SY 2016-2017

SCHOOL BUS HANDBOOK AND APPLICATION FORM

Office of School Facilities and Support Services/Student Transportation Services Branch
Department of Education • State of Hawaii • RS 16-1215 • April 2016 (Rev. of RS 16-1059)
### DIRECTORY

#### OAHU BUS CONTRACTORS

<table>
<thead>
<tr>
<th>CONTRACTORS</th>
<th>PHONE</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUND TRANSPORT, INC.</td>
<td>833-4222</td>
<td>839-4600</td>
</tr>
<tr>
<td>Leeward</td>
<td>676-5525</td>
<td>676-5529</td>
</tr>
<tr>
<td>ROBERTS HAWAII SCHOOL BUS (RHSB)</td>
<td>832-4886</td>
<td></td>
</tr>
<tr>
<td>RHSB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RHSB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### HAWAII BUS CONTRACTORS

<table>
<thead>
<tr>
<th>CONTRACTORS</th>
<th>PHONE</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>AKITAENTERPRISES LIMITED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>East Hawaii Reg ED</td>
<td>966-7396</td>
<td>966-7739</td>
</tr>
<tr>
<td>East Hawaii SPED</td>
<td>966-7396</td>
<td>966-7739</td>
</tr>
<tr>
<td>IOSEPA TRANSPORTATION</td>
<td>345-3647</td>
<td>(801)756-0555</td>
</tr>
<tr>
<td>ROBERTS HAWAII SCHOOL BUS, INC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>East Hawaii Reg ED</td>
<td>966-7171</td>
<td>966-5091</td>
</tr>
<tr>
<td>East Hawaii SPED</td>
<td>961-6627</td>
<td>966-5091</td>
</tr>
<tr>
<td>West Hawaii Reg ED</td>
<td>326-1190</td>
<td>329-4039</td>
</tr>
<tr>
<td>West Hawaii SPED</td>
<td>326-1190</td>
<td>329-4039</td>
</tr>
</tbody>
</table>

#### MAUI BUS CONTRACTORS

<table>
<thead>
<tr>
<th>CONTRACTORS</th>
<th>PHONE</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>AKINA BUS SERVICE LTD.</td>
<td>879-2828</td>
<td>879-0524</td>
</tr>
<tr>
<td>AKITAENTERPRISES LIMITED</td>
<td>575-9414</td>
<td>575-9518</td>
</tr>
<tr>
<td>ROBERTS HAWAII SCHOOL BUS, INC.</td>
<td>871-2639</td>
<td>871-4985</td>
</tr>
</tbody>
</table>

#### MOLOKAI BUS CONTRACTORS

<table>
<thead>
<tr>
<th>CONTRACTORS</th>
<th>PHONE</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUDOIT'S BUS SERVICE, INC.</td>
<td>558-8156</td>
<td>553-3356</td>
</tr>
<tr>
<td>MOLOKAI TRANSPORTATION ASSOC.</td>
<td>567-6046</td>
<td>NONE</td>
</tr>
<tr>
<td>SPENCERS BUS SERVICE, INC.</td>
<td>553-5746</td>
<td>553-4201</td>
</tr>
</tbody>
</table>

#### KAUAI BUS CONTRACTORS

<table>
<thead>
<tr>
<th>CONTRACTORS</th>
<th>PHONE</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>AKITAENTERPRISES LIMITED</td>
<td>245-5344</td>
<td>245-3246</td>
</tr>
<tr>
<td>ROBERTS HAWAII SCHOOL BUS, INC.</td>
<td>245-9101</td>
<td>245-7142</td>
</tr>
<tr>
<td>YAMAGUCHI BUS SERVICE, INC.</td>
<td>245-9558</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### STUDENT TRANSPORTATION SERVICES BRANCH

<table>
<thead>
<tr>
<th>Address</th>
<th>PHONE</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>1042 Young Street</td>
<td>586-0170</td>
<td>586-0173</td>
</tr>
<tr>
<td>Honolulu HI 96814</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### OAHU

**District Office**

- Honolulu District Schools: 586-3343 - 586-3344
- Central District School Transportation Officer - Gina Figueroa: 622-0537 - 622-6436
- Leeward District School Transportation Officer - Mamo Miner: 687-9519 - 685-2052
- Windward District School Transportation Officer - Philip Main: 233-3680 - 233-3682
- Transportation Officer - Hayley Yano: 622-0537 - 622-6436

#### HAWAII

- East Hawaii District Schools: 974-6411 - 974-6604
- Acting Transportation Officer – Jenna Yanagi: 974-6411 - 974-6604
- West Hawaii District Schools: 327-9500 - 327-9580
- Transportation Officer - Paula Teles: 327-9500 - 327-9580

#### MAUI / MOLOKAI

- Maui District Schools Transportation Officer - Robert Joseph Jr: 243-1171 - 984-8008

#### KAUAI

- Kauai District Schools Transportation Officer - Pualani Foster: 241-7120 - 274-3508
This booklet contains important information that will assist you in pre-registering your child for public school bus service for the 2016-2017 school year. The DOE strongly encourages current bus riders to pre-register by completing the school bus pass application form on Page A1. Pre-registration application forms will be accepted through May 26, 2016 (new bus riders can 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 back home again.

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 eligible and 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://iportal.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 to 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 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. However, one-way bus coupons can only be paid for with cash.

**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**

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.

**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.

**NOTE:** Continued failure to display a valid bus pass in the morning will result in 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
Generally, bus stop locations and bus route schedules will remain unchanged from last school year. However, families are encouraged to check with their child’s school office one to two weeks prior to the first day of school to confirm bus stop locations and pick up/drop off times. As the school year progresses, changes to bus schedules may become necessary. Parents can expect to receive written notification of such changes a minimum of three days in advance.

Service Limitations
School transportation services are limited to eligible public school students in grades K to 12 only. Students are advised to be at their assigned bus stop 10 minutes before their scheduled pick-up time. 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 in the process of utilizing video cameras on school buses. Implementation began on the Big Island in 2015 and will eventually expand to include the other islands soon. Guidelines on the restricted use, application and retention of video surveillance files can be obtained by contacting your District Transportation Officer.

GPS Bus Tracking
The Department of Education is also in the process of implementing GPS tracking capability on all school bus vehicles. GPS technology allows the Department to historically track the location, speed and route path of school buses (including actual pick-up and drop-off stop times and locations) as well as other relevant aspects of the service. So far, all Oahu Island buses and all Big Island buses are equipped with this GPS technology. GPS implementation on the remaining islands is scheduled to begin in July 2017.

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 its “Get On Board” initiative designed to stabilize the rising cost of public school bus service, restore previously terminated bussing services where possible, 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 (or a designee) 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.
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: _______

Home address:

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>MI</th>
</tr>
</thead>
</table>

Parent/Guardian:

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
</tr>
</thead>
</table>

Contact phone: ____________________________

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

CAUTION: The Hawai‘i Department of Education 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. (Subject to approval)
- □ 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: ____________________

- □ 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.

PART IV: Acknowledgement. Applicant MUST sign and date below.

"I acknowledge and accept the Hawaii DOE’s "No Refund" policy on all school bus pass purchases. I agree to comply with the transportation policies and procedures of the Hawaii DOE. I acknowledge that the Hawaii DOE 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: X ____________________________ Date: __________