

# Transportation 2025-2026





# 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, 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 Conduct

6057 Physical Relocation of Students



# Requesting a Bus



## Field Trip Bus Request Information

Please email this completed form to [CharterSCS@firstgroup.com](mailto:CharterSCS@firstgroup.com) and copy [TransAdminSupport@scsk12.org](mailto:TransAdminSupport@scsk12.org).

If you do not receive a confirmation within 1 day prior to your trip, please call, Fax (901) 527-4021, or First Student.

Purchase Order Number: \_\_\_\_\_ Phone: \_\_\_\_\_

School Group: \_\_\_\_\_

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: \_\_\_\_\_

Chaperone's Fax Number: \_\_\_\_\_

First Student Emergency Contacts

24/7 Emergency On-Call Number

Sharon Gill 901-238-1940

Alvin Tucker 901-536-6400

Memphis Shelby County Schools Transportation Contact Information

Miss Office Phone 901-416-4077

LaSheka Hayslett 901-416-7913

Emergency/Nights/Weekends

- The Electronic Field Trip (eFieldTrip) system is currently offline.
- A Field Trip Bus Request Form must be completed and emailed to [CharterSCS@firstgroup.com](mailto:CharterSCS@firstgroup.com) and copy [TransAdminSupport@scsk12.org](mailto:TransAdminSupport@scsk12.org).
- First Student requests a **three-day** advance notice for buses. The bus cost is **\$58.42** 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](mailto:CharterSCS@firstgroup.com) and copy LaSheka Hayslett, [hayslett1@scsk12.org](mailto:hayslett1@scsk12.org). You will be billed a **\$116.84** minimum call-out charge if a bus is not cancelled within two hours of the requested pickup time.



# Video Request Procedures

Email: [transvideo@scsk12.org](mailto:transvideo@scsk12.org)

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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 2025-26 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
Phoncella Cowan	Customer Service Associate	901-416-7891
Angela Dokes	Routing Specialist	901-416-7881
Terry Ellis	Safety Specialist	901-416-8141
Amarya Henry	Routing Specialist	901-416-7919
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](mailto: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**