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# Huntington County Community School Corporation

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## School Bus Request

### Athletic Trip

(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)

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#### TRANSPORTATION OFFICE USE ONLY

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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: \_\_\_\_\_