Ontario Local Schools – Trip Request

Instructions: Requests must be turned into the Ontario Bus Garage 14 days prior to trip. Each bus must have a trip request. A staff member must be on the bus. No one will be permitted on the bus who is not on the student roster / or an approved chaperone. This is to certify that permission has been granted for the vehicle designated below to make the trip on the date listed. This trip is in compliance with the rules of the Ohio Department of Education and the Board of Education.

Trip Time Estimate		Trip Information	
Departure time:		Trip date:	
Return arrival time estimate:		Staff member(s):	
Total estimated trip time:		Chaperone(s):	
		No. of buses:	
Emergency contacts:		No. of students:	
Emergency phone #'s:		Purpose of trip:	
Destination: Address: City:			

Requesting School Information (check one or more locations)

❒ OHS	❒ OMS	❒ Stingel	❒ Other	❒ To Invoice

❒ **Yes – meal stop planned** ❒ **No – meal stop not planned**

NOTE: a roster of students / chaperone(s) must be provided by the faculty member to the bus driver.

Approval: _____ _____
Principal / Athletic Director / Transportation Supervisor — Date

Post Trip Information

Vehicle No:		Pre – trip inspection:	Hr: *******	Min: 15
Bus driver:		Departure time:	Hr:	Min:
Odometer – starting:		Return time to OLS:	Hr:	Min:
Odometer – ending:		Post – trip clean up/fueling:	Hr: *******	Min.: 30
Total mileage:		TOTAL trip time:	Hrs:	Min:

Signature of faculty member:		Return time:	
Signature of bus driver:		Sec/Aide Initials:	

Treasurer's office: - do not write in this section: **Bus Transportation Supervisor:** _____

300-4513-143-9994-004 b soccer	300-4512-143-9994-004 b basketball	300-4547-143-9994-004 g track
300-4533-143-9994-004 g soccer	300-4532-143-9994-004 g basketball	001-2829-144-004-400 – f/t OHS
300-4516-143-9994-004 football	300-4521-143-9994-004 b swim	001-2829-144-003-300 – f/t OMS
300-4523-143-9994-004 cross country	300-4541-143-9994-004 g swim	001-2829-144-002-200 – f/t Stingel
300-4524-143-9994-004 boys golf	300-4528-143-9994-004 wrestling	001-2829-144 billed trips
300-4544-143-9994-004 girls golf	300-4511-143-9994-004 baseball	001-2829-149 extra / learning trips
300-4535-143-9994-004 volleyball	300-4534-143-9994-004 softball	Other:
300-4546-143-9994-004 g tennis	300-4526-143-9994-004 b tennis	
300-4529-143-9994-004 weight lifting	300-4527-143-9994-004 b track	

Driver's name(printed)	Hours	Rate per hour	Total amount due:
		$	$

Forms should be copied in triplicate. **Original copy to Treasurer's office: one copy to requesting location: one copy to the bus garage.**
Revised: MAY 2019 **File: Word/forms – copied to PDF file for distribution.**