



YOUTH TRANSPORTATION 2025-2026 SIGN UP SHEET

CHILD'S INFORMATION (one form per child)

Child's Name		Date of Birth	
Physical Address		Gender	M ☐ F ☐
Instructions for safe transport			
Daycare name & Address (if applicable)		Phone	
School Name		Grade	
Teacher Name			

TRIP REQUEST

What days of the week are trips needed? (mark all that apply)	Mon ☐	Tues ☐	Wed ☐	Thurs ☐	Fri ☐	Will notify dispatch 24 hours in advance ☐
Will this trip be one-way or round trip?	One Way ☐		Round Trip ☐		If round trip, complete second trip information	
First pickup of the day: If same as above info, say Daycare, Home, School					Start Date	
Where is the drop-off? (School, Home, Daycare, other details)					What time does your child need dropped off?	AM ☐ PM ☐
Second pickup trip location (School, home, daycare)					What time will your child be ready to return?	AM ☐ PM ☐
Drop-off location (Home, Daycare, other—provide details)						

PARENT or GUARDIAN

Name		Relationship		Primary Phone	
Mailing Address					
Email					
Work Location		Work Phone			
I agree to allow Prairie Hills Transit to provide transportation for my child. I will notify PHT as soon as possible of any scheduling changes or cancellations. A \$2.00 fee will be charged to parent/guardian if cancellation notice of ONE HOUR is not given by phone, voicemail, or email.					
SIGNED BY PARENT OR GUARDIAN				DATE	

EMERGENCY CONTACT if parent or guardian cannot be reached (local contact)

Name		Relationship	
Home Phone		Cell Phone	

PRAIRIE HILLS TRANSIT SYSTEM'S TITLE VI NOTICE TO THE PUBLIC

Non-discrimination Policy and Procedure: Pursuant to Title VI of the Civil Rights Act of 1964 as amended, and the Civil Rights Act of 1987 (P.L. 100.259), Title ii of the Americans with Disability Act, Environmental Justice regulations, and in accordance with applicable state and local laws: PRAIRIE HILLS TRANSIT grants all citizens equal access to its transportation services without regard to race, color or national origin. If you would like additional information about this policy or believe that you have received discriminatory treatment by PRAIRIE HILLS TRANSIT on the basis of your race, color, sex, national origin, economic status, disability or limited English proficiency, you have the right to request such information or file a written complaint with the Executive Director of PRAIRIE HILLS TRANSIT, 2015 Tumble Weed Trail, Spearfish, SD 57783-8810. Information may be requested at any time. The complaint must be filed no later than 180 calendar days after the alleged discriminatory incident. For more information contact PRAIRIE HILLS TRANSIT at 605-642-6668.