

“Highway Coach” Request Form

School

Activity or Sport

Destination

Opponent or Purpose

Date of Trip

Time of Departure

Return Date

Time of Return

Where the bus will meet
Check Priority:

Total Number Traveling (minimum 17)

Varsity = the top level of any high school team

Transportation Staff will determine priority based on the following information.

- _____ 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 Sub varsity high school groups or teams – competition
- _____ PRIORITY 6 Jr. High groups of teams – competition

SAISD “Highway Coaches” will be assigned according to priority as listed above. Assignments will not be “first – come-first serve” but by the date of trip. In order to request the use of a 57 passenger “highway coach” there must be a need to transport a minimum of 17 people on the day of the trip. (students-sponsors) (*note – 16 people could take 2 expeditions)

If conflict exist between activities having the same priority, the buses will be assigned to the organization with the most student miles. A maximum of two (2) buses will be assigned to the group with the highest student miles when there are other request of equal priority.

Example 1 Group A need to transport 40 students 400 miles round trip
 Group B needs to transport 45 students 225 miles 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 miles 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 : _____

Driver: _____

End: _____

Hours: _____

Chart: _____