

# Transportation 2024-2025





# 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 edulog WebQuery web application interface. The interface is set against a blue background. At the top, a dark blue header contains the text "Welcome to edulog's WebQuery". Below this, a white text box provides instructions: "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 below states, "Students should arrive at the scheduled stop at least 5 minutes before the scheduled pickup time." The "Student Information:" section contains an "Address" input field, a "Grade" dropdown menu currently set to "All Grades", and "Go" and "Reset" buttons. At the bottom of the interface, the copyright notice "© Education Logistics, Inc." is visible.

- 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

- 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 **\$49.47** 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, [hayslettl@scsk12.org](mailto:hayslettl@scsk12.org). You will be billed a **\$98.94** minimum call-out charge if a bus is not cancelled within two hours of the requested pickup time.

**MEMPHIS** Transportation

**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 2 days prior to your trip, please call, Tom Truesdell 901-527-4022, at your school.

Purchase Order Number: \_\_\_\_\_  
School Group: \_\_\_\_\_ Phone: \_\_\_\_\_  
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: \_\_\_\_\_

Requester's Email Address: \_\_\_\_\_  
Requester's Fax Number: \_\_\_\_\_  
Chapter's Email Address: \_\_\_\_\_

**First Student Emergency Contacts**  
Shara Gill 901-208-1961  
Alvin Tucker 901-506-6400

**Memphis Shelby County Schools Transportation Contact Information**  
Main Office Phone 901-416-6077  
LaSheka Hayslett 901-416-7913  
Emergency/Nights/Weekends



# 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 2024-25 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