



# Athlete/Team Transportation

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*Updated May 2024*

## Requesting Transportation For Your Sport

Teams traveling to competition will be assigned the use of one or more of the school's mini-buses from the BCHS Transportation Department.

To request transportation, coaches should complete and submit the 'Request Transportation' form found on the following webpage:

<https://www.bishopchatard.org/transportation/>

- Coaches or sponsors of the trip will be asked to supply departure times, locations, addresses, group size and return times.
- Requests will be honored on a priority basis and only "Confirmed" trips will have assets assigned to them.
- Units for use are on a first come, first served basis.
- **Status of upcoming trips can be found on dashboards available at the link above.**
- Units assigned for use will be confirmed via an email to the submitting sponsor of the trip. This email will include all provided information, the unit number(s) for the trip, and instructions to retrieve the keys for the unit(s) assigned.

## Coach Responsibilities for Transportation

Head coaches are responsible for seeing that the minibuses are cleaned thoroughly after each use. In the event of any damage or mechanical issues, the

Head Coach or sponsor should immediately email [transportation@bishopchatard.org](mailto:transportation@bishopchatard.org).

The BCHS Transportation Department Office will keep fuel tanks filled, but if drivers need to pay for fuel, all receipts should be turned into Ben Reilly in the Administration Office for expense reimbursement.

Should coaches use their own vehicles for any job-related travel, they will be reimbursed for their experienced mileage. Requests should be turned into the Ben Reilly in the Administration Office in a timely manner.

### **Students and Transportation – Permission Form**

**Students are, under no circumstances, to be permitted to drive the school minibuses or shuttles.**

Should it become necessary for student-athletes to use their own vehicles for transportation to an off-site practice or game, the Coach or sponsor should pick up the appropriate permission forms from the Athletic Director's office.