

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** VII F **DATE:** April 28, 2025

**TOPIC/TITLE:** Use of Buses

**PRESENTER:**

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

**BACKGROUND INFORMATION:**

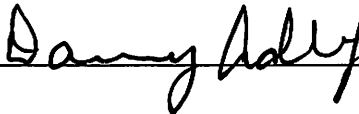
**SUMMARY OF MAJOR ELEMENTS:**

Approve two requests for use of Woodford County School Buses: Woodford County 4-H, Transportation to and from 4-H Center (Carlisle, Kentucky; 7/15/25-7/19/25).


**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended ☐ Not Recommended



Vehicle Request Form

 <p><b>WOODFORD COUNTY PUBLIC SCHOOLS</b> Where Kids Win!</p>		<b>VEHICLE REQUEST FORM</b> <b>TRANSPORTATION</b> <b>859-879-4647</b> <a href="mailto:wcps.vttt@woodford.kyschools.us">wcps.vttt@woodford.kyschools.us</a>		REV 6-2-18		OFFICE USE ONLY <b>TRIP NUMBER</b> _____ <b>ENTERED</b> _____ <b>SCHEDULED</b> _____ <b>COMPLETED</b> _____											
		<b>TRIP REQUEST ARE DUE 15 WORKING DAYS PRIOR TO YOUR TRIP DATE</b>															
REQUEST  (NOTE) All outside groups requesting trips must have prior board approval		<b>SCHOOL/ORGANIZATION NAME:</b> <u>Woodford County 4-H</u>				<b>TRIP DATE:</b> <u>7/14/25 &amp; 7/18/25</u>											
		<b>**NOTIFY SCHOOL NURSE WITH LIST OF STUDENTS PRIOR TO THE TRIP**</b> <b>STUDENT &amp; ADULT RIDER LIST ARE REQUIRED TO BE ATTACHED TO THIS REQUEST</b>															
		<b>TEACHER CONTACT NAME &amp; PHONE#</b> Kyle Hamlin 859-873-4601				<b>GROUP NAME &amp; GRADE</b> Woodford County 4-H - 4th - 12th											
		<b>TRIP TYPE</b> ROUND TRIP <input type="checkbox"/> (Driver stays with group) OR ONE WAY (D&R) <input checked="" type="checkbox"/>		<b>Number of Passengers</b> <b>STUDENTS</b> <u>130</u> <b>ADULTS</b> <u>18</u> <small>**2/3 seating only on out of district trips per regulation</small>		<b>BUS WITH LIFT</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <b>LUGGAGE</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> <b>BOARD VEHICLE (VAN)</b> YES <input type="checkbox"/> 8 passengers or less including the driver <input checked="" type="checkbox"/> Vehicle Not Required											
		<b>DESTINATION NAME</b> North Central 4-H Center <b>ADDRESS</b> 260 St-1035, Carlisle, KY 40311															
		<b>TRIP TIME</b> Depart 7/15/24 - 9:00AM - Return 7/19/24 - 11:00am North Central 4-H Center		<b>DEPARTURE TIME</b> Arrive At Location 10:30AM 2:15 CUTOFF RETURN TO SCHOOL 7/19/24 - 12:00		<b>WHO IS PAYING FOR TRIP</b> Please include the address to send invoice Woodford County Extensior <b>ADDRESS</b>		<b>Munis Funding Code for Trip Cost</b> <b>Educational Purpose:</b> 4-H Camp provides youth grades 4th and up from Woodford County opportunities to develop life skills									
DRIVER TIMESHEET and MILEAGE RECORD		<b>DRIVER NAME</b>															
		<b>VEHICLE #</b>		<b>Date</b>		<b>Start Time</b>		<b>End Time</b>		<b>Start Odometer</b>		<b>End Odometer</b>		<b>TOTAL Miles Driven</b>		<b>Hours Worked</b> Regular Overtime	
<b>NOTES TO DRIVER</b>																	
<b>CONTACT AFTER HOURS</b> JOSH RAYBURN 859-621-0402																	
<b>DRIVER SIGNATURE</b>																	
BUS EVACUATION		<b>EMERGENCY EVACUATION DRILL/REVIEW</b>															
		Complete the drill if any passenger has not performed an emergency evacuation training drill this school year.															
		If all passengers have performed an emergency evacuation training drill this school year – Go over instructions for exiting the bus in an emergency. Review the exits and how they operate.															
		Have the teacher/chaperone sign this form that these procedures have been reviewed with all passengers.															
<b>SIGNATURE OF TEACHER</b>																	

RELATED PROCEDURE: 04.31 AP.2 (DISTRICT PROCUREMENT CARDS)

Review/Revised:6/18/2018