

# Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



## Overnight and Out of District School Bus Trip Guidelines

During overnight school bus trips and out of district bus trips, all adults have to understand the seriousness of their responsibilities and the legal liabilities in supervision. The adults must have knowledge of where students are at all times and must be in close proximity to the students.

- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students.
- Student:Adult ratios should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

### Checklist:

☒ Sponsor/Coach Name: Danna Robinson Cell Number: 2708600405

☒ Date of Departure: 9-9-2025 Time of Departure: 4:00 pm

☒ Date of Return: 9-11-2025 Expected Time of Return: 4:00 pm

☒ Adequate Supervision (meets ratio criteria)

**\*\*Please List Names of Chaperones\*\***

☒ Obtain parent/guardian permission forms

**\*\*Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient\*\***

☒ Notify school cafeteria manager of any lunch needs

☒ Follow all Transportation Department guidelines for bus trips

**\*\*All requests must be in the trip system at least five days prior to the date of departure\*\***

☒ Understand any student's medication needs and/or medical conditions

**\*\*Coaches must carry all player's physicals on any away and overnight trips\*\***

☒ Attach a trip list of students to the principal/designee and a rider's list to the bus driver

**\*\*Rider's list must contain all rider's names and an emergency contact name and number\*\***

☒ Attach and itinerary

Other specific needs: \_\_\_\_\_

Danna Robinson  
Signature of Person submitting form

Christy Lancaster  
Signature of Principal/Designee

**This form must be submitted 10 days prior to the date of the trip to the principal or designee.**

August 25, 2025

Dear School Board Members,

On Wednesday, September 10-11, 2025 HCHS FBLA is asking permission to take 1 student to the Kentucky FBLA State Executive Council Meeting in Louisville, Kentucky at Drury Inn in Louisville. The student will be accompanied by Danna Robinson..

We will leave Henderson County High School at 4:00 p.m. on Tuesday and return on Thursday afternoon around 4 p.m.

The student that is requesting to be able to attend is Jaxon Robinson. Jaxon is currently serving as FBLA Region 1 President. Jaxon and Danna Robinson also serve on the State FBLA Executive Council.

Thanks,

A handwritten signature in dark ink, appearing to read 'Danna Robinson', with a long horizontal flourish extending to the right.

Danna Robinson

Schedule for State Executive Council Meeting  
9/10/2025-9/11/2025  
Drury Inn Louisville

Itinerary

Depart HCHS: 4:00 p.m.

Meet other officers and advisers at hotel for dinner at 7:00 p.m. CDT in Louisville.

State Board Photos: 8:00 a.m.

State Board Meeting start at 8:30 a.m., concludes around 1:00 p.m.

State Executive Council meeting begins at 5:00 p.m. with officer photos and extends until around 11:00 pm.

We reconvene at 8:00 a.m. the next morning and conclude in the afternoon.

Departure hotel 3:00 p.m. EST

Arrival back to HCHS: 4:00 p.m. CDT

Student Attending:

Jaxon Robinson, Region 1 President

Adviser Attending:

Danna Robinson, Region 1 Chair, Executive Council Board Member, State Board Member, and Adviser to the State Officers