

Transportation 2026-2027



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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.



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Student Eligibility

- Elementary students living 1.5 miles from the school and middle/high school students living 2.0 miles from school are eligible for transportation to their zoned school.
- Parents are encouraged to transport students who live inside the Parent Responsibility Zone (PRZ) or organize neighborhood walk groups where they can alternate supervision.
- Students on “Choice Transfers” not eligible for transportation.



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WebQuery

A screenshot of the WebQuery web application interface. The interface has a blue background. At the top, there is a yellow-bordered box containing a welcome message and instructions. Below this, there is a section titled "Student Information:" with a white background. Inside this section, there is a text input field for "Address" and a dropdown menu for "Grade" set to "All Grades". Below the input fields are two buttons: "Go" and "Reset". At the bottom of the interface, there is a small copyright notice: "© Education Logistics, Inc.".

Welcome to edalog'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"**.



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Kindergarten and First Grade Students



K-1

- 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.**



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Student Bus Conduct

BUS CONDUCT NOTICE

Bus Trip # _____ Date _____

School _____

Pupil _____

Driver _____

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

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

Comments _____

Action taken by Principal _____

- 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.

Related Board Policy

6050 Student Conduct on Buses

6022 Student Conduct

6057 Physical Relocation of Students



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Edulog Parent Portal/Lite Mobile App

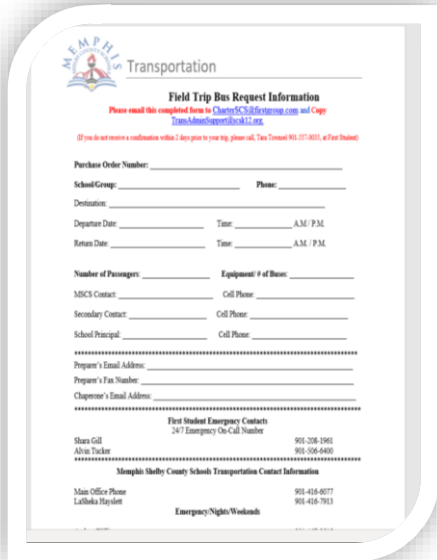


- Parents can view the location of the school bus to gauge arrival times each day.
- Proactively view your planned transportation information including bus stops.
- Provides notification when the bus enters a user-defined geographic area around the stop.



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Requesting a Bus



The image shows a 'Field Trip Bus Request Form' from Memphis Shelby County Schools Transportation. The form includes fields for Purchase Order Number, School Group, Phone, Destination, Departure Date, Time, Return Date, Number of Passengers, Equipment, and various contact information for the requester and the school. It also lists emergency contact numbers for Sherry Gill, Alvin Tucker, and LaSheka Hayslett.

- A Field Trip Bus Request Form must be completed and emailed to CharterSCS@firstgroup.com and copy TransAdminSupport@scsk12.org.
- First Student requests a **three-day** advance notice for buses. The bus cost is **\$62.93** 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 **\$125.86** minimum call-out charge if a bus is not cancelled within two hours of the requested pickup time.



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Requesting Special Needs Transportation

- Special need transportation requests are entered by the teacher into TN Pulse and reviewed by the advisor for approval.
- Once approved, the request is sent to Transportation immediately for processing.
- Standard processing time is 3-5 business days once received. Additional time may be required during the first month of school due to high request volume.



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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



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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

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**

Thank You!



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Las Escuelas de Memphis-Conado Shelby ofrecen oportunidades educativas y de empleo sin distinción de raza, color, religión, sexo, credo, edad, discapacidad, origen nacional, o la información genética.

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