- We will need enough time to process all data before the last day of school to ensure the District receives all State funding available.
- More information will follow regarding this process for 2023-24 school year.



Transportation Contact Information

Audrey Williams	Director of Transportation	901-416-7964
LaSheka Hayslett	Transportation Advisor	901-416-7913
Pam Anderson	Routing Analyst	901-416-7880
Priscilla Avant	Routing Specialist	901-416-7919
Phoncella Cowan	Customer Service Associate	901-416-7891
Angela Dokes	Routing Specialist	901-416-7881
Terry Ellis	Safety Specialist	901-416-8141
Stacy Lurry	Data Analyst	901-416-7899
Stephanie Sisk	Routing Analyst	901-416-7926

Main: (901) 416-6077 Fax: (901) 416-8453

All questions and concerns can be sent via email to TransAdminSupport@scsk12.org

First Student Contact Information

Appling City (901) 808-0327: Routes beginning with GE and GG
Brooks Road (901) 444-3131: Routes beginning with SE and SG
Farmville (901) 290-1025: Routes beginning with NE and NG
Getwell (901) 300-3162: Routes beginning with EE and EG