



# SCHOOL BUS HANDBOOK APPLICATION FORM

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School Year 2023-2024



## INTRODUCTION

The Hawai'i State Department of Education (HIDOE) provides bus service in neighborhoods around the islands to ensure broad access to educational opportunities for students. Paper applications are available at your school where services are applicable or online at <http://hi.etrition.com/busapplication>.

### **Application periods for School Year 2023-2024**

Quarter 1: July 17, 2023 – August 31, 2023

Quarter 2: September 18, 2023 – October 31, 2023

Quarter 3: November 27, 2023 – January 31, 2024

Quarter 4: February 19, 2024 – April 30, 2024

Applications will not be accepted outside of the indicated periods so please plan accordingly.

## ELIGIBILITY REQUIREMENTS

Students in grades K-5 must reside one (1) mile or more from their home school.

Students in grades 6-12 must reside one and a half (1.5) miles or more from their home school.

Student must be actively enrolled in a HIDOE public school that has bus service available.

### **Public School Bus Service does not apply to the following:**

Students who reside within the minimum qualifying distances;

Students who attend a school outside the home school attendance area; and

Students who require transportation to destinations other than home.

### **Service Exceptions**

If your student does not meet the eligibility requirements, exceptions can be made on a space available basis.

Parents/guardians who wish to apply for space available bus service must submit form:

### **Request to Ride the School Bus on a Space Available Basis (Form CS-101)**



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

## SERVICE LIMITATIONS

Regular school bus service is limited to transportation from the student's residential address on record to school and back home again.

HIDOE school buses do not travel on private property or private roads. This includes, but is not limited to private developments, apartment complexes, business parking or drive areas.

HIDOE school bus stops and travel will be limited to paved and/or maintained public roads and public access roads. If you live on a private road, you may need to drive your student/s to the nearest bus stop.

# **PAYMENT PROCEDURE**

## **Do not attach your payment to the application form**

Upon the approval of your bus application, all bus riders (except those who are approved for free bus service) must pay the prevailing transportation fee. Payment options include:

1. Quarterly -- \$72 roundtrip (AM and PM service)
2. Quarterly -- \$36 one way (AM only or PM only)

For manual applications, payment is due once the application is approved. Payment must be submitted prior to the start of service.

Accepted forms of payment include:

- Cash
- Cashier's Check
- Money Order

Please make checks payable to:  
The Department of Education

Please check with your school regarding their personal check policy.  
There is an additional \$25 fee for all returned checks.

For applications submitted online, you will receive an email notification to pay via EZSchool Pay once the application is approved by the school.

## **NO REFUNDS**

### **Free Bus Pass Eligibility**

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 and select the appropriate pass option.

## BUS STOP INFORMATION

The Student Transportation Service Branch (STSB) utilizes a bus stop locator/bus schedule information system called “Infofinder i”. This program enables parents and guardians to search for the nearest school bus stop using one’s home address.

Parents/guardians 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 Hawai’i, then click on Hawai’i 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.

HIDOE highly recommends a responsible adult be present at the bus stop in the morning and in the afternoon for children 10 and under. Bus drivers are not responsible to match each child with a specific adult at the bus stops. It is the responsibility of the parent/guardian to ensure a responsible adult is at the bus stop or make alternative arrangements for their child if they are unable to walk alone to and from the bus stop.

## CONTACT US

Student Transportation Services Branch  
3633 Waialae Avenue  
Honolulu, Hawaii, 96816  
Phone: (808) 784-6850 Fax: (808) 733-4699  
Email: [stsb@k12.hi.us](mailto:stsb@k12.hi.us)

### Student Transportation District Office Information

|                                    | Phone        | Fax          |
|------------------------------------|--------------|--------------|
| O’ahu – Honolulu District Schools  | 808-784-6864 | 808-733-4699 |
| O’ahu – Central District Schools   | 808-622-0537 | 808-622-6436 |
| O’ahu – Leeward District Schools   | 808-687-9518 | 808-685-2052 |
| O’ahu – Windward District Schools  | 808-233-3680 | 808-233-3682 |
| Kaua’i – All Schools               | 808-241-7120 | 808-274-3508 |
| Maui/Moloka’i/Lāna’i – All Schools | 808-243-1171 | 808-984-8008 |
| East Hawai’i – All Schools         | 808-974-6411 | 808-974-6604 |
| West Hawai’i – All Schools         | 808-327-9500 | 808-327-9580 |

**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**

## BUS PASS PROCEDURES

Once payment is made, your child will be issued a temporary bus pass to use until the permanent pass is available. The temporary pass will expire so please have your student check in with the office staff to receive their permanent pass.

Students must surrender the temporary bus pass to the school office in order to receive the permanent bus pass card. Bus passes are nontransferable and are valid only on the assigned bus route.

Students are expected to display their bus pass 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 and then will be required to pay the \$5 replacement fee.

## VIDEO CAMERAS & GPS TRACKING

HIDOE is committed to ensuring your child's safety, health and well-being at all times. To that end, parents/guardians 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).

## 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 (2) school days. The principal will conduct an investigation of the incident and notify you of the outcome. If your student 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, during and after the ride. Please discuss these rules with your child.

# PASSENGER SAFETY CODE

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 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. Refrain from loud talking at bus stops which may disturb nearby residents;
  - e. Refrain from littering or defacing property at bus stops;
  - f. Line up in an orderly, single file and wait until the bus comes to a complete stop before attempting to board the bus;
  - g. Walk on the side of the road facing traffic to get to the bus stop if there are no sidewalks;
  - h. Not bring articles on the bus that may cause injury to passengers or carry on articles which cannot be stored safely under the seat;
  - i. 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. Refrain from loud talking and laughing which may divert the driver's attention and result in a serious accident;
  - c. Damage to seats, windows, and other equipment shall be paid for by the offender or the offender's parent;
  - d. Not eat or drink any beverages on a regular trip to and from school unless necessary for medical reasons;
  - e. Refrain from tampering 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. Refrain from throwing anything out of the bus window;
  - i. Remain in their seats while the bus is in motion;
  - j. Refrain from smoking, drinking, gambling, fighting, or any other behavior that will endanger health or morals; and
  - k. Obey the driver.
3. When leaving the bus and crossing streets, students shall observe the following procedures:
  - a. Students shall not leave the bus at other than their 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;
  - c. At bus stops where the activation of the four alternating flashing lights on the bus is required by State law or county ordinance, 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 flashings, 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.
4. Students shall ride designated buses at specified times and locations as assigned.

The driver of a school bus shall permit rides only to students assigned or eligible to ride a school bus as determined by the Department and may assign students to sit in specific seats on the school bus.

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

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Hawai'i Department of Education, Student Transportation Services Branch  
Hawai'i Administrative Rule Passenger Safety code §8-28-6.1-3(a),(b),(d),4  
Hawai'i Administrative Rule School Bus Driver's Responsibility and Authority §8-28-3, paragraph 1



**HAWAII STATE DEPARTMENT OF EDUCATION (HIDOE)**  
STUDENT TRANSPORTATION SERVICES BRANCH

**APPLICATION FOR STUDENT TO RIDE SCHOOL BUS**  
**SCHOOL YEAR 2023-2024**

**SCHOOL USE ONLY:**

Student qualifies for free pass?

YES  NO

Principal's initial: \_\_\_\_\_

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

**PART I: Acknowledgement**

*Parent/Legal Guardian must INITIAL each statement and sign.*

\_\_\_ I acknowledge and accept HIDOE's No Refund policy on all school bus pass purchases

\_\_\_ I acknowledge and accept that HIDOE utilizes video cameras to monitor student behavior on school buses

\_\_\_ I acknowledge and accept that HIDOE school buses only operate on public roadways

\_\_\_ I acknowledge and authorize the Student Transportation Services Branch to verify my child's free lunch status with the School Food Services Branch when applicable

\_\_\_ I have read and agree to comply with the transportation policies and procedures of HIDOE

\_\_\_ I have reviewed the PASSENGER SAFETY CODE with my child and understand that non-compliance could result in suspension of bus pass privileges

\_\_\_ I acknowledge and accept that school bus service applications are only accepted during the provided application periods per quarter as indicated in the application handbook

\_\_\_ I acknowledge and accept that school bus applications are only accepted upon payment in full

**HIDOE highly recommends a responsible adult be present at the bus stop in the morning and in the afternoon for children 10 years old and under. Bus drivers and staff are not responsible to match each child with a specific adult.**

\_\_\_ I acknowledge and accept that my child will be dropped off at their designated bus stop with or without an adult present

\_\_\_ I understand it is my responsibility to ensure a responsible adult is at the bus stop to make alternative arrangements for my child if they are unable to walk alone to/from the bus stop

**Parent/Guardian signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**HAWAII STATE DEPARTMENT OF EDUCATION (HIDOE)**  
 STUDENT TRANSPORTATION SERVICES BRANCH

**APPLICATION FOR STUDENT TO RIDE SCHOOL BUS**  
**SCHOOL YEAR 2023-2024**

**SCHOOL USE ONLY:**

Student qualifies for free pass?

YES  NO

Principal's initial: \_\_\_\_\_

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

**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/Foster Care)

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 and B)**

CAUTION: All bus pass sales are final.

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

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

- ROUND TRIP  
Home to school; school to home; same route

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- MORNING ONLY  
Home to school only

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- AFTERNOON ONLY  
School to home only

- QUARTERLY:  Round trip: \$72.00  
 One way: \$36.00
- 
- FREE\*  Roundtrip: (AM and PM)
- 
- FREE\*  One way  
 Circle (AM only / PM only)

\*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 that apply.

|   |   |
|---|---|
| <input type="checkbox"/> Student receives free meal (subject to approval)<br><input type="checkbox"/> Student is a foster child<br><input type="checkbox"/> Student is homeless (please attach form MV-1)<br><input type="checkbox"/> Student has transportation as a related service in IEP/MP<br><input type="checkbox"/> Student is required by the Department to attend a school other than the school in the student's public school attendance area | <input type="checkbox"/> Student has 3 or more older siblings who pay for their bus passes<br>1. Name: _____<br>School: _____<br>2. Name: _____<br>School: _____<br>3. Name: _____<br>School: _____ |
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