

Henderson County Schools Transportation Department

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Henderson, Ky 42420

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ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



Overnight and Out of District School Bus Trip Guidelines

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

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

Checklist:

___ Sponsor/Coach Name: _____ Cell Number: _____

___ Date of Departure: _____ Time of Departure: _____

___ Date of Return: _____ Expected Time of Return: _____

___ Adequate Supervision (meets ratio criteria)

Please List Names of Chaperones

___ Obtain parent/guardian permission forms

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

___ Notify school cafeteria manager of any lunch needs

___ Follow all Transportation Department guidelines for bus trips

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

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

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

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

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

___ Attach and itinerary

___ Other specific needs: _____

Signature of Person submitting form

Signature of Principal/Designee

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