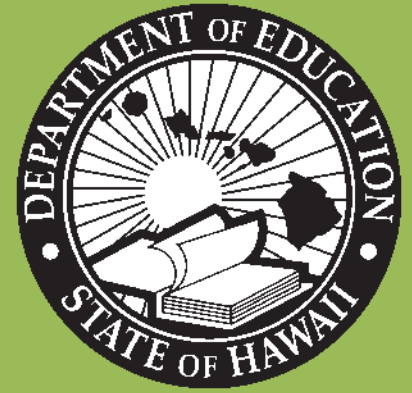


SY 2014- 2015



SCHOOL BUS HANDBOOK



Directory

OAHU BUS CONTRACTORS		
	PHONE	FAX
GROUND TRANSPORT, INC.	833-4222	839-4600
LEEWARD	676-5525	676-5529
ROBERT'S HAWAII SCHOOL BUS, INC.	832-4888	832-4889
HAWAII BUS CONTRACTORS		
AKITA ENTERPRISES LIMITED		
East and West Hawaii Reg ED	966-7396	966-7739
East Hawaii SPED	966-7396	966-7739
West Hawaii SPED	775-7478	775-9078
IOSEPA TRANSPORTATION	345-3647	801-756-0555
ROBERT'S HAWAII SCHOOL BUS, INC.		
East Hawaii Reg ED	966-7171	966-5091
East Hawaii SPED	961-6627	966-5091
West Hawaii Reg ED	326-1190	329-2631
West Hawaii SPED	895-2702	None
YAMAGUCHI BUS SERVICE, INC.	324-4027	324-4131
MAUI BUS CONTRACTORS		
AKINA BUS SERVICE LTD.	879-2828	879-0524
AKITA ENTERPRISES LIMITED	575-9414	575-9518
ROBERT'S HAWAII SCHOOL BUS, INC.	871-2639	871-4985
MOLOKAI BUS CONTRACTORS		
DUDOIT'S BUS SERVICE, INC.	558-8156	553-3356
MOLOKAI TRANSPORTATION ASSOC.	567-6046	NONE
SPENCER'S BUS SERVICE, INC.	553-5746	553-4201
KAUAI BUS CONTRACTORS		
AKITA ENTERPRISES LIMITED	245-5344	245-3246
ROBERT'S HAWAII SCHOOL BUS, INC.	245-9101	245-7142
	245-9558	
YAMAGUCHI BUS SERVICE, INC.	828-1726	828-2186
DOE TRANSPORTATION BRANCH		
1042 Young Street Honolulu HI 96814	586-0170	586-0173
OAHU		
Honolulu District Schools	586-3343	586-3344
Transportation Officer - Gina Figueroa		
Central District Schools	622-0537	622-6436
Transportation Officer - Mamo Miner		
Leeward District Schools	687-9519	685-2052
Transportation Officer - Philip Main		
Windward District Schools	263-1530	263-1531
Transportation Officer - Hayley Yano		
HAWAII		
East Hawaii District Schools	974-6411	974-6604
Transportation Officer -Kelvin Komeiji		
West Hawaii District Schools	327-9500	327-9580
Transportation Officer - Paula Telles		
MAUI / MOLOKAI		
Maui District Schools	243-1171	984-8008
Transportation Officer - Robert Joseph Jr		
KAUAI		
Kauai District Schools	241-7120	274-3508
Transportation Officer - Pualani Foster		

This booklet contains important information that will assist you in pre-registering your child for public school bus service for the **2014 - 2015** school year. The DOE strongly encourages current bus riders to pre-register for bus service next year by completing the school bus pass application form on **Page A1**. Pre-registration application forms will be accepted through **May 29, 2014** (new bus riders may register at their convenience).

IMPORTANT: The DOE has a FIRM “No Refund” policy on all school bus pass purchases.

The DOE urges you to consider your child’s transportation plans **carefully** before remitting payment in recognition of the no refund policy.

Eligibility

Students in Grades K-5 must reside a mile or more from the school within their home attendance area and students in Grade 6-12 must reside 1.5 miles or more from the school within their home attendance area to qualify for regular school bus service. **Regular school bus service is limited to transportation from the home to school and return.**

Students who do not attend the school within their home school attendance area; reside within the minimum qualifying distances as listed above; or desire other than home-school-home transportation may receive “space available” bus service *provided that there are unused seats on the bus and that accommodation will not result in additional cost to the State.*

Parents who desire space available bus service must submit a Request for Student to Ride School Bus on a Space Available Basis (Form CS-101, available at the school office) along with their completed bus pass application form (Form ST-70, located on page A1 of this booklet). Please submit both forms to the school office. CAUTION: Approval/disapproval may take up to four or more weeks. *Your child will NOT be permitted to ride the bus until your application is approved. Parents must make contingency plans during the interim.*

Payment Plans

All bus riders (except those who are approved for free bus service) must pay the prevailing transportation fee. We offer three payment-plan options:

1. **Annual Payment Plan** – one-time discounted payment of \$270 roundtrip or \$135 one-way
 2. **Quarterly Payment Plan** – up to 4 discounted easy payments of \$72.00 roundtrip or \$36.00 one-way
 3. **One-Way Bus Coupons** – sold in sheets of ten coupons for \$12.50 per sheet (cash only)
- Students who intend to use the public school bus system as their primary means of getting to and/or from school daily throughout the entire school year are encouraged to select the **ANNUAL** payment plan.
 - Students who intend to use the public school bus system as their primary means of getting to and/or from school daily but whose transportation needs might change from academic quarter to academic quarter are encouraged to select the **QUARTERLY** payment plan.
 - Students who intend to use the public school bus system only occasionally, and students who require passage on a bus route other than their assigned bus route are encouraged to purchase **One-way Bus Coupons** to mitigate the financial burden.

IMPORTANT: Please select your payment plan carefully!

Although you will be allowed to change your plan if/when needed, you will **not** receive a refund of the unused portion of the bus pass under the DOE’s “No Refund” policy.

Payments

Do not attach your payment to the application form. Payments will only be accepted *after* your application is approved by the school. You can check on the status of your child's application form by visiting our School Bus Transportation website at <http://portal.k12.hi.us/SBT/home.aspx> or by calling the school office.

Once your application is approved, you will be asked to remit your payment either in person or by mail at the school office (please do not mail in cash payments). All payments are due prior to the first day that your child intends to use the bus service.

Please call your child's school office for current bus pass prices as well as the dates and times that bus pass payments will be received. Accepted payment forms include cash, cashier's check and money order (made payable to The Department of Education). Your child's school may opt to include personal checks as an accepted payment form; please call to confirm.

Returned Checks (where applicable)

There is a \$25 service fee for all returned personal checks. Both the service fee and the price of your child's bus pass must be paid in person at the school office by cash only within one week of the returned personal check. Failure to remit both payments by the deadline will result in the immediate suspension of your child's bus riding privileges and confiscation of the bus pass.

Free Bus Pass

Students who attend the school within their home school attendance area; reside more than the minimum qualifying distance from school; and meet one or more of the following criteria may receive a free bus pass:

- Student qualifies for FREE lunch (*Note: Students who qualify for reduced lunch prices are not eligible for a free bus pass*)
- Student is a foster child
- Student is homeless (McKinney-Vento eligible)*
- Student has a Special Education IEP/MP that includes regular transportation as a related service
- Student was directed by the District to attend a school outside of the designated attendance area
- Student has at least three older siblings who are fare-paying bus riders at their respective schools

Please complete Part 3 of the application form if you believe your child is eligible for a free bus pass, making certain to check all of the criteria categories that apply.

School Transfers

The Department of Education has a firm "NO REFUND" policy on all school bus pass purchases. If your child transfers to another school during the school year and is eligible for bus service at the new school, the bus pass credit will be transferred to the new school.

One-way bus coupons are nonrefundable and can only be paid for with cash.

Bus Passes

Your child will be issued a valid bus pass upon satisfactory receipt of payment (*students who qualify for free bus service may pick up their bus pass upon availability*). Once payment is made, your child will receive a temporary bus pass (attached to the bottom of the receipt) which will enable him/her to start using the school bus service right away. A permanent bus pass card will be made available for pick up at your child's school within a few days thereafter (please call the school office to confirm). **Students must surrender their temporary bus pass in order to receive their permanent bus pass card.**

Bus passes and coupons are nontransferable and are valid only on the assigned bus route. **Students must be prepared to display their valid bus pass or coupon to the driver upon demand.** Failure to do so may result in service disruptions as follows:

Middle School and Elementary School Students who fail to display a valid bus pass **in the mornings** upon demand will be transported to school. However, the bus driver will:

1. Instruct the student to obtain a temporary bus pass from the school office before their next ride, and
2. Report the incident to the school principal for possible disciplinary action

High School Students who fail or refuse to display a valid bus pass **in the mornings** upon demand will not be permitted to board the bus.

Students in all grade levels who fail to display a valid bus pass **in the afternoons** upon demand may be required to obtain a replacement temporary bus pass from the school office before boarding the bus. Repeat offenders will not be permitted to board the bus.

Lost Bus Pass Fee

If your child loses his/her permanent bus pass card, you will be required to remit a \$5.00 replacement bus pass fee to the school office. Your child will receive a temporary bus pass that will be valid for 20 days. The replacement permanent bus pass card will be delivered to the school office for pick up. The student must surrender the temporary bus pass in order to receive the new permanent bus pass card.

Bus Stop and Bus Route Information

The Department of Education is in the process of implementing bus routing software to design efficient school bus routes on Oahu Island effective August 2014 and on the neighbor islands effective August 2015. Existing bus route schedules and/or bus stop locations may change as a result. Families on Oahu who pre-register their child for 2014-2015 school bus service before May 29, 2014 should receive mail notification of their child's 2014-2015 assigned school bus stop location and pick up / drop off times approximately one to two weeks prior to the first day of school. If you do not pre-register your child, you will be given your bus route information when you apply. As the school year progresses, additional changes to Oahu island bus schedules may become necessary. Parents can expect to receive written notification of bus schedule changes a minimum of three days in advance.

Families on the neighbor islands will continue to obtain bus route information by calling their respective school or school bus company office. A complete list of bus company names and contact information can be found on the inside front cover of this booklet.

Service Limitations

School transportation services are limited to eligible public school students only. Parents, guardians, and all other unauthorized individuals will not be permitted to board a school bus at any time without prior authorization from a DOE official.

Video Cameras

The Department of Education is committed to ensuring your child's safety at all times. To this end, parents and guardians are advised that the DOE is planning to install video cameras on school bus vehicles. Implementation will begin on Oahu Island in 2014-2015 then expand to the neighbor islands in 2015-2016. Guidelines on the restricted use, application and retention of video surveillance files can be obtained by contacting your District Transportation Officer as listed on the inside cover of this booklet.

Complaints

If you have a concern about your child's bus service, bus driver or route schedule, please contact your District Transportation Officer at once.

Get On Board Initiative

In July 2013, the DOE launched a "Get On Board" initiative that's designed to stabilize the rising cost of public school bus service, restore bussing services that were previously terminated, and improve the overall quality of pupil transportation services in Hawaii. We are committed to keeping all community stakeholders involved and informed throughout this evolution process. Should you have any questions regarding this initiative, or if you wish to make a recommendation for improvement, please feel free to email us at getonboard@hawaiidoe.org.



Discipline

Students who misbehave on the bus may be denied rides and shall be subject to disciplinary action as defined in Chapter 19 of the Board of Education's Hawaii Administrative Rules. When the school receives a School Bus Incident Report (Form ST-15) on your child, the Principal will conduct an investigation of the incident and notify you of the outcome. **If your child is precluded from riding the school bus as a result of the Principal's disciplinary action, you will not receive a refund for the unused portion of the bus pass.**

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.



HAWAII DEPT. OF EDUCATION
STUDENT TRANSPORTATION
SERVICES BRANCH

FORM ST-70

SCHOOL USE ONLY:

Student qualifies for free pass: ☐ Y ☐ N
Stud. ID _____ Date: _____
Reviewer's signature: _____
Reviewer's school: _____

BUS CO. USE ONLY:

Name _____
Route No.: _____
Trip: _____

SY 2014-2015 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.

IMPORTANT DISCLAIMERS (please read): I hereby acknowledge that the Hawaii Department of Education (DOE) has a firm "No Refund" policy on all school bus pass purchases. I agree to comply with the policies and procedures of the DOE's Student Transportation Services Program as set forth in Title 8 of the Hawaii Administrative Rules. When applicable, I authorize the DOE's Student Transportation Services Branch to verify my child's free lunch status with the School Food Services Branch. **Parent/Guardian signature:** x **Date:** _____

PART I: 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

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

REMINDER: The DOE has a firm **NO REFUND** policy on ALL bus pass purchases.

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 apply below (Part III)

PART III: 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.

- ☐ **Receives free meal.**
- ☐ **Foster Child.**
- ☐ **Directed by District to enroll at a GE school.**
- ☐ **Student has 3 or more older siblings who pay for their bus passes:**

Name: _____
School: _____

Name: _____
School: _____

Name: _____
School: _____

☐ **Homeless (McKinney-Vento Act). ***

* "Homeless" means individuals who lack a fixed, regular and adequate nighttime residence (within the meaning of section 42 USCS §11302(a)(1)) and includes:

- (i) Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason, are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (ii) Children and youth who have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of 42 USCS §11302(a)(2)(C));
- (iii) Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing; bus or train stations or similar settings; and
- (iv) Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle.

