

MADISON LOCAL SCHOOLS

TRANSPORTATION REQUEST FOR STUDY AND ATHLETIC TRIPS

INSTRUCTIONS: All requests must be turned in to the Superintendent TEN days prior to the date of trip. PLEASE TYPE or PRINT one request form for each trip. If more than one bus per trip is required, please indicate. Bus capacity:71; REGULATIONS: At least one teacher or chaperone per 20 students. Each chaperone must have a complete & current roster of students. A copy will be returned to you stating approval/nonapproval.

Requesting School _____ Date Requested _____

Destination _____ Address _____

Date of Trip _____ Times _____
(Leave School) (Arrive destination) (Leave Destination) (Arrive to School)

Pick Up Location _____ Bill to: _____

Purpose of Trip _____

Does this field trip support your building School Improvement Plan/District Continuous Improvement Plan? Yes No

Class or Grade _____ Number of Students _____ Number of Buses _____ HDC Bus? Yes No

Teacher in Charge _____
(Name & Phone #)

Chaperones _____

Special Instructions or Remarks _____

Group/bus may stop to eat Yes No _____
Principal/Athletic Director's Approval of Trip _____ Date _____

Date Request Received _____ Approved Not approved

Reason for Nonapproval: _____

Superintendent Signature _____ Date _____

Bus Number _____ Driver _____

Odometer returning to garage _____ Report to the garage _____

Odometer leaving the garage _____

Total mileage for trip _____ Total time for trip _____

Driver's Signature _____ Payroll Hours

Madison Transportation Office 419-589-3473
Superintendent Lee Kaple 419-565-9364
Mechanic Bill McClain 419-566-0055
Mechanic Garrett Blevins 419-295-9320
Supervisor Mike Yost 419-961-5988
Maintenance Supervisor Steve Crist 419-589-7178

For Payroll
Department Only

EMERGENCY 911
Richland Co. Sheriff 419-524-2412
Mansfield Police 419-522-1234
Highway Patrol 419-756-2222