

“Highway Coach” Request Form

School	Activity or Sport	
Destination	Opponent or Purpose	
Date of Trip	Time of Departure	Activity or Sport
Where the bus will meet	Total Number Traveling (minimum 17)	
Check Priority:		

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: _____