

Kent City Schools

Request for Transportation Services

Date Submitted: _____ Trip Day/Date: _____ / _____

Pickup Point (School): _____ Requested By: (Please Print) _____

Destination: _____ Number of Riders: Students _____ Adults _____

Address: _____ Number of Buses Requested: _____

Group Transported: _____

Pickup Time: _____ (circle one) AM or PM

Return Pickup: _____ AM or PM

Time Back at School: _____ AM or PM

Vehicle capacities:

Majority of buses: **52 seats***
(preschool thru Grade 2: 72 seats)

Largest buses: **56 seats***
(preschool thru Grade 2: 84 seats)

Wheelchair buses: **24 seats***
(preschool thru Grade 2: 36 seats)

Van: **7 seats**

** Two riders in each bench seat.*

All riders MUST be within the compartmentalized seating area and out of the aisle.

Check one:

- The bus is to stay with the group.
- The bus is to return for a later pickup on the same day. (Take & Leave)
- The bus will drop off and will not need to return. (One Way Only)

Any special needs such as a wheelchair lift, size of bus or underneath storage?

Bill to: (Administrator to check where trip should be billed.)

- Building Field Trip Budget
- Athletics Band/Music
- Gifted Field Trip Budget
- Curriculum Activity (Check w/ Elem. Education Office)
- Kent Schools Account Name:** _____

A COPY OF THE REQUISITION MUST BE ATTACHED.

- Outside Group: _____
Billing Information **MUST** be attached.

Administrative

Authority: _____
MUST be signed for trip to be accepted.

All information above must be completely filled out, signed, and at the Transportation Department **TWO WEEKS** prior to the trip date. **Any Field Trip Requests that arrive late may be subject to refusal.** Pink and canary copies will be sent back as confirmation.

Due to the continuing lack of substitute drivers, persons requesting Field Trips **must make reasonable effort to schedule trips between the hours of 8:35AM and 2:15 PM.**

All parking fees and tolls are the responsibility of the group being transported.

The group leader's "responsibility shall be to assist the school bus driver in maintaining passenger control and in enforcing procedures for the safety of all passengers." 3301-83-16, Section D ▲

This includes: "Pupils must refrain from eating and drinking on the bus except as required for medical reasons." 3301-83-08, Section C-8 ▲