

ORRVILLE CITY SCHOOLS
BUS TRIP INFORMATION, APPROVAL APPLICATION, AND PERMIT

Date of Application _____

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

Date of Trip _____ **Building Pick up** _____

Name of Group _____ **Door pick up** _____ (ex.A1)

Person in charge of group _____

Destination of trip _____
(address must be included)

Estimated total miles (round trip) _____

Departure Time _____ Returning time _____

Number of student involved _____ + Adults _____ = Total _____

Number of Buses Needed _____ (65/71 passengers per bus is maximum)

ADDITIONAL INFORMATION "REQUIRED" FOR ALL FIELD TRIPS

Purpose of Trip _____
(NO passengers may be transported as spectators at extra curricular events)

Field trip will be taken in relation to what course and lesson (or unit)? _____

Field trip is "necessary" in meeting the following student behavioral objective(s). _____

Meal stops: Restaurant Name: _____ Location: _____

Lead up and follow-up activities are planned to assure maximum field trip benefits to the participating students
_____ (✓)

Driver: _____ Approval of Principal _____

Pre-trip inspection completed by: _____ Date _____
(Signature) _____

Route Map is attached _____ yes _____ no _____
Director of Business Services

Bus Registration Number _____

Bill to: _____ Career Education
_____ Athletic Department
_____ Music Dept.
_____ Other _____

PLEASE SUBMIT IN TRIPLICATE

_____ Miles finished
_____ Miles started
_____ Driver start time
_____ Driver finish time