

**Transportation Request  
Newbury Local Schools  
14775 Auburn Road  
Newbury, OH 44065**

**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 areas 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 Received \_\_\_\_\_ Date Approved \_\_\_\_\_

Driver \_\_\_\_\_

Vehicle No. \_\_\_\_\_ Bus \_\_\_\_\_ Van \_\_\_\_\_