

XENIA COMMUNITY SCHOOLS CO-CURRICULAR USE OF SCHOOL BUS
SCHOOL REQUEST FOR PUPIL TRANSPORTATION
(“FORM MUST BE COMPLETED IN DUPLICATE FOR EACH BUS REQUESTED”)

Instructions: Form must be completed **IN DUPLICATE FOR EACH BUS** requested, approved by the Building Principal, and both copies forwarded to the Transportation Office at least **“TWO WEEKS”** prior to the requested trip date.

Note: Co-curricular use of school buses must comply with all Xenia Board of Education policies listed in Chapter 10, Section 10.01, Board of Education Policy Handbook, in addition to the Ohio Pupil Transportation Laws and Regulations issued by the Ohio Department of Education and Ohio Department of Highway Safety.

SECTION A - GROUP IDENTIFICATION

Name of School _____ Date of Request _____

Teachers in Charge _____

Other Adults to Accompany Students _____

Student Group _____ Number of Students & Chaperones (43 max.) _____

Purpose of Trip _____

SECTION B - TRIP INFORMATION & AUTHORIZATION

Date of Trip - Day of Week _____ Month _____ Day _____ 20____

Trip to - City _____ Site _____

Address (must be supplied) _____

Leave Xenia - Pick-up Point _____ Return - Unloading Point _____

Approx. Round Trip Mileage _____ Pick-Up Time _____

Arrival Time _____

Other information _____ Departure Time _____

Return Time _____

_____ Driver Stays _____

-OR-

Driver Drops Off _____

And Returns _____

(In Town Trips Only)

Date _____ Administrator's Signature _____

SECTION C - BUS ASSIGNMENT AND TRIP PERMIT

Driver Assigned _____ Registration # _____ Bus # _____

Speedometer Reading at End of Trip _____ Starting Time _____

Speedometer Reading at Start of Trip _____ Ending Time _____

Total Miles Traveled _____ Total Time _____

Date _____ Coordinator's Signature _____