



Transportation Request
Newbury Local Schools
14775 Auburn Road
Newbury, Ohio 44241

Instructions:

1. Requests must be submitted prior to each trip and sent to the principal's office.
2. If the request involves a field trip, the following must be attached:
 - a. Field trip form
 - b. Leave form
 - c. Any necessary requisitions
 - d. Directions to destination
 - e. Parking area for buses
3. Following principal approval, requests will be sent to the superintendent for approval.
4. Following superintendent approval, requests will be sent to transportation for approval.
5. After final approval, a copy of the request will be given to the teacher in charge.

Date of trip _____

Destination (include full address): _____

Group: _____ Number of Riders: _____

Departure time: _____ Return Time: _____

Meal stop: Yes ___ No ___

Meal stop destination (include full address): _____

Person in charge: _____ Date submitted: _____

Comments or special instructions: _____

Principal approval: _____ Date: _____

Superintendent approval: _____ Date: _____

Transportation approval: _____ Date: _____

Date received: _____ Date approved: _____

Driver: _____

Vehicle No. _____ Bus: _____ Van: _____

Copies to:

Transportation Office

Bus Driver

Teacher/Coach