



Trip ID#: 01001

# Henderson County Schools Transportation Request for Extracurricular Trips

Requested by:	Kaleb Payton + Jeff Givens		
Date Submitted:	2-11-2019	School:	HCHS
Group:	Technology Student Association		
Funding Source for Trip Cost:	Club fundraiser		
Destination:	Louisville, KY		
Purpose of Trip:	TSA State Competition		
Date(s) of Trip:	4/22 - 4/24		
	Departure Time (CST)		Arrival Time (CST)
To the Event:	7:00	AM / <input checked="" type="radio"/> PM	10:15 <input checked="" type="radio"/> AM
On Return Trip:	12:00	AM / <input checked="" type="radio"/> PM	3:00 <input checked="" type="radio"/> AM
Street:	830 Phillips LN		
City, ST:	Louisville, KY	ZIP	40209
Number of Students	19	Number of Adults	2 Total: 14
Number of Vehicle(s) Required:	Bus	SUV	2 Car
	Will you require a handicap-accessible bus?		Yes <input checked="" type="radio"/> No
	Does the driver need to remain with group during the event?		Yes <input checked="" type="radio"/> No
Emergency Contact Number of Sponsor:	(270) 543 - 7887		
Additional Requirements:	N/A		
Medical Needs:	N/A		
Employee Signature:	<i>Kaleb Payton</i>		

Office Use	ORG:		PROJ:	
	Principal Approval:	<i>Armando Lacer</i>		
	Date of Approval:	2/12/19		

# 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: Kaleb Payton Cell Number: 270-543-7889

Date of Departure: 4/22 Time of Departure: 7:00 A.M.

Date of Return: 4/24 Expected Time of Return: 3:00 P.M.

Adequate Supervision (meets ratio criteria) Kaleb Payton  
**\*\*Please List Names of Chaperones\*\*** Jeff Given

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: \_\_\_\_\_  
Kaleb Payton Signature of Person submitting form  
Amanda Lacer Signature of Principal/Designee

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

To the Board,

The Henderson County High School Technology Student Association (TSA) club is making an effort to plan a field trip to the KY TSA State conference in Louisville, KY. Our main purpose for this trip is for students to attend the state conference as well as compete in the state competitions related to their content area. We also want to give them an opportunity to learn about TSA and the benefits of being a member of this student organization. The requirements for this trip are a C or better cumulative grade in all classes. The date is for April 22<sup>nd</sup>-April 24<sup>th</sup>.

The itinerary is as follows:

4/22

6:30am – Students meet at South Entrance to enter bus

7:00am – Students loaded and departure

10:00am – Arrival at Crown Plaza Louisville, KY

11:00am – Registration for Competitions

12:00pm – Competitions begin

5:00pm – Competitions conclude, meet in lobby for dinner

4/23

9:00am – State Conference begins

12:00 – Students meet for lunch

5:00 – Students meet in lobby for dinner

4/24

9:00am Awards Ceremony begins

11:00am- Students meet and begin packing their belongings

12:00pm- Students meet in lobby for departure stop for lunch after departure

3:00pm Arrival at HCHS, back to their 7<sup>th</sup> period class

HCHS TSA Trip list

1. D'Vontae Chaney
2. Grace Darr
3. Darrell Duffy
4. Lily Hubbard
5. Quinton Justice
6. Mason Little
7. Seth Melton
8. Austin Sutton
9. Cain Sutton

Sincerely,

Jeff Givens & Kaleb Payton

ISA Advisors, Henderson County High School