

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

FIELD TRIP BUS REQUEST FORM

8005.01F

Related to: Policy 8005.4055, 8005AR; 8005.001F



OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: Oldham County Middle School

Employee(s) In Charge: Emma Harrison Group: KMEA All-State Choir

Destination: Galt House Hotel

Date(s) of Trip: 2/7/24 & 2/8/24 Time of Departure: 11am (2/7) Time of Return: 6pm (2/8)

Approximate Mileage (one way): 19 *

Approximate Number of Students: 9

Number of Chaperones/Adults: 10

TOTAL TRANSPORTED: 0 *

Number of Buses: 0

*{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}

*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Parent/chaperone take and stay with every student.

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver)	\$0
Admissions	\$250
Other	\$0
Total Charges	\$250

Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?
Students auditioned and got selected to perform with the elite KMEA All-State Choir.

Requested by: Emma Harrison Date: 12/06/2023

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 12-7-23
 Approved/Disapproved: [Signature], Level Director Date: 12-11-23
 Approved/Disapproved: _____, Superintendent Date: _____

*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.
*ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.

Upon approval, the school will receive an approved form from the Superintendent. *

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION FORM

FIELD TRIP PERMISSION FORM AND RELEASE

4055.01F

Relates to: Policy 4055

The undersigned parent/guardian of:

_____/_____/_____
Student's Name Birthdate

hereby grants permission for the above-named student to participate in the following field trip; including all organized activities and transportation:

Date: Wed. + Thurs. 2/7 & 2/8/24 Fee (if any): \$ 250.00

Trip Description/Location: KMEA All-state / Lou. Ky / Galt house

Supervising Staff Member: Emma Harrison

Approximate time of departure: wed. drop off @ ~ 11 am Approximate time of return: Th. pick up (Take home) @ ~ 6 pm

Purpose (state expected learning outcome or recreational):

KMEA All-state choir

Transportation will be by:

- Commercial Bus or Common Carrier School Bus
- OCS School Bus
- Other: parent/guardian take & stay w. student (overnight & meal times)

Students must have proof of private insurance or student accident insurance to participate in co-curriculars or extra-curricular activities or field trips away from school.

_____/_____/_____
Name of Insurance Carrier Policy Number Group Number

In consideration of the advantages of participation in this field trip, the undersigned agrees that the Board of Education of Oldham County, Kentucky, its agents and employees, and the driver and/or owner of the vehicle used for the field trip shall be released and exempt from any liability for damages for bodily injury or property damage that may occur during the trip, as provided by law.

To Whom It May Concern:

We (I), as Parent(s) of _____ do hereby authorize and direct the staff of Oldham County Schools to initiate the procedures deemed necessary by medical personnel to act in our child's behalf and agree to "Hold Them Harmless" for any treatment rendered. Please provide a current phone number and alternative contact number for the date of the trip.

Signature of Parent/Guardian Date

Phone Number Alternative Phone



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OVERNIGHT

EXTENDED DAY

(Same day but extends beyond the school day)

DAY TRIP ONLY

School: Kenwood Station Elementary

Employee(s) In Charge: Jessica Holmes Group: STLP

Destination: Rupp Arena, Lexington, KY (STLP State Championship 2024)

Date(s) of Trip: March 27, 2023 Time of Departure: 7:00 AM Time of Return: 8:00 PM

Approximate Mileage (one way): 80 *

Approximate Number of Students: 100

Number of Chaperones/Adults: 12

TOTAL TRANSPORTED: 112 *

Number of Buses: 2

*{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}

*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): N/A Jefferson Tours

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver)	\$ <u>0</u>
Admissions	\$ <u>0</u>
Other	\$ <u>0</u>
Total Charges	\$ <u>0</u>

Number of Instructional Days Lost: 1

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

Finalists will be competing for State awards and other students will be competing in Challenges for State awards.

Requested by: Dylan Smith/Ashley English *Ashley English* Date: 12/14/2023

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 12/14/23

Approved/Disapproved: _____, Level Director Date: _____

Approved/Disapproved: _____, Superintendent Date: _____

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Upon approval, the school will receive an approved form from the Superintendent. *

Needs Board Approval
- Common Carrier



OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

FIELD TRIP BUS REQUEST FORM

8005.01F

Related to: Policy 8005, 4055, 8005AR; 8005.001F

OVERNIGHT EXTENDED DAY DAY TRIP ONLY
(Same day but extends beyond the school day)

School: 14 schools (BES, CA, CE, CR, GO, HA, LA, LO, NOMS, OCMS, SOMS, NOHS, OCHS, SOHS)

Employee(s) In Charge: Jennifer Dolan, Leslie Wolf, Brandon Clark Group: STLP

Destination: Rupp Arena, Lexington, KY (STLP State Championship 2024)

Date(s) of Trip: March 27, 2023 Time of Departure: 7:00 AM Time of Return: 6:00 PM

Approximate Mileage (one way): 80 *

Approximate Number of Students: 200

Number of Chaperones/Adults: 24

TOTAL TRANSPORTED: 224 *

Number of Buses: 4

*{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}

*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): ~~N/A~~ Jefferson Tours

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver)	\$ 0
Admissions	\$ 0
Other	\$ 0
Total Charges	\$ 0

Number of Instructional Days Lost: 1

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

Finalists will be competing for State awards and other students will be competing in Challenges for State awards.

Requested by: Dylan Smith/Ashley English *Ashley English* Date: 12/14/2023

APPROVAL/DISAPPROVAL

Approved/Disapproved: *[Signature]*, Principal Date: 12/14/23

Approved/Disapproved: _____, Level Director Date: _____

Approved/Disapproved: _____, Superintendent Date: _____

*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.
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Acceptance

Jefferson Tours and Charters

Client ID	OldhCounSc	Charter ID	2661
Client	Ashley English	Movement ID	4279
Company	Oldham County Schools	Status	Firm
Client Ref 1		Passengers	230
Client Ref 2		Distance	165.4

First Pick-up	7105 Floydensburg Rd, Crestwood, KY	Destination	430 W Vine St, Lexington, KY
Pick-up Date	Wed 3/27/2024 Time 07:00	Arrival Date	Wed 3/27/2024 Time 08:35
Single Journey	No	Leave Date	Wed 3/27/2024 Time 15:00
Vehicle To Stay	Yes	Back Date	Wed 3/27/2024 Time 16:30

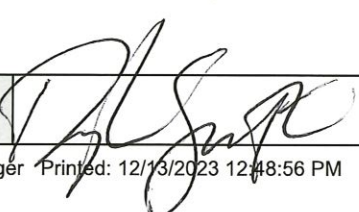
Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
56	Luxury Motorcoach	1	\$1,966.65	0	\$0.00	\$1,966.65
56	Luxury Motorcoach	2	\$1,966.65	0	\$0.00	\$1,966.65
56	Luxury Motorcoach	3	\$1,966.65	0	\$0.00	\$1,966.65
56	Luxury Motorcoach	4	\$1,966.65	0	\$0.00	\$1,966.65
56	Luxury Motorcoach	5	\$1,966.65	0	\$0.00	\$1,966.65
56	Luxury Motorcoach	6	\$1,966.65	0	\$0.00	\$1,966.65
	Fuel Surcharge		\$707.99	0	\$0.00	\$707.99
Movement Totals			\$12,507.89		\$0.00	\$12,507.89

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2
Driver	3	Driver	4
Driver	5	Driver	6

Route	Further Requirements
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School bus or motorcoach will be fine - whichever you have. We will likely need about 4 busses, if available! This will be to transport students for a competition - we will actually have our total number of student split between have two pick-up and drop-off sites. I can provide additional details as needed.

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter.

Signature		Print Name		Date	12/14/23
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TAYLMO-C01

DSPEARS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/25/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

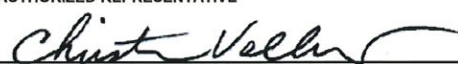
PRODUCER Houchens Insurance Group 1240 Fairway Street Bowling Green, KY 42103	CONTACT NAME: Destiny Spears PHONE (A/C, No, Ext): (270) 563-7119 4290 FAX (A/C, No): (270) 843-8808 E-MAIL ADDRESS: dspears@higusa.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Taylor Motors, Inc. 3820 U.S. 641 South Murray, KY 42071	INSURER A : National Interstate Insurance Company NAIC # 32620	
	INSURER B : Great American Insurance Company 16691	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			YPP3510060 20	5/1/2023	5/1/2024	EACH OCCURRENCE	\$ 5,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 5,000,000
							GENERAL AGGREGATE	\$ 5,000,000
							PRODUCTS - COMP/OP AGG	\$ 5,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			YPP3510060 20	5/1/2023	5/1/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 5,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			YEX3510060 19	5/1/2023	5/1/2024	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	YWC3510060 20	5/1/2023	5/1/2024	PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
B	Property Coverage			MAC 8363672-13	5/1/2023	5/1/2024		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Oldham County Board of Education 6165 W, KY-146 Crestwood, KY 40014	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Jefferson Tours and Charters
11117 Decimal Drive
Louisville, KY 40299

Tel: 502-267-4007

Fax: Mrs AE English
Oldham County Schools
6165 W Hwy 146
, KY 40014

Date: 12/13/2023

Dear Ashley:

2661
\$12,507.89

Jefferson Tours and Charters Confirmations.

Please see below our Terms and Conditions and kindly sign and return.

TERMS AND CONDITIONS

1. TO CONFIRM YOUR CHARTER:

The following items are required to book and confirm the date of your charter with Jefferson Tours and Charters (JTC). To reserve your charter:

(1) A deposit in the amount of 10% of the charter's total cost or \$350 (whichever is greater) is due upon booking. (2) A final (full) payment for charter service is due and must be received 30 days in advance of the charter date. (3) If it is less than 30 days prior to departure, a booking must be paid in full. All deposits and full payments may be paid by ACH, wire transfer, or credit card upon booking. If JTC is notified that a check payment has nonsufficient funds (NSF), an automatic fee of \$75.00 will be assessed to your charter. (4) Please reference the date of your trip and your trip Confirmation Order Number on check or forms.

2. CHARTERING PARTY CHANGES AND ITINERARY:

If a change is made by a Chartering Party that increases the number of miles or hours to a specific charter, additional charges may occur. A detailed written itinerary is required for all trips at least two weeks prior to departure to include dates, times, addresses, contact information, and any other pertinent information about the trip. Restrictions at pick up or delivery locations are subject to vehicle size and or the driver's professional judgement and may alter pickup locations.

Any change must be received no later than 72 hours (about 3 days) prior to departure. Any changes within 72 hours may be subject to additional charges. Prices are subject to change based upon the final itinerary. The Chartering Party is responsible for reserving (a) hotel room(s) for the driver(s) for out of town events. The group is responsible for all tolls, parking, ferry, and entrance fees incurred on the trip. The group is responsible for providing our driver with a single, non-smoking hotel room. If this trip involves 2 or more drivers per bus, then each driver must be provided with a single room. Taylor Motors is not responsible for any luggage or personal items

left either inside the motorcoach or underneath in the luggage compartments. Driver's gratuity is not included in this price unless it is itemized on the acceptance page.

3. DRIVER HOURS AND SAFETY REVIEW:

Because a driver is limited in hours of daily service, Itineraries are subject to review by a company official. Federal Department of Transportation safety regulations prohibit drivers to be on duty more than fifteen (15) hours per day, ten (10) of which are for driving (including a 30-minute pre- and post-trip vehicle inspection). The driver must be given eight (8) consecutive hours off before he/she may resume his/her duties.

4. DAMAGES TO BUSES:

The cost of repairing damage to buses resulting from the conduct or actions of passengers on that specific charter shall be charged to the Chartering Party and is payable as soon as such cost is determined.

5. ARRIVAL TIME IS CONDITIONAL:

Operators are instructed to drive at a speed within the limits prescribed by law and compatible with safe operation. Unusual road, traffic and weather conditions are beyond Company control.

6. FLEET VEHICLE TYPE

Before being assigned to the charter service, JTC's Fleet is thoroughly inspected to ensure uninterrupted service. If a mechanical failure occurs before or during a charter trip a replacement bus may be different than originally understood.

7. CONDUCT OF PASSENGERS:

JTC reserves the right to eject or refuse passenger status to anyone under the influence of intoxicating liquor or drugs, or who are, or are likely to become objectionable to other persons. Passengers shall not interfere with the operator in the discharge of his or her duty or tamper with any apparatus or appliance on the bus.

8. SURCHARGES MAY BE ADDED:

Jefferson Tours and Charters reserves the right to charge a surcharge upon booking your transportation based on fuel prices and other required commodities for contracted charter.

9. PANDEMIC GUIDELINES:

JTC will provide customers with Federal CDC (Centers for Disease Control) guidelines regarding travel during a pandemic. However, it is at the discretion of the booking party to decide whether they will follow recommended social distancing guidelines. JTC is not responsible for enforcing CDC social distancing measures or the social distancing guidelines of other jurisdictions that the booking party may travel through or disembark from while traveling on a JTC chartered motorcoach, or any other JTC chartered vehicle. Customers acknowledge and agree that JTC is not responsible for any loss or damage resulting from customer or others contracting Covid-19 or any other illness while utilizing the services of JTC. By signing our contract, you are releasing JTC of any liability and accepting all liability for any pandemic related illness on the vehicle.

10. DAMAGE DEPOSIT:

A \$350.00 deposit (per bus) will be required if JTC feels it is necessary for the trip you are taking (especially if alcohol is involved before or during your trip). The deposit will be refunded if the bus is returned undamaged and with no excessive cleaning.

11. PRICES SUBJECT TO CHANGE:

All charter prices quoted in the confirmation are subject to change under the terms herein, up until the day of departure. but shall not be increased, in the aggregate, by more than twenty percent (20%).

12. PROHIBITED ITEMS WITHOUT CONSENT:

JTC prohibits the following items: (a) Decorations (b) Smoking (c) Glass containers or Kegs (d) Golf shoes, ski boots, or other shoes with spikes (unless stored & not worn) (e) Fuel containers (f) Firearms, explosives, and fireworks (federal law). However, a written request for some items may be considered for consent by JTC.

13. CANCELLATION POLICY:

Cancellations made 30 days or more in advance of the charter departure date will receive a 100% refund. Cancellations made within 7-30 days of the charter departure date will incur a 10% of charter cost fee or \$300.00 (whatever is greater). When hotel rooms or special accommodations are booked by the company and become non-cancellable, the chartering party will be required to pay the full price for the rooms. Cancellations made within 6 days of the charter departure date will incur a 50% of charter cost fee. Cancellations made on the departure date will incur a 100% charter cost fee.

14. PAYMENT TERMS:

The price of your charter is quoted as a cash price. Our preferred method of payment is company check, cash, electronic or wire transfer. Credit card payments are subject to a 3% extra charge. Full payment is due 30 days before departure. Driver gratuity is not included in the final price, \$2.00 per day, per passenger, is an example of driver gratuity.

15. ENTIRE AGREEMENT:

This Agreement constitutes the entire agreement between the parties for transportation as listed in the acceptance and supersedes all other agreements, either oral or written with respect to the subject matter hereof.

Mutual Indemnification Clause

Each of the parties covenants and agrees to indemnify and hold the other and its respective subsidiaries, affiliates, officers, directors, shareholders and employees free, clear and harmless from any and all liability, judgment, claims costs, expenses (including attorney's fees), and demands of any kind, including damages for personal and or property damage or both, arising out of, or by reason of any act, of willful misconduct, or gross negligence of the indemnifying party or its respective agents, employees, servants, or contractors.

Force Majeure

Neither party shall be liable for any failure or delay in performance under this Agreement to the extent said failure or delay is caused by conditions beyond its control, including but not limited to: Acts of God; governmental restrictions and/or regulations; war or apparent act of war; terrorism or apparent act of terrorism; disaster; civil disorder, disturbance, and/or riots; curtailment, suspension, and/or restriction on transportation facilities/means of transportation; performance failures of parties outside the control of the contracting parties; pandemics; strikes; or any other emergency making it inadvisable, illegal, impracticable or impossible for either party to perform under this Agreement. Either party may cancel this Agreement for any one or more of such reasons upon written notice to the other without penalty.

16. DRIVERS HOURS OF SERVICE

Itineraries are subject to review by a safety officer of the Company. Federal Department of Transportation safety regulations prohibit drivers to be on duty more than fifteen (15) hours per day, ten (10) of which are for driving (including a 30-minute pre- and post-trip vehicle inspection). The driver must be given eight (8) consecutive hours off before he/she may resume his/her duties. Below you will find examples that may be used as a guide to assist you in planning your trip: Example: You arrive at your hotel at 10:00pm and your driver unloads your luggage, parks the coach, does their post trip inspection, and then cleans the coach finishing at 11:00pm. The next morning the earliest that the driver can start their pre-trip is 7:00am: the

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Each of the parties covenants and agrees to indemnify and hold the other and its respective subsidiaries, affiliates, officers, directors, shareholders and employees free, clear and harmless from any and all liability, judgment, claims costs, expenses (including attorney's fees), and demands of any kind, including damages for personal and or property damage or both, arising out of, or by reason of any act, of willful misconduct, or gross negligence of the indemnifying party or its respective agents, employees, servants, or contractors.

Force Majeure

Neither party shall be liable for any failure or delay in performance under this Agreement to the extent said failure or delay is caused by conditions beyond its control, including but not limited to: Acts of God; governmental restrictions and/or regulations; war or apparent act of war; terrorism or apparent act of terrorism; disaster; civil disorder, disturbance, and/or riots; curtailment, suspension, and/or restriction on transportation facilities/means of transportation; performance failures of parties outside the control of the contracting parties; pandemics; strikes; or any other emergency making it inadvisable, illegal, impracticable or impossible for either party to perform under this Agreement. Either party may cancel this Agreement for any one or more of such reasons upon written notice to the other without penalty.

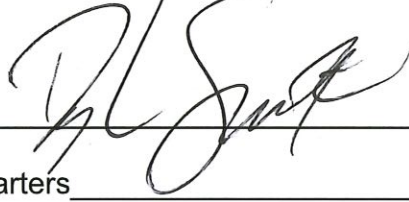
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driver is then required to do a pre-trip and begin their paperwork for that day. The earliest they could begin with your group would be 7:30am.

Signed & Agreed by:

The Chartering Party

A large, stylized handwritten signature in black ink, appearing to be 'D. S. Smith', written over a horizontal line.

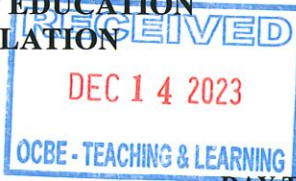
Date: 12 / 14 / 23

Jefferson Tours & Charters

Date: / /

JAN 22 2023

OLDHAM COUNTY BOARD OF EDUCATION ADMINISTRATIVE REGULATION



8005.01F

FIELD TRIP BUS REQUEST FORM

Related to: Policy 8005, 4055, 8005AR; 8005.001F

OVERNIGHT

EXTENDED DAY

(Same day but extends beyond the school day)

DAY TRIP ONLY

School: South Oldham High School

Employee(s) In Charge: Ryan McAllister Group: Band

Destination: Galt House (Louisville)

Date(s) of Trip: 2/7/23 - 2/10/23 Time of Departure: 4:00 pm Time of Return: 2:00 pm

Approximate Mileage (one way): 20 *

Approximate Number of Students: 2

Number of Chaperones/Adults: 1

TOTAL TRANSPORTED: 3 *

Number of Buses: 0

*{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}

*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Students responsible for own transportation

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver)	\$	_____
Admissions	\$65	_____
Other	\$200 (housing)	_____
Total Charges	\$	265

Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

Attend KMEA All-State Band. Students will perform with other top students from across the state,

work with a top clinician, and perform a concluding concert

Requested by: Ryan McAllister Date: 12/11/23

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature] Principal Date: 12-11-23

Approved/Disapproved: [Signature] Level Director Date: 12/15/23

Approved/Disapproved: _____ Superintendent Date: _____

*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.

*ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.

Upon approval, the school will receive an approved form from the Superintendent. *

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION



FIELD TRIP BUS REQUEST FORM

Related to: Policy 8005, 4055, 8005AR; 8005.001F

8005.01F

OVERNIGHT

EXTENDED DAY
(Same day but extends beyond the school day)

DAY TRIP ONLY

School: North Oldham Middle School

Employee(s) In Charge: Jonathan Perri

Group: KYA

Destination: 280 W Jefferson St, Louisville, KY 40202

Date(s) of Trip: 03/10/2024 - 3/12/24 Time of Departure: 3pm 3/10 Time of Return: 12pm 3/12

Approximate Mileage (one way): 30 *

Approximate Number of Students: 75

Number of Chaperones/Adults: 5

TOTAL TRANSPORTED: 80 *

Number of Buses: 0

**{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}*

**These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)*

Method of Transportation (if not by school bus): Parent Drop-off / Pick-up

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

**All tolls are the responsibility of the school or group requesting the trip.*

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver)	\$ <u>0.00</u>
Admissions	\$ <u>TBD</u>
Other	\$ <u>TBD</u>
Total Charges	\$ <u>TBD</u>

Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

The Kentucky United Nations Assembly (KUNA) is a 3-day, experiential-learning conference in which students participate directly in simulated international diplomacy. KUNA offers students the opportunity to experience the richness of cultures from around the world, develop empathy, and hone their critical thinking skills while engaging with a wide variety of perspectives and global issues.

Requested by: Jonathan Perri

Date: 12/18/2023

APPROVAL/DISAPPROVAL

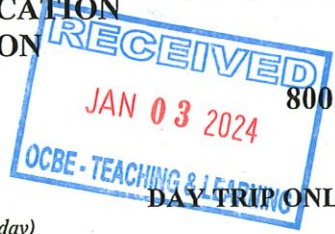
Approved/Disapproved: Allison Steiner, Principal Date: 12/26/23
 Approved/Disapproved: [Signature], Level Director Date: 1/3/24
 Approved/Disapproved: _____, Superintendent Date: _____

**Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.*

**ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.*

*Upon approval, the school will receive an approved form from the Superintendent. **

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION



8005.01F

FIELD TRIP BUS REQUEST FORM

Related to: Policy 8005, 4055, 8005AR; 8005.001F

OVERNIGHT

EXTENDED DAY

(Same day but extends beyond the school day)

DAY TRIP ONLY

School: North Oldham Middle School

Employee(s) In Charge: Tyler Smith Group: Chorus

Destination: Cathedral of the Assumption, 433 S 5th St # 101, Louisville, KY 40202

Date(s) of Trip: 02/09/2024 Time of Departure: 8:30 AM Time of Return: 4:30 PM

Approximate Mileage (one way): 20 miles *

Approximate Number of Students: 70

Number of Chaperones/Adults: 5

TOTAL TRANSPORTED: 75 *

Number of Buses: 2

*{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}

*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Jefferson Tours & Charters

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Required

If optional, indicate student charges:

Transportation (mileage, driver)	\$ 1,100
Admissions	\$ 0
Other	\$ 125
Total Charges	\$ 1,225

Number of Instructional Days Lost: 1

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?
These students have been selected to perform for KMEA State Conference, which is an incredible honor and highly selective. They will gain the valuable experience of singing in front of teachers and students from across the state and will serve as role models for their age group in terms of what a good choir in 7th grade should sound like. This is an experience that students rarely have the opportunity for.

Requested by: Tyler Smith Date: 01/02/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: Alton Steinhilber, Principal Date: 1/3/24
 Approved/Disapproved: Jay Quisenberry, Level Director Date: 1/3/24
 Approved/Disapproved: Jan Ruff, Superintendent Date: 1.3.24

*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.

*ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.

Upon approval, the school will receive an approved form from the Superintendent. *

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

APPLICATION FOR USE OF COMMON CARRIER

8005.02F

References: 702 KAR 5:060

Related to: Policy 8005, 4055, 8005AR-8005.04AR; 8005.01F, 8005.06F

This application is to be completed only when transportation of students will be other than by school bus.

702 KAR 5:060 - Section 6: Item (2)

School districts may, in their reasonable discretion and with due regard to the safety and required supervision of the school children to be transported, utilize appropriately certificated common carriers, in regular or charter service, to transport school children to or from school-related events, as long as the vehicles so utilized are not significantly used as school buses. Such use of common carrier service, in lieu of qualifying school buses, shall be on a case-by-case basis, and the reasons believed by the board to justify such shall be cited in the board minutes. (SBE 24.225; 1 KY.R 1052; eff. 6-11-75; Am. 9 KY.R 1309; eff. 7-6-83; 12 KY.R 1634; eff. 5-6-86)

School: NOMS Date: 1/2/24
~~2/9/24~~
Employee(s) In Charge: Tyler Smith Group: Chorus
Date of Trip: 2/9/24 Destination: Cathedral of the Assumption
Main Mode of Travel: Bus
Name of Major Carrier: Jefferson Tours + Charters Phone: (502) 267-4007
Address: 1117 Decimal Dr. Louisville, KY 40299
Method of transportation to the departure point: Parents

Type of transportation upon destination arrival:

Company name: _____ Phone: _____

Contact person if available: _____

Why have you selected these transportation methods? This trip is extended day and outside of school hours.

Allison Stanehn
Principal

[Signature]
Teacher or Sponsor

(Attach a regular Field Trip Request Form (8005.01F) and the Common Carrier Insurance Certificate for Board approval.)



TAYLMO-C01

DSPEARS

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 4/25/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Houchens Insurance Group 1240 Fairway Street Bowling Green, KY 42103	CONTACT NAME: Destiny Spears PHONE (A/C, No, Ext): (270) 563-7119 4290 FAX (A/C, No): (270) 843-8808 E-MAIL ADDRESS: dspears@higusa.com												
INSURER(S) AFFORDING COVERAGE													
INSURED Taylor Motors, Inc. 3820 U.S. 641 South Murray, KY 42071	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">INSURER A : National Interstate Insurance Company</td> <td style="width: 20%;">NAIC # 32620</td> </tr> <tr> <td>INSURER B : Great American Insurance Company</td> <td>NAIC # 16691</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER A : National Interstate Insurance Company	NAIC # 32620	INSURER B : Great American Insurance Company	NAIC # 16691	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER B : Great American Insurance Company	NAIC # 16691												
INSURER C :													
INSURER D :													
INSURER E :													
INSURER F :													

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			YPP3510060 20	5/1/2023	5/1/2024	EACH OCCURRENCE	\$ 5,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 5,000,000
							GENERAL AGGREGATE	\$ 5,000,000
							PRODUCTS - COMP/OP AGG	\$ 5,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			YPP3510060 20	5/1/2023	5/1/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 5,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			YEX3510060 19	5/1/2023	5/1/2024	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	YWC3510060 20	5/1/2023	5/1/2024	PER STATUTE	
							OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
B	Property Coverage			MAC 8363672-13	5/1/2023	5/1/2024		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

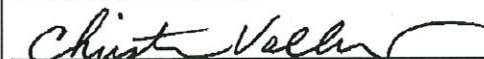
CERTIFICATE HOLDER

CANCELLATION

 Oldham County Board of Education
 6165 W, KY-146
 Crestwood, KY 40014

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

FIELD TRIP BUS REQUEST FORM

Related to: Policy 8005, 4055, 8005AR; 8005.001F



8005.01F

OVERNIGHT EXTENDED DAY DAY TRIP ONLY
(Same day but extends beyond the school day)

School: NOHS, OCHS, SOHS

Employee(s) In Charge: Jaclyn Green, Pati Wollert, Tara Steedly Group: GATES College Blitz

Destination: Northern Ohio colleges (Xavier Univ., Univ of Cincinnati, Miami Univ., Univ of Dayton)

Date(s) of Trip: Feb 27-28, 2024 Time of Departure: 7:30 AM Time of Return: 5:30 PM

Approximate Mileage (one way): ~250 mi *

Approximate Number of Students: 50

Number of Chaperones/Adults: 5

TOTAL TRANSPORTED: 55 *

Number of Buses: 1

*{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}

*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Motorcoach (Miller Transportation)

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Optional


If optional, indicate student charges:

Transportation (mileage, driver)	\$ 52.00
Admissions	\$ 0.00
Other	\$ 123.00
Total Charges	\$ 175

Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

Opportunity for students to visit four campuses that are diverse in size, rural vs urban, public vs. private, etc. It's important for students to see a variety of characteristics as they "shop" to help them rule in and out what they prefer, and explore beyond tmore familiar KY colleges.

Requested by: Jaclyn Green  Date: 01/05/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: _____, Principal Date: _____

Approved/Disapproved:  _____, Level Director Date: 1/12/24

Approved/Disapproved _____, Superintendent Date: _____

*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.

*ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.

Upon approval, the school will receive an approved form from the Superintendent. *

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

APPLICATION FOR USE OF COMMON CARRIER

8005.02F

References: 702 KAR 5:060

Related to: Policy 8005, 4055, 8005AR-8005.04AR; 8005.01F, 8005.06F

This application is to be completed only when transportation of students will be other than by school bus.
702 KAR 5:060 - Section 6: Item (2)

School districts may, in their reasonable discretion and with due regard to the safety and required supervision of the school children to be transported, utilize appropriately certificated common carriers, in regular or charter service, to transport school children to or from school-related events, as long as the vehicles so utilized are not significantly used as school buses. Such use of common carrier service, in lieu of qualifying school buses, shall be on a case-by-case basis, and the reasons believed by the board to justify such shall be cited in the board minutes. (SBE 24.225: 1 KY.R 1052: eff. 6-11-75: Am. 9 KY.R 1309: eff. 7-6-83: 12 KY.R 1634: eff. 5-6-86)

School: District - NOHS, OCHS, SOHS Date: 02/27/2024
Employee(s) In Charge: Jaclyn Green Group: GATES College Blitz
Date of Trip: 02/27/2024 Destination: Xavier, U Cincinnati, Miami U, U Dayton
Main Mode of Travel: motorcoach
Name of Major Carrier: Miller Transportation Phone: (800) 544-2383
Address: 111 Outer Loop, Louisville, KY 40214
Method of transportation to the departure point: provided by parents/guardians
Type of transportation upon destination arrival:
Company name: Miller Transportation Phone: (800) 544-2383
Contact person if available: April Jewell
Why have you selected these transportation methods? distance and number of students traveling


Principal


Teacher or Sponsor

(Attach a regular Field Trip Request Form (8005.01F) and the Common Carrier Insurance Certificate for Board approval.)

Acceptance

Miller Transportation Inc.

Client ID	179585	Charter ID	191621
Client	Ms AE English	Movement ID	242118
Company	OCBE-Central Office	Status	Firm
Client Ref 1		Passengers	
Client Ref 2		Distance	

First Pick-up	LaGrange, KY	Destination	Cincinnati, OH and Dayton, OH
Pick-up Date	Tue 2/27/2024 Time 07:30	Arrival Date	Tue 2/27/2024 Time
Single Journey	No	Leave Date	Wed 2/28/2024 Time
Vehicle To Stay	Yes	Back Date	Wed 2/28/2024 Time 17:30

First Pick-up Instructions	Destination Instructions
----------------------------	--------------------------

Oldham County Arts Center Parking Lot
7105 Floydsburg Road
Crestwood, KY 40014

(4) colleges in northern Ohio (Xavier, UC, MU, and UDayton)

she will send an itinerary


Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
56	Premium Motorcoach	1	\$2,600.00	0	\$0.00	\$2,600.00
Movement Totals			\$2,600.00		\$0.00	\$2,600.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Motorcoach Charter Driver	1		

Vehicle Facilities

110 Outlets MC Only WIFI MC Only

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. Miller Transportation is not responsible for delays due to traffic, weather, or mechanical issues. Miller Transportation is not responsible for any parking fees.

Signature		Print Name	Jacquelyn Green	Date	1/5/24
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COLUMBUS, OH

INDIANAPOLIS, IN

LOUISVILLE, KY

Ms English
OCBE-Central Office
6165 W Hwy 146
Crestwood KY 40014

Date: 1/5/2024

Transportation Confirmation

Dear Ms English,

Thank you for choosing Miller Transportation for your travel needs. We are committed to providing you with the very best service possible. I am sure you will be pleased with the quality of our equipment and drivers. The documentation received with this letter serves as your contract for your transportation needs. Please review the contract carefully before signing. We must receive your **deposit of \$260.00** along with one signed and dated copy of the acceptance letter within 14 days following the date of this letter. **Final Balance due 30 days prior to departure date.** To make a payment visit <https://distinctive.millertransportation.com/Login> and log in using your email and password. If you need a password set up please contact your sales associate. Payments are refundable until 30 days prior to the charter. A 10% cancellation fee is charged for charters canceled less than 30 days prior. Trips canceled less than 24 hours before departure are subject to full charge.

Along with your final payment, please send a copy of your final itinerary complete with times, locations and addresses. Changes to your final itinerary may incur additional costs to your charter. Gratuity is not included. Please tip your driver for good service. When on an overnight charter, requiring the driver to stay with the group, the group is responsible for reserving and purchasing the driver's lodging. Hotel must have bus parking. Please book a separate room for each driver. Always ask your sales rep if you have any questions. Our offices are open Monday-Friday 8:00am-5:00pm. Your sales associate is always happy to speak with you during these hours. If you need emergency assistance or need to cancel a charter outside of our normal business hours, please call (502) 368-5644 or (800) 544-2383 and follow the emergency procedures. All cancelled trips are subject to a cancellation fee.

Food is allowed on the coaches, please put all trash in garbage bags and remove from coach. Red, orange and grape drinks are not allowed on the coach. Alcohol is permitted on the coach with approval from the Miller office. We charge a \$250.00 refundable damage and cleaning deposit for alcohol to be consumed on the coach. Smoking is prohibited on all coaches.

We currently have facilities in Louisville, Ky, Indianapolis, IN and Columbus, OH. We operate 115 motorcoaches and 180 school buses along with shuttle buses and trolleys. Buses may be tracked in real time during your charter. Our drivers are uniformed, receive monthly safety training and participate in a random drug program.

Miller Transportation is not responsible for any lost or stolen articles left on the bus. For those wishing to pay by VISA or Mastercard there is a 3% convenience fee. There is a 4% convenience fee for American Express. Again, thank you for choosing Miller Transportation. Enjoy your trip!!!

April Jewell - Motorcoach Sales Manager
April@millertransportation.com

MEMO

Dear Customers,

Safety is Miller Transportations #1 concern for our employees and customers. Please keep these regulations in mind as you plan your itinerary. We are monitoring all itineraries to make sure they follow these guidelines. Please send itineraries to the sales department as soon as possible for each trip.

Effective December 18th 2017, all carriers were required to use an Electronic Logging Device (ELD) to keep records of duty status. This includes commercial buses as well as trucks. The hours of service limits have not changed. However, the purpose of the new ELD mandate is to ensure our drivers are not exceeding the 10,15, and 70 hours rules. An ELD is technology that automatically records a driver's time and other hours-of-service. This allows easier, more accurate HOS recordkeeping. An ELD monitors a vehicle's engine to capture data on where the engine is running, whether the vehicle is moving, miles driven, and duration of engine operation.

Keep in mind, should our drivers exceed the rules we could be fined or even worse, an officer could place our driver out of service until there is an 8 hour re-set for that driver. Make sure all itinerary changes are approved by the sales and dispatch office. If you have any questions or concerns about your itinerary fitting these guidelines please do not hesitate to ask the sales department.

The hours of service limits are:

1. 10-Hour Driving Limit.

Our driver is allowed 10 hours of driving time after 8 consecutive hours off duty. There is no limit on how many of those hours our driver is allowed to drive at one time- our driver may drive for as little as a few minutes or as much as 10 hours in a row. Once our driver has driven a total of 10 hours, the driver has reached the driving limit and must be off duty for another 8 consecutive hours before driving a commercial motor vehicle again. **There must be no on-duty or driving time during those 8 hours.**

2. 15 Hour On-Duty Limit.

Following 8 consecutive hours off duty, a driver must not drive a commercial motor vehicle after being on duty 15 hours. A driver may do other work after being on duty 15 hours, but a driver may not drive. Off duty time taken during the day, such as a lunch break or nap, does not count toward this 15-hour limit.

3. 70-Hour Duty Limit

In addition to the limits explained above, there is a 70-Hour limit. This means our driver may not drive after being on duty 70 hours in any 8 consecutive days. Once a driver reaches the 70-hour limit, the driver may not drive again until he/she has dropped below 70 hours for an 8-consecutive-day period.

The hours of service regulations may be found in section 395.5

RECEIVED
OCT 17 2023
OCBE - TEACHING & LEARNING

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

RECEIVED
JAN 12 2024
OCBE - TEACHING & LEARNING

FIELD TRIP BUS REQUEST FORM

Related to: Policy 8005, 4055, 8005AR; 8005.001F

8005.01F

OVERNIGHT

EXTENDED DAY

(Same day but extends beyond the school day)

DAY TRIP ONLY

School: North Oldham High School

Employee(s) In Charge: Brian Crumbo

Group: Girls Track and Field

Destination: Mobile, AL

Date(s) of Trip: March 21-24, 2024 Time of Departure: 12:23 am Time of Return: 6:00pm

Approximate Mileage (one way): 640 *

Approximate Number of Students: 40

Number of Chaperones/Adults: 3

TOTAL TRANSPORTED: 43 *

Number of Buses: 0

*{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}

*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Parent transportation

Sandollar

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver) \$ \$ 100.00

Admissions \$ _____

Other \$ \$ 100.00

Total Charges \$ \$ 200.00

1/11/24 change - now taking sandollar to/from per M. Walker.

Number of Instructional Days Lost: 1

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

Out of state competition and team bonding.

Requested by: Brian Crumbo

Date: 10/12/2022

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature] 10/18/23, Principal Date: _____

Approved/Disapproved: [Signature], Level Director Date: 10/19/23

Approved/Disapproved: [Signature], Superintendent Date: 11.21.23

*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.

*ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.

Upon approval, the school will receive an approved form from the Superintendent. *

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION - 8005.02-F



APPLICATION FOR USE OF COMMON CARRIER

Related to Board Policies 8005 and 4055
Related to 8005.01-F; 8005.06-F; 8005 - 8005.04-AR

School: North Oldham High School Date: January 4, 2024

This application is to be completed only when transportation of students will be other than by school bus. (Attach a regular field trip Form for Board approval.)

702 KAR 5:060 - Section 6: Item (2)

School districts may, in their reasonable discretion and with due regard to the safety and required supervision of the school children to be transported, utilize appropriately certificated common carriers, in regular or charter service, to transport school children to or from school-related events, as long as the vehicles so utilized are not significantly used as school buses. Such use of common carrier service, in lieu of qualifying school buses, shall be on a case-by-case basis, and the reasons believed by the board to justify such shall be cited in the board minutes. (SBE 24.225: 1 Ky.R 1052: eff. 6-11-75: Am. 9 Ky.R 1309: eff. 7-6-83: 12 Ky.R 1634: eff. 5-6-86)

Date of Trip March 21-24, 2024 Destination Mobile, AL

Main Mode of Travel: Charter Bus

Name of Major Carrier: Sandollar Limousine Phone: (502) 366-2628

Address: 321 Outer Loop Hwy, Louisville, KY 40214

Method of transportation to the departure point: Will pick up at NOHS

Type of transportation upon destination arrival:

Company name: Sandollar Limousine (same) Phone: _____

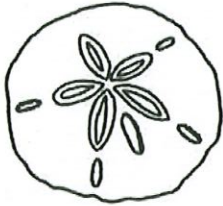
Contact person if available: _____

Why have you selected these transportation methods: Flexibility and cost effectiveness.


Principal

Brian Crumbo
Teacher or Sponsor

Adopted:
Revised: August 5, 1998
Revised: June 9, 1999
Revised: August 10, 2006
Revised: March 11, 2008
Revised: July 17, 2015



Sandollar Limousine

Office: 321 Outer Loop Hwy Louisville, KY 40214
 Phone: 502.366-2628
 Email: Evan@sandollarlimo.com

Contract:	
Driver:	
Sales Associate:	Evan
Prepared by:	Tyler

Client:	North Oldham HS
Contact:	Brian Crumbo
E-Mail:	Brian.crumbo@oldham.kyschools.us
Other:	502 541 2260
Vehicle Type:	Motor Coach

Date of Service	3/21/24–3/24/24
Start Time	4:00 PM
End Time	

Transportation Details

3/21/24	
4:00 PM	Arrive prepared for loading at North Oldham HS
	1815 South, 1801 KY-1793, Goshen, KY 40026
4:30 PM	Depart to Birmingham, AL
	Address TBD
3/22/24– 3/23/24	
TBD	Depart to Mobile/Gulf Shores
	*local service to be provided
3/24/24	
Morning	Depart back to North Oldham HS
	1815 South, 1801 KY-1793, Goshen, KY 40026

Additional Comments: Client is responsible for driver's lodging.

Charter Fees		\$6,495.00
Driver Gratuity (Clients' Discretion)	<input type="checkbox"/> 10% <input type="checkbox"/> 15% <input type="checkbox"/> 20% <input type="checkbox"/> Other	
PAYMENT RECEIVED		

Client:	North Oldham HS
Contact:	Brian Crumbo
E-Mail:	Brian.crumbo@oldham.kyschools.us
Other:	502 541 2260

Contract:	
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CARD #		EXPIRATION DATE:		CVC #	
CARD HOLDER NAME					
COMPANY NAME					
BILLING ADDRESS					

Sandollar Transportation Cancellation Policy:

This policy is hereby made available to Sandollar clients to facilitate client service as well as to make it possible for Sandollar to schedule drivers and vehicles accordingly.

The client may request a full refund, less the \$200 per bus deposit, if the reservation is cancelled by the client at least fourteen (14) days prior to their date of service.

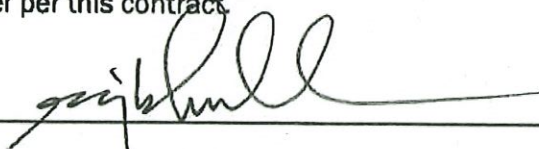
The client may request a fifty percent (50%) refund if the reservation is cancelled between thirteen (13) days and forty-eight (48) hours prior to their date of service.

No refunds are available to a client for any cancellation made when their cancellation request is within forty-seven (47) hours of their date of service.

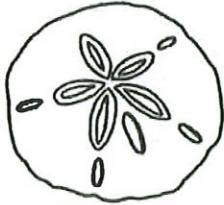
The client may add services to their initial charter with no penalty, additional rates may apply

Contract Agreement: Sandollar requires a \$200, non refundable, deposit for reservations at the time booking. This deposit is included in the total contract price. The balance of the charter must be paid in full, a minimum of fourteen (14) days prior to the trip departure. Sandollar has a no tobacco use policy in all of our vehicles. This includes smoking, vaping, and chewing tobacco. The Client is responsible for passengers and assumes full financial responsibility for any damage to vehicle caused by Client or passenger, whether by accident, neglect or intent. We assume no responsibility for articles left in vehicle. Sandollar may terminate charter at any time without refund if they deem the party unruly or endangering the safe operation of the vehicle or illegal activities. Sandollar shall not be responsible for any delays or inconveniences due to traffic, unforeseen mechanical failures or situations deemed as 'Act of God'. While we strive to maintain microphones, radios, and DVD players we are not responsible for any damage that our electronic devices cause to physical property or any inconveniences that the electronics may cause. Sandollar reserves the right to add a fuel surcharge should it become necessary. In this event you would receive written notice and sent a new contract before the charter date. We reserve the right to substitute alternative vehicles in the event of an occurrence beyond our control OR cancel contract. Upon reaching a destination, if the driver's total driving hours have been used, the driver must have a minimum of 9 consecutive hours off duty before local service may be performed before returning to duty. Client assumes full financial responsibilities for all payments due at the end of the charter, including but not limited to overtime, damage fees, or excessive cleaning that may be required. Price is based on itinerary given. Any changes prior to departure must be approved by Sandollar. Any changes after departure may be accommodated if possible but shall not violate US DOT hours of service and regulations. Any expenses related to itinerary post departure shall be paid by client immediately. In the case of an excess cleaning fee of \$200., we will provide documentation for anything including bodily fluids, large spills/stains, any physical interior or exterior damage as a result of clients actions. If additional services are required, the charges will be based on the invoice provided by the professional doing the cleaning or repairs. Client authorizes charges to credit card, with or without imprint for original contract price and these additional charges if applicable. **WE AND THE CLIENT AGREE TO THE ABOVE TERMS AND CONDITIONS.**

I, N/A, authorize Sandollar Limousine of Louisville, Kentucky to charge my card for the amount(s) indicated on page one as well as any overages, damages, or incidentals incurred during this charter per this contract.

Client's Signature:  Date: 11/24

Accepted by Sandollar: _____ Date: _____



Sandollar Limousine

Office: 321 Outer Loop Hwy Louisville , KY 40214

Phone: (502) 366-2628

Email: Evan@sandollarlimo.com

Contract:	
Driver:	

Client:	North Oldham HS
Contact:	Brian Crumbo
E-Mail:	Brian.crumbo@oldham.kyschools.us
Other:	502 541 2260
Vehicle Type:	Motor Coach

Date of Service	3/21/24-3/24/24
Start Time	4:00 PM
End Time	

Transportation Details

3/21/24	
4:00 PM	Arrive prepared for loading at North Oldham HS
	1815 South, 1801 KY-1793, Goshen, KY 40026
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	Address TBD
3/22/24- 3/23/24	
TBD	Depart to Mobile/Gulf Shores
	*local service to be provided
3/24/24	
Morning	Depart back to North Oldham HS
	1815 South, 1801 KY-1793, Goshen, KY 40026

Additional Comments:

Client is responsible for driver's lodging.

By Signing below, you are verifying that the services listed above have been completed

CLIENT'S SIGNATURE:  DATE: 11/24

Office Use Only:

Drivers, by signing below you are verifying that you have completed a full inspection of the vehicle including removal of trash as well as ensuring the vehicle has at least one half tank of gas. Please list damages, if any: _____

DRIVER SIGNATURE: _____ DATE: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/4/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Louisville / AssuredPartners NL 435 North Whittington Parkway, Suite 300 Louisville, KY 40222	CONTACT NAME: Judy Marrillia	
	PHONE (A/C, No, Ext): (502) 259-9251 1251	FAX (A/C, No): (502) 594-8602
	E-MAIL ADDRESS: judy.marrillia@assuredpartners.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Sandollar Yacht and RV Sales Sandollar Limousine DBA American Coach Travel 321 Outer Loop Louisville, KY 40214	INSURER A: RLI Insurance Company	NAIC # 13056
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> Hired AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			LFB0019585	2/2/2023	2/2/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Oldham County Board of Education 6165 W KY 146 Crestwood, KY 40014	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 



OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

FIELD TRIP BUS REQUEST FORM

8005.01F

Related to: Policy 8005, 4055, 8005AR; 8005.001F

OVERNIGHT EXTENDED DAY DAY TRIP ONLY
(Same day but extends beyond the school day)

School: South Oldham High School

Employee(s) In Charge: Justin Romney Group: Choir

Destination: Hyatt Regency downtown Louisville

Date(s) of Trip: 02/07/2024 Time of Departure: 12:00 P.M. Time of Return: 11:00 P.M.

Approximate Mileage (one way): 20 *

Approximate Number of Students: 13

Number of Chaperones/Adults: 1

TOTAL TRANSPORTED: 14 *

Number of Buses: 1

**{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}*

**These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)*

Method of Transportation (if not by school bus): _____

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

**All tolls are the responsibility of the school or group requesting the trip.*

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver)	\$	<u>15</u>
Admissions	\$	<u>50</u>
Other	\$	<u>200</u>
Total Charges	\$	<u>265</u>

Number of Instructional Days Lost: 2.5

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

Participation in the KMEA All-State Choir. Field trip goes from 2/7 to 2/9.

Requested by: Justin Romney Date: 01/08/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 1-8-24

Approved/Disapproved: [Signature], Level Director Date: 1/16/24

Approved/Disapproved: _____, Superintendent Date: _____

**Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.*

**ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.*

*Upon approval, the school will receive an approved form from the Superintendent. **



OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

FIELD TRIP BUS REQUEST FORM

8005.01F

Related to: Policy 8005, 4055, 8005AR; 8005.001F

OVERNIGHT EXTENDED DAY DAY TRIP ONLY
(Same day but extends beyond the school day)

School: North Oldham High School
Employee(s) In Charge: Kiley Handley Group: Student Y Club
Destination: Louisville Marriott Downtown-280 W Jefferson St, Louisville, KY 40202
Date(s) of Trip: 3/24/24-3/26-24 Time of Departure: 3 pm Time of Return: 11 am
Approximate Mileage (one way): 14 miles *
Approximate Number of Students: 45
Number of Chaperones/Adults: 2-3
TOTAL TRANSPORTED: NA *
Number of Buses: NA

*{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}
*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Car

Common Carriers must be Board approved and should have the 8005.02F accompanying this form
*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: _____

If optional, indicate student charges:

Transportation (mileage, driver)	\$0
Admissions	\$275
Other	\$10
Total Charges	\$285

Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?
The Kentucky United Nations Assembly (KUNA) is a 3-day, experiential-learning conference in which students participate directly in simulated international diplomacy. KUNA offers students the opportunity to experience the richness of cultures from around the world, develop empathy, and hone their critical thinking skills while engaging with a wide variety of perspectives and global issues.

Requested by: Kiley Handley Date: 01/10/2024

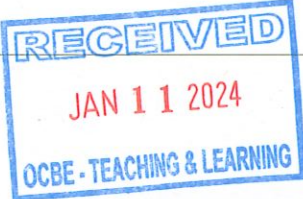
APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature] 11024, Principal Date: _____

Approved/Disapproved: [Signature], Level Director Date: 1/16/24

Approved/Disapproved: _____, Superintendent Date: _____

*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.
*ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.
Upon approval, the school will receive an approved form from the Superintendent. *



OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

FIELD TRIP BUS REQUEST FORM

8005.01F

Related to: Policy 8005, 4055, 8005AR; 8005.001F

OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: North Oldham High School

Employee(s) In Charge: Kiley Handley, Head Swimming Coach Group: Boys and Girls Swimming

Destination: State Swim Championships, Lexington, KY (Lancaster Aquatic Center)

Date(s) of Trip: 2-22/2-24-24 Time of Departure: TBD Time of Return: TBD

Approximate Mileage (one way): 80 *

Approximate Number of Students: 10

Number of Chaperones/Adults: 2

TOTAL TRANSPORTED: 12 *

Number of Buses: 0

*{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}

*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): PARENT TRANSPORT

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Required

If optional, indicate student charges:

Transportation (mileage, driver) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ _____

Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?
KY State Swim Championships

Requested by: Matt Walker, NOHS Athletics Director

Date: 01/11/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 1/11/2024

Approved/Disapproved: [Signature], Level Director Date: 1/16/24

Approved/Disapproved: _____, Superintendent Date: _____

*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.

*ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.

Upon approval, the school will receive an approved form from the Superintendent. *

Adopted

Oldham County Board of Education

September 2, 1980

Revised: February 1, 1985, September 1991, April 29, 1996, June 19, 1998, June 9, 1999, November 23, 1999, April 2, 2001, March 25, 2004, March 22, 2005, July 27, 2005, August 10, 2006, June 28, 2007, March 11, 2008, July 16, 2008, February 4, 2014, July 17, 2015, January 6, 2017, January 18, 2019