

# Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

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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: Tyler Smithhart Cell Number: 270-860-4957

\_\_\_ Date of Departure: 6/21/2019 Time of Departure: ~~10:00 am~~ 10:00 am

\_\_\_ Date of Return: 6/23/2019 Expected Time of Return: 3:00 pm Martha Layne Collins High School, Shelbyville, Ky

✓ Adequate Supervision (meets ratio criteria) Tyler Smithhart

\*\*Please List Names of Chaperones\*\* Conner Mattingly

Jason Lyons

✓ 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: \_\_\_\_\_

Tyler Smithhart  
Signature of Person submitting form

\_\_\_\_\_  
Signature of Principal/Designee

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

Edmund Brooks
Holden Raley
Daymian Dixon
Myekel Sanners
Koby Reed
Wes Owen
Noah Curry
Brayden Lyons
Xavier Bugg
Nic Williams
GG Smith
DMar Dixon
Kani Smith
Omarian Barrett