



Transportation

School Bus Drivers Transport



The World's Most Precious Cargo

The safety and on time arrival of every student is our top priority!



Campus Transportation Procedure

- Designated Bus Lineup and Loading Area (GenEd area should be separate from SPED if possible)
- Campus bus supervisors should be on duty to receive buses no later than 7:00am/ 8:00am/ 9:00am respectively
- SPED bus supervisors must assist students in unloading and accompany them into the building
- Buses should arrive by 2:10pm/ 3:10pm/4:10pm respectively and should be prepared to depart as close to 2:25 pm/ 3:25pm/ 4:25pm as possible



Transportation Bus Pass Procedure

All eligible GenEd bus riders must present bus pass to driver prior to boarding the bus
(Elementary – Purple, Middle – Lime Green, High – Gold)

- Transportation provides bus passes via email and initial card stock for all eligible bus riders for printing. A blank bus pass file will be sent to schools also to issue temporary passes for newly enrolled students whose information is not in PowerSchool SMS.
- Making sure that all your bus riders have a permanent/legitimate bus pass is your responsibility.

2016-2017 Bus Pass

AM Rte#: PM Rte#:

AM Stop:
PM Stop:
Name:
School:
AM: PM:



Kindergarten and First Graders

- 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.



K-1



School Bus Safety Initiatives

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 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 _____

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



Transportation Daily Ridership

- New online tool used to capture daily ridership data

- Information should be submitted via Transportation webpage daily

Transportation Daily Bus Ridership

* Required



Submitted By *

Your answer

School Name *

Choose

Route ID (example: SG013) *

Your answer

Total Number of Eligible Riders - AM Arrival *

Your answer

Total Number of Eligible Riders - PM Departure *

Your answer

Date *

Date

mm/dd/yyyy

SUBMIT



Student Registration

- All students must verify transportation eligibility at their assigned school after registering.
- Transportation will provide student bus rules to schools prior to registration. Parents and students should review the rules, sign the document acknowledging they understand and will comply with bus rules. It is the responsibility of the school to maintain a copy of signed form in a student's file at their school.
- PowerSchool SMS is set up with a section for flagging ALL bus riders. It is imperative that this information is captured for state reporting data.





WebQuery

<http://scstransquery.scsk12.org/eduweb/webquery/>

WebQuery

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.

IMPORTANT: Please note that this system does not assign bus routes for students. Be sure your child is registered and that you confirm your bus route assignment with your assigned school before sending your child to a bus stop.

NOTE: All students must verify transportation eligibility at their assigned school after registering. Your patience is appreciated.

PARENTS AND GUARDIANS: PLEASE VERIFY YOUR CHILD'S BUS STOP LOCATION BEGINNING FRIDAY, AUGUST 5.

Please pick up your child's bus assignments at school during Gear Up 4 School Day on Tuesday, August 2. Please understand we're still conducting reviews of all routes this week, so it's possible some bus stop locations may change prior to the first day. [To make sure you have correct bus stop information for the first day, please verify your child's bus stop location beginning Friday, August 5.](#) Thank you for working with us to ensure a smooth start to the new school year!

Student Information:

Address

Grade

© Education Logistics, Inc.

- Will give details for bus route and school assignment by student address
- Link is posted via SCS website on Transportation page



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 SCS Administrators



Field Trip Information

The Electronic Field Trip (eFieldTrip) system is our web-based program for computerizing your field trip transportation when using Durham School Services. It allows schools and district office personnel to request field trip bus transportation and allows transportation personnel to approve or deny such requests.

http://edulog_ftweb/edulog/eFTremote/

- Each school may select up to four authorized users to submit bus orders. Email selected user names to Audrey Williams, williamsal@scsk12.org, and Kyerra Taylor, taylorlk@scsk12.org, so they can be set up in the system.
- Principal approval is required for all bus orders entered by authorized users of eFieldTrip at their respective schools. Durham cannot process a request if it is not approved in the system by the Principal.
- **EFieldTrip is only for placing an order for a bus. It DOES NOT replace district procedures and approvals in place for requesting permission to take a field trip.**



Transportation Contact Information

Stephen Wherry	Transportation Director	416-7933
Kyerra Taylor	Administrative Assistant	416-8387
Audrey Williams	Transportation Advisor	416-7964
Terry Ellis	Safety Specialist	416-8141
Kelvin Givens	Transportation Data Analyst	416-8142
Pamela Anderson	Transportation Routing Analyst	416-7880
Stephanie Sisk	Transportation Routing Analyst	416-7926
Angela Dokes	Routing Specialist	416-7881
Priscilla Avant	Routing Specialist	416-7919
Tammie Randolph	Transportation Specialist	416-7913
Torrie Oduyoye	Customer Service Representative	416-7891



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

All questions, compliments, and/or complaints can be sent via email TransAdminSupport@scsk12.org



Questions



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