

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: VII E **DATE:** July 20, 2026

TOPIC/TITLE: Use of Buses

PRESENTER:

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

SUMMARY OF MAJOR ELEMENTS:

Approve two requests for use of Woodford County School Buses: Woodford County Extension, 62nd Annual WC Farm Tour (7/27/26).

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

Yori Jones

Vehicle Request Form

 Woodford County Public Schools Where Kids Win!		VEHICLE REQUEST FORM TRANSPORTATION 859-879-4647 wcps.vttt@woodford.kyschools.us		REV 6-2-18		OFFICE USE ONLY TRIP NUMBER _____ ENTERED _____ SCHEDULED _____ COMPLETED _____		
		TRIP REQUEST ARE DUE 15 WORKING DAYS PRIOR TO YOUR TRIP DATE SCHOOL/ORGANIZATION NAME: <u>Woodford County Extension</u> TRIP DATE: <u>7-27-26</u> TEACHER CONTACT NAME & PHONE# _____ GROUP NAME & GRADE _____						
REQUEST (NOTE) All outside groups requesting trips must have prior board approval	TRIP TYPE ROUND TRIP ☒ (Driver stays with group) OR ONE WAY (D&R) ☐		Number of Passengers _____ STUDENTS _____ ADULTS <u>Max 200</u>		BUS WITH LIFT YES ☐ NO ☒ LUGGAGE YES ☐ NO ☒ BOARD VEHICLE (VAN) YES ☐ NO ☒ 8 passengers or less including the driver ☐ Vehicle Not Required			
	DESTINATION NAME ADDRESS Eckert's Orchard - 1396 Pinckard Pike - Versailles, KY Sycamore Farm - 4800 Military Pike - Versailles, KY							
	TRIP TIME Depart	DEPARTURE TIME DEPART SCHOOL	ARRIVAL TIME Arrive At Location 9:00	WHO IS PAYING FOR TRIP Please include the address to send invoice Woodford County Extensior		Munis Funding Code for Trip Cost		
	Return	DEPART LOCATION Fairgrounds pavilion 8:30	2:15 CUTOFF RETURN TO SCHOOL 12:00	ADDRESS 184 Beasley Road Versailles, KY 40383		Educational Purpose: Agriculture Education for community		
DRIVER TIMESHEET and MILEAGE RECORD	DRIVER NAME _____							
	VEHICLE #	Date	Start Time	End Time	Start Odometer	End Odometer	TOTAL Miles Driven	Hours Worked Regular _____ Overtime _____
NOTES TO DRIVER		CONTACT AFTER HOURS WILLIAM SLONE 859-621-0402						
DRIVER SIGNATURE _____								
BUS EVACUATION	EMERGENCY EVACUATION DRILL/REVIEW							
	Complete the drill if any passenger has not performed an emergency evacuation training drill this school year. If all passengers have performed an emergency evacuation training drill this school year – Go over instructions for exiting the bus in an emergency. Review the exits and how they operate. Have the teacher/chaperone sign this form that these procedures have been reviewed with all passengers.							
	SIGNATURE OF TEACHER _____							

RELATED PROCEDURE: 04.31 AP.2 (DISTRICT PROCUREMENT CARDS)

Review/Revised:6/18/2018

Request to Place an Item on the AgendaName: Beau Neal - Woodford County Extension Agent for AgricultureAddress: 184 Beasley Road - Versailles, KY 40383Telephone number: 859-873-4601

Name of school children attend, if applicable: _____

Group represented: Woodford County Farm Tour**Check** if request was submitted to: ☐ Superintendent ☐ Board Chairperson

Conferred with following administrators (names): _____

Description of Issue: _____

Requesting the use of four buses for transport of community members to the two farms.
This will be the 62nd annual Woodford County Farm Tour.

Specific Action Requested: _____

Maximum 200 people (we will cap attendance), we need four buses for transport.**Check** if you are: ☐ Board Member ☐ District Employee ☒ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.