

Henderson County Schools Transportation Department

5675 Airline Road
Henderson, KY
Phone: (270) 831-5120
Fax: (270) 831-5122

Mailing Address:
ATTN: Transportation
1805 Second St.
Henderson, KY 42420



Overnight & Out of District School Bus Trip Guidelines

During overnight school bus trips and out of district bus trips, all adults have to understand the seriousness of their responsibilities and the legal liabilities in supervision. The adults must have knowledge of where students are at all times and must be in close proximity to the students.

- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☒ Sponsor/Coach Name: Jessica Grace Cell Number: 270-572-0337
- ☒ Date of Departure: 8/15/25 Time of Departure: 4:00pm
- ☒ Date of Return: 8/16/25 Expected Time of Return: 3:00pm
- ☒ Adequate Supervision (Meets Ratio Criteria)
Please List Names of Chaperones
Jessica Grace
Payton Knight
- ☒ Obtain Parent/Guardian Permission Forms
Athletic Teams/Clubs Do Not Need to get a Separate Permission Form for Every Trip. One at the Beginning of the Season/Year from each Student is Sufficient
- ☒ Notify School Cafeteria Manager of Any Lunch Needs
- ☒ Follow All Transportation Department Guidelines for Bus Trips
All Request Must be in the Trip System at Least **FIVE** days prior to the date of departure
- ☒ Understand Any Student's Medication Needs and/or Medical Conditions
Coaches Must Carry All Player's Physicals on Any Away and Overnight Trips
- ☐ Attach a Trip List of Students to the Principal/Designee and a Rider's List to the Bus Driver
Rider's List Must Contain All Rider's Names and an Emergency Contact Name and Number
- ☒ Attach an Itinerary
- ☐ Other Specific Needs: _____

Jessica Grace
Signature of Person Submitting Form

Aubrey Thomas
Signature of Principal/Designee

This Form Must be Submitted 10 Days Prior to the Date of the Trip to the Principal/Designee

The mission of Henderson County Schools is to provide extraordinary educational opportunities for every student.
Equal Educational and Employment Institution

Overnight & Out of District Trip

August 15-16, 2025

The Girls' Golf team is requesting permission to travel overnight to Ledbetter, Ky for a golf tournament starting at 7 am on August 16th. This will allow the girls to get a good nights sleep and not have to leave Henderson at 4:30 am.

Jessica Grace and Payton Knight will be the chaperones for this trip.

Students competing are: Meryl Grogan, Ainsley Dalton, Lucy Whitfield, and Cameron Davis.

We will leave after school on Friday August 15, 2025 and return Saturday afternoon August 16, 2025.

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- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students.
- Student:Adult ratios should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

Checklist:

___ Sponsor/Coach Name: Alyssa Vandirer Cell Number: 270-844-2804

Michaela Wilson

___ Date of Departure: 10-28 Time of Departure: 5:30 AM

___ Date of Return: 10-31 Expected Time of Return: 4:00 PM

___ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones****

Alyssa Vandirer, Michaela Wilson, Stacey Thomas, Maddie Clements

___ Obtain parent/guardian permission forms

****Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient****

___ Notify school cafeteria manager of any lunch needs

___ Follow all Transportation Department guidelines for bus trips

****All requests must be in the trip system at least five days prior to the date of departure****

___ Understand any student's medication needs and/or medical conditions

****Coaches must carry all player's physicals on any away and overnight trips****

___ Attach a trip list of students to the principal/designee and a rider's list to the bus driver

****Rider's list must contain all rider's names and an emergency contact name and number****

___ Attach and itinerary

___ Other specific needs: _____

Alyssa Vandirer

Signature of Person submitting form

Christy Lancaster

Signature of Principal/Designee

This form must be submitted 10 days prior to the date of the trip to the principal or designee.

Henderson County Career and Technical Education

Transportation Request for Student Trips


Name of Primary Sponsor:	Alyssa Vandirer	CTSO or Program Name:	Agriculture / FFA
Emergency Contact Phone #:	270-844-2804	Total # of Students:	26
Name(s) of Additional Chaperones:	Michaela Wilson, Maddie Clements, Stacey Thomas		
# of Vehicles:	<u>Bus:</u> 1	<u>Van/SUV:</u>	
	<u>Handicap Bus?</u>	<u>Name of SUV Driver(s):</u>	
Vehicle Details:	YES <input checked="" type="radio"/> NO Do you have a bus driver already? YES <input checked="" type="radio"/> NO		
Destination Address:	500 S Capitol Ave, Indianapolis, IN 46225		

Funding (Circle/Highlight an Account Source and Circle/Highlight At Least One Bullet Point Below)			
Teacher/Program LOVF	CTSO or Program Activity Account	CTE Office LOVF	Other/Multiple Accounts (Explain Below)
<ul style="list-style-type: none"> Non-Competing CTSO Meeting/Conference Community Service Activities Classroom Trips Non-Required Student Leadership Training CTSO Recreational Event 		<ul style="list-style-type: none"> Regional Competition State Competition <input checked="" type="radio"/> National Contest for Students Placing in Top 3 at State State/Regional Officer Travel 	

	Departure (CST):	Return (CST):
Time:	5:30 <input checked="" type="radio"/> AM <input checked="" type="radio"/> PM	4:00 <input checked="" type="radio"/> AM <input checked="" type="radio"/> PM
Date:	10-28-25	10-31-25

Office Use Only
ORG:
PROJ:
Trip ID#: 06100


8/7/25
 CTE Principal Signature Date


8-1-25
 Primary Sponsor Signature Date