

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420
(270) 831-5000 Fax: (270) 831-5009
<http://www.hendersonschools.net>



Overnight and Out of District Bus Trip Guidelines

During overnight 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 Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☒ Sponsor/Coach Name Brian Sullivan Cell number 812-449-7476
- ☒ Date of trip April 15-16, 2022 expected departure time 4pm return time 9pm
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Sarah Hardy
- ☒ 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 request.
- ☒ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
- ☒ Attach a trip list of students to principal/designee
- ☒ Attach an itinerary
- ☐ Other specific needs:
- Brian Sullivan
Signature of Person submitting form
- [Signature]
Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.

HCHS Academic Team
KY NAQT State Championship
(April 16, 2022)

Students:

1. Brent Raleigh
2. Josiah Cox
3. Mason Caton
4. Kyen Jiang

Coach: Sarah Hardy

Itinerary:

Friday, April 15th

Leave HCHS at 4:00 pm for Embassy Suites, Lexington
Arrive at hotel by 8:00pm.

Saturday, April 16th

Leave hotel for UK at 7:45am
Arrive at UK by 8:15 am
Leave UK for HCHS at 5:00pm.
Arrive at HCHS by 9:00pm.

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

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- 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: Nate Fish Cell Number: 270-860-9972

Date of Departure: 4/19/22 Time of Departure: 8:30 am

Date of Return: 4/20/22 Expected Time of Return: 7:00 pm

☒ Adequate Supervision (meets ratio criteria) *Traveling to Lexington for State Competition
Please List Names of Chaperones Chaperone: Nate Fish

☐ 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: _____

Nate Fish
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.

[Signature]

Trip: Colonel Cast to STLP State Competition

Students attending:

- Rachel Ivie
- Lauren Terhune
- Breckin Sauer
- Joey Coghill
- Isaiah Scott
- Jace Madden

Itinerary:

4/19:

8:30am - Leave HCHS

1:00pm - news station or college tour in Lexington

5:00pm - Dinner at the mall

7:00pm - check in at hotel

4/20

8:30am - Leave hotel to go to STLP

3:30 Leave Lexington to return to HCHS

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- Student:Adult ratios Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☒ Sponsor/Coach Name Brian Sullivan Cell number 812-449-7476
 - ☒ Date of trip May 27-30, 2007 expected departure time 9:00am return time 9:00pm
 - ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Sarah & Mark Hardy
 - ☒ Obtain parent/guardian permission forms
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 - ☒ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
 - ☒ Attach a trip list of students to principal/designee
 - ☒ Attach an itinerary
 - ☐ Other specific needs:
- Brian Sullivan
Signature of Person submitting form
- [Signature]
Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.

Equal Educational and Employment Institution

HCHS Academic Team
High School National Championship Tournament
(May 27-30, 2022)

Students:

1. Josh Freeman
2. Julianne Latimer
3. Abby Salisbury
4. Brent Raleigh

Coach: Sarah Hardy

Itinerary:

Friday, May 27th

Leave HCHS at 9:00 am for Atlanta Marriott Marquis Hotel

Arrive at hotel by 4:00pm.

Monday, May 30th

Leave hotel for Atlanta Aquarium at 9:00am

Arrive at Aquarium at 9:30 am

Leave Aquarium for HCHS at 3:00 pm

Arrive at HCHS by 9:00pm