

<b>TRANSPORTATION REQUEST</b> Lead-Deadwood School District #40-1		<b>INSTRUCTIONS:</b> Requests must be submitted prior to each trip. A separate request form must be filled out for each trip. Send filled out form to the Transportation Department. Transportation Department will email approval status.	
<b>This Section to be completed by Teacher/Coach/Adviser</b>			
Date of Trip:	School:	Destination:	
Departure Time From School:	Return Time To School:	Group:	
Teacher In Charge:	Number of Riders:	Charge To:	Date Submitted:
Comments: (Include All Directions Or Special Instructions)			
Approved By:		Title:	Date:
<b>This Section to be completed by Transportation Department</b>			
Date Received:	Date Acknowledged:	Vehicle: <input type="checkbox"/> Van <input type="checkbox"/> Bus <input type="checkbox"/> Activities Bus	
Comments:			
Approved By:		Title:	Date:

\*\*\*Please print on Yellow Paper\*\*\*

<b>TRANSPORTATION REQUEST</b> Lead-Deadwood School District #40-1		<b>INSTRUCTIONS:</b> Requests must be submitted prior to each trip. A separate request form must be filled out for each trip. Send filled out form to the Transportation Department. Transportation Department will email approval status.	
<b>This Section to be completed by Teacher/Coach/Adviser</b>			
Date of Trip:	School:	Destination:	
Departure Time From School:	Return Time To School:	Group:	
Teacher In Charge:	Number of Riders:	Charge To:	Date Submitted:
Comments: (Include All Directions Or Special Instructions)			
Approved By:		Title:	Date:
<b>This Section to be completed by Transportation Department</b>			
Date Received:	Date Acknowledged:	Vehicle: <input type="checkbox"/> Van <input type="checkbox"/> Bus <input type="checkbox"/> Activities Bus	
Comments:			
Approved By:		Title:	Date: