

04035  
09.36 AP.21

STUDENTS

**Transportation Request Form**  
(for bus or car)

EDUCATIONAL, EXTRA-CURRICULAR AND/OR OVERNIGHT TRIP  
(Submit to Transportation Department at least five (5) days prior to date of departure.)

SCHOOL NORTH MIDDLE REQUESTED BY: DANA CARLISLE

CLASS/ORGANIZATION: NMS CHEER

Departure Date and Time: Nov. 17 4pm

Return Date and Time: Nov '18 6pm

Destination: Lebanon TN

Purpose/Expected Benefits: compete for a bid for Nationals

Is a Bus or Car Needed? bus Has a Driver Been Contacted? yes

Number of Students: 16 Number of Chaperones: 3

**Prepare three (3) lists of all persons going on a trip: one for the Principal, one for the bus/car driver, and one for the certified person accompanying the students.**

HAVE ALL CHAPERONES UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS?  YES  NO

APPROVED AS SUBMITTED: Yes

DISAPPROVED FOR THE FOLLOWING REASON: \_\_\_\_\_

Paid By School Allotment yes Other \_\_\_\_\_

Will [Signature]  
Principal's Signature

(name of account) \_\_\_\_\_  
11-2-23  
Date

Board Approval/needed for overnight trips \_\_\_\_\_

\_\_\_\_\_ Date

**RELATED PROCEDURES:**

09.36 (all procedures)

Bob [Signature]

Review/Revised: 9/19/2016

STUDENTS

09.36 AP.21

**Transportation Request Form**

(for bus or car)

EDUCATIONAL, EXTRA-CURRICULAR AND/OR OVERNIGHT TRIP  
(Submit to Transportation Department at least five (5) days prior to date of departure.)

SCHOOL South Middle School REQUESTED BY: Jeremy Shultz

CLASS/ORGANIZATION: KYA

Departure Date and Time: December 3 @ 9:00 am Stop to eat

Return Date and Time: December 5 @ 10:30 EST

Destination: 830 Phillips Ln, Louisville, KY 40209 Crowne Plaza Airport

Purpose/Expected Benefits: KYA State Conference

Is a Bus or Car Needed? Bus Has a Driver Been Contacted?   

Number of Students: Approx. 30 Number of Chaperones: 4

Prepare three (3) lists of all persons going on a trip: one for the Principal, one for the bus/car driver, and one for the certified person accompanying the students.

HAVE ALL CHAPERONES UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS?  YES  NO

APPROVED AS SUBMITTED: \_\_\_\_\_

DISAPPROVED FOR THE FOLLOWING REASON: \_\_\_\_\_

Paid By School Allotment \_\_\_\_\_ Other \_\_\_\_\_

Stacey Fild  
Principal's Signature

(name of account)  
10/27/23  
Date

Board Approval/needed for overnight trips \_\_\_\_\_ Date \_\_\_\_\_

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised: 9/19/2016

270-779-7879

Henderson County Schools Transportation Department

1500 1st St. N.E.

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: Mike Sprague Cell Number: 270 925-2241

Date of Departure: 10/27/23 Time of Departure: 10A

Date of Return: 10/28/23 Expected Time of Return: 3:30 Horse Park

Adequate Supervision (meets ratio criteria)

6ep HCHS

\*\*Please List Names of Chaperones\*\* Mike Sprague Sara Shelton

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:

Mike Sprague  
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]

## AGENDA

10/27

Cross Country Team

Leave from high school at 10a.

Lunch in Etown.

Horse Park to walk/run the course 2:30-4. HC

Check in at LaQuinta 1920 Stanton Way. 4:15

Shower/change/wear nice clothes (NO jeans).

Eat supper Lexington.

Go back to the LaQuinta.

10p curfew. HC

10/28

Eat breakfast at LaQuinta.

Sit in the lobby until 12:30p, then head to the Horse Park.

Set up tent/relax until it is time to warm up.

When the races are over, you can sign your athlete out.

\*\*\*Any state apparel, extra food/drinks, are on the athlete.\*\*\*

# 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 Dec 12, 2023 expected departure time 2:00pm return time 7:00pm
- Adequate Supervision (meets ratio criteria)  
\*Please List Names of Chaperones\* Sarah Hardy  
Robyn Galloway
- 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**  
**Jefferson County Public Schools Fall Tournament**  
**(December 1-2, 2023)**

Students:

1. Mason Caton
2. Katherine Nunn
3. Arianna Lorenzana
4. Nate Lucas
5. Ramsey Watson
6. Kyen Jiang
7. Andrew Harrison
8. Brady Galloway
9. Libby Townsend
10. Ava Zigler

Coaches: Sarah Hardy, Robyn Galloway

Itinerary:

Friday, Dec 1st

Leave HCHS at 2:00 pm for Hampton Inn Louisville-North/Clarksville.  
Arrive at Hampton Inn by 5:00pm.

Saturday, Dec 2nd

Leave Hampton Inn for Ballard HS at 7:45am  
Arrive at Ballard at 8:00am  
Leave Ballard for HCHS at 4:00pm  
Arrive at HCHS by 7:00pm