

## Canfield Local Schools Academic Trip Request

Today's Date: \_\_\_\_\_

Day of Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

1. This request must be received in the Transportation Office **at least TWO (2) weeks** in advance
2. Fill out a request completely for **each bus you are requesting.**
3. A Chaperone must be on the bus (Teacher, Coach, Etc.)

Group: \_\_\_\_\_  
(Give level Grade etc.)

Requested By: \_\_\_\_\_  
(this person must have directions)

Number of Riders \_\_\_\_\_

Requestor's Phone: \_\_\_\_\_

Destination: \_\_\_\_\_ (Must include all destinations including stopping to eat; State Law)

Departure Time: \_\_\_\_\_

Est. Time of Return: \_\_\_\_\_

\_\_\_\_\_  
(Transportation Director Signature)

\_\_\_\_\_  
(Building Principal / Athletic Director Signature)

Bus Assigned: \_\_\_\_\_

Miles After: \_\_\_\_\_ Start Time: \_\_\_\_ : \_\_\_\_

Miles Before: \_\_\_\_\_ End Time: \_\_\_\_ : \_\_\_\_

Driver: \_\_\_\_\_ Total Miles: \_\_\_\_\_ Total Time: \_\_\_\_ : \_\_\_\_

Vehicle License # \_\_\_\_\_

**\*\* The Coach/Requestor must notify the Transportation Office ASAP (330-533-3832) if the trip is changed or canceled\*\***

Note: The driver is not permitted to stop any place that is not already listed above.