



Trip ID#:

03380

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Scott Herschelman		
Date Submitted:	3/17/2022	School:	HCKS
Group:	Skills USA		
Funding Source for Trip Cost:	Skills USA / Perkins		
Destination:	Louisville KY Crown Plaza Airport		
Purpose of Trip:	KY Skills, State Conf/Competition		
Date(s) of Trip:	4/13/22 - 4/16/22		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	9.00 AM/PM	1:00	AM/PM
On Return Trip:	11.00 AM/PM	1:00	AM/PM
Street:	830 Phillips Ln		
City, ST:	Louisville KY	ZIP	40209
Number of Students	3	Number of Adults	3
Total:	6		
Number of Vehicle(s) Required:	Bus	SUV	Car
			Van
Will you require a handicap-accessible bus?	Yes		No
Does the driver need to remain with group during the event?	Yes		No
Emergency Contact Number of Sponsor:	(812) 391-1855		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Scott Herschelman		

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Green		
	Date of Approval:	3/17/22		

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:

- Marilyn Dorsey (Driver)*
- ☒ Sponsor/Coach Name: Scott Herschel Cell Number: 812 391 1855
- ☒ Date of Departure: 4/13/22 Time of Departure: 4:00 AM ~~9:00 AM~~
- ☒ Date of Return: 4/16/22 Expected Time of Return: 12:00 PM
- ☒ Adequate Supervision (meets ratio criteria)
- **Please List Names of Chaperones**** Brad Ralph, Marilyn Dorsey, Scott Herschel
- ☒ 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: _____
- Scott Herschel* Signature of Person submitting form
- Amanda Loeen* Signature of Principal/Designee

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

March 17, 2022

Henderson County School Board:

The Henderson County Skills USA is requesting approval to attend the Kentucky Skills USA Leadership Conference at the Crown Plaza Hotel in Louisville, KY from 4/13/2022-4/16/2022. We are requesting to take three students and three advisors for leadership development and student competitions.

Respectfully submitted,



Scott Herschelman

Skills USA Advisor

Amanda Lacer 3/17/22

Student list for Skills USA Competition Louisville, KY 4/13/2022-4/16/2023

Remilia Bryant

Andrew Osborne

Brock Wilkerson

Amanda Lee 3/17/22