

Field Trip Planning Form

This form is to be used when students take any trip off campus for school purposes.

School: Boone County High School Grade(s): 9-12 Class/Activity Group/Team: Engineering
 Teacher/Sponsor/Coach: Sarah Manzur Cell Phone Number: 859-818-4199
 Person trained with current medication administration training CPR/FA/AED credential: Sarah Manzur

Destination Venue, Location and State: Toyota Manufacturing Plant, 1001 Cherry Blossom Way, Georgetown, KY
 Trip Location Contact Person: Candi Coleman Phone Number: 502-570-6572

Teachers: 4 # Students: 40 # Chaperones: 0 Adult/Student Ratio: 1:10

Date(s) & Times	Cost	Transportation
Departure Date: <u>1/8/2026</u> Time: <u>8:00 AM</u> AM/PM	Total Cost: \$ <u>1495.00</u> Funding Source: <u>LAVEC</u>	<input type="checkbox"/> District Bus/Van <input checked="" type="checkbox"/> Charter Bus: <u>Executive Charter, Inc</u>
Return Date: <u>1/8/2026</u> Time: <u>2:15 PM</u> AM/PM	Fee to be assessed to students: \$ <u>0</u> <i>Attach Student Activity Cost Form 09.15 AP.23</i>	Approved Bid – Company Name <input type="checkbox"/> Other: _____ <i>Attach a copy of Charter Bus Contract.</i>
Meals	At school prior to departure <input type="checkbox"/> Student Packed <input type="checkbox"/> Location where packed lunches will be School Cafeteria Packed <input type="checkbox"/> Consumed: _____	
	Student Purchase Restaurant <input checked="" type="checkbox"/> (Name and location of each stop)	Name & Location: <u>Chik-fil-A/Culver's, 101 Tiger Way Georgetown, KY 40324</u> Name & Location: _____
Over Night	Date: _____	Lodging: _____
	Date: _____	Lodging: _____

Trip Purpose and Core Content/learning targets: Students will make connections about what is learned in the classroom and engineering practices, technologies, and careers at Toyota.

Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: _____

If any medication is listed on the parent permission form, someone must be identified and trained to administer medications. Consult with the school nurse to see who is permitted to give routine and/or emergency medications in the state(s) where the trip is planned. This form may not be submitted to Central Office for Board consideration until you have listed who will be administering all medications and the nurse has ensured that they are trained and authorized.

Name of trained administrator(s) of routine and emergency medications: Sarah Manzur

School Nurse Initials: MB for verification that medications administrator listed above received training.

Due Date: 12/10/25 to turn in Roster and completed Parent Permission Slips for nurse's final review.

The following items have been completed or are in process. (Teacher/Sponsor/Coach must initial below)

- N/A I have viewed the field trip video for teachers/sponsors/coaches found on the district website.
- SM I have attached an anticipated Trip Itinerary.
- SM I have evaluated the trip site for potential hazards/special requirements.
- SM I have an event-specific emergency action plan for the trip site and will distribute to all personnel attending the event in an official capacity.
- SM Funds have been secured for indigent students.
- SM If needed, background checks for chaperone approval have been initiated.
- SM Plans have been made for students who currently have medication orders on file at the school, to receive routing medications (trained employee for KY trips and states where approved, nurse, or parent attending):

Teacher/Sponsor/Coach Signature: Sarah Manzur Date: 11/14/2025

School-Related Student Trip Request Form**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)****FOR ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**Destination/Venue: PEMC & Toyota Manufacturing Plant, Georgetown, KYVenue Address: 1001 Cherry Blossom Way, Georgetown, KY 40324Person or email contacted at venue to discuss EAP: Candi ColemanPosition/Title of person contacted: Supervisor, Toyota Experience CenterDate (s) of contact: 11/11/2025Is there an Automatic External Defibrillator (AED) on site yes no? Is it regularly maintained? yes no? If yes, where is it located? inside the experience center on the wall as you exit to enter the plant and at numerous locations throughout the plantDoes venue have an emergency response team (ERT) yes no?Process to request AED and/or ERT if needed at the scene: Medical, fire, and security is on site and dispatched in case of an emergencyWill 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 noIf so, list location of equipment First aid kit located at the experience center

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.

APPROVAL SIGNATURES REQUIRED

- CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES

○ Principal: Stacey Black Date: 11/17/25○ Required for all trips.

○ Superintendent/Designee: _____ Date: _____

○ Overnight Trips

○ Board of Education: _____ Meeting Date: _____

○ Submit forms to Superintendent/Designee for review and submission to the Board for approval.

○ Travel outside the Tri-State area of KY, OH, IN○ Common Carrier contract including cost.○ Common Carrier Transportation. Reason for using a Charter Bus/Plane: _____○ *All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.*

Toyota Field Trip Itinerary

Thursday, January 8, 2026

Ms. Sarah Manzur

C: (859) 818-4199

Time		Address
8:00 AM	Ready & depart BCHS	7056 Burlington Pike Florence, KY 41042
9:15 AM	Arrive at Production Engineering Headquarters (PEMC)	151 Engineering Way Georgetown, KY 40324 Shawna Duff
9:30 AM - 11:30 PM	Tour of PEMC	
11:30 PM - 11:45 PM	Travel to TMMK Experience Center	1001 Cherry Blossom Way Georgetown, KY 40324 Candi Coleman 502-570-6572
11:45 PM - 12:30 PM	TMMK Tour	
12:35 PM - 12:50 PM	Depart TMMK for lunch	Chik-fil-A & Culvers 101 Tiger Way Georgetown, KY 40324
1:10 PM	Depart for BCHS	
2:15 PM	Arrive BCHS	7056 Burlington Pike Florence, KY 41042

BCHS to Toyota PEMC: 58 miles

PEMC to TMMK: 3 miles

TMMK to lunch: 5 miles

lunch to BCHS: 58 miles

Executive Charter, Inc.
1810 Monmouth St. Newport KY 41071
859-261-8841
reservations@executivetransportation.org

Account Name: **BOONE COUNTY HIGH SCHOOL (MANZUR)** Acct ID: **859282565**

Address: **7065 BURLINGTON PIKE FLORENCE, KY 41042**

Client Contact: **SARAH MANZUR** Phone#: **8592825655**

1/8/2026 7:45:00AM	BOONE COUNTY HIGH SCHOOL (MANZUR)	Confirmation# 3161394
MOTOR COACH 47	FROM: BCHS- 7056 BURLINGTON PIKE FLORENCE, KY 41042	FARE: \$1,445.00
	TO: SEE ITINERARY ATTACHED (GEORGETOWN, KY)	TIPS: \$50.00
TRIP REMARKS: (8A-2:15P) \$1495 SARAH.MANZUR@BOONE.KYSCHOOLS.US SEE ATTACHED ITINERARY		Total Fare \$1,495.00

Invoice Total: \$1,495.00

DEPOSIT: A \$100 deposit per motorcoach is required to reserve service. To avoid cancellation, the balance of the payment is due thirty (30) days prior to the event. If balance is not paid in full 30 days prior, trips can be cancelled without notice to fulfill company needs.

CANCELLATION: We have a 2 week cancellation policy. Cancellation less than two (2) weeks prior to service will result in forfeiture of all monies paid.

PAYMENTS: We accept credit card, check or EFT. Please make checks payable to: Executive Charter, Inc.

CREDIT CARD PROCESSING FEE: A processing fee of 3% will be added to all credit card payments.

PAST DUE AMOUNTS: A Finance Charge of 2% Per Month, 24% Annual Percentage Rate will be charge on all past due accounts.

PRICE VARIATIONS: The price quoted above is from terminal to terminal and is based upon the information originally given. Any changes may affect the original price quote.

AMENITIES such as wi-fi, PA system, electrical outlets, DVD players and TV monitors are provided at no charge. Therefore no refund will be issued for the failure of such amenities.

DAMAGE AND CLEAN UP FEES: If excessive clean up is required there will be an additional charge of \$250. You will be liable for any damage caused by the passengers of the bus.

ITINERARY: A specific itinerary is required 2 weeks before the trip, listing all locations and expected times for the driver(s).

NOTES: Please check the information above regarding your trip. Please contact us with any changes, corrections, or additions to your itinerary. Our staff is anxious to help you.

Please sign and return with your deposit to ensure your coach reservation.

Signature _____ Date _____