

<p><u>Transportation Request Ticket</u></p> <p><i>Vanlue Local School District</i> 301 S. East Street Vanlue, OH 45890 (419)387-7724</p> <p>Emergency Contact: CJ Couch 419-387-8108</p>	<p>Instructions</p> <ol style="list-style-type: none"> 1. Requests must be submitted prior to each trip and sent to the transportation department. 2. A separate request must be filled out for each trip. 3. This request must be submitted electronically as an attachment emailed to couchc@vanlueschool.org 4. It is the responsibility of the coach/teacher to ensure the bus is clean following the event, please inspect the bus floor and seats at the end of the event, the bus driver will have final determination upon the conclusion of the trip. 		
This section to be completed by person making request.			
Date of trip:	Destination:	Group:	
Depart time from school:	Return time from school	Number of riders:	Stopping to eat:
Person in charge:	Charge to:	Date submitted:	
Driving Directions:			
Approved by:	Title: Buildings/Grounds/Transportation Supervisor	Date Approved:	
This section to be complete by the bus driver and returned to transportation supervisor.			
Starting Odometer Reading:	Ending Odometer Reading:	Miles Traveled:	
Total Time:	Driver's Name (Print)	Driver Signature (Signature also acknowledges that pre-trip safety instructions were conducted) :	
Departure time:	Return Time:	Circle Bus #/Vehicle Used for Trip: 1 3 4 5 7 Van	

Passengers participating in non-routine use of school busses shall receive safety instructions at the beginning of the bus trip. Instructions shall include identification of safety exits, the requirement to keep aisles clear, the requirement to remain seated while the bus is in motion, and other rules adopted by local policy.

I understand the above rule and have given this instruction before this trip began.

Driver's Signature

Date