

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: Benson Pryor Cell Number: 270-860-0962

☒ Date of Departure: 7/26/19 Time of Departure: 1:00 pm (CST)

☒ Date of Return: 7/28/19 Expected Time of Return: 3:00 pm (CST)

☒ Adequate Supervision (meets ratio criteria) Benson Pryor Jack Benton
****Please List Names of Chaperones**** Kevin Steele

☒ 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.

*Poster will
Not be Finalized
until 7/16/19*

2019 Bluegrass State Games

Varsity Only

Friday, July 26th – Sunday, July 28th

Hotel Info:

La Quinta Inn Lexington
1920 Stanton Way
Lexington, KY 40511

(859) 231-7551

Game Field Location:

Masterson Station Park
3051 Leestown Rd
Lexington, KY 40511

- We will leave from HCHS at 1:00pm on Friday, July 26th.
- We will return to HCHS around 3:00pm on Sunday, July 28th.

Head Coach:

Benson Pryor

(270) 860-0962

Trip ID#:

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Benson Pryor				
Sponsor Contact Number:	(270) 860-0962				
Date Submitted:	6/25/19				
Sport:	Boys Soccer				
Destination:	Blue Grass State Games				
Street:	1920 Stanton Way				
City, State:	Lexington, KY 40511				
Date(s) of Trip:	7/26/19 - 7/28/19				
	Depart Time:		Return Time:		
To the Event:	1:00	AM/PM			AM/PM
On Return Trip:		AM/PM	2:00		AM/PM
Number of Vehicle(s):	Bus	1	SUV		Car
Number of Students:	24	Number of Adults:	4	Total:	28
Will you require a handicap-accessible bus?				Yes	No
Does the driver need to remain with the group during the event?				Yes	No
Additional Notes:	Request Bus Driver: Nathan Grace				