Long Distance Travel Guidelines & Request

** The following request process must be completed at least 21 days before event *

Transportation Requests and Long-Distance Travel Guidelines:

Yellow Bus Safe Travel Zone Areas:

- All the Houston Metro Area
- Houston to San Antonio Metro Area
- Houston to Austin Metro Area
- Houston to Corpus Christi Metro Area

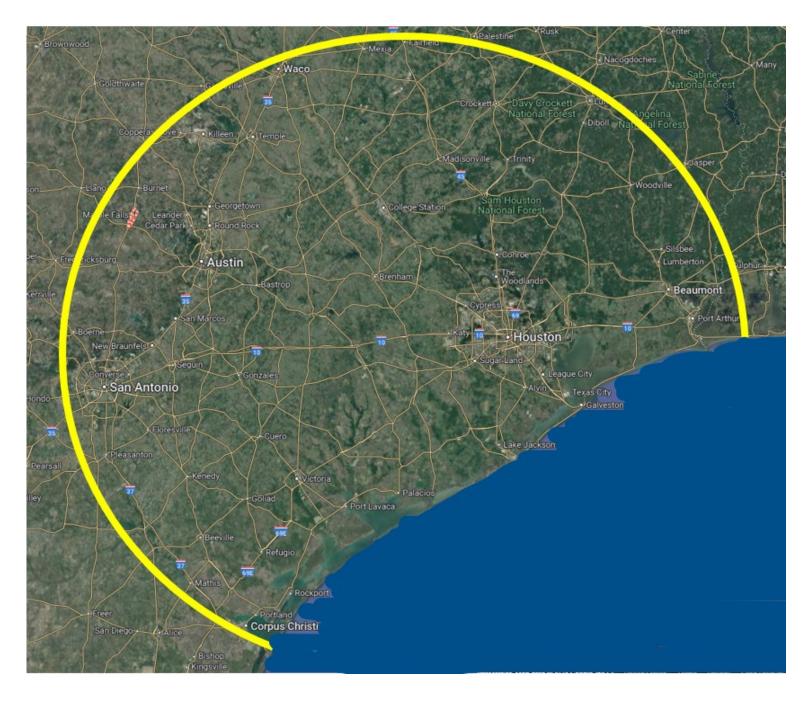
Red "No School Bus" Travel Zone Areas:

- Houston to the Dallas Ft. Worth Metroplex Area (no school bus travel north of Waco via I-35 or north of Madisonville via I-45)
- Houston to the Valley Metroplex area (no school bus travel south of Corpus Christi)
- Houston to the El Paso Metroplex area (no school bus travel west of San Antonio)
- 1. Coach/Director must complete a Long-Distance Travel/Overnight Trip Request Form.
- 2. Coach/Director must attach copy of tournament bracket and/ or letter of invitation. Trip is restricted to in- state events only.
- 3. Coach/Director must ensure that student-athletes traveling miss no more than one (1) day of school per activity or event. A request for a 2nd day of missed school for the purpose of travel may be submitted and must be approved by the campus administration, and the office of the Executive Director.
- 4. Coach/Director must complete and sign first section of form indicating event, transportation and lodging specifics.
 - a. Booster clubs and/or parents may donate funds to be used for lodging, transportation, and entry fees.
 - b. The actual payments for transportation, lodging and entry fees are to be made via check issued by Katy ISD.
- 5. Completed form is to be submitted to the Executive Director for approval after all other signatures have been obtained.
- 6. Copy of form to be kept on file with coach/director, executive director and campus principal.

Coaches/Sponsors are responsible for 24-hour daily supervision of students from the time of departure to the time of return. It is expected that all student/athletes and coaches/sponsors adhere to the Katy ISD Student Code of Conduct and Employee Standards of Conduct, respectively.

LODGING ACCOMODATIONS AND TYPE OF TRANSPORTATION MUST BE CLEARLY INDICATED ON THE REQUEST FORM BEFORE APPROVAL

Yellow Bus Safe Travel Zone





LONG DISTANCE TRAVEL / OVERNIGHT TRIP REQUEST

DATE OF REQU	UEST:								
STUDENT PRO	GRAM: (Circle on	ie) A	HLETICS	FINEAF	RTS AC	ADEMICS	CTE		
CAMPUS: (Circ	cle One) KHS	THS MO	CHS CHRS	MRHS SL	.HS OTHS	PHS J	IHS FH	S	
GROUP REQU	ESTING:								
EVENT NAME:	:								
EVENT DATE:									
EVENT SITE/LO	OCATION:								
NAME OF COA	ACHES/SPONSORS	S ATTENDING	ì:						
LODGING INFO	ORMATION								
• SITE	LOCATION / ADD	RESS:							
PRACTICE SITE	E INFORMATION								
• SITE	LOCATION / ADD	RESS:							
ANTICIPATED	MODE OF TRANS	PORTATION	(Circle one	<u>:):</u>					
	MODE OF TRANS MINI BUS (12 O				TER BUS	RENTAL C	:AR/SUV	OTHER	
KISD BUS		R LESS)	WHITE FLEE	CHAR				,	
KISD BUS DEPARTURE	MINI BUS (12 O	PR LESS)	WHITE FLEE	T CHAR	TIME		_AM / PM	,	
MISD BUS DEPARTURE - RETURN -	MINI BUS (12 O	PR LESS)	MHITE FLEE DATE	T CHAR	TIME TIME		_AM / PM	,	
DEPARTURE - RETURN - CAMPUS REL	MINI BUS (12 O	PR LESS)	DATE	T CHAR	TIME TIME AN	M / PM	_AM / PM	,	
DEPARTURE - RETURN - CAMPUS REL	MINI BUS (12 O - DAY DAY EASE TIME	PR LESS)	DATE	T CHAR	TIME TIME AN	M / PM	_AM / PM	,	
DEPARTURE - RETURN - CAMPUS REL	MINI BUS (12 O - DAY DAY EASE TIME	PR LESS)	DATE	T CHAR	TIME TIME AN	M / PM	_AM / PM	,	
DEPARTURE - RETURN - CAMPUS REL NUMBER OF	MINI BUS (12 O - DAY DAY EASE TIME	CIPATING –	DATEBOYS	CHAR	TIMETIME AN	M / PM	_AM / PM _AM/PM	,	
DEPARTURE - RETURN - CAMPUS REL NUMBER OF APPROVAL CAC / OTHER	MINI BUS (12 O	CIPATING –	DATE BOYS	CHAR	TIMETIMEAN	M / PM	_AM / PM _AM/PM		