



# SCHOOL BUS HANDBOOK APPLICATION FORM

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School Year 2022-2023



## Introduction

This booklet contains important information that will enable you to register your child for public school bus service for the 2022-2023 school year. The Hawai'i State Department of Education (HIDOE) recommends that you register as early as possible. Please submit a completed bus pass application form (see inside back cover of this booklet) to the school office before the first day of school. This application is available online at <https://hi.etrition.com>.

## 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/guardians 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/guardians must make alternative transportation arrangements during the interim period.

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 child(ren) to the nearest bus stop.

## Payment Plans

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

1. Quarterly – \$36 one way per quarter (AM only or PM only) or \$72 round trip;
2. Bus Coupons – \$10.00 per sheet of ten coupons at one coupon per ride (AM or PM)

The **quarterly** plan is best for students who require consistent and regular bus service during the school year. Parents/guardians 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 are accepted at the school office only 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. If you submit your application online, payment can be made with any major credit card.

## 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/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 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 - Page 4).

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.

## **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/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 - Page 4).

## **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 (see Contact Us - Page 4).

## **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.

## COVID-19 Procedures and Social Distancing

Minimizing the spread of COVID-19 in transportation begins before student(s) board the bus. You can help by doing wellness check in the morning before leaving the house and by not sending your child(ren) to school if they are not feeling well and/or showing any cold-like symptoms. Bus capacities will be adjusted/limited to follow current DOH guidelines, however, no student shall be left behind because of social distancing. In these instances, students will be distanced to the greatest extent possible. Please ensure your child(ren) understands the following rules:

- Student(s) must wear their mask at the bus stop at all times
- Student(s) should keep a reasonably safe distance from others while waiting at the bus stop
- Student(s) must wear their mask while on the bus at all times
- Student(s) from the same household must sit together
- Student(s) must sit in the seat assigned to them by the driver

## Contact Us

Our mailing address is 3633 Waiialae Avenue, Honolulu, HI 96816. Our phone number is 808-784-6850, and our fax number is 808-733-4699.

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

Hawai'i State Department of Education – Student Transportation Services Branch

	Phone	Fax
Oahu – Honolulu District Schools	808-784-6864	808-733-4699
Oahu – Central District Schools	808-622-0537	808-622-6436
Oahu – Leeward District Schools	808-687-9518	808-685-2052
Oahu – Windward District Schools	808-233-3680	808-233-3682
Kauai – All Schools	808-241-7120	808-274-3508
Maui/Molokai/Lanai – All Schools	808-243-1171	808-984-8008
East Hawaii – All Schools	808-974-6411	808-974-6604
West Hawaii – All Schools	808-327-9500	808-327-9580

## **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.**



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

**APPLICATION FOR STUDENT TO RIDE SCHOOL BUS**  
**SCHOOL YEAR 2022-2023**

**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.*
- \_\_\_ *When applicable, I authorize the Student Transportation Services Branch to verify my child's free lunch status with the School Food Services Branch.*
- \_\_\_ *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.*

***The 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.***

\_\_\_ *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 or 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)**  
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**APPLICATION FOR STUDENT TO RIDE SCHOOL BUS**  
**SCHOOL YEAR 2022-2023**

**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.

<b>A. Service Plan (choose ONE of the following):</b>	<b>B. Payment Plan (choose ONE of the following):</b>
<input type="checkbox"/> ROUND TRIP Home to school; school to home; same route	QUARTERLY: <input type="checkbox"/> Round trip: \$72.00
<input type="checkbox"/> MORNING ONLY Home to school only	<input type="checkbox"/> One way: \$36.00
<input type="checkbox"/> AFTERNOON ONLY School to home only	COUPONS (Cash Only): <input type="checkbox"/> Sheet of 10: \$10.00/sheet
	FREE <input type="checkbox"/> 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)	<input type="checkbox"/> Student has 3 or more older siblings who pay for their bus passes
<input type="checkbox"/> Student is a foster child	
<input type="checkbox"/> Student is homeless (please attach form MV-1)	1. Name: _____ School: _____
<input type="checkbox"/> Student has transportation as a related service in IEP/MP	2. Name: _____ School: _____
<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	3. Name: _____ School: _____