

# Outside Group Trip Request

Please read the instructions before completing this form. If you have any questions, see the Transportation Department contact list at the bottom of the instruction form.

Organization Name Union Pointe Academy Date of Request 9/17/2022  
Organization Address 642 Mt. Zion Road Florence, KY 41042  
Organization Phone Number 859-538-3927  
Contact Name Tracy Griffin Contact Cell Phone 859-743-3572  
Destination Name The Taft Theatre Date of Trip 10/17/2022  
Destination Phone # 513-232-6220  
Destination Address 317 E. 5th Street Cincinnati, OH 45202  
Destination Instructions Buses will be instructed to pull up as close to the corner of Fifth & Broadway as space allows. Do NOT release anyone until TOT staff member has boarded your bus and assigned you a bus number with instructions for parking. Bus drivers MUST follow directions for staging on Mahoning Way and MUST stay with their bus for the entire performance. All buses are staged in the order in which they arrive and will be dismissed in the same order.  
Loading Location Corner of Fifth & Broadway  
Loading Time 9:00am Departure Time 9:10am  
Loading Time at Event 11:00am Departure Time from Event 11:10am  
Return Time 11:30am  
Number of Passengers 46 Number of Buses requested 1  
Union Pointe Academy is located inside Florence Baptist Church. Please have the bus pull around to the back side of the church (KIDS area/playground) for loading and unloading.  
Additional Comments \_\_\_\_\_  
PO Number \_\_\_\_\_

## For Transportation Use Only

Trip Approved by \_\_\_\_\_ Superintendent's Office  
Date Received \_\_\_\_\_ Trip Number \_\_\_\_\_  
Internal Approval \_\_\_\_\_  
Date Estimate Sent \_\_\_\_\_ Fax Email Date Assigned \_\_\_\_\_  
Date Billed \_\_\_\_\_

Submit

Print

Reset

# Outside Group Trip Request

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Organization Name Union Pointe Academy Date of Request 9/7/2022  
Organization Address 642 Mt. Zion Road Florence, KY 41042  
Organization Phone Number 859-538-3927  
Contact Name Tracy Griffin Contact Cell Phone 859-743-3572  
Destination Name The Taft Theatre Date of Trip 12/16/2022  
Destination Phone # 513-232-6220  
Destination Address 317 E. 5th Street Cincinnati, OH 45202  
Destination Instructions Buses will be instructed to pull up as close to the corner of Fifth & Broadway as space allows. Do NOT release anyone until TCT staff member has boarded your bus and assigned you a bus number with instructions for parking. Bus drivers MUST follow directions for staging on Nehalem Way and MUST stay with their bus for the entire performance. All buses are staged in the order in which they arrive and will be dismissed in the same order.  
Loading Location Corner of Fifth & Broadway  
Loading Time 9:00am Departure Time 9:10am  
Loading Time at Event 11:00am Departure Time from Event 11:10am  
Return Time 11:30am  
Number of Passengers 36 Number of Buses requested 1  
Union Pointe Academy is located inside Florence Baptist Church. Please have the bus pull around to the back side of the church (KIDS area/playground) for loading and unloading.  
Additional Comments \_\_\_\_\_  
PO Number \_\_\_\_\_

## For Transportation Use Only

Trip Approved by \_\_\_\_\_ Superintendent's Office  
Date Received \_\_\_\_\_ Trip Number \_\_\_\_\_  
Internal Approval \_\_\_\_\_  
Date Estimate Sent \_\_\_\_\_ Fax Email Date Assigned \_\_\_\_\_  
Date Billed \_\_\_\_\_

Submit

Print

Reset

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Organization Name Union Pointe Academy Date of Request 9/7/2022  
Organization Address 642 Mt. Zion Road Florence, KY 41042  
Organization Phone Number 859-538-3927  
Contact Name Tracy Griffin Contact Cell Phone 859-743-3572  
Destination Name The Taft Theatre Date of Trip 2/24/2023  
Destination Phone # 513-232-6220  
Destination Address 317 E. 5th Street Cincinnati, OH 45202  
Destination Instructions Buses will be instructed to pull up as close to the corner of Fifth & Broadway as space allows. Do NOT release anyone until TCT staff member has boarded your bus and assigned you a bus number with instructions for parking. Bus drivers MUST follow directions for staging on Mahoning Way and MUST stay with their bus for the entire performance. All buses are staged in the order in which they arrive and will be dismissed in the same order.  
Loading Location Corner of Fifth & Broadway  
Loading Time 9:00am Departure Time 9:10am  
Loading Time at Event 11:00am Departure Time from Event 11:10am  
Return Time 11:30am  
Number of Passengers 36 Number of Buses requested 1  
Union Pointe Academy is located inside Florence Baptist Church. Please have the bus pull around to the back side of the church (KIDS area/playground) for loading and unloading.  
Additional Comments \_\_\_\_\_  
PO Number \_\_\_\_\_

## For Transportation Use Only

Trip Approved by \_\_\_\_\_ Superintendent's Office  
Date Received \_\_\_\_\_ Trip Number \_\_\_\_\_  
Internal Approval \_\_\_\_\_  
Date Estimate Sent \_\_\_\_\_ Fax Email Date Assigned \_\_\_\_\_  
Date Billed \_\_\_\_\_

Submit

Print

Internet

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Organization Name Union Pointe Academy Date of Request 9/7/2022  
Organization Address 642 Mt. Zion Road Florence, KY 41042  
Organization Phone Number 859-538-3927  
Contact Name Tracy Griffin Contact Cell Phone 859-743-3572  
Destination Name The Taft Theatre Date of Trip 4/20/2023  
Destination Phone # 513-232-6220  
Destination Address 317 E. 5th Street Cincinnati, OH 45202  
Destination Instructions Buses will be instructed to pull up as close to the corner of Fifth & Broadway as space allows. Do NOT release anyone until TCT staff member has boarded your bus and assigned you a bus number with instructions for parking. Bus drivers MUST follow directions for staging on Making Way and MUST stay with their bus for the entire performance. All buses are staged in the order in which they arrive and will be dismissed in the same order.  
Loading Location Corner of Fifth & Broadway  
Loading Time 9:00am Departure Time 9:10am  
Loading Time at Event 11:00am Departure Time from Event 11:10am  
Return Time 11:30am  
Number of Passengers 36 Number of Buses requested 1  
Union Pointe Academy is located inside Florence Baptist Church. Please have the bus pull around to the back side of the church (KIOS area/playground) for loading and unloading.  
Additional Comments \_\_\_\_\_  
PO Number \_\_\_\_\_

## For Transportation Use Only

Trip Approved by \_\_\_\_\_ Superintendent's Office  
Date Received \_\_\_\_\_ Trip Number \_\_\_\_\_  
Internal Approval \_\_\_\_\_  
Date Estimate Sent \_\_\_\_\_ Fax Email Date Assigned \_\_\_\_\_  
Date Billed \_\_\_\_\_

Submit

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