“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 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 1Varsity post-district competition
_____PRIORITY 2Varsity district competition
_____PRIORITY 3Varsity non-district competition
_____PRIORITY 4Varsity organizations – non-competition
Example – band marching at a football game

_____PRIORITY 5Sub varsity high school groups or teams – competition
_____PRIORITY 6Jr. 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

_____
Date
Driver:_____

Hours:_____

Mileage

Begin :_____
End:_____

Chart:_____