

ORRVILLE CITY SCHOOLS

VAN TRIP REQUEST FORM

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

Date of Trip _____

Destination of trip _____

Out of State trips need prior board approval.

Person in charge _____

Number of vans _____

Number of students _____ Number of Adults _____

Certified Van Driver/s for trip _____

Departure time _____ Return time _____

Meal stop planned en route? ____ Yes ____ No

Emergency contact phone number _____

Directions

Starting Mileage _____ Ending Mileage _____

Transportation Supervisor Approval

Date

******This form is to be carried on the trip by the driver/s and returned to the Central Office with van keys upon completion of the trip.***