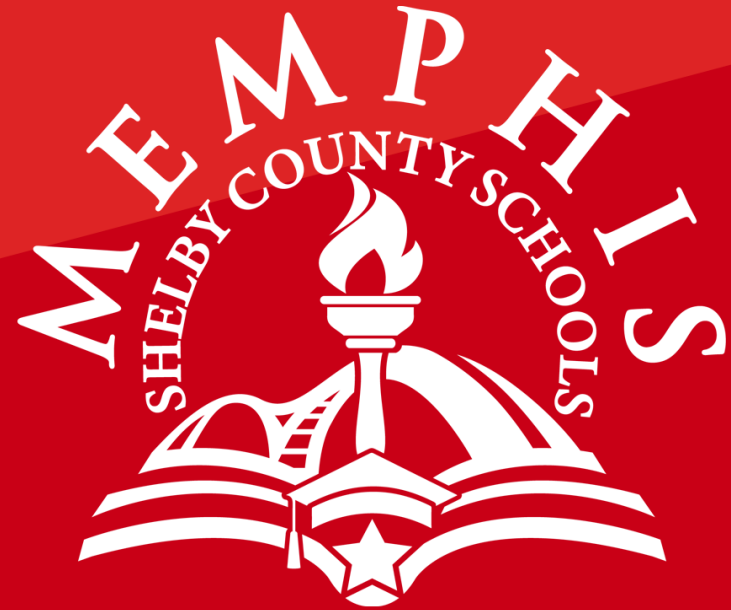


# TRANSPORTATION 2022-2023





# Transportation





# WebQuery

A screenshot of the edulog's WebQuery web application interface. The interface is displayed on a blue background. It features a white box with a dark blue header that reads "Welcome to edulog's WebQuery". Below the header, there is instructional text: "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.'" and "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'". A note states: "Students should arrive at the scheduled stop at least 5 minutes before the scheduled pickup time." Below this text is a section titled "Student Information:" containing an "Address" input field, a "Grade" dropdown menu set to "All Grades", and "Go" and "Reset" buttons. At the bottom of the interface, the copyright notice "© Education Logistics, Inc." is visible.

- Will give details for bus route and school assignment by student address.
- Link is posted via MSCS website on Transportation page under **“Find My Bus.”**



**K-1**

# 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.**



# 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 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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 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 3 offenses on a school bus to assist with enforcing the Bus Student Code of Conduct.



# 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.
- 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 2022-23 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
Angela Dokes	Routing Specialist	901-416-7881
TBD	Data Analyst	901-416-7899
Stephanie Sisk	Routing Analyst	901-416-7926
Priscilla Avant	Routing Specialist	901-416-7919
Terry Ellis	Safety Specialist	901-416-8141
Phoncella Cowan	Customer Service Associate	901-416-7891

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

*All questions, compliments, and/or complaints can be sent via email to [TransAdminSupport@scsk12.org](mailto:TransAdminSupport@scsk12.org)*

## **First Student Contact Information**

Applying 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