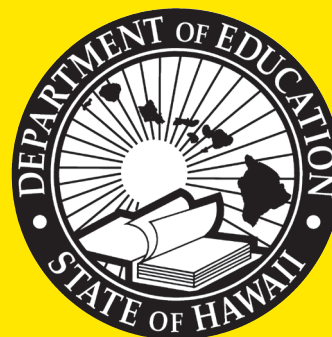


**SY 2018-2019**



# **SCHOOL BUS HANDBOOK AND APPLICATION FORM**



## Introduction

This booklet contains important information that will enable you to register your child for public school bus service for the 2018-2019 school year. The Hawaii State Department of Education (HIDOE) strongly encourages current bus riders to pre-register as early as possible by submitting a completed bus pass application form (see inside back cover of this booklet) to the school office before May 31, 2018. New bus riders can register at their convenience.

## Eligibility and Limitations

Students in grades K-5 must reside a mile or more from their home school and students in grades 6-12 must reside 1.5 miles or more from their home school to qualify for regular school bus service.

Regular school bus service is limited to transportation from the residential address of record to school and back home again.

Students who reside within these minimum qualifying distances; students who attend a school outside the home school attendance area; and students who require transportation to destinations other than home do not qualify for regular school bus service. However, exceptions can be made on a space available basis. Parents who wish to apply for space available bus service must submit a Request to Ride the School Bus on a Space Available Basis (Form CS-101, available at the school office) to the school principal along with the completed bus pass application form.

**CAUTION:** Approval or disapproval for space available bus service can take up to four weeks. Your child will not be permitted to ride the bus until your application is approved. Parents must make alternative transportation arrangements during the interim period.

## Payment Plans

All bus riders (except those who are approved for free bus service) must pay the prevailing transportation fee. Three payment plans are available:

1. Annual – \$135 one way for the year (AM only or PM only) or \$270 round trip;
2. Quarterly – \$36 one way per quarter (AM only or PM only) or \$72 round trip;
3. Bus Coupons – \$12.50 per sheet of ten coupons at one coupon per ride (AM or PM)

The **Annual** plan is best for students who will use the school bus as their primary means of getting to and from school. The **Quarterly** plan is best for students whose transportation plans might change during the course of the school year (Parents can upgrade, downgrade or cancel a Quarterly bus pass at the end of the academic quarter but must pay for the next quarter bus pass before the start of the next academic quarter). **Bus coupons** are best for students who intend to ride the school bus only occasionally.

**IMPORTANT:** HIDOE has a firm NO REFUND policy on all bus pass purchases.

HIDOE urges you to consider your child's transportation plans carefully before purchasing a bus pass.

**All bus pass sales are final.**

### Payments

Please do not attach your payment to the application form. Payments can only be accepted at the school office on designated days and times, and only after your application is reviewed and approved.

Once your application is approved, you will be instructed to remit your payment either in person or by mail. Accepted payment forms include cash, cashier's checks or money orders. Your child's school may opt to include personal checks as an acceptable payment form; please call to confirm. However, bus coupons can only be purchased with cash.

### Returned Checks

If your child's school chooses to accept personal checks to purchase bus passes, there will be a \$25 fee for all returned checks. When this happens, bus service for your child will be immediately suspended. To restore service, you must pay the fee plus the cost of the bus pass to the school office.

### Free Bus Pass

Students who meet one or more of these qualifiers are eligible to receive a free annual bus pass:

- Student receives free meals (subject to approval);
- Student is a foster child;
- Student is homeless and eligible for benefits under the McKinney-Vento Act (MVA);
- Student has an Individual Education Plan (IEP) or Modified Plan (MP) that includes transportation as a related service (special education only);
- Student is directed by HIDOE to attend a school outside of the home school attendance area;
- Student has at least three older siblings who pay the transportation fee at their respective schools.

If your child meets one or more of these qualifiers, please complete Part 3 of the bus pass application form, making sure to check off *all* of the qualifying categories that apply.

### School Transfers

If your child transfers to another school during the school year and is eligible for bus service at the new school, any bus pass credit that you have at the former school will be transferred to the new school.

### Bus Pass Cards

Once payment is made, your child will be given a temporary bus pass to use until the bus pass card is printed. Students must surrender the temporary bus pass to the school office in order to receive the permanent bus pass card. Bus passes and bus coupons are nontransferable and are valid only on the assigned bus route.

Students are expected to display their bus pass (or render a bus coupon) to the bus driver upon demand. Failure to do so may result in disciplinary action and service disruptions as follows:

Elementary and Middle School Students who fail to display a valid bus pass in the mornings will be transported to school then immediately reported to the school principal. Students who fail to display a valid bus pass in the afternoons may be required to obtain a temporary bus pass from the school office before boarding the bus. **Repeat offenders will not be permitted to board the bus.**

High School Students who fail to display a valid bus pass in the mornings upon demand may be refused a ride to school and will be immediately reported to the school principal. Students who fail to display a valid bus pass in the afternoons may be required to obtain a temporary bus pass from the school office before boarding the bus. **Repeat offenders will not be permitted to board the bus.**

Fraud – Students who attempt to fraudulently use an expired bus pass or a bus pass that does not belong to them will be reported to the school principal for discipline and will have the bus pass immediately confiscated.

Lost Bus Pass – There is a \$5 fee to replace a lost, stolen or damaged bus pass. Free bus recipients will receive up to two free replacement bus passes then will be required to pay the \$5 replacement fee.

### Bus Stop Information

Parents can find bus stop information online at [www.hawaiischoolbus.com](http://www.hawaiischoolbus.com). The landing page will display a map of the fifty United States. Simply click on Hawaii, then click on Hawaii Department of Education. Enter your home address and zip code to find the bus stop locations and pick up times closest to your residence. If no bus stop locations are listed for your school, please contact your school office or your District Transportation Office (see Contact Us).

### Video Cameras and GPS Tracking

HIDOE is committed to ensuring your child's safety, health and well-being at all times. To that end, parents are advised that HIDOE utilizes video cameras and GPS tracking devices on all of its school bus vehicles statewide. Guidelines on the restricted use, application and retention of video surveillance files and vehicle tracking files can be obtained by contacting your local school bus transportation office (see Contact Us).

### Complaints

If you have a concern about your child's bus service, bus driver or route schedule, please contact the school principal or your local District Transportation Officer immediately.

### Discipline

Students who misbehave on the bus pose a serious health and safety risk to all passengers and are therefore subject to disciplinary action by the school principal. When an incident occurs, the bus driver is required to report it to the school principal within two school days. The principal will conduct an investigation of the incident and notify you of the outcome. If your child is precluded from riding the bus due to disciplinary action, you will not receive a refund for the unused portion of the bus pass.

The Passenger Safety Code (see page 5) is a set of rules that all bus riders are expected to comply with before the ride, during the ride and after the ride. Please discuss these rules with your child.

Contact Us

You may send questions and comments to us via email at [STSB/HIDOE@notes.k12.hi.us](mailto:STSB/HIDOE@notes.k12.hi.us). Our mailing address is 1042 Young Street, Honolulu, HI 96814. Our phone number is 586-0170, and our fax number is 586-0173.

You may also contact us by phone at these convenient district locations:

HAWAII STATE DEPARTMENT OF EDUCATION – STUDENT TRANSPORTATION SERVICES BRANCH

	<u>Phone</u>	<u>Fax</u>
Oahu – Honolulu District Schools	586-3343	586-3344
Oahu – Central District Schools	622-0537	622-6436
Oahu – Leeward District Schools	687-9519	685-2052
Oahu – Windward District Schools	233-3680	233-3682
Kauai – All Schools	241-7120	274-3508
Maui/Molokai – All Schools	243-1171	984-8008
East Hawaii – All Schools	974-6411	974-6604
West Hawaii – All Schools	327-9500	347-9580

SCHOOL BUS COMPANIES BY ISLAND

OAHU

Ground Transport Inc. (Main Office)	833-4222	839-4600
(Leeward Office)	676-5525	676-5529
Robert’s Hawaii School Bus (Main)	832-4886	
(After Hours)	590-1461	

KAUAI

Akita Enterprises Ltd.	245-5344	245-3246
Yamaguchi Bus Service	828-1726	828-2186

MAUI

Ground Transport Inc.	442-3055	
Robert’s Hawaii School Bus	871-2639	871-4985

EAST HAWAII

Akita Enterprises Ltd.	966-7396	966-7739
Robert’s Hawaii School Bus	966-7171	966-5091

WEST HAWAII

Iosepa Transportation	345-3647	801-756-0555
Robert’s Hawaii School Bus	326-1190	329-4039

**All students riding school buses shall abide by the following requirements:**

- 1) At the designated school bus stop and while boarding, students shall:
  - A) not bring children who will not be passengers on the bus or animals to the bus stop;
  - B) be on time at the designated school bus stop to help keep the bus on schedule;
  - C) stay off the road while waiting for the bus and conduct themselves in a safe manner while waiting;
  - D) not talk loudly at bus stops which may disturb nearby residents;
  - E) not litter or deface public or private property at bus stops;
  - F) not trespass on private property while waiting at bus stops;
  - G) line up in an orderly, single file and wait until the bus comes to a complete stop before attempting to board the bus;
  - H) walk on the side of the road facing traffic to get to the bus stop if there are no sidewalks;
  - I) not bring articles on the bus that may cause injury to passengers or carry on articles which cannot be stored safely under the seat; and
  - J) use the handrail and watch their step when boarding the bus.
- 2) While on the bus, students shall:
  - A) keep hands and heads inside the bus at all times;
  - B) not scream, talk or laugh loudly, engage in horseplay, or otherwise behave in a manner that may divert the driver's attention and result in an accident;
  - C) treat bus equipment as valuable furniture. The offender or the offender's parent shall pay for damage to seats, windows, and other equipment;
  - D) not eat or drink any beverages on a regular trip to and from school unless necessary for medical reasons;
  - E) not tamper with the bus or any of its equipment;
  - F) keep books, packages, coats, and all other objects out of the aisle;
  - G) remain in the bus in case of a road emergency, unless directed to do otherwise by the bus driver;
  - H) not throw anything out of the bus window;
  - I) remain in their seats while the bus is in motion;
  - J) not smoke, drink, gamble, fight or engage in any other behavior that may endanger health or morals; and
  - K) obey the driver.
- 3) When leaving the bus and crossing streets, students shall observe the following procedures:
  - A) leave the bus only at regular bus stops, unless proper authorization has been given in advance by the school principal;
  - B) use the handrail and watch their step when getting off the bus; and
  - C) When crossing the street at a bus stop, students shall walk twelve feet in front of the bus and look to see if the alternating red lamps on the top portion of the school bus are flashing. If the lamps are flashing, they shall look at the driver and wait for the driver to give the signal to cross. If the red lamps are not flashing, students shall not cross the street and shall notify the driver that the red warning lamps are not working and ask the driver for assistance in crossing the street.

*(Reference: §8-28-6 Passenger Safety Code, Hawaii Administrative Rules)*

Students shall ride designated buses at specified times and locations as assigned, and may be assigned to sit in specific seats.

**Bus passes are not transferable and will be confiscated if they are given to another student.**



**HAWAI'I STATE DEPARTMENT OF EDUCATION (HIDOE)**  
**STUDENT TRANSPORTATION SERVICES BRANCH**

**SCHOOL USE ONLY**

Student qualifies for free pass?  
 YES  NO  
 Principal's initial \_\_\_\_\_

**APPLICATION FOR STUDENT TO RIDE SCHOOL BUS**

Please complete all parts of this form. Submit a separate form for each child to the bus driver or school office.

**PART I: Acknowledgement.**

*Applicant must sign and date below.*

"I acknowledge and accept HIDOE's "No Refund" policy on all school bus pass purchases. I agree to comply with the transportation policies and procedures of HIDOE. I acknowledge that HIDOE may utilize video cameras to monitor student behavior on school buses. When applicable, I authorize the Student Transportation Services Branch to verify my child's free lunch status with the School Food Services Branch."

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II: Student Information (must fill out completely).**

*Select "Home School" if the student lives within the school's attendance area, if not select "School of Origin."*

School name: \_\_\_\_\_  Home school  School of origin (MVA only)

Student's legal name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last name First name MI

Home address: \_\_\_\_\_  
Street no. Street name Apt. no. City Zip code

Parent/Guardian: \_\_\_\_\_ Contact phone: \_\_\_\_\_  
Last name First name

**PART III: Bus Service and Payment Plan Selection. (Please complete Parts A & B.)**

*CAUTION: All bus pass sales are final.*

**A. Service Plan** (choose ONE of the following):

- ROUND TRIP  
Home to school; school to home; same route
- MORNING ONLY  
Home to school only
- AFTERNOON ONLY  
School to home only

**B. Payment Plan** (choose ONE of the following):

- ANNUAL  Round trip: \$270.00  
 One way: \$135.00
- QUARTERLY  Round trip: \$72.00  
 One way: \$36.00
- COUPONS  Sheet of 10: \$12.50 /sheet
- FREE  Must complete PART IV below

**PART IV: Complete this section ONLY if applying for FREE bus transportation.**

*Your child may be eligible for a free bus pass if they qualify for one or more of the following. Please check all that apply.*

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Student receives free meal (subject to approval);</li> <li><input type="checkbox"/> Student is a foster child;</li> <li><input type="checkbox"/> Student is homeless (please attach form MV-1);</li> <li><input type="checkbox"/> Student has IEP/MP (special education only);</li> <li><input type="checkbox"/> Student is directed by HIDOE to attend a GE school;</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Student has 3 or more older siblings who pay for their bus passes:</li> <li>1. Name: _____<br/>School: _____</li> <li>2. Name: _____<br/>School: _____</li> <li>3. Name: _____<br/>School: _____</li> </ul> |
|---|---|

