



MINNESOTA STATE PATROL  
OFFICE OF PUPIL TRANSPORTATION SAFETY



Request for Presentation

The following information must be filled out and form mailed or faxed to:

Minnesota State Patrol, District 4700  
Attention: Office of Pupil Transportation Safety  
1110 Centre Point Curve #410  
Mendota Heights, MN 55120  
Fax number (651) 405-6199

If you have additional questions please contact Lt. Ed Carroll, Director of the Office of Pupil Transportation Safety at (651) 405-6047.

Date of Request:	Date & Time of Presentation(s):
Company Name or School District:	Contact Person:
Address:	Office Phone: Cellular Phone:
Type of Presentation/Topic:	Length of Presentation (min. one hour):
Estimated Audience Size:	Audience Type (drivers, maintenance, other)
Audio/Visual Equipment Available Onsite <input type="checkbox"/> Computer <input type="checkbox"/> Digital projector <input type="checkbox"/> Sound System <input type="checkbox"/> Screen	

**Report of Presentation**  
(Completed by presenter)

Presenters Name:	Actual Length of Presentation:
Actual Audience Size:	Was Facility and Equipment adequate?
Comments (questions asked, group participation or general comments)	