

WAYNE LOCAL SCHOOLS

VAN REQUEST

(Submit one (1) copy at least seven (7) days in advance of the trip)

PART I

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

No. of Pupils \_\_\_\_\_ No. of Chaperones \_\_\_\_\_

School \_\_\_\_\_ Teacher in Charge \_\_\_\_\_

Group to be Transported \_\_\_\_\_

Destination of Trip \_\_\_\_\_ Approx. No. of Miles \_\_\_\_\_

(Round Trip)

Time of Departure \_\_\_\_\_ Approx. Time of Return \_\_\_\_\_

Department \_\_\_\_\_ Principal \_\_\_\_\_

Date Submitted \_\_\_\_\_

Part II

DISPOSITION OF THE ABOVE REQUEST

To the Director of Operations:

Request is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

**\*NOTICE\***  
**Clean Van**  
**after**  
**every trip**

Signature of Director of Operations \_\_\_\_\_

**TO BE FILLED IN BY DRIVER**

Van Number \_\_\_\_\_

Speedometer Reading on Return: \_\_\_\_\_

Speedometer Reading on Leaving: \_\_\_\_\_

Total Miles: \_\_\_\_\_

Time Trip Left \_\_\_\_\_ Time Trip Returned \_\_\_\_\_

Total Hours \_\_\_\_\_

Remarks \_\_\_\_\_

Signature: \_\_\_\_\_

Driver

**Emergency Numbers**

Lisa Parrish, Supervisor (937) 684-2922

Mike Bickett, Mechanic (937) 903-9163

Waynesville Elementary (513) 897-2761

Waynesville High School (513) 897-2776

Warren Cty Highway Patrol (513) 932-4444

Ryan Fullenkamp, Dir. of Operations (937) 260-0464

Transportation Office (513) 897-8511

Waynesville Middle School (513) 897-4706

Jamie Manley, Athletic Director (937) 684-7577

Emergency - 911

Revised 12/15/2025