

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 REQUEST: _____

STUDENT PROGRAM: (Circle one) **ATHLETICS** **FINEARTS** **ACADEMICS** **CTE**

CAMPUS: (Circle One) KHS THS MCHS CHRS MRHS SLHS OTHS PHS JHS FHS

GROUP REQUESTING: _____

EVENT NAME: _____

EVENT DATE: _____

EVENT SITE/LOCATION: _____

NAME OF COACHES/SPONSORS ATTENDING: _____

LODGING INFORMATION

- SITE LOCATION / ADDRESS: _____

PRACTICE SITE INFORMATION

- SITE LOCATION / ADDRESS: _____

ANTICIPATED MODE OF TRANSPORTATION (Circle one):

KISD BUS **MINI BUS (12 OR LESS)** **WHITE FLEET** **CHARTER BUS** **RENTAL CAR/SUV** **OTHER** _____

DEPARTURE – DAY _____ DATE _____ TIME _____ AM / PM

RETURN - DAY _____ DATE _____ TIME _____ AM/PM

CAMPUS RELEASE TIME _____ AM / PM

NUMBER OF STUDENTS PARTICIPATING – BOYS _____ GIRLS _____

APPROVAL

CAC / OTHER SIGNATURE _____ DATE _____

PRINCIPAL SIGNATURE _____ DATE _____

EXECUTIVE DIRECTOR SIGNATURE _____ DATE _____