

Henderson County Schools Transportation Department

475 Artline 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: Gabe Weiss Cell Number: 812-549-5203

Date of Departure: Sept 8, 23 Time of Departure: 2:00pm

Date of Return: Sept 9, 23 Expected Time of Return: 10pm

Adequate Supervision (meets ratio criteria) Gabe Weiss, Shannon Lyons, Erin Bunkers
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:
Shannon Lyons
Signature of Person submitting form

Robert Thomas
Signature of Principal/Designee

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

Crossroads Invitational volleyball tournament. September 8-9, 2023. Playing at Sacred Heart Catholic School, 407 S. Henrietta, Effingham, IL 62401. Leaving at 2pm .

Roster

Abbey Gibson
Amara Howard
Kierra Bennett
Ava Benson
Grace Galbraith
Keianna Alexander
Cameron Chandler
Tay Collins
Ava Deters
Savannah Rideout
Ava Stott
Caeson Hargitt
Kylee Lyons
Evangeline Loffland
Ella Whitledge
Micah Teague

Henderson County Schools Transportation Department

408 Airline Road

Henderson, Ky 42420

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Henderson, Ky 42420



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- Sponsors and coaches shall be trained annually to administer medication

Checklist:

Sponsor/Coach Name: Gabe Weiss Cell Number: 812-549-5203

Date of Departure: Sept 22, 23 Time of Departure: 3:30 pm

Date of Return: Sept 23, 23 Expected Time of Return: 10 pm

Adequate Supervision (meets ratio criteria) Gabe Weiss, Shannon Lyons
Please List Names of Chaperones
Erin Bunkers

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

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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:
Shannon Lyons
Signature of Person submitting form

Andrew Thomas
Signature of Principal/Designee

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

Wreck at the Plex volleyball tournament. September 22-23, 2023. Playing at Planters Bank-Jennie Stuart Health Sportsplex, 155 Tiley Way, Hopkinsville, KY 42240. Leaving at 3:30pm .

Roster

Abbey Gibson
Amara Howard
Kierra Bennett
Ava Benson
Grace Galbraith
Keianna Alexander
Cameron Chandler
Tay Collins
Ava Deters
Savannah Rideout
Ava Stott
Caeson Hargitt
Kylee Lyons
Evangeline Loffland
Ella Whitledge
Micah Teague

Henderson County Schools Transportation Department

1478 Carline Road
Henderson, Ky 42420

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Henderson, Ky 42420



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- 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: Gabe Weiss Cell Number: 812-549-6203

___ Date of Departure: Sept 29, 23 Time of Departure: 2:30pm

___ Date of Return: Sept 30, 23 Expected Time of Return: 10pm

___ Adequate Supervision (meets ratio criteria) Gabe Weiss, Shannon Lyons
 Please List Names of Chaperones Erin Bunkers

___ 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: _____

Shannon Lyons Signature of Person submitting form

Andrew Thomas Signature of Principal/Designee

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

Quad State volleyball tournament. September 29-30, 2023. Playing Paducah Convention Center, 415 Park St., Paducah, KY 42001. Leaving at 2:30pm .

Roster

Abbey Gibson
Amara Howard
Kierra Bennett
Ava Benson
Grace Galbraith
Keianna Alexander
Cameron Chandler
Tay Collins
Ava Deters
Savannah Rideout
Ava Stott
Caeson Hargitt
Kylee Lyons
Evangeline Loffland
Ella Whitledge
Micah Teague