

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: **Brian Crumbo**

Group: **Girls/Boys Track**

Destination: **Franklin, TN**

Date(s) of Trip: **March 27-28, 2026** Time of Departure: **8:00 am** Time of Return: **6:00pm**

Approximate Mileage (one way): **210** \*

Approximate Number of Students: **80**

Number of Chaperones/Adults: **8**

TOTAL TRANSPORTED: **88** \*

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): **Transportation by common carrier**

\*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) \$ **\$ 200.00**

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

Other \$ **\$ 0.00**

Total Charges \$ **\$ 200.00**

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?

**Team building trip with out-of-area quality competition.**

Requested by: **Brian Crumbo**

Date: **10/21/2025**

APPROVAL/DISAPPROVAL

Approved/Disapproved: *[Signature]*, Principal

Date: **11/3/25**

Approved/Disapproved: *[Signature]*, Level Director

Date: **11/4/25**

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 - 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: North Oldham High School



Date: October 21, 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 March 26-27, 2026

Destination Franklin, TN

Main Mode of Travel: Charter Bus

Name of Major Carrier: Miller Transportation

Phone: (800) 544-2383

Address: 111 Outer Loop, Louisville, KY 40214

Method of transportation to the departure point: Will pick up at NOHS

**Type of transportation upon destination arrival:**

Company name: Miller Transportation (same)

Phone: \_\_\_\_\_

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

Why have you selected these transportation methods: Flexibility and cost effectiveness.

  
Principal

Brian Crumbo  
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: North Oldham Middle School

Employee(s) In Charge: Everett Quiggins

Group: Choir

Destination: Center College, KYACDA Honor Choir

Date(s) of Trip: 11/7/2025 - 11/08/2025

Time of Departure: 7:00 AM

Time of Return: 7:00 PM

Approximate Mileage (one way): 68 \*

Approximate Number of Students: 2

Number of Chaperones/Adults: 3

TOTAL TRANSPORTED: 5 \*

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 Drop off/Parent Pick up

\*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)	\$0.00
Admissions	\$130.00
Other	\$175.00
<b>Total Charges</b>	<b>\$305.00</b>

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 auditioned and were accepted to participate in the Fall KYACDA Honor Choir. They will have the opportunity to learn advanced repertoire and choral techniques from other directors and teachers.

Requested by: Everett Quiggins

Date: 10/10/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal

Date: 10/13/25

Approved/Disapproved: [Signature], Level Director

Date: 10/13/25

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 Schools**  
**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)**  
**FOR**  
**SCHOOL SANCTIONED NONATHLETIC EVENT HELD OFF-CAMPUS**

Destination/Venue: Norton Center for the Arts at Centre College

Venue/Address: 600 W Walnut St, Danville, KY 40422

Person or email contacted at venue to discuss EAP: Jessica Durham

Position/Title of person contacted: Patron Sales and Services Manager, Norton Center

Date (s) of contact: 09/12/25

Is there an Automatic External Defibrillator (AED) on site? ☒ yes ☐ no

If yes, where is it located? There are three-one in the Newlin Hall Foyer near the exterior exit doors, one in the Weisiger Theatre Foyer Box Office, and one in the Back Stage Hallway near the Stage Door.

Does the venue have an emergency response team (ERT)? ☒ yes ☐ no

Process to request AED and/or ERT if needed at the scene: Contact Jessica Durham at 859-238-5423 or the Executive Director, Steve Hoffman, at 859-238-5437.

Will a portable AED be taken from school on this trip? ☐ yes ☒ no

Is any other assigned emergency equipment available on field trip? ☐ yes ☐ no

If so, list location of equipment: Any other equipment needed can be found by contacting a member of the Norton Center staff.

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs;
- If possible, how to gain access;
- Steps that must be taken quickly to initiate the chain of survival;
  - ☐ Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing);
  - ☐ Call 911 using cell phone or other means of communication;
  - ☐ Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute);
  - ☐ Retrieve and use the nearest AED;
  - ☐ Continuing supporting the victim until the local EMS arrives and takes over care; and
  - ☐ Direct EMS to the scene.



**Norton Center for the Arts at Centre College**  
**Emergency Response Quick Guide for Educators**

<b>EMERGENCY</b>	<b>911</b>
<b>Department of Public Safety @ Centre College (DPS)</b>	<b>859-236-HELP (4357)</b>
<b>Danville Police Department</b>	<b>859.238.1224</b>
<b>Norton Center Box Office</b>	<b>859.236.4692</b>

**Norton Center Emergency Response Team**

Executive Director, Steve Hoffman	859.238.5437
Director of Marketing & Development, Jennifer Broadwater	859.238.5421
Technical Director, Michael Lavin	859.238.5435
Patron Services & Sales Manager, Jessica Durham	859.238.5423

**AED and First Aid Locations:**

- AED: Newlin Hall Foyer on the Grant Hall wall, near the exterior exit doors.
- AED: Weisiger Theatre Foyer Box Office wall, near the coat rack.
- AED: Back Stage Hallway near Stage Door
- First Aid Kit: Newlin Hall Foyer, Box Office
- First Aid Kit: Weisiger Theatre, Box Office
- First Aid Kit: Backstage Scene Shop

To obtain first aid supplies or AED, please find any member of the Norton Center staff.

Please let us know if you need additional information.

**In all severe emergencies, it is expected that 911 is called first and then the Department of Public Safety.**

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: South Oldham MiddleEmployee(s) In Charge: Kelsey JohnsonGroup: SOMS ChoirDestination: Centre College for KYACDA Honor ChoirDate(s) of Trip: 11/7-11/8/25Time of Departure: 8:00 AMTime of Return: 8:00 PMApproximate Mileage (one way): 8 \*Approximate Number of Students: 15Number of Chaperones/Adults: 16TOTAL TRANSPORTED: 30 \*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

\*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) \$ 368.50Admissions \$ 975Other \$ 500Total Charges \$ 975Number 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 participate in KYACDA honor choir. Students will be selected by blind audition from across the state. They will work with a nationally known conductor and put on a concert Saturday evening.

Requested by: Kelsey JohnsonDate: 08/25/2025

### APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 9-12-25Approved/Disapproved: [Signature], Level Director Date: 9-15-25

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: SOUTH OLDHAM HIGH SCHOOL

Employee(s) In Charge: JOE RICHIE

Group: BOYS LACROSSE

Destination: WORTHINGTON KILBOURNE (OH)

Date(s) of Trip: MARCH 20-21

Time of Departure: 1PM

Time of Return: 4PM

Approximate Mileage (one way): 202 \*

Approximate Number of Students: 45

Number of Chaperones/Adults: 6

TOTAL TRANSPORTED: 51 \*

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): BUS OR PARENTS WILL 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 \$ \_\_\_\_\_

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?

GAMES

Requested by: JOE RICHIE

Date: 10/06/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Melissa Warren, Principal

Date: 10-10-25

Approved/Disapproved: M. J. [Signature], Level Director

Date: 10/8/25

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



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: SOUTH OLDHAM HIGH SCHOOL

Employee(s) In Charge: JOE RICHIE

Group: BOYS LACROSSE

Destination: HSE

Date(s) of Trip: MARCH 13-14

Time of Departure: 2PM

Time of Return: 4PM

Approximate Mileage (one way): 146 \*

Approximate Number of Students: 45

Number of Chaperones/Adults: 6

TOTAL TRANSPORTED: 51 \*

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): BUS OR PARENTS WILL 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 \$ \_\_\_\_\_

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?

GAMES

Requested by: JOE RICHIE

Date: 10/06/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Melissa Webb, Principal

Date: 10-10-25

Approved/Disapproved: M. J. [Signature], Level Director

Date: 10/8/25

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



# **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: Katie Rufra, Maleea Miller & Jenna Ormerod Group: FCCLADestination: The Galt House- Louisville, KY - FCCLA State Leadership ConferenceDate(s) of Trip: 3/24/26 - 3/27/26Time of Departure: 4:30pmTime of Return: 2pmApproximate Mileage (one way): 27 miles \*Approximate Number of Students: 42Number of Chaperones/Adults: 2TOTAL TRANSPORTED: 44 \*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 drop off and pickup

\*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	\$	150
Other	\$	200
<b>Total Charges</b>	\$	<b>350.00</b>

Number of Instructional Days Lost: 3Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?  
Students will be attending the State FCCLA Leadership Conference. Competing against others in thestate in various competitions, attending leadership training sessions, participating in a statewide community service project and getting recognized on stage for projects.Requested by: Katie RufraDate: 10/8/25

### **APPROVAL/DISAPPROVAL**

Approved/Disapproved: Melissa Woods PrincipalDate: 10-8-25Approved/Disapproved: [Signature] Level DirectorDate: 10/13/25

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 Schools**  
**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)**  
**FOR**  
**SCHOOL SANCTIONED NONATHLETIC EVENT HELD OFF-CAMPUS**

Destination/Venue The Galt House

Venue/Address 140 North Fourth Street Louisville, KY 40202

Person or email contacted at venue to discuss EAP Kristin Whiting

Position/Title of person contacted Area Group Rooms Manager

Date (s) of contact 10/9/2025

Is there an Automatic External Defibrillator (AED) on site? X yes    no

If yes, where is it located? 6 located around the building- see attached documentation.

Does the venue have an emergency response team (ERT)? X yes    no

Process to request AED and/or ERT if needed at the scene Contact staff member to facilitate response  
team

Will a portable AED be taken from school on this trip?    yes X no If yes, who will be responsible for oversight and location of AED?   

Is any other assigned emergency equipment available on field trip?    yes X no

If so, list location of equipment   

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs;
- If possible, how to gain access;
- Steps that must be taken quickly to initiate the chain of survival;
  - ☐ Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing);
  - ☐ Call 911 using cell phone or other means of communication;
  - ☐ Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute);
  - ☐ Retrieve and use the nearest AED;
  - ☐ Continuing supporting the victim until the local EMS arrives and takes over care; and
  - ☐ Direct EMS to the scene.

# The Galt House - Louisville, Ky



## **AED Locations and Emergency Information**

### **AED Locations**

We have Automated External Defibrillators (AEDs) available in the following locations:

1. **EAST 2nd floor:** Near Guest Elevators
2. **EAST 2nd floor:** Near the UPS Store
3. **EAST 18th floor:** In the gym near the women's restroom
4. **WEST 1st floor:** Near the Sales Offices door
5. **WEST 3rd floor:** Near the men's restroom
6. **LPSS (Security) Office**

### **Frequently Asked Questions**

#### **Is there an AED on site?**

- Yes, AEDs are available on-site. Locations are listed above.

#### **Is it regularly maintained?**

- All AEDs are checked quarterly by a third-party vendor. Maintenance includes preventative checks, pad inspections, battery inspections, and lead inspections.

#### **Where is it located?**

- See the list of locations above.

#### **Do you have an emergency response team?**

- Yes, we have 24/7 on-site security. Security staff members are trained in the operation of AEDs.

#### **What is the process to request an AED if needed at the scene?**

- Call **502-568-3464** and/or flag down any Galt House associate to facilitate a response. If necessary, call **911** for immediate assistance.



**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 Moore Group: Arvin HOSADestination: HOSA KY State Leadership Conference Crowne Plaza Louisville AirportDate(s) of Trip: March 18-21, 2026 Time of Departure: 9:00am Time of Return: 2:00pmApproximate Mileage (one way): 25.9 \*Approximate Number of Students: 70Number of Chaperones/Adults: 3TOTAL TRANSPORTED: 73 \*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 drop off and pick up, board vehicle

\*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 \$ 0Number of Instructional Days Lost: 3

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

The state leadership conference for the Future health professionals group is an event where students will be immersed in vibrant HOSA centered events which include competitive events in preparation for college and careers in the healthcare fields.

Requested by: [Signature]Date: 10/11/25**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], Principal Date: 10/15/25Approved/Disapproved: [Signature], Level Director Date: 10/27/25

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)



- Location of AEDs;
- If possible, how to gain access;
- Steps that must be taken quickly to initiate the chain of survival;
  - ☐ Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing);
  - ☐ Call 911 using cell phone or other means of communication;
  - ☐ Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute);
  - ☐ Retrieve and use the nearest AED;
  - ☐ Continuing supporting the victim until the local EMS arrives and takes over care; and
  - ☐ Direct EMS to the scene.

**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 Middle SchoolEmployee(s) In Charge: Kelsey Johnson Group: ChoirDestination: The Galt House and Kentucky Center for the Performing ArtsDate(s) of Trip: 2/4 and 2/5/26 Time of Departure: 8:00 AM Time of Return: 8:00 PMApproximate Mileage (one way): 18 \*Approximate Number of Students: 15Number of Chaperones/Adults: 5TOTAL 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

\*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)	\$0
Admissions	\$900
Other	\$150
<b>Total Charges</b>	<b>\$1150</b>

Number of Instructional Days Lost: 1.5

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

Students will participate in KMEA Jr. High All State Choir with students from accross the state. They will learn advanced music with other gifted music students under the direction of a nationally known conductor. On Thursday they will perform the music they have prepared at the Kentucky Center for the Arts on the Whitney Hall stage.

Requested by: Kelsey JohnsonDate: 11/05/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], Principal Date: 11-5-25Approved/Disapproved: [Signature], Level Director Date: 11-7-25

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 Schools**  
**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)**  
**FOR**  
**SCHOOL SANCTIONED NONATHLETIC EVENT HELD OFF-CAMPUS**

Destination/Venue The Galt House & Kentucky Center for the Performing Arts  
Venue/Address 140 N. 4th St. Louisville, KY 40202 & 501 W Main St. Louisville, KY 40202  
Person or email contacted at venue to discuss EAP Kassie Buravski  
Position/Title of person contacted Event Services Manager  
Date (s) of contact 11/3/25  
Is there an Automatic External Defibrillator (AED) on site? ☒ yes ☐ no  
If yes, where is it located? See attached  
Does the venue have an emergency response team (ERT)? ☐ yes ☒ no  
Process to request AED and/or ERT if needed at the scene LPS Team CPR certified, first aid certified Notify Front Desk  
Will a portable AED be taken from school on this trip? ☐ yes ☒ no If yes, who will be responsible for oversight and location of AED? \_\_\_\_\_  
Is any other assigned emergency equipment available on field trip? ☐ yes ☒ no  
If so, list location of equipment \_\_\_\_\_

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs;
- If possible, how to gain access;
- Steps that must be taken quickly to initiate the chain of survival;
  - ☐ Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing);
  - ☐ Call 911 using cell phone or other means of communication;
  - ☐ Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute);
  - ☐ Retrieve and use the nearest AED;
  - ☐ Continuing supporting the victim until the local EMS arrives and takes over care; and
  - ☐ Direct EMS to the scene.

Venue	EAP Contact Person	Title of Person	Person who made the contact	Date of contact	Does venue location have an EAP	Is there an AED onsite?	If yes, list locations	Does venue have an emergency response team (ERT)	What is the process to request AED and/or ERT if needed at the scene?
Hyatt Regency	Cara Saracany	Senior Event Planning Manager	John Stroube	11/3/25	Yes	Yes	Behind front desk	Yes	Call extension 50 from any house phone NOTE: In the event of a medical emergency – they may certainly dial 911 immediately to start the call with the first responders and someone else should ALSO call 55 to alert the hotel, so we can properly assist both the guest, but also the responding emergency crew (i.e. ambulance) to quickly get them to the correct location.
Galt House	Kassie Burawski	Event Services Manager	John Stroube	11/3/25	Yes	Yes	East Tower – • Elevator lobby 2nd floor • 2nd floor near the registration desk. • Behind the security desk just off the grand hall emergency exit, • 18th floor gym, • Inside the security office West tower – • 3rd floor near the Archibald Cochran • 25th floor Swizzle, • On the wall near the security desk 1st floor Riverfront Plaza	Our LPSS Team are all CPR/First Aid certified.	Notify the Front Desk
Kentucky International Convention Center	Skyler Jenkins	Senior Event Manager	John Stroube	11/3/25	Yes	Yes	Upper concourse: • Service hallway between exhibit hall entrances • Loading dock west of Hall D. Main concourse: • Center of Market Street Pre-function • Service hall behind Ballroom C Lower concourse: • In service hall behind red hallway	No	Contact Skyler or the First Aid Office in the North Pre-Function near Oak and Brew
Cathedral of the Assumption	Maggie Cyphers	Director of Worship	John Stroube	11/3/25	Yes	Yes		No	On-site Event Coordinator is available at all times while students are in the Cathedral. An emergency telephone is located in our elevator which is connected to 911.