

Henderson County Schools Transportation Department

5078 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
NDA Competition

Checklist:

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

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

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

Adequate Supervision (meets ratio criteria)

Please list Names of Chaperones

Chelsie Staples, Mary Anne O'Daniel

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:

Staples

Signature of Person submitting form

B. Sawyer

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 Clark
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
Brooklynn Moss
Clare Allinder