



Transportation

Field Trip Bus Request Information

**** First Student requests a three-day advance notice for buses. ****

(If you do not receive confirmation within 2 days prior to your trip, please call Tara Townsel 901-300-3162 opt. 6, at First Student)

Purchase Order Number (Required): _____

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:** _____

Preparer's Email Address: _____

Preparer's Fax Number: _____

Chaperone's Email Address: _____

First Student Emergency Contacts

24/7 Emergency On-Call Number

Shara Gill 901-208-1961

Tameula Smith 501-352-3668

Memphis-Shelby County Schools Transportation Contact Information

Main Office Phone 901-416-6077

LaSheka Hayslett 901-416-7913

Emergency/Nights/Weekends

Audrey Williams 901-467-8515

Stephen Wherry 901-412-6529

MSCS Security Division 901-416-5773

Terrence Riley, Executive Director of Security 901-268-3370

Gerald Stubbs, Major 901-487-2838

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