

“HIGHWAY COACH” REQUEST FORM

SCHOOL

ACTIVITY OR SPORT

DESTINATION

OPPONENT OR PURPOSE

DATE OF TRIP

TIME OF DEPARTURE

TIME OF RETURN

WHERE THE BUS WILL MEET

TOTAL NUMBER TRAVELING (MINIMUM 19)

CHECK PRIORITY:

Varsity = the top level of any high school team

- ____ PRIORITY 1 Varsity post-district competition
- ____ PRIORITY 2 Varsity district competition
- ____ PRIORITY 3 Varsity non-district competition
- ____ PRIORITY 4 Varsity organizations – non-competition
Example – band marching at a football game
- ____ PRIORITY 5 Subvarsity high school groups or teams – competition
- ____ PRIORITY 6 Jr. High groups or teams – competition

Coach or sponsor signature

Approval – Director of Athletics
Or Principal

Assistant Superintendent
-Business & Operations

Budget Code

SAISD “Highway Coaches” will be assigned according to priority request as listed above. Assignments will not be “first-come-first-serve”. In order to request the use of a 47 passenger “highway coach” there must be a need to transport a minimum of 19 people. (students-sponsors) (* note – 18 people could take 2 suburbans)

If conflict exists between activities having the same priority; the busses will be assigned to the organization with the most student miles. A maximum of two (2) busses will be assigned to the group with the highest student miles when there are other requests or equal priority.

Example 1 Group A needs to transport 40 students 400 miles round trip
 Group B needs to transport 45 students 225 mile round trip
Student miles: (# of students X # of miles) Group A – 16,000 Group B – 10,125
 (Group A would be assigned the highway coach)

Example 2 Group A needs to transport 20 students 400 miles round trip
 Group B needs to transport 45 students 225 mile round trip
Student miles: (# of students X # of miles) Group A – 8,000 Group B – 10,125
 (Group B would be assigned the highway coach)

TRANSPORTATION USE ONLY	MILEAGE:
Date: _____	Begin: _____
	End: _____
Driver: _____	Total: _____
Hours: _____	Chart: _____