
Huntington County Community School Corporation

School Bus Request

(One (1) trip per Request Form)

Submit to the Transportation Office at least 8 days prior to trip.

Name of School: _____ Day of Week: _____

Name of Group: _____ Date of Trip: _____

Destination: _____ Pick-up Point: _____

Load Time: _____ Departure Time: _____

Return Time: _____ Number of Students: _____

Coach/Chaperone: _____ Number of Adults: _____

Will you be stopping to eat?

If yes, please let the driver know what arrangements have been made.

Please contact the assigned driver by phone at least 24 hours prior to the date of the trip for final confirmation.

(Signature of Administrator)

TRANSPORTATION OFFICE USE ONLY

This is to certify the following named driver is conducting transportation authorized by the Huntington County Community School Corporation.

Director of Transportation
Vanessa Fields
Office (260) 358-2217
Home (260) 356-2202
Cell (260) 224-7696

Bus Driver Name: _____ Phone Number: _____

Bus Number: _____ C.D.L Number: _____

Transportation Director: _____ Date: _____