

ORRVILLE CITY SCHOOLS
BUS TRIP INFORMATION, APPROVAL APPLICATION, AND PERMIT

Date of Application _____

All information should be complete and submitted at least ten (10) days in advance of the scheduled trip (buses and drivers will be scheduled on a first come, first served basis).

Date of Trip _____

Name of Group _____

Person in charge of group _____

Destination of trip _____
(address must be included)

Estimated total miles (round trip) _____

Departure Time _____ Returning time _____

Number of student involved _____ + Adults _____ = Total _____

Number of Buses Needed _____ (71/78 passengers per bus is maximum)

ADDITIONAL INFORMATION "REQUIRED" FOR ALL FIELD TRIPS

Purpose of Trip _____
(NO passengers may be transported as spectators at extra curricular events)

Field trip will be taken in relation to what course and lesson (or unit)? _____

Field trip is "necessary" in meeting the following student behavioral objective(s). _____

Meal stops: Restaurant Name: _____ Location: _____

Driver: _____ Approval of Principal _____

Pre-trip inspection completed by: _____ Date _____
(Signature) _____

Route Map is attached _____ yes _____ no

Transportation Supervisor

Bus Registration Number _____

PLEASE SUBMIT IN TRIPLICATE

Bill to: _____ Career Education
_____ Athletic Department
_____ Music Dept.
_____ Other _____

_____ Miles finished

_____ Miles started

Driver start time _____ am/pm

Driver finish time _____ am/pm

BT (revised 7/09)