Transportation 2024-2025





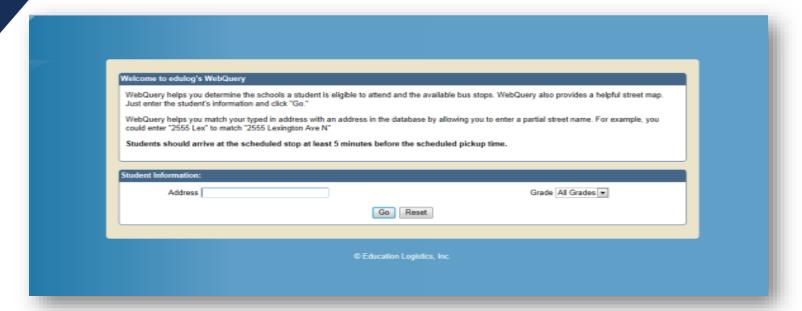


MISSION STATEMENT

To ensure all eligible students are provided safe, efficient and dependable transportation services to and from school, that support a positive learning experience.



WebQuery



- 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.



BUS CONDUCT NOTICE

DOG GOMBOCT MOTICE		
Bus Trip #		Date
School		
Pupil		
Driver		
Pupil has violated the specific rules of B	us S	Safety checked below:
 Defiance - refusal to cooperate with driver 		Refusal to stay seated - turning around in seat
Obscene language		Having or using tobacco, alcohol
 Excessive talking and unnecessary noise 		and/or drugs on the bus or at the bus stop
Throwing items on the bus or out of the windows.		Extending hands, arms or head ou window
 Fighting or scuffling on the bus or at the bus stop 		Tampering with equipment - deliberate vandalism
 Deliberate delay - loading and unloading 		
Comments		
	_	
Action taken by Principal	_	

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.

Related Board Policy

6050 Student Conduct on Buses 6022 Student Conduct 6057 Physical Relocation of Students



	nys grier to your trip, please call, Tura Townsel 901-557-0035, at First Stude
	Phone:
	Time: AM/P.M.
Return Date:	Time:AM./P.M.
Number of Passengers:	Equipment/# of Buses:
MSCS Contact:	Cell Phone:
Secondary Contact:	Cell Phone:
School Principal:	Cell Phone:
Preparer's Fax Number:	
Chaperone's Email Address:	
First: 24/7	Student Emergency Contacts Emergency On-Call Number
Shara Gill	901-208-1961 901-506-6400
Alvin Tucker	X1-X0-V4X

Requesting a Bus

- The Electronic Field Trip (eFieldTrip) system is currently offline.
- A Field Trip Bus Request Form must be completed and emailed to <u>CharterSCS@firstgroup.com</u> and copy <u>TransAdminSupport@scsk12.org</u>.
- 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 <u>cancel a bus</u>, after it has been scheduled/approved, send an email to <u>CharterSCS@firstgroup.com</u> and copy LaSheka Hayslett, <u>hayslettl@scsk12.org.</u> 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.



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



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

Director of Transportation	901-416-7964
Transportation Advisor	901-416-7913
Routing Analyst	901-416-7880
Customer Service Associate	901-416-7891
Routing Specialist	901-416-7881
Safety Specialist	901-416-8141
Routing Specialist	901-416-7919
Data Analyst	901-416-7899
Routing Analyst	901-416-7926
	Transportation Advisor Routing Analyst Customer Service Associate Routing Specialist Safety Specialist Routing Specialist Data Analyst

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