

STUDENTS

09.36 AP.212

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒

EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐

School: North Oldham High School

Employee(s) In Charge: Ian Deiters & Marti Wilkins Group: Boy's & Girl's Tennis

Destination: Lexington, KY (Multiple Sites)

Date(s) of Trip: 6/3 - 6/4/25 Time of Departure: TBD Time of Return: TBD

Approximate Mileage (one way): 88 *

Approximate Number of Students: 20

Number of Chaperones/Adults: 5

TOTAL TRANSPORTED: 25 *

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): _____

*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: 0

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

KHSAA Team Tennis Championship

Requested by: Matt Walker, NOHS A.D. Date: 05/20/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 5/20/25

Approved/Disapproved: [Signature], Level Director Date: 5/21/25

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. *

RELATED PROCEDURES:

09.36 (all procedures)

Adopted

Oldham County Board of Education

July 1, 2024

APPROVE FOR POST APPROVAL BY
MR. DEATERS PLEASE ADD TO JUNE 9TH
MEETING

STUDENTS

To be heard
@ June 9th
meeting

09.36 AP.212

OLDHAM COUNTY BOARD OF EDUCATION ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: North Oldham HSEmployee(s) In Charge: Ian Deiters & Marti WilkinsGroup: Boy's & Girl's TennisDestination: Lexington, KY (Multiple Locations)Date(s) of Trip: 5/26 - 5/29/25Time of Departure: TBDTime of Return: TBDApproximate Mileage (one way): 88 *Approximate Number of Students: 10Number of Chaperones/Adults: 5TOTAL TRANSPORTED: 15 *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): _____

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: 2Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?
KHSAA State Tennis ChampionshipsRequested by: Matt Walker, NOHS Athletics DirectorDate: 05/20/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], PrincipalDate: 5/20/25Approved/Disapproved: [Signature], Level DirectorDate: 5/20/25

Approved/Disapproved: _____, Superintendent

Date: _____

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*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. *

RELATED PROCEDURES:

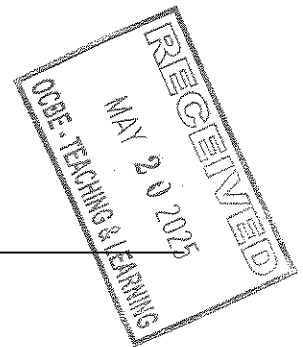
09.36 (all procedures)

Adopted

Oldham County Board of Education

July 1, 2024

BEEN APPROVED FOR POST-APPROVAL BY MR. DEATERS
PLEASE ADD TO JUNE 9TH MEETING



**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE**

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒**EXTENDED DAY** ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: East Oldham Middle SchoolEmployee(s) In Charge: Breeann MisseyGroup: CheerleadingDestination: University of KentuckyDate(s) of Trip: 7/27/2025 - 7/29/2025Time of Departure: N/ATime of Return: N/AApproximate Mileage (one way): 69 *Approximate Number of Students: 32-36Number of Chaperones/Adults: 3-5TOTAL TRANSPORTED: 36 *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): Parents are driving

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) \$ 0Admissions \$ 0Other \$ 0**Total Charges** \$ 0Number of Instructional Days Lost: 0

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

Cheerleading summer camp. The girls will learn basic skills along with getting the requireds to competethis season.Requested by: Breeann MisseyDate: 05/07/2025**APPROVAL/DISAPPROVAL**

Approved/Disapproved: _____, Principal

Date: 5-12-25

Approved/Disapproved: _____, Level Director

Date: 5/17/25

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. *

RELATED PROCEDURES:

09.36 (all procedures)

09.36 AP.21

OVERNIGHT ☒

EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐Employee(s) in Charge: Stephanie Warren

Group: Cheer

Destination: Great Wolf Lodge- Mason, OH

Date(s) of Trip: 6/16-19/25 Time of Departure: 8am

Time of Return: 4:30pm

Approximate Mileage (one way): 90

Approximate Number of Students: 36

Number of Chaperones/Adults: 4

TOTAL TRANSPORTED: 40

**{44 Person Maximum for HS/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 Transport

Common Carriers must be Board approved and should have the accompanying 09.36 AP.2 with this form

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

Trip Required or Optional: Required for Camp

If optional, indicate student charges:

Transportation (mileage, driver) \$

Admissions \$ 475.00 per person

Other \$

Total Charges \$ 19,000

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?

Athletes travel to camp to learn proper safety while performing stunts and cheers for the season.

Requested by: Stephanie Warren

Date: 4/14/25

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal

Date: 5/13/23

Approved/Disapproved. _____, Level Director

Date: 5/16/25

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 Board and Superintendent.**

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

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised:5/20/2024

**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE**

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒**EXTENDED DAY** ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: South Oldham High SchoolEmployee(s) In Charge: Ryan McAllisterGroup: BandDestination: Orlando, FloridaDate(s) of Trip: 2/11/2026 - 2/16/2026 Time of Departure: 7:00 am Time of Return: 10:00 pmApproximate Mileage (one way): 875 *Approximate Number of Students: 70Number of Chaperones/Adults: 20TOTAL TRANSPORTED: 90 *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): Charter 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)	\$300
Admissions	\$
Other	\$1090
Total Charges	\$1390

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 will perform at Universal Studios Orlando in front of large audiences. Students will also participate in a clinic where they will work with professional musicians to learn about recording a soundtrack to a movie.

Requested by: Ryan McAllisterDate: 5/22/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], Principal Date: 5/22/25Approved/Disapproved: [Signature], Level Director Date: 6/2/25

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. *

RELATED PROCEDURES:

09.36 (all procedures)

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: South Oldham High School



Date: 5/22/2025

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 2/11/26-2/16/26

Destination Orlando, Florida

Main Mode of Travel: Charter Bus

Name of Major Carrier: United Coach and Tour

Phone: 270-526-5755

Address: PO Box 51905, Bowling Green, Ky 42102-6905

Method of transportation to the departure point: Departing from SOHS

Type of transportation upon destination arrival:

Company name: United Coach and Tour

Phone: 270-526-5755

Contact person if available: _____

Why have you selected these transportation methods: Distance is too great for school bus.

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

STUDENTS

09.36 AP.212

OLDHAM COUNTY BOARD OF EDUCATION ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: NOMSEmployee(s) In Charge: Jaime ReynoldsGroup: Club AtlasDestination: Washington, DCDate(s) of Trip: 04/28/2026 - 4/30/26 Time of Departure: 6:00am Time of Return: 11:00pmApproximate Mileage (one way): 600 *Approximate Number of Students: 100Number of Chaperones/Adults: 10TOTAL TRANSPORTED: 110 *Number of Buses: N/A

*(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- Airplane

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 \$ 1543.00 \$1529.00Number of Instructional Days Lost: 3

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

This trip tours all of the historical places, monuments, memorials, and buildings that are a part of our country's history.Requested by: Jaime ReynoldsDate: 04/23/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Allyson Steinhilber PrincipalDate: 5/30/25Approved/Disapproved: John Level DirectorDate: 6/3/25

Approved/Disapproved: _____, Superintendent

Date: _____

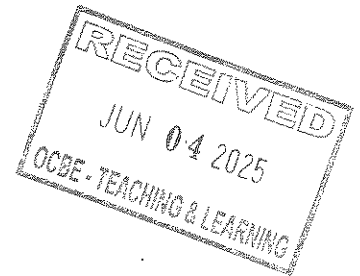
*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.

*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. *

RELATED PROCEDURES:

09.36 (all procedures)



**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: 05/30/2025
Employee(s) In Charge: Jaime Reynolds Group: Club Atlas
Date of Trip: 04/28/2026 - 4/30/26 Destination: Washington DC
Main Mode of Travel: Airlines - Selected by Worldstrides
Name of Major Carrier: TBD (90 Days prior to departure) Phone: _____
Address: _____
Method of transportation to the departure point: Parent drop off/pick up
Type of transportation upon destination arrival: _____
Company name: Worldstrides Phone: (855) 668-7237
Contact person if available: Kate Whelan
Why have you selected these transportation methods? _____
We worked with Worldstrides last year for our trip. The company is well known and has very good customer service.


Principal

Jaime Reynolds
Teacher or Sponsor

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

Field Trip Bus Request Form**OVERNIGHT** ☒**EXTENDED DAY** ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School Oldham County Middle SchoolEmployee(s) in Charge: Nancy Valencia Group: ELLDestination: Cahokia Mounds, ILDate(s) of Trip: 7/10 - 7/11 Time of Departure: 8:00 am Time of Return: 7:00 pmApproximate Mileage (one way): 278Approximate Number of Students: 15Number of Chaperones/Adults: 4TOTAL TRANSPORTED: 19

*{44 Person Maximum for HS/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): OCS Transportation

Common Carriers must be Board approved and should have the accompanying 09.36 AP.2 with 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) \$ 1,068.59Admissions \$ 0Other \$ 5426Total Charges \$ 1494.59Number of Instructional Days Lost: 0Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated? ELL students had shown difficulties understandingSocial Studies Content. This opportunity will build background knowledge and vocabulary through a hand on experience.Requested by: Morgan Date: 6/4/25**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], Principal Date: 6/4/25Approved/Disapproved: [Signature], Level Director Date: 6/4/25Approved/Disapproved: [Signature], Superintendent Date: 6/4/25

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

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised: 5/20/2024