



# THE SCHOOL DISTRICT OF PHILADELPHIA

Department of Transportation Services  
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Philadelphia, PA 19130

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To: All School District of Philadelphia Schools  
From: Marvin Lee, General Manager of Transportation Services  
Cc: Danielle Floyd, Chief Operating Officer  
Shawn Bird, Chief of Schools  
Date: January 4, 2019  
Subject: Coach Bus Transportation Requests for School-Sponsored Trips

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In partnership with the Chief of Schools Office, the Office of School Safety, and the Office of Risk Management, the Department of Transportation Services (Transportation) completed an RFQ to select Coach Bus vendors for the use of The School District of Philadelphia schools for long distance or overnight school-sponsored trips. Each vendor was evaluated to ensure that The School District of Philadelphia’s strict safety and pricing criteria were met prior to final selection. Effective January 1<sup>st</sup>, 2019 the following vendors have been approved for Coach Bus services through June 30, 2024:

Company	Address	Phone Number
Academy Express, LLC	6 Western Drive, Westhampton, NJ 08060	609-265-2400
David Thomas Tours	14005 McNulty Road, Philadelphia, PA 19154	215-969-6700 ext.200
Krapf’s Coaches, Inc.	1060 Saunders Lane, West Chester, PA 19380	610-431-1500 ext.2211
Starr Transit Co., Inc.	2531 East State Street Trenton, New Jersey 08619	609-587-0626
Stout’s Charter Service, Inc.	20 Irven Street, Trenton, NJ 08638	609-883-8891
Werner Bus Lines	144 Chester Ave, Phoenixville, PA 19460	610-933-7100

The Chief of Schools Office would like to remind schools that all school-sponsored trips must be approved per the protocol provided in the enclosed document SY2018-2019 School Trip Guidelines. Failure to meet the requirements listed in these guidelines may result in trips being denied. For additional information on school-sponsored trips, please contact Marille Thomas, Executive Assistant to the Chief of Schools Office, at [mfthomas@philasd.org](mailto:mfthomas@philasd.org).

To request transportation from a Coach Bus vendor:

- Contact the Bus Vendor to confirm availability and pricing and have the vendor submit a quote
- Email a copy of the quote along with the Coach Bus Notification Form to Maureen Edozie, Director of Fiscal Management for Transportation Services, at [medozie@philasd.org](mailto:medozie@philasd.org) with the subject line "COACH BUS TRIP NOTIFICATION FORM".
- Attach the quote and notification form along with the EH-81 and follow submission guidelines as provided by the Chief Schools Office

The pricing guide for each vendor is attached and is also posted on Transportation's website at <https://www.philasd.org/transportation/coach-bus-vendors/>, along with additional contact information, documentation required to submit requests, and detailed instructions on the submission process.

For school-sponsored trips within Philadelphia City limits, the Department of Transportation Services will continue to assist with transportation via yellow bus between the hours of 9:30AM-1:30PM. We have recently lowered our price from \$250 to \$160 or less. For additional information on requesting yellow bus transportation, please email the Transportation Dispatch Team at [transoperations@philasd.org](mailto:transoperations@philasd.org) or call 215-400-4350.