

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION – 8005.01-F



FIELD TRIP/BUS REQUEST

Related to Board Policies 8005; 4055
Related to 8005.001-AR; 8005.001-F

OVERNIGHT ☒

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

DAY TRIP ONLY ☐

School Arvin Education Center

Employee(s) In Charge Tonya Burns, Rachael Moore Group HOSA

Destination HOSA ILC George R. Brown Convention Center Houston, TX 77010

Date(s) of Trip June 24 - 30, 2024 Time of Departure 8:00am

Time of Return 6:00pm Approximate Mileage (one way)* 979.80 miles

Approximate Number of Students 8

Number of Chaperones/Adults 3

TOTAL TRANSPORTED 10

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) Airplane & rental car

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

Trip Required or Optional Optional If optional, indicate student charges:

Transportation (mileage, driver)	\$	
Admissions	\$	
Other	\$	
Total	\$	8,400 - 12,000

Number of Instructional Days Lost 0 *All tolls are the responsibility of the school or group requesting the trip.

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

Students that won in the KY state conference have an opportunity to compete at the national level at the

HOSA national conference. Students will participate in healthcare events focused on leadership, professional

& technical skills in healthcare careers & attending educational seminars, workshops, exhibits.

Requested by [Signature] Date Mar 22, 2024

Approved/Disapproved [Signature], Principal Date:

Approved/Disapproved [Signature], Level Director Date: 3/28/24

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 must be approved by the school board and Superintendent. Upon approval, the school will receive an approval letter from Superintendent.

Adopted: September 2, 1980
Revised: February 1, 1985
Revised: September, 1991
Revised: April 29, 1996

Revised: June 19, 1998
Revised: June 9, 1999
Revised: November 23, 1999
Revised: April 2, 2001

Revised: March 25, 2004
Revised: March 22, 2005
Revised: July 27, 2005
Revised: August 10, 2006

Revised: June 28, 2007
Revised: March 11, 2008
Revised: July 16, 2008
Revised: February 4, 2014

Revised: July 17, 2015
Revised: January 6, 2017
Revised: January 18, 2019

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: Arvin Education Center Date: Mar 22, 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 6/24/24 to 6/30/24 Destination HOSA ILC Houston, Texas

Main Mode of Travel: Airline - TBD (update before leave)

Name of Major Carrier: _____ Phone: _____

Address: _____

Method of transportation to the departure point: parent transport

Type of transportation upon destination arrival:

Company name: Rental Phone: _____

Contact person if available: Teachers driving - add OCBE on their insurance as rider while we are gone.

Copy Kim Hundley. Tonya Burns (advisor) has rider insurance for personal trips.

Why have you selected these transportation methods: This conference is in Texas and is not feasible to drive.

This event is an awesome opportunity for student scholarship & recognition.


Principal


Teacher or Sponsor

Adopted:

Revised: August 5, 1998

Revised: June 9, 1999

Revised: August 10, 2006

Revised: March 11, 2008

Revised: July 17, 2015



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: Oldham County High School

Employee(s) In Charge: Michael Hatlin

Group: Bass Fishing

Destination: Ky Damn Village

Date(s) of Trip: May 24-25, 2024

Time of Departure: TBD

Time of Return: TBD

Approximate Mileage (one way): 180 *

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 Carpool

*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: 1

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

KHSAA state Fishing Tournament

Requested by: Michael Hatlin

Date: 03/26/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal

Date: 3/26/24

Approved/Disapproved: [Signature], Level Director

Date: 3/28/24

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.

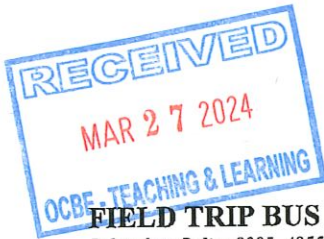
Upon approval, the school will receive an approved form from the Superintendent. *

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



OLDHAM COUNTY BOARD OF EDUCATION
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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: Oldham County High School

Employee(s) In Charge: Michael Hatlin

Group: Bass Fishing

Destination: Ky Lake

Date(s) of Trip: May 10 & 11, 2024

Time of Departure: TBD

Time of Return: TBD

Approximate Mileage (one way): 200 *

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 Carpool

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: 1

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

KHSAA regional Fishing Tournament

Requested by: Michael Hatlin

Date: 03/26/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal

Date: 3/26/24

Approved/Disapproved: [Signature], Level Director

Date: 3/28/24

Approved/Disapproved: _____, Superintendent

Date: _____

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APR 22 2024

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: South Oldham High School

Employee(s) In Charge: Chase McCoy

Group: Speech Team

Destination: Des Moines, Iowa -- National Speech and Debate Association National Tournament

Date(s) of Trip: 06/16/2024 - 06/21/24 Time of Departure: 6:00 AM 6/16 Time of Return: 6:00 PM 6/21

Approximate Mileage (one way): 620 *

Approximate Number of Students: 4

Number of Chaperones/Adults: 2

TOTAL TRANSPORTED: 6 *

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

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)	\$60
Admissions	\$140
Other	\$500
Total Charges	\$700

Number of Instructional Days Lost: 0

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

Four students qualified for the National Speech Tournament and will be representing all of Oldham

County in hopes of being named a National Champion.

Requested by: Chase McCoy

Date: 03/25/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: Melissa Wooden, Principal Date: 3-25-24

Approved/Disapproved: [Signature], Level Director Date: 3/28/24

Approved/Disapproved: _____, Superintendent Date: _____

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OLDHAM COUNTY BOARD OF EDUCATION
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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 High School

Employee(s) In Charge: Brian Ruggles Group: Boys Cross Country

Destination: Miami University - Oxford, OH

Date(s) of Trip: 7/25/2024 - 7/27/2024 Time of Departure: 8:30am Time of Return: 4:00pm

Approximate Mileage (one way): 130 *

Approximate Number of Students: 35

Number of Chaperones/Adults: 3

TOTAL TRANSPORTED: 38 *

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) \$ _____

Admissions \$ _____

Other \$ _____ \$ 125.00

Total Charges \$ \$ 125.00

Number of Instructional Days Lost: 0

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

Annual trip for the boys cross country team. We will be bonding, running, and holding team activities.

There will be a talk by the Miami distance coaching staff, as well as an overview of Miami from their staff.

Requested by: Brian Ruggles Date: 03/28/2024

APPROVAL/DISAPPROVAL

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

Approved/Disapproved: [Signature], Level Director Date: 4/8/24

Approved/Disapproved: _____, Superintendent Date: _____

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OLDHAM COUNTY BOARD OF EDUCATION
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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: North Oldham High School

Employee(s) In Charge: Head Cheer Coach, TBD

Group: Cheerleading

Destination: University of Kentucky - UCA Cheer Camp

Date(s) of Trip: 7/15-7/18/24

Time of Departure: TBD

Time of Return: TBD

Approximate Mileage (one way): 80 *

Approximate Number of Students: 10

Number of Chaperones/Adults: 1

TOTAL TRANSPORTED: 11 *

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: Optional

If optional, indicate student charges:

Transportation (mileage, driver) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ N/A

Number of Instructional Days Lost: 0

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

The UCA cheer camp will be held at the University of Kentucky July 15th-July 18th. Girls are required to show up July 15th at 1pm and the program ends about 12noon on July 18th. They will be assigned to dorms somewhere on the UK campus. The address listed on the brochure is:

University of Kentucky, 218 Peterson Service Building, Lexington, KY 40506-0032

Requested by: Matt Walker, NOHS Athletics Director

Date: 04/03/2024

APPROVAL/DISAPPROVAL
Approved/Disapproved: [Signature], Principal Date: _____

Approved/Disapproved: [Signature], Level Director Date: 4/9/24

Approved/Disapproved: _____, Superintendent Date: _____

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OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

OCBE MTG

APR 22 2024

FIELD TRIP BUS REQUEST FORM

8005.01F

Related to: Policy 8005, 4055, 8005AR, 8005.01F

OVERNIGHT ☒

EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐

School: SOUTH OLDHAM HIGH SCHOOL

Employee(s) In Charge: KENNY BURKE

Group: GIRLS SOCCER

Destination: GATLINBURG, TN

Date(s) of Trip: AUG 23-25, 2024

Time of Departure: TBD

Time of Return: TBD

Approximate Mileage (one way): 280 *

Approximate Number of Students: 40

Number of Chaperones/Adults: 4

TOTAL TRANSPORTED: 44 *

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): CHARTER BUS Miller

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 \$

Other \$

Total Charges \$

Number of Instructional Days Lost: 0

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

SOCCER TOURNAMENT

Requested by: Date:

APPROVAL/DISAPPROVAL

Approved/Disapproved: JOE RICHIE

Principal

Date: 03/28/2024

Approved/Disapproved: Melissa Wooden

Level Director

Date: 3-28-24

Approved/Disapproved:

Superintendent

Date:

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Acceptance

Miller Transportation Inc.

Client ID	18442	Charter ID	195618
Client	Ms S Roberson	Movement ID	247643
Company	South Oldham High School Girls Soccer	Status	Firm
Client Ref 1	Girls Soccer Team	Passengers	45
Client Ref 2		Distance	415
First Pick-up	5901 Veterans Memorial Pkwy, Crestwood,	Destination	Gatlinburg, TN
Pick-up Date	Fri 8/23/2024 Time 13:00	Arrival Date	Fri 8/23/2024 Time 18:00
Single Journey	No	Leave Date	Sun 8/25/2024 Time 15:00
Vehicle To Stay	Yes	Back Date	Sun 8/25/2024 Time 20:00

First Pick-up Instructions

Stage 12:30pm at South Oldham High School,
5901 Veterans Memorial Pkwy, Crestwood, KY 40014

Destination Instructions

** Itinerary needed **

POC: TBD

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
56	Premium Motorcoach	1	\$4,500.00	0	\$0.00	\$4,500.00
Movement Totals			\$4,500.00		\$0.00	\$4,500.00

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

Route	Further Requirements
The Greystone Lodge 559 Parkway Gatlinburg, TN 37738	Price is subject to change pending final itinerary. Group is responsible for driver lodging and bus parking. Hotel must have motor coach parking available.
Rocky Top Sports World 1870 Sports World BLVD Gatlinburg, TN 37738	All payments can be mailed (with charter ID 195618 noted on it) to: Miller Transportation 111 Outer Loop Louisville KY 40214 Thank you!

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/permit fees. Miller reserves the right to substitute equipment if in our sole discretion, a substitution is deemed necessary.

Signature		Print Name		Date	
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OCBE MTG ◀

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

APR 22 2024

FIELD TRIP BUS REQUEST FORM

8005.01F

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

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: SOHSEmployee(s) In Charge: Katie RufraGroup: FCCLADestination: State Executive Council Meeting- Lexington, KYDate(s) of Trip: 04/22/2024 - 4/23/24 Time of Departure: 3PM Time of Return: 4PMApproximate Mileage (one way): 73 Miles *Approximate Number of Students: 1Number of Chaperones/Adults: 1TOTAL TRANSPORTED: 2 *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): Board approved personal vehicle - Katie Rufra

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: 1

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

I will be taking Terry Meredith, our newly elected state FCCLA officer to the spring state executivecouncil meeting with the other officers and advisers. The meeting will be held in Lexington, KY.We just received these dates last week at the state leadership conference.Requested by: Katie Rufra Date: 04/09/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: Mursia Woosley, Principal Date: 4-9-24Approved/Disapproved: M. James, Level Director Date: 4/16/24

Approved/Disapproved: _____, Superintendent Date: _____

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OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐

School: SOHS

Employee(s) In Charge: Katie Rufra

Group: FCCLA

Destination: FCCLA State Leadership Training Camp

Date(s) of Trip: 05/28/2024 - 5/31/24

Time of Departure: 2PM

Time of Return: 4PM

Approximate Mileage (one way): 86 Miles *

Approximate Number of Students: 3

Number of Chaperones/Adults: 1

TOTAL TRANSPORTED: 4 *

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): Board approved personal vehicle - Katie Rufra

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: 1/4

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

I will be taking our newly elected state FCCLA officer and other regional officers to the

leadership training camp with the other officers and advisers. The camp will be held in Hardinsburg, KY.

Requested by: Katie Rufra

Date: 04/09/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: Melissa Woolen, Principal

Date: 4-9-24

Approved/Disapproved: M. Jones, Level Director

Date: 4/16/2024

Approved/Disapproved: _____, Superintendent

Date: _____

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