



ATHLETICS

EL PASO ISD

it starts **with us**

Athletic Travel

Athletic Team Travel

In-City Travel

Bus transportation will be provided for all local competitions approved as a valid part of the athletic program. Coaches will request buses through the online Transfinder System. Bus requests should be completed and submitted before the team's season. Any bus schedule changes or cancellations must be completed via email through transportation and include the athletic department. Any additions to the bus schedule must be made on the Transfinder System at least 10 working days before the requested addition. A fee of \$100.00 will be assessed on the campus for late requests.

Bus Travel Protocol:

- Only team members, coaches, approved volunteers, and administrators may ride the bus. No one else should be on the bus without prior Principal approval.
- Coaches must monitor the students during the bus trip. One coach is recommended to sit in the front and one at the rear of the bus.
- If a situation arises that you feel students' safety is a risk call (911).
(Bus Driver can radio dispatch and alert EPISD Police Services)
- If at any time it is determined that there is a safety concern that requires the bus to pull over and stop; assess the situation and if needed call (911) and have a police officer meet you at the site. Pull over at a safe location and do not allow any unauthorized individuals on the bus. (Bus Driver can radio dispatch and alert EPISD Police Service)
- If at any time anyone other than a uniformed police officer in a marked police car is requesting that a bus pull over call (911) and request assistance. If it is deemed necessary to pull over, do so at a safe location, assess the situation before opening the bus doors, and meet the person outside the bus. If needed wait for police officers to arrive and do not allow unauthorized individuals on the bus. (Bus Driver can radio dispatch and alert EPISD Police Services)

Out-of-Town Travel

The Athletic Department has developed these specific guidelines:

- All athletic travel requiring direct time spent on the road of more than 4 ½ hours with the competition ending after 1:00 PM MST, will require a charter bus as the mode of transportation or spending the night after the contest if traveling by vans.
- Whenever possible, travel will be on four-lane highways. **Travel is not allowed on two-lane highways.**
- Travel of more than 8 hours return will spend the night, regardless of the mode of transportation if the competition ends after 2:00 PM MST. (The Department of Athletics will determine when an extra night of travel is required.)
- When traveling, there may be occasions where unforeseen circumstances may require a team to spend an extra day at the location. The distance from El Paso, the time of day of competition is over, and weather conditions will be considered. If a coach feels there is a

need to stay an extra night, the coach will contact the director of athletics who will communicate with the principal to decide.

- The last meal for travel will be prearranged and picked up after the competition to ensure the quickest return home.

All travel must comply with District Policies and Regulations FMG and with administrative regulations under the new Financial Services Travel Manual.

Guidelines for all Athletic Travel

- The athletic office may fund one out-of-town trip per sport every other year. The athletic department will determine trip rotations. Schools may fund additional trips.
- Refer to above mentioned **OUT-OF-TOWN TRAVEL**
- During scheduling, when possible, teams from different high schools will be assigned to the same tournaments to arrange a charter bus as the mode of transportation. This would include EPISD teams and teams from the other local districts when possible.
- Booster Clubs or any other outside organization funding any part of a team trip must donate all funds to the respective school 30 days before the trip date.
- All airfare, transportation, and hotel reservations must be made by the athletic department, regardless of who pays for the athletic trip.
- Teams traveling during school time must adhere to the coach travel limits.
- The student rate for meals is \$26.00 for three meals: \$8.00 for breakfast, \$8.00 for lunch, and \$10.00 for dinner (including tips). The coaches' per-diem rate for meals is \$36.
- When cars or vans are used on out-of-town trips, an extra adult driver may be permitted if necessary. The extra driver must be an EPISD employee from the traveling school and cannot be an hourly employee.

Guidelines for Athletic-Funded Travel

- Funding of trips by athletics will adhere to the travel limits. Exceeding the travel limits must have the prior approval of the director of athletics. The school and team will be responsible for all additional costs increased when exceeding the travel squad limit.
- Out-of-town trips will be based on a 450-mile radius when paid for by athletic funds. Trips further away may be taken with the approval of the director of athletics, requiring the school teams to fund additional expenses.
- If a team travels multiple times in the same school year athletics may fund the closest or the in-radius trip.
- If a team chooses to fly, Athletics will pay \$1,000 for the flights and ground transportation.
- If additional coaches are taken, the school will pay for all required substitutes and other expenses.
- If additional athletes are taken, the school will pay all their expenses.
- If a team travels over 450 miles, the school will pay for the additional travel expenses.

Self-Funded Travel

- School must pay for the entire trip.
- The school will pay for substitutes.
- If traveling by bus with another team, each school will pay one-half of the bus costs.

Athletic Travel Limits

Football

Approved by the Department of Athletics

Basketball

2 coaches and 12 athletes

Baseball & Softball

2 coaches and 16 athletes

Cross Country

2 coaches, 7 male, and 7 female athletes

Golf Boys

1 coach and 5 male athletes.

Golf Girls

1 coach and 5 female athletes.

Soccer

2 coaches and 18 athletes.

Swimming

2 coaches, 10 male, and 10 female athletes

Track Boys

Approved by the Department of Athletics

Track Girls

Approved by the Department of Athletics

Tennis

Approved by the Department of Athletics

Wrestling

2 coaches, 14 male, and 12 female athletes.

*If both teams travel together 3 coaches may go.

Volleyball

2 coaches and 12 female athletes.

Trainers, Chaperones, and Interpreters

May be added to the squad limit by the director of athletics.

*All additional travelers must be approved and funded by the campus or principal account with the approval of campus accounting.

Post District Travel

- The athletic office staff will make all the game and travel arrangements.
- The team will depart on the day of the competition unless game time mandates arriving early.

- The team will return at the first available opportunity after the competition.
- Travel limits for teams may be increased for down-and-back competition with the approval of the director of athletics.
- Teams involved with overnight travel must adhere to travel limits for funding by athletics.
- Only individuals qualifying for the area, regional, and state competition will be allowed to travel.
- Athletics will not fund alternates.
- Individual sports must have 8 athletes qualify for an assistant to be funded by athletics.

Travel Paperwork and Credit Cards

All athletic trip requests must be filled out, and signed by the coach, the principal, and the director of athletics. The request must be submitted to athletics 21 days before the trip date. Travel recap is due within 3 working days following the trip.

- Upload receipts for all expenditures including hotel expenses, student meals, gas, fees, tickets, and any other expenditures. If you are traveling in Texas, we are tax-exempt. Please be sure taxes are excluded from receipts.
- Rental cars and vans should be returned filled with gasoline and the receipt must be emailed to the athletics department within 3 days.
- A rooming list and the travel advance form must be uploaded.

All coaches traveling out of town and/or during school time must submit all paperwork **21 days before the trip.**

ARRANGEMENTS WILL NOT BE MADE WITHOUT A TRAVEL DETAILS FORM AND ROOMING LIST.

Playoff paperwork must be submitted immediately upon qualifying for a playoff contest.

Coaches are responsible for their athletes at all times and any report of vandalism or theft will be handled/paid for by the traveling school.

Athletics will provide travel arrangement forms, expense vouchers, and tax-exempt forms for all team travel.

- Coaches must submit a travel list for all out-of-town travel.
- Coach must turn in the rooming list with the trip request if spending the night.
- Coaches are not allowed to vary from the travel arrangements without prior approval from the director of athletics or principal.