

LEILEHUA HIGH SCHOOL

BUS ANNOUNCEMENTS

SCHOOL YEAR 2023-2024

DUE TO A SHORTAGE OF BUS DRIVERS, ONLY THE AREAS
BELOW WILL HAVE BUS SERVICES PROVIDED

LAKEVIEW/KUNIA

- 300 WILIKINA
- 730 WILIKINA
- KOKOLOEA
- KUNIA CAMP

WHITMORE

- WHITMORE GYM
- WHITMORE PARK
- KAHI KANE
- NCTAM

HELEMANO MILITARY RESERVATION/POAMOHO

- NUI (FLAG POLE)

WHEELER BASE

- EASTMAN RD
- WRIGHT AVE
- CURTIS LP (BOWLING ALLEY)
- FRUTCHEY RD
- WILIIWILI CAMP STOVER

SCHOFIELD BARRACKS

- RIDDLE ST
- GALLUP ST
- KAENA AVE
- MORIYAMA ST
- BENNETT ST (BUS SHELTER)
- HEWITT ST+WAIANAE UKA (STOP SIGN)
- PORTER COMMUNITY
- MOYER COMMUNITY
- HEWITT ST
- PARRISH ST
- MENOHER ST



LEILEHUA HIGH SCHOOL **BUS ANNOUNCEMENTS**

SCHOOL YEAR 2023-2024 ALTERNATIVE TRANSPORTATION

EXPRESS BUS PASS (CITY BUS PASS)

FREE FOR ALL HIDOE HIGH SCHOOL STUDENTS STATEWIDE.

RUNNING DATES: AUGUST 1, 2023 TO MAY 31, 2024

APPLY ONLINE: <https://portal.k12.hi.us/express>

- APPLICATIONS ARE AVAILABLE STARTING AUGUST 1, 2023
- ONLINE APPLICATION WILL REQUIRE THE UNIQUE 19-DIGIT HOLO NUMBER AND 3-DIGIT SECURITY CODE ON THE BACK OF THEIR NEW STUDENT ID
- ACTIVATION WILL TAKE UP TO 5-7 BUSINESS DAYS FROM THE DATE OF THE APPLICATION SUBMISSION

NEED HELP LOCATING COUNTY BUS ROUTES AND STOP INFORMATION?

WEBSITE: www.thebus.org

PHONE NUMBERS: 808-848-5555, PRESS 2.

RIDER RULES/SAFETY INFORMATION: <http://www.thebus.org/Nav Menu RideTheBus.asp>

PARENT MILEAGE REIMBURSEMENT

ELIGIBILITY:

- CURRENT HIDOE HIGH SCHOOL STUDENT
- BUS ROUTE NO LONGER AVAILABLE DUE TO DRIVER SHORTAGE
- PARENT/GUARDIAN PROVIDING TRANSPORTATION TO AND FROM SCHOOL

HOW TO APPLY:

STEP 1 - COMPLETE A 'REQUEST FOR PRIVATE CAR MILEAGE REIMBURSEMENT' FORM (CS-103)

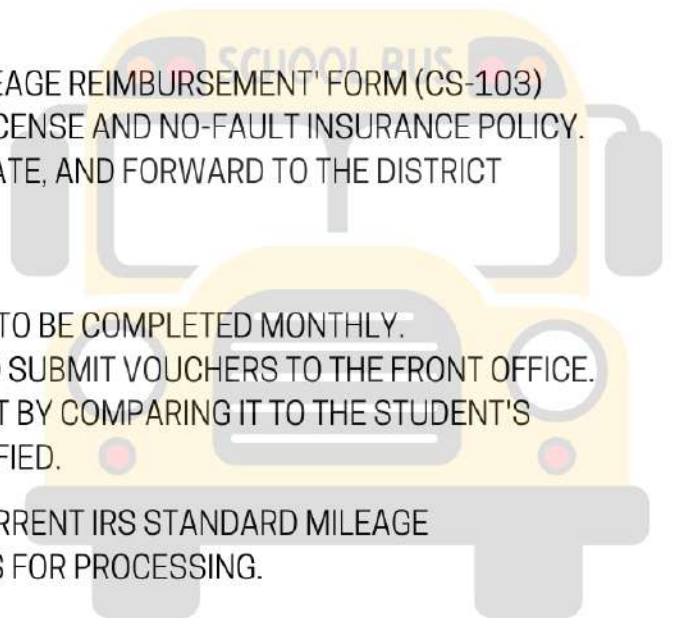
STEP 2 - SUBMIT A PHOTOCOPY OF A VALID DRIVER'S LICENSE AND NO-FAULT INSURANCE POLICY.

STEP 3 - PRINCIPAL (OR DESIGNEE) TO REVIEW, SIGN, DATE, AND FORWARD TO THE DISTRICT TRANSPORTATION OFFICER FOR PROCESSING.

UPON APPROVAL:

- A MILEAGE REIMBURSEMENT VOUCHER WILL NEED TO BE COMPLETED MONTHLY.
- PARENT/GUARDIAN TO COMPLETE, SIGN, DATE, AND SUBMIT VOUCHERS TO THE FRONT OFFICE.
- PRINCIPAL TO CERTIFY CLAIM IS TRUE AND CORRECT BY COMPARING IT TO THE STUDENT'S ATTENDANCE RECORD FOR THE TIME PERIOD SPECIFIED.

REIMBURSEMENT WILL BE MADE AVAILABLE AT THE CURRENT IRS STANDARD MILEAGE REIMBURSEMENT RATE. PLEASE ALLOW 4 TO 12 WEEKS FOR PROCESSING.



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SCHOOL YEAR 2023-2024

REGULAR EDUCATION SCHOOL BUS APPLICATIONS

THE 2023-2024 SCHOOL YEAR (SY) APPLICATION WILL BE AVAILABLE STARTING:
MONDAY, JULY 17, 2023.

APPLICATIONS CAN BE ACCESSED AND SUBMITTED ONLINE VIA ETRITION -
<https://hi.etrition.com/busapplication>

QUARTERLY BUS PASS APPLICATIONS PERIODS

ALL SCHOOL BUS APPLICATIONS MUST BE SUBMITTED, REVIEWED, AND APPROVED ON A
QUARTERLY BASIS PER THE SCHEDULE PROVIDED BELOW:

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

THIS APPLIES TO BOTH PAID AND FREE-QUALIFIED STUDENT RIDERS

- ANY ONLINE APPLICATIONS THAT HAVE NOT BEEN PAID OR ARE PENDING APPROVAL AFTER THE END DATE WILL AUTOMATICALLY BE DENIED AND CLEARED FROM THE APPLICATION QUEUE.
- ANY APPLICATIONS SUBMITTED BEFORE THE NEW PERIOD OPENS OR AFTER THE PERIOD HAS CLOSED WILL ALSO AUTOMATICALLY BE DENIED

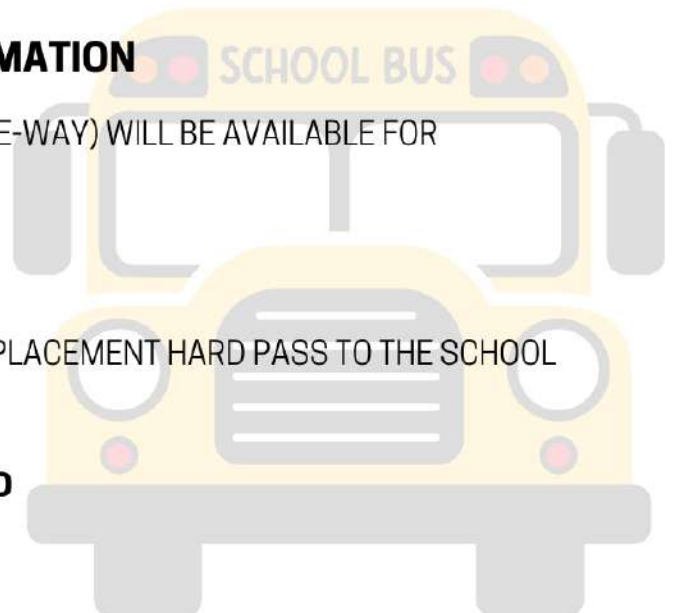
QUARTERLY PASS AND PAYMENT INFORMATION

ONLY QUARTERLY BUS PASSES (ROUNDTrip OR ONE-WAY) WILL BE AVAILABLE FOR PURCHASE.

- \$72 ROUNDTrip (AM AND PM)
- \$36 ONE-WAY (AM ONLY OR PM ONLY)

ALL STUDENTS ARE REQUIRED TO PAY \$5 FOR A REPLACEMENT HARD PASS TO THE SCHOOL OFFICE (CASH ONLY)

COUPONS AND ANNUAL PASSES ARE SUSPENDED



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PAYMENT OPTIONS

FOR SCHOOL BUS APPLICATIONS SUBMITTED ONLINE VIA ETRITION, PARENTS/GUARDIANS WILL BE PROMPTED VIA EMAIL TO SUBMIT PAYMENTS ONLINE USING EZSCHOOLPAY ONCE THE APPLICATION IS APPROVED IN SBT BY SCHOOL OFFICE PERSONNEL.

THE PAYMENT RECEIPT ACTS AS THE TEMPORARY BUS PASS. IT HAS THE CHILD'S NAME, SCHOOL, AND ASSIGNED ROUTE NUMBER THAT CAN BE PRINTED AT HOME. PAYMENTS MUST BE MADE PRIOR TO THE START OF BUS SERVICE OR THE APPLICATION WILL BE CANCELLED IN SBT.

FOR FAMILIES WHO FILLED OUT PAPER APPLICATIONS, PAYMENTS ARE ONLY ACCEPTED UPON APPLICATION APPROVAL.

- ONCE PAYMENT IS PROCESSED, THE RECEIPT ACTS AS THE TEMPORARY BUS PASS.
- PAPER APPLICATIONS CAN BE TURNED INTO THE FRONT OFFICE 7:30 AM - 4:00 PM.
- IF APPROVED, PAYMENTS WILL BE ACCEPTED IN THE FORM OF CASH OR CHECKS MADE OUT TO THE "DEPARTMENT OF EDUCATION".

IMPORTANT UPDATE - BUS PASS PROCEDURES

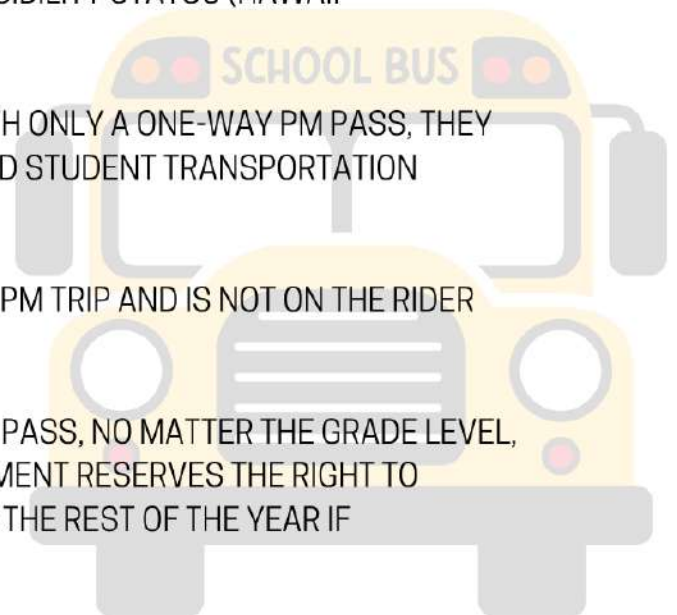
ALL STUDENTS ARE EXPECTED TO DISPLAY THEIR BUS PASS TO THE BUS DRIVER UPON ENTERING THE BUS AND ON DEMAND

FOR BOTH AM AND PM SERVICES, IF A STUDENT IS UNABLE TO DISPLAY THEIR VALID PASS BECAUSE IT WAS LOST/MISPLACED/FORGOTTEN, THE BUS DRIVER IS EXPECTED TO CHECK THE RIDER MANIFEST TO CONFIRM THE STUDENT'S ELIGIBILITY STATUS (HAWAII ADMINISTRATIVE RULES § 8-28-3)

IF THE STUDENT IS FOUND TO BE RIDING IN THE AM WITH ONLY A ONE-WAY PM PASS, THEY WILL BE REPORTED BY THE DRIVER TO THE SCHOOL AND STUDENT TRANSPORTATION ADMINISTRATIVE OFFICE.

IF THE STUDENT DOES NOT HAVE THEIR PASS FOR THE PM TRIP AND IS NOT ON THE RIDER MANIFEST, THEY MAY BE DENIED SERVICE.

IF ANY STUDENT ATTEMPTS TO RIDE WITHOUT A VALID PASS, NO MATTER THE GRADE LEVEL, UP TO THREE (3) TIMES CONSECUTIVELY, THE DEPARTMENT RESERVES THE RIGHT TO REVOKE RIDER PRIVILEGES UP TO A SEMESTER OR FOR THE REST OF THE YEAR IF APPLICABLE.



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HIGH SCHOOL STUDENTS

IF A STUDENT FAILS TO DISPLAY A VALID BUS PASS IN THE MORNING, THE DRIVER MAY REFUSE BUS SERVICE

IF A REPLACEMENT PASS IS REQUIRED, THE STUDENT MUST PROVIDE PROPER IDENTIFICATION FOR NAME VERIFICATION ON THE RIDER MANIFEST AND WILL BE REQUIRED TO PURCHASE A REPLACEMENT PASS AT SCHOOL

THE RECEIPT WILL ACT AS THE TEMPORARY PASS UNTIL THE HARD PASS IS MADE AVAILABLE AT THE SCHOOL.

IF THE STUDENT IS NOT ON THE RIDER MANIFEST, THEY WILL BE DENIED SERVICE.

IF THE STUDENT NEEDS TO UPGRADE THEIR CURRENT PM ONE-WAY PASS TO A ROUND-TRIP PASS, THIS WILL NEED TO BE TAKEN CARE OF BEFORE THE END OF THE SCHOOL DAY OR THE PARENT/GUARDIAN WILL BE RESPONSIBLE FOR TAKING THEIR STUDENT TO THEIR STUDENT TO SCHOOL THE NEXT DAY.

DISCONTINUATION OF DISCRETIONARY PASSES

TO PREVENT THE MISUSE AND CREATION OF FRAUDULENT PASSES, STSB HAS DISCONTINUED THE USE OF DISCRETIONARY PASSES. THE ONLY TIME A TEMPORARY PASS WILL BE CREATED IS WHEN A REPLACEMENT CARD IS PROCESSED AND PAID FOR BY THE STUDENT. THE RECEIPT GENERATED IS THE TEMPORARY PASS AND WILL BE USED UNTIL THE PERMANENT CARD IS SENT TO THE SCHOOL OFFICE.

NO GRACE PERIOD

THERE WILL BE NO GRACE PERIOD AS ALL RIDERS WILL NEED TO SHOW THEIR TEMPORARY BUS PASS (RECEIPT) TO THE DRIVERS PRIOR TO RIDING THE BUS AT THE START OF THE SCHOOL YEAR

STSB CALL CENTER

TO PROVIDE ADDITIONAL SUPPORT WHEN SCHOOL STARTS, STSB WILL HAVE A CALL CENTER IN PLACE TO ASSIST WITH GENERAL INQUIRIES FROM SCHOOLS AND FAMILIES. THIS WILL BE AVAILABLE AS OF AUGUST 1, 2023, AND WILL REMAIN IN PLACE FOR THE ENTIRETY OF QUARTER 1.

MAIN LINE - (808) 784-6870

FOR ANY QUESTIONS, PLEASE EMAIL STSB@K12.HI.US

