

# Henderson County Schools Transportation Department

5075 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

To: Hoover High School  
NOA Competition

### Checklist:

Sponsor/Coach Name: Chelsie Staples Cell Number: 270-577-3330

Date of Departure: 01/14/22 Time of Departure: 4:00pm

Date of Return: 01/15/22 Expected Time of Return: 8:00pm

Adequate Supervision (meets ratio criteria) - Chelsie Staples, Mary Anne O'Daniel

**\*\*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 - See Back

**\*\*Rider's list must contain all rider's names and an emergency contact name and number\*\***

Attach and itinerary - Depart 01/14, Compete on 1/15 & return home

Other specific needs:

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.

## Varsity

Addie Clanc  
Gracie McCormick  
Rylee Lett  
Emma Tanaka  
Gracie Johnson  
Olivia Staples  
Naomi Santiago  
Sylena Smith  
Sara Carroll  
Addi Kirkwood  
Jaylee Duncan

## Jv.

Ava Harpole  
Mylie Griffin  
Reese Mushrush  
Adi Otey  
Kaya Morrow  
Jacey Wallace  
Addie Sager  
Laney Morris  
Brooklyn Moss  
Claire Allinder