

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

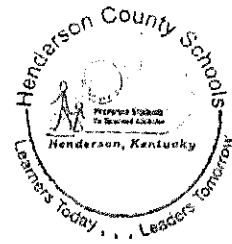
Fax: (270) 831-5122

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: SHANNON TROUTMAN Cell Number: 270-860-7162

✓ Date of Departure: APRIL 9, 2021 Time of Departure: 1:00 PM

✓ Date of Return: APRIL 10, 2021 Expected Time of Return: 6:00 PM

✓ 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 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: _____

S. Troutman

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.

Softball Itinerary for April 9,10

- Varsity Trip only to Elizabethtown.
- Players that will be going: Chiara Suggs, Kelsie Hill, Madison Stone, Kaytlan Kemp, Mallorie Stone, Julianna Hibbs, Haleigh Beck, Katie Polivick, Jamaya Byrum, Anna Willett, Kendal Hargrove, Zoe Wallace, Taylor Troutman, Hallie McCracken, Alyse Rollings, Anna Kemp. 16 total.
- Coaches that will be going: Shannon Troutman, Trevor Parker, Megan Perkins, Kris Kemp. 4 total.
- This will be an overnight trip but number of rooms needed is still to be determined. I am allowing kids to stay with their parents if their parents come and stay the night. The exact hotel is also TBD. Waiting for Host school to send list of Hotels.
- Games will be played at Elizabethtown Sports Park located at 1401 West Park Road in Elizabethtown, KY.
- We will depart the Henderson Softball Field at 1:00 pm on April 9.
- We will feed the kids prior to the game at a restaurant TBD.
- We will play our first game at 6:00 pm in Elizabethtown.
- We will resume play the following day with 2 more games at the E-town sports complex. Play should be completed by 6:00 pm.
- The sports complex is a large area and teams will be spread out to where contact with other teams is minimal. They will be utilizing the whole complex but minimizing the amount of teams at the complex at the same time.

Varsity Team Roster:

Senior: Chiara Suggs

Junior: Kelsie Hill, Kaytlan Kemp, Julianna Hibbs, Madison Stone, Mallorie Stone, Haleigh Beck, and Katie Polivick.

Sophomore: Kendal Hargrove, Anna Willett, Jamaya Byrum, Zoe Wallace

Freshman: Taylor Troutman, Hallie McCracken, Alyse Rollings, and 8th Grader Anna Kemp.

Coaches:

Shannon Troutman, Trevor Parker, Kris Kemp, Megan Perkins.

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone (270) 831-5120

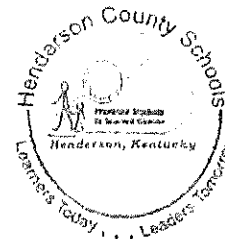
Fax (270) 831-5122

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: SHANNON ROOTMAN Cell Number: 270-860-7162

✓ Date of Departure: MAY 7, 2021 Time of Departure: 4:00 pm

✓ Date of Return: MAY 8, 2021 Expected Time of Return: 7:00 pm

✓ 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 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.

Softball Itinerary for May 7,8

- Varsity Trip only to Bowling Green.
- Players that will be going: Chiara Suggs, Kelsie Hill, Madison Stone, Kaytlan Kemp, Mallorie Stone, Julianna Hibbs, Haleigh Beck, Katie Polivick, Jamaya Byrum, Anna Willett, Kendal Hargrove, Zoe Wallace, Taylor Troutman, Hallie McCracken, Alyse Rollings, Anna Kemp. 16 total.
- Coaches that will be going: Shannon Troutman, Trevor Parker, Megan Perkins, Kris Kemp. 4 total.
- This will be an overnight trip but number of rooms needed is still to be determined. I am allowing kids to stay with their parents if their parents come and stay the night. The exact hotel is also TBD. Waiting for Host school to send list of Hotels.
- Games will be played at Buchanon Park in Bowling Green, KY. Address is 9222 Nashville Rd. Bowling Green, KY.
- We will depart the Henderson Softball Field at 4:00 pm on May 7.
- We will play our first game at 7:00 pm in Bowling Green.
- Following the game, food will be ordered to the hotel and the team will respond to the hotel.
- We will resume play the following day with 2 more games at the Buchanon Sports Complex. Play should be completed by 6:00 pm.
- The sports complex is a large area and teams will be spread out to where contact with other teams is minimal. They will be utilizing the whole complex but minimizing the amount of teams at the complex at the same time.

Varsity Team Roster:

Senior: Chiara Suggs

Junior: Kelsie Hill, Kaytlan Kemp, Julianna Hibbs, Madison Stone, Mallorie Stone, Haleigh Beck, and Katie Polivick.

Sophomore: Kendal Hargrove, Anna Willett, Jamaya Byrum, Zoe Wallace

Freshman: Taylor Troutman, Hallie McCracken, Alyse Rollings, and 8th Grader Anna Kemp.

Coaches:

Shannon Troutman, Trevor Parker, Kris Kemp, Megan Perkins.