



LEADERSHIP CONGLOMERATION



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Transportation

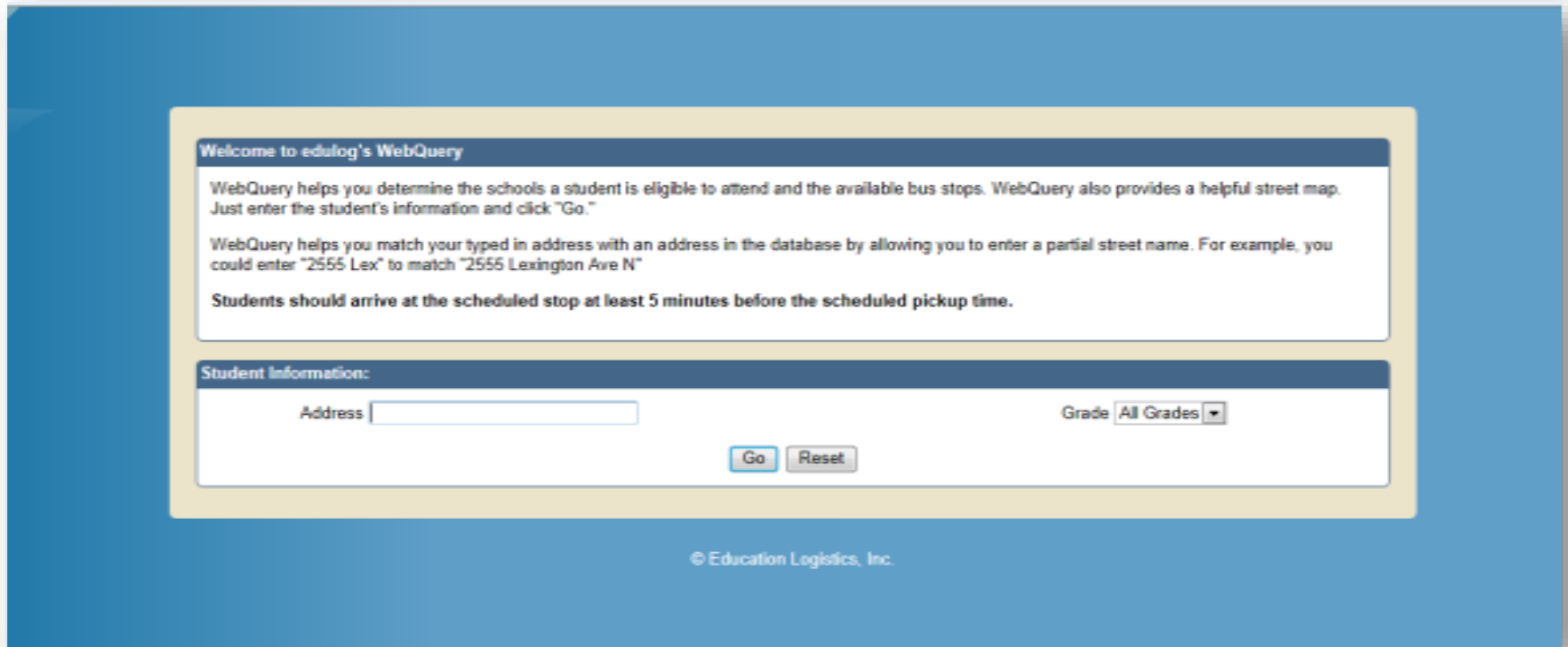


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WebQuery

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



The screenshot shows a web application interface for 'edulog's WebQuery'. It features a blue header and a white content area. The content area has a dark blue header with the text 'Welcome to edulog's WebQuery'. Below this, there are three paragraphs of text explaining the tool's purpose and usage. The first paragraph states: '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."' The second paragraph states: '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"'. The third paragraph states: 'Students should arrive at the scheduled stop at least 5 minutes before the scheduled pickup time.' Below the text is a 'Student Information:' section with a dark blue header. It contains an 'Address' label followed by a text input field, and a 'Grade' label followed by a dropdown menu set to 'All Grades'. At the bottom of this section are two buttons: 'Go' and 'Reset'. At the very bottom of the page, there is a copyright notice: '© Education Logistics, Inc.'

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



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Video Request Procedures

Administrator Requests:

- Email request to transvideo@scsk12.org with the following information:
 - School Name
 - Route Number
 - Date of Incident
 - Time (am or pm) of Incident

Parent Requests:

- Parent completes video request form at the school
- Administrator emails request to transvideo@scsk12.org with the following information:
 - School Name
 - Route Number
 - Date of Incident
 - Time (am or pm) of Incident

Videos Can Only Be Requested by SCS Administrators



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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 Phoncella Cowan, cowanp@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.**



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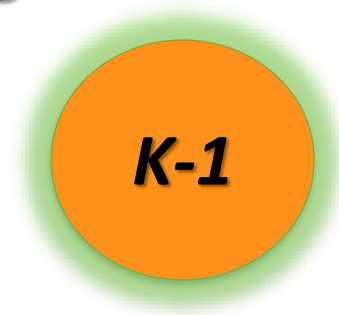
State Reporting

- We request your assistance with **identifying all general education bus riders** to ensure transmission to the State.
- 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 2019-20 school year.



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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.**



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School Bus Safety Initiatives

- 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.

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 _____



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Transportation Contact Information

Stephen Wherry	Director	416-7933
Audrey Williams	Advisor	416-7964
Terry Ellis	Safety Specialist	416-8141
Kelvin Givens	Data Analyst	416-7913
Pamela Anderson	Routing Analyst	416-7880
Stephanie Sisk	Routing Analyst	416-7926
Angela Dokes	Routing Specialist	416-7881
Priscilla Avant	Routing Specialist	416-7919
Phoncella Cowan	Customer Service Associate	416-7891

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

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



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