

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

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

Mike Bickett, Mechanic (937) 903-9163

Transportation Office (513) 897-8511

Waynesville Elementary (513) 897-2761

Waynesville Middle School (513) 897-4706

Waynesville High School (513) 897-2776

Jamie Manley, Athletic Director (937) 684-7577

Warren Cty Highway Patrol (513) 932-4444

Emergency - 911