

**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 SchoolEmployee(s) In Charge: Eric Teysen/Ryan Willey Group: Boy's GolfDestination: Owensboro, KY - 2A State Championship TournamentDate(s) of Trip: 9/7 - 9/8/2025 Time of Departure: TBD Time of Return: TBDApproximate Mileage (one way): 108 \*Approximate Number of Students: 2Number of Chaperones/Adults: 2TOTAL 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): 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: 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?

We have 2 boy's golfers that have qualified for the 2A State Championship Tournament.Requested by: Matt Walker, NOHS A.D. Date: 08/11/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], Principal Date: 8/11/25Approved/Disapproved: [Signature], Level Director Date: 8/14/25

Approved/Disapproved: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

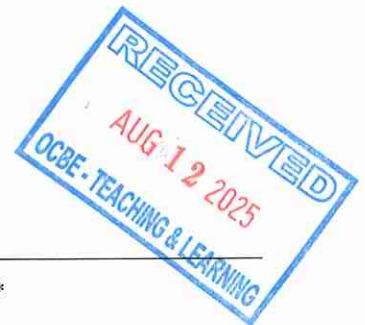
\*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.

\*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)



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 HSEmployee(s) In Charge: Shwan Trent, Head CoachGroup: Girls GolfDestination: Bowling Green, KYDate(s) of Trip: 10/6 - 10/8/2025Time of Departure: TBDTime of Return: TBDApproximate Mileage (one way): 120 \*Approximate Number of Students: 4Number of Chaperones/Adults: 2TOTAL 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 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: Required

If optional, indicate student charges:

Transportation (mileage, driver) \$ \_\_\_\_\_

Admissions \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total Charges \$ \_\_\_\_\_

Number of Instructional Days Lost: 3

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

Participation in the KHSAA State Championship TournamentRequested by: Matt Walker, NOHS A.D.Date: 08/12/2025

### **APPROVAL/DISAPPROVAL**

Approved/Disapproved: [Signature], PrincipalDate: 8/12/25Approved/Disapproved: [Signature], Level DirectorDate: 8/12/25Approved/Disapproved: [Signature], Superintendent

Date: \_\_\_\_\_

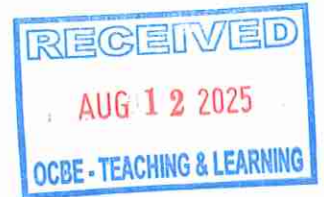
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### **RELATED PROCEDURES:**

09.36 (all procedures)



STUDENTS

09.36 AP.212

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**OVERNIGHT** ☒**EXTENDED DAY** ☐

(Same day but extends beyond the school day)

**DAY TRIP ONLY** ☐School: North Oldham HSEmployee(s) In Charge: Shwan Trent, Head CoachGroup: Girls GolfDestination: Owensboro, KYDate(s) of Trip: 9/7 - 9/8/2025Time of Departure: TBDTime of Return: TBDApproximate Mileage (one way): 108 \*Approximate Number of Students: 4Number of Chaperones/Adults: 2TOTAL 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 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: 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?

Participation in the 2A State Championship TournamentRequested by: Matt Walker, NOHS A.D.Date: 08/12/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], PrincipalDate: 8/12/25Approved/Disapproved: [Signature], Level DirectorDate: 8/12/25

Approved/Disapproved: \_\_\_\_\_, Superintendent

Date: \_\_\_\_\_

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**RELATED PROCEDURES:**

09.36 (all procedures)





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: Arvin Education CenterEmployee(s) In Charge: Tonya Burns, Rachael MooreGroup: Arvin HOSADestination: Washington Leadership Academy 1700 Richmond Highway Arlington, VA 22202Date(s) of Trip: 9/19/25 to 9/23/25Time of Departure: 6pmTime of Return: 8pmApproximate Mileage (one way): 548 \*Approximate Number of Students: 7Number of Chaperones/Adults: 3TOTAL 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): parent dropoff and pickup at airport, airplane, uber/rental car

\*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) \$ 600Admissions \$ 600Other \$ 200Total Charges \$ 1500Number of Instructional Days Lost: 2

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

WLA features dynamic workshops and interactive activities to teach HOSA leaders to be better advocates of HOSA's mission and vision. This event is a capstone leadership experience for HOSA officers and members providing unique experiences through experiential learning, real-world applicability, and networking.

Requested by: [Signature]Date: 8-8-25

### APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], PrincipalDate: 8/7/25Approved/Disapproved: [Signature], Level DirectorDate: 8/11/25Approved/Disapproved: [Signature], Superintendent

Date: \_\_\_\_\_

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### RELATED PROCEDURES:

09.36 (all procedures)

**Application for Use of Common Carrier**

This application is to be completed only when transportation of students will be other than by school bus.

702 KAR 005:060 - 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. 6-11-1975; 9 Ky.R. 1309; eff. 7-6-1983; 12 Ky.R. 1634; eff. 5-6-1986; 17 Ky.R. 436; eff. 10-14-1990; Crt eff. 11-16-2018.)

School: Arvin Education Center Date: 8/1/25  
 Employee(s) In Charge: Tonya Burns Group: Arvin HOSA  
 Date of Trip: 9/19/25 to 9/23/25 Destination: Washington Leadership Academy, Washington DC  
 Main Mode of Travel: airplane  
 Name of Major Carrier: American Airlines Phone: 800-433-7300

Address: \_\_\_\_\_

Method of transportation to the departure point: parent transport

**Type of transportation upon destination arrival:**

Company name: rental car or uber Phone: \_\_\_\_\_

Contact person if available: \_\_\_\_\_

Why have you selected these transportation methods? the conference is held in Washington DC and

Arlington areas which is 9 hours and a distance of 584 miles.

Once at the conference we will need to transport students to the conference events.

  
Principal

  
Teacher or Sponsor

*(Attach a regular Field Trip Request Form (09.36 AP.21) and the Common Carrier Insurance Certificate for Board approval.)*

**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: Stacy HeinemanGroup: KYA/KUNADestination: KYA Conference, Crowne Plaza, Louisville, KYDate(s) of Trip: 12/8-12/10/2025Time of Departure: 9:00 amTime of Return: 3:00 pmApproximate Mileage (one way): 25 \*Approximate Number of Students: 90Number of Chaperones/Adults: 4TOTAL TRANSPORTED: 94 \*Number of Buses: N/A

▶ OCBE MTG ◀

AUG 2 5 2025

\*{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 will transport students to/from conference

\*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) \$0Admissions \$310Other \$45Total Charges \$355Number of Instructional Days Lost: 3

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

Students will participate in a model meeting of the Kentucky legislatureRequested by: Stacy HeinemanDate: 08/05/2025

### APPROVAL/DISAPPROVAL

Approved/Disapproved: Melissa Woodruff, Principal Date: 8-5-25Approved/Disapproved: [Signature], Level Director Date: 8/11/25Approved/Disapproved: [Signature], Superintendent Date: \_\_\_\_\_

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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

► OCBE MTG ◀

AUG 25 2025

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: South Oldham High School

Employee(s) In Charge: Justin Romney

Group: Choir

Destination: Danville, KY

Date(s) of Trip: Nov. 7-8, 2025

Time of Departure: 11/7, 7:30 AM

Time of Return: 11/8, 9:00 P.M.

Approximate Mileage (one way): \_\_\_\_\_ \*

Approximate Number of Students: 5

Number of Chaperones/Adults: 3

TOTAL TRANSPORTED: 8 \*

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): Parental 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 \$50 \_\_\_\_\_

Other \$ \_\_\_\_\_

Total Charges \$50 \_\_\_\_\_

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?

Participation in the KYACDA rehearsals and performance

Requested by: Justin Romney

Date: 8/5/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Maura Woodley, Principal Date: 8-5-25

Approved/Disapproved: M. J. [Signature], Level Director Date: 8/11/25

Approved/Disapproved: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

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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

AUG 25 2025

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: South Oldham High School

Employee(s) In Charge: Justin Romney Group: Choir

Destination: Hyatt Regency, Downtown Louisville, KY

Date(s) of Trip: Feb 4-6, 2026 Time of Departure: 12:30 P.M. Time of Return: 2/7 10:30 P.M.

Approximate Mileage (one way): 21 \*

Approximate Number of Students: 15

Number of Chaperones/Adults: 1

TOTAL TRANSPORTED: 16 \*

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): (sharing bus with OCHS Choir) Bus for delivery only. Parents

\*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)	\$10
Admissions	\$60
Other	\$(hotel) 200
<b>Total Charges</b>	<b>\$270</b>

Number of Instructional Days Lost: 2.5

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

Participation in the KMEA All-State Choir rehearsals and performance.

Requested by: Justin Romney

Date: 8/01/25

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 8-1-25

Approved/Disapproved: [Signature], Level Director Date: 8/7/25

Approved/Disapproved: [Signature], Superintendent Date: \_\_\_\_\_

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

(Same day but extends beyond the school day)

**DAY TRIP ONLY** ☐School OCMSEmployee(s) in Charge: Kathy Beardsley Group: Nature ClubDestination: Pine Mountain Settlement SchoolDate(s) of Trip: Oct 14-16 Time of Departure: 7:00 am Time of Return: 4:30 pmApproximate Mileage (one way): 160Approximate Number of Students: 50Number of Chaperones/Adults: 5TOTAL TRANSPORTED: 55

\*{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): Miller 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) \$ 6,000Admissions \$ 12,500Other \$ 1,350**Total Charges** \$ 19,850Number of Instructional Days Lost: 3

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated? Pine Mountain Settlement School offers a unique Kentucky pioneer heritage experience. Students experience 6 classes such as blacksmithing, woodworking and weaving while connecting with Nature in beautiful Eastern Kentucky.

Requested by: Kathy Beardsley Date: July 8, 2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], Principal Date: 8/5/25Approved/Disapproved: [Signature], Level Director Date: 8/6/25

Approved/Disapproved: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

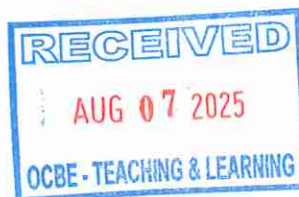
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**RELATED PROCEDURES:**

09.36 (all procedures)



Review/Revised: 5/20/2024

**Vehicle Request Form**School OCMS Faculty Member(s) sponsoring trip Kathy Beardsley

Date trip was approved \_\_\_\_\_ By whom \_\_\_\_\_

Destination Pine Mountain Address 36 Hwy 510  
Bledsoe, KY 40810 Phone (606) 558-3571☐ Out-of-State☒ Out-of-County☐ Within-County☒ Overnight (Give name, address, phone # of lodging) same as aboveDate(s) of Trip Oct 14-16 Departure Time 7:00 am Return Time 4:30 pmNumber of Students 50 Faculty Sponsors 3 Chaperones 2 Total # of Participants 55

THE SPONSORING GROUP IS RESPONSIBLE FOR ALL TRANSPORTATION COSTS ASSOCIATED WITH THE TRIP, INCLUDING THE DRIVER'S SALARY, PLUS ANY APPLICABLE OVERTIME WAGES AND DEDUCTIONS REQUIRED BY LAW.

Charge trip expenses to: Nature Club☒ Sponsoring organization☐ School council☐ Board/District☐ Other (specify) \_\_\_\_\_

Mode of Transportation (CHECK ONE):

☐ District-owned school bus; number needed \_\_\_\_\_☐ District-owned vehicle, other than bus; specify \_\_\_\_\_☐ Private vehicle, if allowed by policy, specify driver(s) \_\_\_\_\_☒ Certificated common carrier; specify Miller Transportation☒ Check here if luggage, equipment, projects, etc., will be transported. (Specify) luggageKathy Beardsley

Faculty Sponsor's Signature

7/8/25  
Date

Bus Number(s) \_\_\_\_\_ Driver(s) Name(s) \_\_\_\_\_

Estimated Expenses: Driver(s) \$ \_\_\_\_\_ Fuel \$ \_\_\_\_\_ Mileage \$ \_\_\_\_\_

Meals, if applicable \$ \_\_\_\_\_ Lodging, if applicable \$ \_\_\_\_\_

Actual Expenses: Driver (s) \$ \_\_\_\_\_ Fuel \$ \_\_\_\_\_ Mileage \$ \_\_\_\_\_

Meals, if applicable \$ \_\_\_\_\_ Lodging, if applicable \$ \_\_\_\_\_

Driving Time \_\_\_\_\_ Layover Time \_\_\_\_\_ Actual Miles \_\_\_\_\_

\_\_\_\_\_  
Transportation Supervisor's Signature\_\_\_\_\_  
Date**RELATED PROCEDURES:**

09.36 AP.21

09.36 AP.211

09.36 AP.23

Review/Revised:5/20/2024



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: North Oldham HS

Employee(s) In Charge: Amanda Buchholz Group: NOHS Marching Band

Destination: George Rogers Clark High School

Date(s) of Trip: 10/11/25 Time of Departure: 8am Time of Return: 12am

Approximate Mileage (one way): 97 \*

Approximate Number of Students: 37

Number of Chaperones/Adults: 4

TOTAL TRANSPORTED: 41 \*

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: \_\_\_\_\_

If optional, indicate student charges:

Transportation (mileage, driver) \$ \_\_\_\_\_

Admissions \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total Charges \$ \_\_\_\_\_

Number of Instructional Days Lost: \_\_\_\_\_

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

Marching Band Competition

Requested by: Amanda Buchholz Date: 07/24/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 7/28/25

Approved/Disapproved: [Signature], Level Director Date: 7/30/25

Approved/Disapproved: Claudette Herald, Superintendent Date: 8.4.25

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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  
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: North Oldham HS

Employee(s) In Charge: Amanda Buchholz

Group: NOHS Marching Band

Destination: Washington County High School

Date(s) of Trip: 9/6/25

Time of Departure: 2pm

Time of Return: 12am

Approximate Mileage (one way): 72 \*

Approximate Number of Students: 37

Number of Chaperones/Adults: 4

TOTAL TRANSPORTED: 41 \*

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: \_\_\_\_\_

If optional, indicate student charges:

Transportation (mileage, driver) \$ \_\_\_\_\_

Admissions \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total Charges \$ \_\_\_\_\_

Number of Instructional Days Lost: \_\_\_\_\_

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

Marching Band Competition

Requested by: Amanda Buchholz

Date: 07/24/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal

Date: 7/28/25

Approved/Disapproved: [Signature], Level Director

Date: 7/30/25

Approved/Disapproved: Claudette Z. Herald, Superintendent

Date: 8.4.25

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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: Oldham County High School

Employee(s) In Charge: Jamie Reed

Group: Football

Destination: UK

Date(s) of Trip: 12/4 - 12/5/25 Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Approximate Mileage (one way): 81 \*

Approximate Number of Students: 80

Number of Chaperones/Adults: 10

TOTAL 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): \_\_\_\_\_

*\*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) \$ \_\_\_\_\_

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 State Finals

Requested by: Paul Holien

Date: 07/22/2025

### APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 7/22/25

Approved/Disapproved: [Signature], Level Director Date: 7/24/25

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)



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: Oldham County High SchoolEmployee(s) In Charge: Kirk ThomasGroup: Cross CountryDestination: Cory, NC Great American XC FestivalDate(s) of Trip: 10/3 - 10/5/25 Time of Departure: 7am Time of Return: 7pmApproximate Mileage (one way): 561 \*Approximate Number of Students: 80Number of Chaperones/Adults: 6TOTAL TRANSPORTED: 86 \*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): 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) \$ \_\_\_\_\_

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?

XC Trip/MeetRequested by: Paul HolienDate: 07/22/2025

### APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 7/22/25Approved/Disapproved: [Signature], Level Director Date: 7/24/25

Approved/Disapproved: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

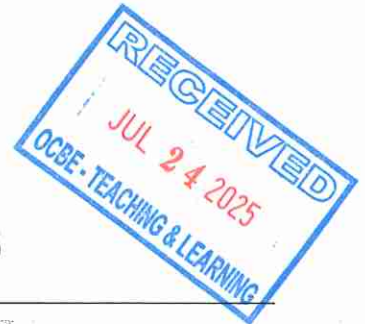
\*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.

\*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 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: Oldham County High SchoolEmployee(s) In Charge: Kirk Thomas Group: Cross CountryDestination: Ky Horse ParkDate(s) of Trip: 10/31/25 - 11/1 Time of Departure: 6pm Time of Return: 5pmApproximate Mileage (one way): 79 \*Approximate Number of Students: 20Number of Chaperones/Adults: 4TOTAL TRANSPORTED: 26 \*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): 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: \_\_\_\_\_

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?

State MeetRequested by: Paul Holien Date: 07/22/2025

### APPROVAL/DISAPPROVAL

Approved/Disapproved: Natalie Brown, Principal Date: 7/22/25Approved/Disapproved: Myra, Level Director Date: 7/24/25

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)

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: Oldham County High SchoolEmployee(s) In Charge: Mark RobsonGroup: Boys SoccerDestination: Various LocationsDate(s) of Trip: 10/19 - 11/1/25 Time of Departure: TBA Time of Return: TBAApproximate Mileage (one way): ~80 \*Approximate Number of Students: 40Number of Chaperones/Adults: 5TOTAL TRANSPORTED: 45 \*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: \_\_\_\_\_

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 Semi State / State DatesRequested by: Paul HolienDate: 07/22/2025

### APPROVAL/DISAPPROVAL

Approved/Disapproved: Mark Robson, Principal Date: 7/22/25Approved/Disapproved: M. [Signature], Level Director Date: 7/29/25

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)





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: Oldham County High School

Employee(s) In Charge: Chris Meredith

Group: Boys Golf

Destination: State 6C Site

Date(s) of Trip: 10/7 - 10/9/25

Time of Departure: TBA

Time of Return: 7:30 A

Approximate Mileage (one way): ~120 \*

Approximate Number of Students: 5

Number of Chaperones/Adults: 2

TOTAL TRANSPORTED: 7 \*

Number of Buses: \_\_\_\_\_

*\* (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's

*\* 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) \$ \_\_\_\_\_

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 State Tournament

Requested by: Paul Holien

Date: 07/22/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal

Date: 7/22/25

Approved/Disapproved: [Signature], Level Director

Date: 7/24/25

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 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: Oldham County High SchoolEmployee(s) In Charge: Ryan WarnerGroup: Girls VolleyballDestination: George Rogers ClarkDate(s) of Trip: 11/3 - 11/8/25 Time of Departure: TBA Time of Return: TBAApproximate Mileage (one way): 100 \*Approximate Number of Students: 20Number of Chaperones/Adults: 4TOTAL TRANSPORTED: 24 \*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: \_\_\_\_\_

If optional, indicate student charges:

Transportation (mileage, driver) \$ \_\_\_\_\_

Admissions \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Total Charges** \$ \_\_\_\_\_

Number of Instructional Days Lost: \_\_\_\_\_

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

KHSAA State TournamentRequested by: Paul HolienDate: 07/22/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], Principal Date: 7/27/25Approved/Disapproved: [Signature], Level Director Date: 7/24/25

Approved/Disapproved: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

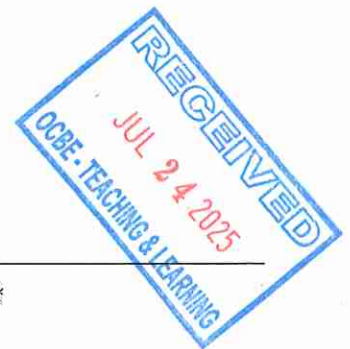
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\*ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.

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

**RELATED PROCEDURES:**

09.36 (all procedures)



# 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: Oldham County High SchoolEmployee(s) In Charge: Brian Gosnell Group: Girls SoccerDestination: Semi State / StateDate(s) of Trip: 10/19-11/1/25 Time of Departure: TBA Time of Return: TBAApproximate Mileage (one way): ~120 \*Approximate Number of Students: 28Number of Chaperones/Adults: 4TOTAL TRANSPORTED: 29 \*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: \_\_\_\_\_

If optional, indicate student charges:

Transportation (mileage, driver) \$ \_\_\_\_\_

Admissions \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total Charges \$ \_\_\_\_\_

Number of Instructional Days Lost: \_\_\_\_\_

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

KHSAA Semi State / StateRequested by: Paul Holien Date: 07/22/2025

### APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 7/22/25Approved/Disapproved: [Signature], Level Director Date: 7/24/25

Approved/Disapproved: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

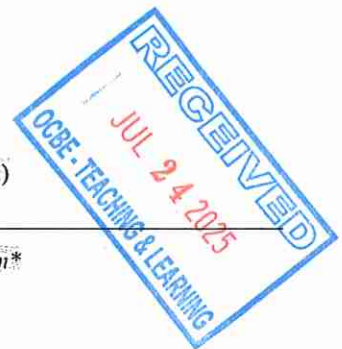
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Upon approval, the school will receive an approved form from the Superintendent. \*

### RELATED PROCEDURES:

09.36 (all procedures)





**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: Oldham County High SchoolEmployee(s) In Charge: Leah PehlkeGroup: Girls GolfDestination: TBDDate(s) of Trip: 10/7 - 10/9/25Time of Departure: TBATime of Return: TBAApproximate Mileage (one way): TBD \*Approximate Number of Students: 5Number of Chaperones/Adults: 2TOTAL TRANSPORTED: 7 \*

Number of Buses: \_\_\_\_\_

\*{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

\*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) \$ \_\_\_\_\_

Admissions \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Total Charges** \$ \_\_\_\_\_

Number of Instructional Days Lost: \_\_\_\_\_

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

KHSAA State TournamentRequested by: Paul HolienDate: 07/22/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], Principal Date: 7/27/25Approved/Disapproved: [Signature], Level Director Date: 7/24/25

Approved/Disapproved: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

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

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

**RELATED PROCEDURES:**

09.36 (all procedures)



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: Oldham Co HS

Employee(s) In Charge: Stacey Whitlock

Group: Track and Field

Destination: Huntsville, AL

Date(s) of Trip: 3/26/26 - 3/29/26

Time of Departure: 5pm

Time of Return: 10pm

Approximate Mileage (one way): 320 \*

Approximate Number of Students: 80

Number of Chaperones/Adults: 6

TOTAL TRANSPORTED: 86 \*

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): Commercial Buses / Sandollar Limousine

*\*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) \$ \_\_\_\_\_

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?

Leave after school on March 26 and would miss March 27. Spring Break Track and Field trip

Requested by: Paul Holien

Date: 07/28/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal

Date: 8/11/25

Approved/Disapproved: [Signature], Level Director

Date: 8/14/25

Approved/Disapproved: \_\_\_\_\_, Superintendent

Date: \_\_\_\_\_

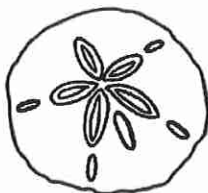
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RELATED PROCEDURES:

09.36 (all procedures)



## Sandollar Limousine

Office: 321 Outer Loop Hwy Louisville, KY 40214  
 Phone: 502.366-2628  
 Email: Evan@sandollarlimo.com

Contract:	
Driver:	
Sales Associate:	Evan
Prepared by:	Taylor

Client:	Oldham County High School
Contact:	Stacey Whitlock
E-Mail:	stacey.whitlock@oldham.kyschools.us
Other:	
Vehicle Type:	2 Motorcoach

Date of Service	3/26/26 thru 3/29/26
Start Time	
End Time	

Client is responsible to inform Sandollar of any passenger count exceeding 45 passengers (not to exceed 55 passengers/coach reserved)

### Transportation Details

3/26/26	
4:00PM	Arrive prepared for loading at Oldham County High School
	1150 KY-393, LaGrange, KY 40031
4:30PM	Depart for Hotel
3/27/26	
	Follow Team Itinerary
	Milton Frank Stadium 2801 15th Ave SW, Huntsville, AL 35805
3/28/26	
	Follow team itinerary
3/29/26	
TBD	Return to Oldham County High School
	1150 KY-393, LaGrange, KY 40031

Additional Comments: Client is responsible for Driver lodging, parking fees and tolls—if applicable

Charter Fees	\$8770.00
	(\$4385/bus)
Driver Gratuity ( <i>Clients' Discretion</i> )	<input type="checkbox"/> 10% <input type="checkbox"/> 15% <input type="checkbox"/> 20% <input type="checkbox"/> Other
PAYMENT RECEIVED	



<b>Client:</b>	
<b>Contact:</b>	
<b>E-Mail:</b>	
<b>Other:</b>	

<b>Contract:</b>	
------------------	--

<b>CARD #</b>		<b>EXPIRATION DATE:</b>		<b>CVC #</b>	
<b>CARD HOLDER NAME</b>					
<b>COMPANY NAME</b>					
<b>BILLING ADDRESS</b>					

### Sandollar Transportation Cancellation Policy:

This policy is hereby made available to Sandollar clients to facilitate client service as well as to make it possible for Sandollar to schedule drivers and vehicles accordingly.

The client may request a full refund, less the deposit, if the reservation is cancelled by the client at least fourteen (14) days prior to their date of service.

The client may request a fifty percent (50%) refund if the reservation is cancelled between thirteen (13) days and forty-eight (48) hours prior to their date of service.

No refunds are available to a client for any cancellation made when their cancellation request is within forty-seven (47) hours of their date of service.

The client may add services to their initial charter with no penalty, additional rates may apply

**Contract Agreement:** Sandollar requires a 10% or \$200, whichever is greater, non refundable, deposit for reservations at the time booking. This deposit is included in the total contract price. The balance of the charter must be paid in full, a minimum of fourteen (14) days prior to the trip departure. Sandollar has a no tobacco use policy in all of our vehicles. This includes smoking, vaping, and chewing tobacco. The Client is responsible for passengers and assumes full financial responsibility for any damage to vehicle caused by Client or passenger, whether by accident, neglect or intent. We assume no responsibility for articles left in vehicle. Sandollar may terminate charter at any time without refund if they deem the party unruly or endangering the safe operation of the vehicle or illegal activities. Sandollar shall not be responsible for any delays or inconveniences due to traffic, unforeseen mechanical failures or situations deemed as 'Act of God'. While we strive to maintain microphones, radios, and DVD players we are not responsible for any damage that our electronic devices cause to physical property or any inconveniences that the electronics may cause. Sandollar reserves the right to add a fuel surcharge should it become necessary. In this event you would receive written notice and sent a new contract before the charter date. We reserve the right to substitute alternative vehicles in the event of an occurrence beyond our control OR cancel contract. Upon reaching a destination, if the driver's total driving hours have been used, the driver must have a minimum of 9 consecutive hours off duty before local service may be performed before returning to duty. Client assumes full financial responsibilities for all payments due at the end of the charter, including but not limited to overtime, damage fees, or excessive cleaning that may be required. Price is based on itinerary given. Any changes prior to departure must be approved by Sandollar. Any changes after departure may be accommodated if possible but shall not violate US DOT hours of service and regulations. Any expenses related to itinerary post departure shall be paid by client immediately. In the case of an excess cleaning fee of \$200., we will provide documentation for anything including bodily fluids, large spills/stains, any physical interior or exterior damage as a result of clients actions. If additional services are required, the charges will be based on the invoice provided by the professional doing the cleaning or repairs. Client authorizes charges to credit card, with or without imprint for original contract price and these additional charges if applicable. **WE AND THE CLIENT AGREE TO THE ABOVE TERMS AND CONDITIONS.**

I, \_\_\_\_\_, authorize Sandollar Limousine of Louisville, Kentucky to charge my \_\_\_\_\_ card for the amount(s) indicated on page one as well as any overages, damages, or incidentals incurred during this charter per this contract.

**Client's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Accepted by Sandollar:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Sandollar Limousine

Office: 321 Outer Loop Hwy Louisville, KY 40214  
Phone: (502) 366-2628  
Email: Evan@sandollarlimo.com

Contract:	
Driver:	

Client:	Oldham County High School
Contact:	Stacey Whitlock
E-Mail:	stacey.whitlock@oldham.kyschools.us
Other:	
Vehicle Type:	1 Motorcoach

Date of Service	3/26/26 thru 3/29/26
Start Time	
End Time	

### Transportation Details

3/26/26	
4:00PM	Arrive prepared for loading at Oldham County High School
	1150 KY-393, LaGrange, KY 40031
4:30PM	Depart for Hotel
3/27/26	
	Follow Team Itinerary
	Milton Frank Stadium 2801 15th Ave SW, Huntsville, AL 35805
3/28/26	
	Follow team itinerary
3/29/26	
TBD	Return to Oldham County High School
	1150 KY-393, LaGrange, KY 40031

### Additional Comments:

By Signing below, you are verifying that the services listed above have been completed

CLIENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Office Use Only:

Drivers, by signing below you are verifying that you have completed a full inspection of the vehicle including removal of trash as well as ensuring the vehicle has at least one half tank of gas. Please list damages, if any: \_\_\_\_\_

DRIVER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



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: Denise O'Brien & Paige New

Group: BETA Club

Destination: BETA Summitt, Sivierville, TN

Date(s) of Trip: 9-18 / 9-19-2026

Time of Departure: 6 am

Time of Return: 5pm

Approximate Mileage (one way): 273 \*

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): Request school van

\*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) \$ 0

Admissions \$ 0

Other \$ 150.00

**Total Charges** \$ 150.00

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?

BETA Leadership Summit is an opportunity for BETA officers to boost confidence, broaden leadership skills, and build character. Student will engage with peers from around the surrounding states, attend leadership sessions, interact with keynote speakers, participate in challenges as a group, and opportunity to qualify for national convention which is our goal.

Requested by: Denise O'Brien & Paige New

Date: 08/04/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 8/11/25

Approved/Disapproved: [Signature], Level Director Date: 8/14/25

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. \*

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  
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: North Oldham High School

Employee(s) In Charge: Tyler Smith

Group: Chorus

Destination: Centre College, Norton Center for the Arts

Date(s) of Trip: 11/7-11/8/25 Time of Departure: 7:30 AM Time of Return: 7:00 PM (11/8)

Approximate Mileage (one way): 108 \*

Approximate Number of Students: 10

Number of Chaperones/Adults: 2

TOTAL TRANSPORTED: 0 \*

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: Optional

If optional, indicate student charges:

Transportation (mileage, driver) \$ \_\_\_\_\_

Admissions \$ 65

Other \$ 20

Total Charges \$ 85

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?

Students will attend the KY ACDA Honor Choir, an auditioned opportunity that will allow them to sing amongst some of the best 7th-9th grade singers in the state of Kentucky. There, they will perform challenging repertoire from a multitude of different cultures and backgrounds under the baton of fantastic conductors, culminating in a concert to showcase their work.

Requested by: Tyler Smith

Date: 08/11/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal

Date: 8/12/25

Approved/Disapproved: [Signature], Level Director

Date: 8/14/25

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. \*

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



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: Oldham County High SchoolEmployee(s) In Charge: Dave MutchlerGroup: BaseballDestination: Panama City Beach, FLDate(s) of Trip: April 5-11, 2026Time of Departure: 7amTime of Return: 10pmApproximate Mileage (one way): 648 \*Approximate Number of Students: 40Number of Chaperones/Adults: 5TOTAL TRANSPORTED: 45 \*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

\*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) \$ \_\_\_\_\_

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?

Spring Break Baseball Trip to PCBRequested by: Paul HolienDate: 07/28/2025

### APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], PrincipalDate: 8/11/25Approved/Disapproved: [Signature], Level DirectorDate: 8/14/25

Approved/Disapproved: \_\_\_\_\_, Superintendent

Date: \_\_\_\_\_

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### RELATED PROCEDURES:

09.36 (all procedures)



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: Oldham Co HS

Employee(s) In Charge: Trapper Thompson

Group: Softball

Destination: Ft Walton Beach

Date(s) of Trip: April 4-11, 2026

Time of Departure: 7am

Time of Return: 10pm

Approximate Mileage (one way): 637 \*

Approximate Number of Students: 30

Number of Chaperones/Adults: 6

TOTAL 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 will drive

*\*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) \$ \_\_\_\_\_

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?

Ft Walton Beach Bash Spring Break Softball Tournament

Requested by: Paul Holien

Date: 07/28/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 8/11/25

Approved/Disapproved: [Signature], Level Director Date: 8/14/25

Approved/Disapproved: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

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*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

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: Tyler Smith Group: Chorus

Destination: University of Kentucky Singletary Center for the Arts

Date(s) of Trip: 09/12-09/13/25 Time of Departure: 3:30 PM (9/12) Time of Return: 6:00 PM (9/13)

Approximate Mileage (one way): 81 miles \*

Approximate Number of Students: 20

Number of Chaperones/Adults: 3

TOTAL TRANSPORTED: 0 \*

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: Optional

If optional, indicate student charges:

Transportation (mileage, driver) \$ \_\_\_\_\_

Admissions \$ 15

Other \$ \_\_\_\_\_

Total Charges \$ 300

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?

Students have the opportunity to attend the University of Kentucky Bluegrass Music Festival, an honor choir experience housed at the University of Kentucky. There, they will sing with students from across the state of Kentucky and work with extremely talented clinicians on diverse and rigorous repertoire, all culminating in a performance on Saturday, September 13th showcasing their hard work.

Requested by: Tyler Smith Date: 08/11/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 8/12/25

Approved/Disapproved: [Signature], Level Director Date: 8/4/25

Approved/Disapproved: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

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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 Middle School

Employee(s) In Charge: Emma Harrison Group: Select 8th Grade Choir Students

Destination: Lexington, KY- Singletary Center for the Arts

Date(s) of Trip: Sat. 9/13/25 Time of Departure: 7:30am Time of Return: 6:30pm

Approximate Mileage (one way): 80 \*

Approximate Number of Students: 12

Number of Chaperones/Adults: 13

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): Parents drive students to & from event

\*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 \$20 \_\_\_\_\_

Other \$ \_\_\_\_\_

Total Charges \$20 \_\_\_\_\_

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?

Select 8th grade choir students get to sing with high school students from across the state!

Requested by: Emma Harrison

Date: 08/06/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 8/13/25

Approved/Disapproved: [Signature], Level Director Date: 8/18/25

Approved/Disapproved: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

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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 Middle School

Employee(s) In Charge: Emma Harrison Group: Select 6-8 Choir Students

Destination: Danville, KY - Centre College

Date(s) of Trip: Fr. 11/7-Sat. 11/8/25 Time of Departure: 7am 11/7 Time of Return: 7pm 11/8

Approximate Mileage (one way): 80 \*

Approximate Number of Students: 10 unknown

Number of Chaperones/Adults: 11 unknown

TOTAL TRANSPORTED: 21 \*

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 take students and stay with them overnight

\*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 to audition

If optional, indicate student charges:

Transportation (mileage, driver) \$ \_\_\_\_\_

Admissions \$ 250

Other \$ \_\_\_\_\_

Total Charges \$ 250

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?

Students audition against kids from around the state to sing in a choir of 200+ advanced singers & learn from top notch directors!

Requested by: Emma Harrison

Date: 08/06/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal

Date: 8/14/25

Approved/Disapproved: [Signature], Level Director

Date: 8/18/25

Approved/Disapproved: \_\_\_\_\_, Superintendent

Date: \_\_\_\_\_

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