

# 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 \_\_\_\_\_

Driver's Signature \_\_\_\_\_

For Payroll Department Only  
 Total time for trip \_\_\_\_\_  
 Payroll  Hours

Madison Transportation Office 419-589-3473  
 Madison Superintendent 419-565-9364  
 Mechanic Bill McClain 419-566-0055  
 Mechanic Lee Henderson 419-961-2720  
 Supervisor Mike Yost 419-961-5988  
 Maintenance Supervisor Steve Crist 419-589-7178

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