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# Huntington County Community School Corporation

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## Activity Bus Request

For Huntington County Community School Official Use

*(One (1) trip per Request Form)*

**Submit to the Transportation Office as soon as possible.**

Person Making Request: \_\_\_\_\_ Day(s) of Week: \_\_\_\_\_  
Name of Group: \_\_\_\_\_ Date(s) of Trip: \_\_\_\_\_  
Destination: \_\_\_\_\_ Number of Passengers: \_\_\_\_\_  
Pick Up Time: \_\_\_\_\_ Return Time: \_\_\_\_\_  
Driver: \_\_\_\_\_ On list of approved drivers?  Yes  No

\_\_\_\_\_  
(Date of Signature)

\_\_\_\_\_  
(Signature of Person Making Request)

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### *TRANSPORTATION OFFICE USE ONLY*

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The Vehicle is now reserved  Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vanessa Fields  
Director of Transportation  
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Home (260) 356-2202  
Cell (260) 224-7696