



INTERBORO SCHOOL DISTRICT Transportation Office

200 S. MacDade Blvd
Glenolden, PA 19036

MAINTAINED BY THE BOROUGH OF GLENOLDEN, NORWOOD, PROSPECT PARK AND TINICUM

Hello,

Included in this letter are a few field trip reminders and information on updated Field Trip costs for the incoming 2025-2026 School Year.

Reserving Your Trip Date: Contact our office as soon as you start planning your field trip to check date availability and reserve your field trip date. Field Trips are limited to 3 vehicles a day. **After** you reserve the date through our office, the trip must then be entered into Frontline. Make sure your trip is booked and in Frontline prior to the scheduled deadline.

Deadlines to Book Field Trips 25-26 SY

Field Trips Date	Must be reserved and in Frontline by
October	September 12 th
November and December	October 1 st
January, February, and March	November 19 th
April, May, June	March 1 st

Planning Your Field Trip: Field trip destinations must be located under 50 miles from the High School. The earliest trips may depart the District is 9:00am. All trips must be back in District by 1:30pm.

Accommodations: When reserving a field trip date our office must be notified of any special needs. Wheelchairs specifically require an additional vehicle and advanced planning. Student who have an IEP or 504 that includes car seats, harnesses, buckle buddies, ext. must be shared when trips are booked so we can be sure to have proper equipment necessary for transport.

Field Trip Cost: After you secure your Field Trip date with the office the request should be entered into Frontline. Once we receive the request, we will process the form and enter the cost for the trip into Frontline. Effective July 1st, 2025, field trip rates are changing. Please see below for new trip rate calculations:

Field Trip Cost = Hourly Rate + Mileage Cost

Hourly Rate

- The hourly rate is \$31
- Stay trips are billed at a minimum of 2 hours (\$62)
- Drop and return trips are billed at a minimum of 4 hours (\$124)

Mileage Cost

- \$1 per mile
- \$10 minimum

If you have any questions or concerns, please reach out.

Thank you,

Michelle Casey
610.461.6700 ext. 1289

Transportation Supervisor
Michelle.Casey@interborosd.org

Lisa Sadsad
610.461.6700 ext. 2331

Transportation Coordinator
Lisa.Sadsad@interborosd.org