

ACADEMIC TRIP REQUEST

Today's Date: _____

Date of Trip: _____

1. This request must be received in the Transportation Office **at least TWO (2) weeks** in advance
2. Fill out a request completely in duplicate for **each bus you are requesting**.
3. A Chaperone must be on the bus (Teacher, Parent, Etc.)

Group: _____

Requested by: _____
(this person must have directions)Number of Riders: _____
(48@2/seat or max 60@/seat)

Requestor's phone #: _____

Destination: _____
(Must include all destinations including stopping to eat; State Law)

Departure Time: _____

Est. Time of Return: _____

(Transportation Director Signature)_____
(Building Principal or Superintendent's Signature)

Bus Assigned: _____

Miles After: _____ Start Time: _____

Miles Before: _____ End Time: _____

Driver: _____

Total Miles: _____ Total Time: _____

****Requestor must notify the Transportation Office ASAP (330.533.3832) if the trip is changed or cancelled******Note:** The driver is not permitted to stop any place that is that is not already listed above.

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ATHLETIC TRIP REQUEST

Today's Date: _____

Date of Trip: _____

1. This request must be received in the Transportation Office **at least TWO (2) weeks** in advance
2. Fill out a request completely in duplicate for **each bus you are requesting**.
3. A Chaperone must be on the bus (Teacher, Coach, Etc.)

Sport: _____
(Give level J.V., Varsity, etc.)Coach: _____
(this person must have directions)Number of Riders: _____
(48@2/seat or max 60@/seat)

Coach's phone : _____

Destination: _____
(Must include all destinations including stopping to eat; State Law)

Departure Time: _____

Est. Time of Return: _____

(Transportation Director Signature)_____
(Building Principal or Superintendent's Signature)

Bus Assigned: _____

Miles After: _____ Start Time: _____

Miles Before: _____ End Time: _____

Driver: _____

Total Miles: _____ Total Time: _____

****The Coach must notify the Transportation Office ASAP (330.533.3832) if the trip is changed or cancelled******Note:** The driver is not permitted to stop any place that is that is not already listed above.