



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 ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☒

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.

*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

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 Floydsburg 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

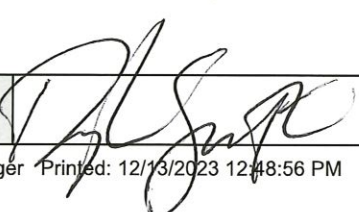
Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
56	Luxury Motorcoach	1	\$1,966.65	0	\$0.00	\$1,966.65
56	Luxury Motorcoach	2	\$1,966.65	0	\$0.00	\$1,966.65
56	Luxury Motorcoach	3	\$1,966.65	0	\$0.00	\$1,966.65
56	Luxury Motorcoach	4	\$1,966.65	0	\$0.00	\$1,966.65
56	Luxury Motorcoach	5	\$1,966.65	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		
INSURED Taylor Motors, Inc. 3820 U.S. 641 South Murray, KY 42071	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : National Interstate Insurance Company		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"/> PROJECT <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 checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <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	<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 <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	<input checked="" type="checkbox"/> 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 

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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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



Date: 12 / 14 / 23

Jefferson Tours & Charters

Date: / /