

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: 6/6/19 ~~6/6/19~~ Time of Departure: 12:00 pm WKA Basketball
- ✓ Date of Return: 6/8/19 Expected Time of Return: 2:00 pm Camp in
- ✓ Adequate Supervision (meets ratio criteria) Tyler Smithhart Bowling Green
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]
Signature of Principal/Designee

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

Varsity Maroon	Varsity White	JV 1	JV 2
Edmund Brooks	Zion Hightower	Jordan	Nolan
Holden Raley	GG Smith	Carter	Gerard
Daymian Dixon	Xavier Bugg	Travis	Cooper
Myekel Sanners	DMar Dixon	Keyaaron	Jake
Luke Fulkerson	Steph McGuire	Saadiq	William Bird
Koby Reed	Kani Smith	BMC	Turner
Noah Curry	Dru Lovell	Max	Lacon
Brayden Lyons	Omarion Barrett	TMay	Jaheim
Wes Owen	Zander Wilson	Alec S.?	Meadows
X		Zion	O
Steph		DMar	Kani
GG			Zander
Nic			