

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:

Sponsor/Coach Name: SHERRY BLOSSER Cell Number: 812-202-8460

Date of Departure: 10/04/23 Time of Departure: 4:00

Date of Return: 10/05/23 Expected Time of Return: 4:00

Adequate Supervision (meets ratio criteria) SHERRY BLOSSER
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 -NO BUS NEEDED

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: _____

Sherry Blosser
Signature of Person submitting form

Andrew Thomas 9/27/23
Signature of Principal/Designee

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

Bob Jansen

Wednesday, October 4th

4:00 Leave for the Brown Hotel 335 W Broadway, Louisville, KY 40202 Approximately a 2 hour Drive
6:00 Arrive at the Brown Hotel and Check In (Room is paid through the University of Louisville)
6:30 Go out to dinner, or order dinner at the Hotel.
9:00 Head to rooms and stay in for the evening

Thursday, October 5th

8:00 Check Out/Leave Hotel for the University of Louisville
9:00-12:00 Present at Research Louisville
12:30 Eat Lunch
1:30 Drive to Henderson
3:30 Return to Henderson

Chaperone

HCHS Teacher:

Sherry Blosser

Parents:

Erica Decker

Lee Carrier

Henderson County Schools Transportation Department

1000 S. Main Road
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*Quad State
Honor Choir*

Checklist:

Sponsor/Coach Name: Laura Staffeld Cell Number: 812-499-4857
 Date of Departure: 11-5-23 Time of Departure: 2:00 PM ?
 Date of Return: 11-6-23 Expected Time of Return: 10:00 PM ?

- Adequate Supervision (meets ratio criteria)
- **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 itinerary

Other specific needs:
Laura K Staffeld
 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.

Trip ID#:

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Laura Staffeld		
Date Submitted:	10-5-23	School:	HCHS
Group:	Choir		
Funding Source for Trip Cost:	Student / Choir		
Destination:	Murray State University		
Purpose of Trip:	Quad State Hour Choir		
Date(s) of Trip:	11-5-23 - 11-6-23		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	2:00	AM / <input checked="" type="radio"/> PM	4:00
On Return Trip:	8:00	AM / <input checked="" type="radio"/> PM	10:00
Street:	1375 Chestnut St.		
City, ST:	Murray, KY 42071	ZIP	
Number of Students	8	Number of Adults	2
Total:	10		
Number of Vehicle(s) Required:	Bus	<input checked="" type="checkbox"/> SUV	2
	Car		
	Will you require a handicap-accessible bus?		Yes <input type="radio"/> No <input checked="" type="radio"/>
	Does the driver need to remain with group during the event?		Yes <input type="radio"/> No <input checked="" type="radio"/>
Emergency Contact Number of Sponsor:	(812) 499-4857		
Additional Requirements:	—		
Medical Needs:	—		
Employee Signature:	Laura Staffeld		

Office Use	ORG:		PROJ:	
	Principal Approval:	Laura Staffeld		
	Date of Approval:	11/14/23		

September 27, 2023

Dear School Board Members,

On Wednesday, November 15, 2023 HCHS FBLA is asking permission to take 4 students to the FBLA Fall Leadership Conference in Dallas, Texas at Hilton Anatole. The students will be accompanied by Danna Robinson.

We will leave on Wednesday, November 15 and return on Sunday night, November 19.

The students that are requesting to be able to attend are Brooklyn Burris, Madelyn Robinson, Local Chapter President, Landon Chandley, Social Chair, and Jaxon Robinson, Historian. Brooklyn is currently serving as FBLA Region 1 President and is on the State FBLA Board. The students are all local FBLA officers and will benefit from the breakout sessions and seminars provided at the training.

Thanks,



Danna Robinson



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Checklist:

Sponsor/Coach Name: Danna Robinson Cell Number: 2708606455

Date of Departure: 11/15/2022 Time of Departure: ~~8:00 am~~ 11:00 am

Date of Return: 11/19/2023 Expected Time of Return: 11:00 pm

Adequate Supervision (meets ratio criteria)

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

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Attach and itinerary

Other specific needs:

Danna Rob
Signature of Person submitting form

Annade Lacer
Signature of Principal/Designee

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

FBLA National Fall Leadership Conference

Dallas, Texas Hilton Anatole

WEDNESDAY, NOVEMBER 15, 2023

- Travel to Dallas

THURSDAY, NOVEMBER 16, 2023

- City Tour
- 4:00-6:00 PM: Early Check-In

FRIDAY, NOVEMBER 17, 2023

- 7:30-8:30 AM: Conference Check-In
- 8:30-9:15 AM: Opening General Session
- 9:15-11:45 AM: Business & Leadership Skill Labs – Morning Block
 - Business & Leadership Skill Labs are hands-on experiences designed for attendees to specialize in a skill of their choice.
 - Attendees will sign-up for labs during registration.
- 12:00-1:30 PM: Lunch & Future Leaders Expo Hall
- 1:30-4:00 PM: Business & Leadership Skill Labs – Afternoon Block
- 5:00-7:00 PM: FBLA Night at Medieval Times

SATURDAY, NOVEMBER 18, 2023

- 8:00 AM-12:00 PM: Breakout Sessions and Expo Hall
 - Attendees will have the opportunity to attend a variety of sessions including networking opportunities, professional development workshops, and visit the expo hall.
- 12:00-12:45 PM: Closing General Session
- 1:00-5:00 PM: Explore the city!

Sunday, November 19, 2023

- Travel back to Henderson



Trip ID#: 04132

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Danna Robiner		
Date Submitted:	9/27/2023	School:	HCHS
Group:	FBLA		
Funding Source for Trip Cost:	LWF		
Destination:	Dallas Texas		
Purpose of Trip:	National Fall Leadership Conferen		
Date(s) of Trip:	11/18/2023 - 11/19/2023		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	11:00 AM	AM	PM
On Return Trip:	AM	11:00	PM
Street:			
City, ST:		ZIP	
Number of Students	4	Number of Adults	1 Total: 5
Number of Vehicle(s) Required:	Bus	SUV	1 Car
	Will you require a handicap-accessible bus?		Yes <input checked="" type="radio"/> No
	Does the driver need to remain with group during the event?		Yes <input checked="" type="radio"/> No
Emergency Contact Number of Sponsor:	(270) 866 0415		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Danna Robiner		

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Lacer		
	Date of Approval:	10/4/23		

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Checklist:

Sponsor/Coach Name: JACQUEE BOSTON Cell Number: 270-830-9368
 Date of Departure: 11/17/13 Time of Departure: 4:00PM
 Date of Return: 11/18/13 Expected Time of Return: PARENTS WILL SIGN OUT AFTER COMPLETION

Adequate Supervision (meets ratio criteria)
****Please List Names of Chaperones****

Obtain parent/guardian permission forms
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Attach and itinerary

Other specific needs: _____
Jacquie Boston
Signature of Person submitting form

Andee Thomas
Signature of Principal/Designee

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November 17, 2023
Estimated Itinerary for UCA Competition

4:00 PM	Leave HCHS
6:30 PM	Arrive at Labanon, TN- Hampton Inn & Suites
6:45 PM	Assign Rooms
7:00 PM	Dinner as a team
8:00 PM	Return to hotel/Choreo Run through/Team Meeting
10:00 PM	All athletes in their rooms & bed checks

November 18, 2023

7:00 AM	Wake Up Call
8:00 AM	Breakfast
9:00 AM	Routine Run through/Get Ready
10:30 AM	Leave for Competition
11:00-6:00	COMPETITION/AWARDS
6:00 PM	Parents sign athletes out & return home