

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: Shawna Evans Cell Number: 270 7482528

✓ Date of Departure: 11/8/17 Time of Departure: 10:30 am

✓ Date of Return: 11/9/17 Expected Time of Return: 2:00

✓ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** Shawna Evans

✓ 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:

Shawna Evans

Signature of Person submitting form

[Signature]

Signature of Principal/Designee

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

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420
(270) 831-5000 Fax: (270) 831-5009



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- 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 Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ✓ Sponsor/Coach Name Natalie Martin Cell number 270-844-3135
- ✓ Date of trip Dec. 3 expected departure time 9:00 return time Dec. 5
pick-up 11:00
- ✓ Adequate Supervision (meets ratio criteria) Natalie Martin
* Please List Names of Chaperones * Ben Dempsey
- ✓ Obtain parent/guardian permission forms on-line
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.

na Notify school cafeteria manager of any lunch needs.

- ✓ Follow all Transportation Department guidelines for bus request.
- ✓ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on an away and overnight trips.
- ✓ Attach a trip list of students to principal/designee
- ✓ Attach an itinerary

Other specific needs:

N. Martin
Signature of Person Submitting Form

Ch. M.
Signature of Principal Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.



Who: Henderson County High School- YClub

What: KYA- Kentucky Youth Assembly

When: Dec. 3-5 approximate departure Sun. 9 A.M. – returning Tues. 2ish

Where: Crown Plaza 830 Phillips Ln. Louisville, KY 40209 1-502-367-2251

Why: The Kentucky Youth Assembly (KYA) is a 3-day experiential learning conference in which students serve as part of a model state government. KYA offers students the opportunity to learn about a wide variety of issues, develop critical thinking skills, and articulate their beliefs while engaging constructively with their peers from around the Commonwealth.

CLUB DUES: \$10 due Sept. 19 (to vote for officers & KYA representation)

Club officers- Speeches & voting (paid club members ONLY)- Speeches & voting Sept. 26

Position for KYA- will be voted on Sept. 26 (club members ONLY)

DEADLINES & Money due dates:

Assembly Cost: \$240 & extra monies needed- 2- lunches, 1-dinner, 1- breakfast, & \$10 pizza available nightly (optional)

Transportation Cost: \$ 10

TOTAL: \$250 + extra monies

(please contact Mrs. Natalie Martin to discuss any financial concerns)

Financial Assistance Deadline: - forms are available on YMCA website (on-line quicker & easier) or can be picked-up from Mrs. Martin forms are due **OCT. 12**

Registration Deadline: - **Oct. 20** forms are available on YMCA website or can be picked-up from Mrs. Martin

Payment Options-

4 payments- due weeks of 9/13, 9/27, 10/4, 10/18= \$62.50 weekly

2 payments- due weeks of 9/27 & 10/20= \$125 monthly

1payment- due **OCT. 20**- **ALL MONEY DUE!!!!**

Weekly Meetings Tues. in G103 if you have any questions or concerns.

PARENT MEETING Tues. Sept. 26 @ 5:30 HCHS auditorium

THANK YOU,

Mrs. Natalie Martin (270) 844-3135

Abbott	John	x	250	2
Alexandar	Lauren	x	250	
Cambers	Mar-Kera		195	55
Chen	Amy	x	250	45 Lt Gov
Clem	Nick		250	
Curneal	Ella	x	250	
Dalton	Ben	x	250	
Dekemper	Aubrey	x	250	
Dekemper	Claire	x	250	BG bill
Doom	Presley	x	175	
Forker	Sheridan	x	250	Judge
Galbraith	Caroline	x	250	
Gibson	Emma	x	250	
Hazelwood	Preston	x	250	
Hite	Katie		250	
Hogg	Jackson		250	Gov
		x		
Kellen	Eleanor	x	240	BG bill
Kelsey	Kate	x	250	
Marlin	Kaitlyn	x	125	
Marsh	Emily	x	250	BG bill
Martin	Ellie	x	250	BG bill
McIndo	Kate	x	250	CW bill
Privette	Cole	x	250	Judge
Sights	Clarke	x	250	Lobby
Smith	Jordan	x	250	Judge
Titzer	Elaine	x	250	CW bill
Townsend	Isabella	x	250	Media
Watkins	Hannah		250	
Watson	Bailey	x	185	65
White	Natalie	x	250	
Whiteside	Bryson	x	250	
Hayes	Sophie	x	250	Media
Reaser	Tay		250	


Transportation Request Form
(for bus or car)

EDUCATIONAL, EXTRA-CURRICULAR AND/OR OVERNIGHT TRIP
(Submit to Transportation Department at least five (5) days prior to date of departure.)

SCHOOL Henderson North Middle REQUESTED BY: Enin Williams
CLASS/ORGANIZATION: North Cheer Team
Departure Date and Time: 2/08/2018 at 12:30 AM
Return Date and Time: 2/12/2018 arrive back at 9:00 pm
Destination: Walt Disney World Resort
Purpose/Expected Benefits: _____
Is a Bus or Car Needed? BUS Has a Driver Been Contacted? _____
Number of Students: 27 Number of Chaperones: 4

Prepare three (3) lists of all persons going on a trip: one for the Principal, one for the bus/car driver, and one for the certified person accompanying the students.

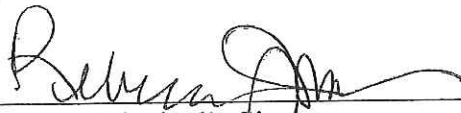
HAVE ALL CHAPERONES UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? ☒ YES ☐ NO

APPROVED AS SUBMITTED: 

DISAPPROVED FOR THE FOLLOWING REASON: _____

Paid By School Allotment _____ Other _____

(name of account)


Principal's Signature

11/4/17
Date

Board Approval/needed for overnight trips

Date

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised:9/19/2016