

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420
(270) 831-5000 Fax: (270) 831-5009
<http://www.hendersonschools.net>



Overnight and Out of District Bus Trip Guidelines

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

Checklist:

- ☒ Sponsor/Coach Name Brian Sullivan Cell number 812-449-7476
- ☒ Date of trip Oct 12-13, 2018 expected departure time 12:00pm return time 8:00pm
- ☒ Adequate Supervision (meets ratio criteria) Sarah Hardy
* 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 request.
- ☒ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
- ☒ Attach a trip list of students to principal/designee
- ☒ Attach an itinerary

Other specific needs:

Brian Sullivan
Signature of Person submitting form

[Signature]
Signature of Principal/Designee

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

HCHS Academic Team
UK Fall Invitational
(October 12-13, 2018)

Students:

1. DJ Banks
2. Harrison Jenkins
3. Alex Chandler
4. Wil Kyle

Coach: Sarah Hardy

Itinerary:

Friday, Oct 12th

Leave HCHS at 12:00 pm for Hampton Inn.
Arrive at Hampton Inn by 5:00pm.

Saturday, Oct 13th

Leave Hampton Inn for UK at 7:45am
Arrive at UK at 8:00 am
Leave UK for HCHS at 5:00 pm
Arrive at HCHS by 9:00pm

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- 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 Brian Sullivan Cell number 812-449-7476
- ☒ Date of trip Nov 9-10 expected departure time 12 pm return time 9:00 pm
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Derek Schwartz
- ☒ 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 request.
- ☒ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
- ☒ Attach a trip list of students to principal/designee
- ☒ Attach an itinerary
- ☐ Other specific needs:
- Brian Sullivan
Signature of Person submitting form
- [Signature]
Signature of Principal/Designee

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

HCHS Academic Team
Washington University Invitational
(November 9-10, 2018)

Students:

1. DJ Banks
2. Harrison Jenkins
3. Alex Chandler
4. Wil Kyle

Coach: Derek Schwartz

Itinerary:

Friday, Nov 9th

Leave HCHS at 12:00 pm for Hampton Inn.

Arrive at Hampton Inn by 5:00pm.

Saturday, Nov 10th

Leave Hampton Inn for Wash U at 7:45am

Arrive at Wash U at 8:00 am

Leave Wash U for HCHS at 5:00 pm

Arrive at HCHS by 9:00pm

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 South Middle School REQUESTED BY: Whitney Ward
CLASS/ORGANIZATION: KYA
Departure Date and Time: December 9th @ 8:15 am
Return Date and Time: December 11th @ 10:30 am (Louisville time)
Destination: Louisville, KY
Purpose/Expected Benefits: KYA assembly
Is a Bus or Car Needed? BUS Has a Driver Been Contacted? No
Number of Students: 45-55 Number of Chaperones: 4-5

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.

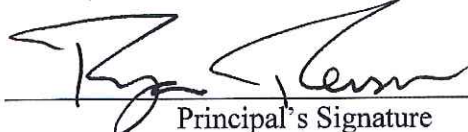
HAVE ALL CHAPERONES UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? ☒ YES ☐ NO

APPROVED AS SUBMITTED: _____

DISAPPROVED FOR THE FOLLOWING REASON: _____

Paid By School Allotment _____ Other _____

(name of account)


Principal's Signature

10/16/18
Date

Board Approval/needed for overnight trips

Date

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised: 9/19/2016