

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: Nate Fish Cell Number: 270-860-9972

___ Date of Departure: 4/17/19 Time of Departure: 8:30am

___ Date of Return: 4/18/19 Expected Time of Return: 6:00pm

☒ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** Taylor Bennett

___ 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: _____

[Signature]
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.

Students attending STLP State Competition with Mr. Fish

- Hamby, Jada
- Harrah, Parker
- Herren, Ava
- Latimer, Jacob
- Moore, Khierstin
- Steiner, William
- Thomas, Noah
- Watkins, Jonathon Seth
- Willett, Elizabeth Drew
- Wilson, Genesis

Itinerary:

Wed, 4/17/19:

8:30am 12:30pm EST	Travel to lexington
1:00 - 3:00	Tour college media/journalism (Either UK or Asbury U)
3:30	Check in to hotel
5:00-7:00	Dinner at Fayette Mall
7:30	At hotel

Thu, 4/18/19:

7:30am	Leave hotel for Heritage Hall
8:00-3:30	STLP State Competition
3:45 EST -6:00 CST	Return trip to Henderson

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Checklist:

✓ Sponsor/Coach Name: Laura M. Freeman Cell Number: 270-577-7644

✓ Date of Departure: 5/3/19; 5/4/19 Time of Departure: 4:00 pm; 11:00 am

✓ Date of Return: 5/5/19; 5/4/19 Expected Time of Return: 2:30 pm; 11:30 pm

✓ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** Laura M. Freeman + Heather Hedonx

✓ 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****

N/A 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:

Laura M. Freeman
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.

Students attending MD 43 Lions and Leos State Convention

The following students and adults will be attending the MD 43 Lions and Leos State Convention in Lexington, KY May 3-5.

HCHS Students

Joshua Freeman**

Shadira Chester**

Zaria Bradley**

Faith Heldenbrand

Marlyn Hernandez

Madison Baker

Elijah Ledoux

Lily Hubbard

Hunter Hayden

South Middle School Student

Jason Freeman**

Students denoted with a ** will be staying at the Clarion North Hotel the entire weekend under the supervision of advisor Laura Freeman

Other HCHS students will be driven by Heather Ledoux (North Middle School Teacher) to Lexington on Saturday, May 4, and will return the same day.

Activities: Leos will be involved in completing the service activity project for Trooper Island, meet with other Leos from across the state, and will attend the banquet dinner.

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1805 Second Street, Henderson, Kentucky 42420

(270) 831-5000 Fax: (270) 831-5009

<http://www.hendersonschools.net>



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- 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 April 19-20, 2019 expected departure time 12:00pm return time 9:00pm
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Lexington, Ky
- ☒ 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.

Equal Educational and Employment Institution

HCHS Academic Team
KY Pre-nationals Mixed Team
(April 19-20, 2019)

Students:

1. DJ Banks
2. Harrison Jenkins
3. Alex Chandler

Coach: Sarah Hardy

Itinerary:

Friday, April 19th

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

Saturday, April 20th

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 May 24-27, 2019 expected departure time 8:00am return time 6:00pm
 - ☒ 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 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.

Equal Educational and Employment Institution

HCHS Academic Team
High School National Championship Tournament
(May 24-27, 2019)

Students:

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

Coach: Brian Sullivan, Sarah Hardy

Itinerary:

Friday, June 1st

Leave HCHS at 8:00 am for Atlanta Marriott Marquis hotel in Atlanta
Arrive at hotel by 3:00 pm.

Monday, June 4th

Leave Atlanta for HCHS at 10:00 am.
Return to HCHS about 6:00 pm.