

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 Rob Peterson 419-989-5085
 Mechanic Harlan Neal 419-610-0875
 Mechanic Rick Hoffman 419-564-5559
 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