



**Kamehameha Schools®**



**Transportation  
Bus Service Guidelines**

**2023-2024**

## **WELCOME**

The application period for School Year 2023 – 2024 for:

- **Returning Students:** Open from April 3, 2023 - April 30, 2023. You may still apply after the deadline via this website; however, your child may be waitlisted based on seating availability and assessed a late fee.
  
- **New Invitees (Grades K, 4, and 6 through 9):**
  - Are encouraged to complete a bus application as soon as you are granted access to Infinite Campus. Bus seats are limited, and your child may be waitlisted based on seat availability.
  - Bus Applications for New Invitees will open on the day of the New Student Orientation.
  - New Invites will receive seating priority after the April 30th deadline for Returning Students.

If you have any questions, please contact the Transportation Department at (808) 982-0026 or 982-0701.

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## **Transportation Bus Service Guidelines**

### **Introduction**

This document has been created for all Kamehameha Schools (KS) parents, students, groups, and other bus service users as an informative point of reference that will clarify the mission, priorities, and operational procedures that serve as guidelines for the KS Transportation Department, Hawai'i Campus. It is recommended that all persons utilizing KS bus service familiarize themselves with the information presented here so that they might have a better understanding of how the Transportation Department can best service their needs.

### **Transportation Mission**

The Mission of the Transportation Department is to help fulfill Princess Bernice Pauahi Bishop's Mission by providing safe, efficient, and cost-effective transportation services for all Kamehameha students, Faculty, and Staff.

### **Transportation Department Priorities**

Student safety is the Transportation Department's number one priority. All department policies, procedures, and daily practices are ultimately developed and implemented with the safety of students in mind. Although there are inherent dangers associated with school bus transportation that cannot be controlled, we strive to minimize the danger to students through regular driver training, compliance with State/Federal requirements, and the expectation of safe behavior practices on the part of parents, students, and staff/groups utilizing KS bus service.

The department's second priority are to oversee In-house and Charter Bus Requests and meeting scheduled time commitments. These are important aspects of Transportation's bus service, and both are equally dependent on the other in helping Transportation to be successful in meeting this priority. In order to reduce transportation costs and improve efficiency we try to service as many transportation requests as we can with KS and Charter buses. This commitment requires that we schedule trips with minimal travel windows in between trips and makes it imperative that buses depart from all trips at the scheduled times. Groups (educational and athletic) utilizing bus service should always be at departure points promptly as scheduled and not delay PM bus departures in any way. During the school day, it is important that groups return to campus in a timely manner, to allow uninterrupted PM bus service.

Transportation's third priority is keeping the department's day-to-day operations efficient, and within the operating budget. This is the driving force behind many of the initiatives in place geared toward the efficient use of department resources. In order for Transportation to maximize operational efficiencies and KS resources, buses may be combined on one or more routes if actual passenger counts are less than 50% capacity of the bus and the option of consolidating routes does not impact scheduled arrival times to destinations. The Transportation Department strives to be efficient in all operations and will monitor passenger counts regularly in order to reduce operating costs whenever possible.

### **Transportation Responsibilities**

The Transportation Department is primarily tasked with the safe transport and care of students to and from Hawai'i Campus. All students being transported by KS and Contracted buses fall under the responsibility of the Transportation Department. When the students board the bus and

depart from the pickup location is the point at which the Transportation Department assumes responsibility for student safety. Transportation does not assume responsibility for students before physically boarding the bus or after students have been dropped off at the designated locations.

Students being dropped off at AM bus stops should remain under the supervision of the parent or designated adult until the student boards the school bus. The parent or designated adult should be at the bus stop at least 10-15 minutes prior to the estimated departure/drop-off time for their assigned bus stop. Bus drivers are mindful of all students and will be watchful for PM student pickups.

Elementary students have a one-to-one release system and if the parent/designated adult is not present outside the door at the time of pickup the bus driver will return the student back to campus. For the country-run buses (Waimea, Honoka'a, Ka'u), the bus drivers will notify Transportation if a parent or designated adult is not present and may keep an Elementary student on the bus for their safety and continue their run. Under this circumstance, the parent/designated adult will be required to meet the bus at the next bus stop.

The Transportation Department is responsible for notifying all bus stakeholders such as: parents, students, and staff of changes, issues, and concerns that impact bus service. Notification may be done by letter, the Transportation Website or automated notification system. The Transportation Department is also responsible for the processing of annual bus applications for bus service.

### **Online Bus Application Process**

The bus application opens in April. The Transportation Department will accept online applications for bus service for the following school year. Students/families seeking bus service must complete the online application process within the open application period. The available bus routes are listed on the Transportation website. Each year Transportation receives more requests than can be accommodated and can only provide service within the constraints (budget and equipment) of the Transportation Department.

The approval process is limited to seat availability. Specific bus route and grade level assignments are not guaranteed, and all bus routes will be determined according to applications received by the application deadline. If approved for bus service, the student's route assignment and specific bus stop location will be provided with the bus seat approval letter.

Families who fail to submit their bus application by the deadline may be placed on a waitlist. All waitlisted bus applications will be processed in the order it was submitted and filled if/as space becomes available.

After the bus application closing date, preference will be given to new invites. For Kā'u applicants, preference will be given to those who reside in the outlying areas that are furthest from the campus.

The Transportation Department is not responsible for identifying application errors and contacting parents to make corrections. Changes to route assignments can be requested, however the student may be placed on a wait list as bus routes are assigned on a first-come, first-served basis. Although the student is placed on the waiting list there is no guarantee that space will become available. If you would like to cancel bus service, please notify the

Transportation Office in writing as soon as possible so the next applicant on the wait list can be approved for transportation.

Kamehameha Schools Hawai'i provides daily bus transportation for students to and from locations in Hilo, Waimea, Hāmākua Coast, Ka'ū, and Pāhoa. The bus service application for School Year 2023-2024 is available online, through the Transportation Website at <http://kshtransportation.weebly.com>. The Transportation Office receives and processes all applications submitted within the application period. The Transportation Manager or designee shall establish criteria for approving transportation services which includes taking several factors into consideration. Applications will be processed on a first-come, first-served basis. Applications received after the deadline date may be placed on a waitlist and filled if/as space becomes available. There is a NON-REFUNDABLE ANNUAL SERVICE FEE for bus service. Effective School Year 2023-2024, **the annual service fee for round-trip service is \$1,651.00 and one-way service is \$825.50. A late fee of \$100.00 may be charged for applications submitted after the April 30th deadline.**

### **Financial Aid**

If a student receives the Financial Aid Award letter, they may also receive a Bus Award (full or partial). Please note that the Financial Aid Application process is separate from the Bus Transportation Application process. If you have received a full/partial Bus Award you will need to complete the online Bus Transportation Application if you wish to utilize the bus service.

### **Bus Service**

#### **Guidelines for Service**

As mentioned above, the Transportation Department is primarily tasked with the safe transportation of students to and from Hawai'i Campus for designated AM and PM bus routes during the regular school year. Bus routes and number of buses assigned are not permanent and may be adjusted each year based upon student demographics as indicated by the annual applications received for bus service.

#### **Types of Bus Service**

##### **Daily Bus Service**

The primary kuleana of the Transportation Department is the transportation of students to and from Hawai'i Campus for AM and PM bus service during the regular school year.

##### **Evening Bus Service**

Evening bus transportation is provided (only on select bus routes) for current Middle and High School bus riders participating in after-school activities or sports. Evening buses will be provided Monday through Thursday. Bus Riders who have been issued an afternoon (PM) or round-trip (RT) bus pass may utilize this service at no additional cost. The departure and estimated drop-off times are listed on the Bus Schedule.

##### **Field Trips and Athletics**

Divisions/Departments may utilize KS 14-Passenger Buses in order to minimize costs. Divisions/Departments are encouraged to provide their own certified drivers.

## **Bus Counts and Routes**

The KSH Transportation Department contracts school buses with Roberts Hawai'i for the transportation of KS students. The maximum number of (Type 1) buses that are provided by Roberts Hawai'i is eleven (11), with two (2) spare buses. Based on historical data, a total of eleven (11) buses is currently sufficient (pre-pandemic) to meet the demand for bus service from outlying service areas. The pandemic has changed this model, and Kamehameha Schools and Roberts will continue to make adjustments under special circumstances.

Bus service routes and the number of assigned buses is not permanent and may be adjusted each year based on changing needs: the number of bus applications received; the availability of buses; the number of waitlisted students; and past practice in servicing certain areas.

## **Bus Capacity**

Bus seating capacity is set by the bus manufacturer and all KSH buses are primarily 86-passenger (3 students to a seat) school buses. For the comfort of students, Transportation will generally assign 2 students to a seat for bus routes on our Type I school buses which essentially reduces bus counts to 58 passengers. However, Transportation may assign three students to a seat as needed in order to maximize load counts, provide service for waitlisted students, and the consolidation of routes as needed are met. Transportation will not overload buses, transport students without a seat to sit in, allow students to sit on the floor, or put three students in a seat that do not fit within the confines of the seat.

*Please note: Students are considered to be seated within the confines of the seat if their buttocks are fully on the bottom seat and the majority of their back fits against the backrest. Because tripling up of students is normally limited to KS Elementary students, we do not anticipate problems with tripling up of students in the course of a normal route service. However, in the event of bus breakdowns or manpower shortages, the combining of routes may be needed and students will be required to triple up as needed. We understand this will normally not make for the most comfortable ride for the student; it will only be done as needed; and we will not overload buses when combining routes. There is no safety issue provided we do not exceed the maximum passenger capacity per bus and students are sitting within the confines of the seat.*

## **Minimum Route Capacity**

In order to justify bus service for any outlying service area, a minimum count or bus capacity percentage must be met. The minimum number of students needed to justify a bus is 41, or 70% of a 58-student bus count. The 58 count represents the normal student seat counts (2 students to a seat) for our smaller Type I school bus. Transportation will provide buses for service areas based upon this criterion but may combine routes or service areas in order to meet the minimum count for bus service.

## **Bus Stops**

Ideally, bus stop locations are situated to the geographical location that will best suit the area being serviced. Bus stop locations are not permanent and may be moved or adjusted at any time.

We ask all parents/guardians for kōkua at our bus stop locations. Please be mindful of the impact our presence has on the community and the general safety of everyone at the bus stops. Parents/students should conduct themselves in a cordial, respectful manner, and follow all



rules/laws when at bus stops, as they often utilize public and private access points. If there are any parent/student behavior or safety issues/concerns reported at the bus stops, it will be addressed on a case-by-case basis and could lead to the removal of a student's bus riding privileges.

### **15-mile Radius**

KSH is currently not using the 15-mile Radius that is in effect at the Kapālama Campus. NOTE: A 3-mile radius would exclude the Kea'au bus stop.

### **Bus Arrival and Departure Times**

Bus arrival times at bus stops for AM routes are generally 10-15 minutes prior to the scheduled departure time. Buses will depart promptly at the scheduled departure time. Any student arrivals to AM bus stops that delay the departure of buses are problematic and may result in disciplinary action for the student. Repeated or ongoing issues with delaying departures of buses will be looked at on a case-by-case basis and could lead to the removal of the student's bus riding privileges. Any major delays in bus service will be communicated to parents through the automated School Messenger system.

The AM bus arrival times to campus are estimated and based off the scheduled departure times from bus stops. The desired or acceptable campus arrival time frame is from 6:35 am to 7:30 am (depending on division). This time frame allows for students to be dropped off at all grade levels on campus without the student being late to class. In addition, this allows for early buses to cover double-run routes to campus. When Transportation determines the AM departure times for all routes, the department takes into consideration anticipated traffic conditions, bus stop departure times and estimated campus drop times for all grades. There will be no attempts to fine tune departure or arrival times if routes are consistently arriving to campus within the acceptable arrival times under normal traffic conditions.

The bus departure times from campus for PM routes are 2:37 pm (Grades K-5), 3:00 pm (Grades 6-8) and 3:05pm (Grades 9-12). All students must be at the designated bus ramp for their grade level at least 5 to 10 minutes prior to the scheduled departure time. Double-run buses for town routes will return to campus, dependent on traffic conditions. Buses will not return to pick up students who have missed their bus as this will delay the arrival time at the bus stop for all other students on the bus. Students delaying the departure of their assigned bus is problematic and subject to disciplinary action. Repeated or ongoing issues with delaying departures of buses will be looked at on a case-by-case basis and may lead to the removal of the student's bus riding privileges.

The PM arrival times at the bus stops are estimated and based upon the scheduled departure time from campus, and normal traffic conditions. Any delays to the normal drop-off time by more than 30 minutes will be communicated to parents through the automated School Messenger system.

### **Bus Shortages and Breakdowns**

Roberts Hawai'i will make every effort to cover its commitments and provide buses for routes as scheduled. However, there may be times in which there are bus breakdowns, manpower shortages, or other issues that prevent Robert's Hawai'i from providing bus service at the scheduled time. Transportation will communicate to all parents if there are significant delays

(if/when possible). In the event a bus does not show for a pickup or drop off, all parents should note the following:

AM routes:

- Roberts will dispatch another bus to pick up students. Students will not be left without a ride to school.
- Only in the event of school cancellation will students not be picked up. In which case a communication will be sent notifying all parents of the cancellation of school as early as possible.

PM routes:

- Roberts will dispatch another bus to transport students to their designated bus stop.
- Only in the event of a major road closure or natural disaster will students not be transported and dropped off at the designated drop-off location. In which case a communication will be sent notifying all impacted parents of the situation and contingency plans.

### **Safety and Expectations**

The community sites used for AM and PM bus stops are all situated in public locations and all parents/students utilizing our bus service must be aware of the impact our presence has on the community/area. It is imperative that we are all pono in our actions and treat each other and the bus stop area with aloha when at our bus stops. The expectations of all parents and students are to:

- Be courteous while waiting at all bus stops.
- Follow all rules and instructions given by KS bus drivers.
- Be safe.
- Meet the time commitments for bus service. Please do not cut off or block buses.
- Respect Kamehameha Schools' property/resources.
- Represent Kamehameha Schools in a manner that is consistent with its values. Conduct themselves in a positive manner by not causing any negative impacts that may jeopardize the safety and security of students, parents, bus drivers, the public, or Kamehameha Schools' use of bus stops.

### **One-to-One Release Procedures for K-5 Bus Riders**

Elementary Students (K-5) should be physically escorted to and from the bus by a parent, guardian or authorized adult. Bus drivers will not let K-5 students off the bus until an adult is present at the bus door. Middle or High School students/siblings cannot escort the elementary student off the bus.

If an adult is not present:

- **Prince Kūhiō Plaza, Wong Stadium, and Pāhoa:** The student will be returned to the campus Kama'āina Kids after-school program at Hā'aeamahi Dining Hall. Kama'āina Kids fees are listed in the Student Handbook.
- **All other bus routes:** The bus will continue along the route and the 'ohana will be contacted. The adult can either meet the bus at the next bus stop or wait for the bus to reach its final destination.

## **Suspicious Behavior at Bus Stops**

Please be aware of your surroundings at bus stops. If there is a suspicious person or any suspicious behavior, please tell a trusted adult as soon as possible. Do not leave your child unattended for extended periods of time. If you or your child feels threatened in any way, call 911 immediately.

## **Student Discipline**

All passengers are expected to abide by the School Bus Passenger Code of Conduct, as set forth in this document. Any incident that involves a violation of the Code will be reported by Transportation to the respective division(s), and may result in disciplinary action, including but not limited to forfeiture of bus riding privileges. Transportation is committed to providing safe and efficient bus service for our haumāna and KS 'Ohana. It is expected that all bus users be likewise committed to contributing to a positive experience for students and their safe transportation.

Only student riders, school personnel, Kamehameha School and Roberts Hawai'i Staff, and the driver are authorized to board a school bus. Parents are not allowed to enter the bus. Any infractions or incidents may result in a loss of ridership.

## **School Bus Passenger Code of Conduct**

1. This Code shall apply to all passengers riding KS school buses, including KS faculty, staff, students, and authorized guests.
2. KS shall communicate the requirements of the Code to KS parents/guardians, students, faculty and staff passengers through the Parent Handbook.
3. Parents/Guardians of student passengers are responsible for instructing their children on applicable safety and behavior expectations. This includes acquainting themselves with and discussing with their children, the bus procedures and policy guidelines printed in the Student and Parent Handbooks.
4. KS shall make reasonable efforts to inform non-KS passengers of the requirements of the Code.

## **Student Code of Conduct**

Prior to loading (at bus stop locations and on campus)

- Encourage students (especially those in elementary school) to use the restroom prior to boarding the bus. The bus will not make restroom stops en route.
- Please do not litter or cause any hazardous or unsafe conditions for our buses or children by driving unsafely or arriving late to our bus stops.
- Be on time. Students need to be at the designated school bus stop 10-15 minutes prior to the bus departure/drop off in order to keep the bus on schedule. Buses will not wait for any students who are not present. Buses will not return for late-arriving students.
- No horseplay or boisterous conduct.
- Be safe and careful.
- When school is dismissed, students need to quickly proceed to the bus ramp. The first round of buses will leave the bus ramp between 5 and 10 minutes, depending on the Division. If a student misses the bus:
  - For AM routes the parent must make arrangements to transport the student to campus.

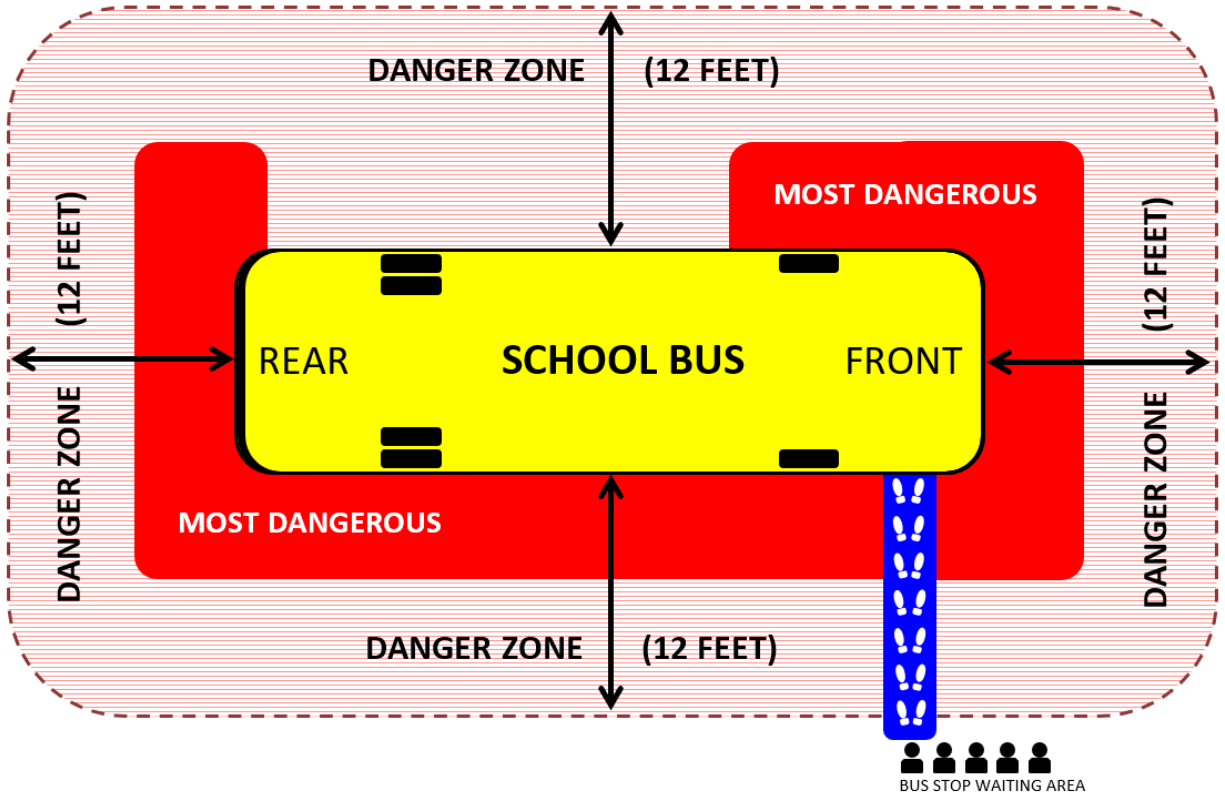
- For PM routes the student shall contact parent for alternate transportation from campus. Buses will not return to the campus for students who arrive late to the bus ramp.
- All bus riders are expected to follow the same rules as those when attending school.
- Refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of the student or to others. Students who misbehave, destroy, or vandalize personal property will be reported to school administrators and may lose their bus riding privileges. Parents will be responsible for any monetary damage caused by students.
- Students need to wait until the bus comes to a complete stop before boarding the bus. Students shall line up in an orderly, single-file manner and not rush to board the bus. Students should board the bus by age with youngest students loading first.
- If there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.

#### Loading/Unloading the Bus

- All students are required to scan a valid RFID bus pass.
- When boarding and departing the bus. If a student has an Alternate Bus Stop Along the Same Bus Route it must be shown to the bus driver prior to boarding the bus.
- Use the bus handrail and watch your step when boarding and exiting the bus.
- When departing the bus check your seat/area to make sure there are no items left behind.
- Walk twelve (12) feet in front of the bus and check to see if the alternating red lamps on the top of the bus are flashing. If so, look at the driver and wait for him/her to give you the signal to cross. If the red lamps are not flashing, do not cross. Notify the driver if the lamps are not working and ask for assistance in crossing the street.

### **DANGER ZONES**

12-foot danger zone: teach your children to avoid the danger zones and stay away from these areas



While on the bus:

- Obey all instructions from the bus driver. The bus driver is the authority on the bus.
- Bus drivers may have assigned seating.
- All body parts should remain inside of the bus (i.e. head, arms and hands) at all times.
- Obscene gestures will not be tolerated.
- Refrain from loud talking, laughing, yelling, or creating unnecessary confusion, which may divert the driver's attention and may result in a serious accident.
- Treat fixtures on the bus with care. KS will seek reimbursement for any vandalism or other acts of destruction that result in damage to bus seats, windows, etc.
- Refrain from tampering with the bus or its equipment.
- Keep all aisle ways clear of all objects.
- In cases of road emergencies, remain in the bus unless directed otherwise by the bus driver.
- Do not throw any objects out of the bus window.
- Remain properly seated while the bus is in motion. Remain in assigned seat unless directed to move by driver. Do not stand or sit on the bus floor.
- Refrain from fighting or engaging in other behavior that would endanger the health and safety of self or others.
- No food or beverages on the bus – this includes gum and candy.
  - Students can eat/drink prior to boarding the bus.
  - Bus drivers have the authority to stop any eating/drinking and to dispose of open food or beverages prior to boarding and while on the bus.
  - If a bus is behind schedule and arrives late to campus, administration and the dining hall are notified so that all students on the bus may eat breakfast prior to

going to class. If a student chooses not to eat when they arrive, they are immediately sent to class.

- No student shall take or remove another passenger's personal effects of any kind.
- Students shall use appropriate language while on the bus and shall not engage in conversation or activities considered to be vulgar, abusive, or demeaning.
- Students shall wear school-acceptable attire while on the bus.

#### After leaving the bus

- When crossing the street without the assistance of a bus driver, cross at nearby crosswalks or intersections. Do not cross directly in front of or behind the bus. If no crosswalks or intersections are available, look both left and right to ensure that no vehicles are approaching before crossing. Always avoid crossing at curves or on hills due to limited sight distance.
- Passengers must depart at their designated bus stop unless proper authorization has been given in advance by the Transportation Department and/or school officials.

#### Backpacks, bags, and other items

Students may transport their backpacks/bags or other allowed items inside the bus as long as the following guidelines are met:

- Items can be held on the student's lap if it doesn't interfere with other students; extend into the aisle or through a window; extend above the student's chin; and block the aisle.
- Item can fit under the student's seat without blocking or extending into the aisle. At no time may any item be transported if the item negatively affects safety or causes a disruption of the driver's schedule.
- Each division may have special rules applying to use of cell phones, laptops, and tablets (iPads, etc.) on buses.
- Toys (or similar) are considered a "safety hazard" and not allowed to be used while on the bus.

#### Unpermitted items on the bus

- Glass or other fragile items
- Pets or animals
- Any instruments that could damage the bus
- Skateboards/scooters
- Any/all items that may be considered a weapon
- Balloons (helium or otherwise)
- Any other items which violate the respective division's Student and Parent Handbook

#### Lost and found items

- Kamehameha Schools does not insure lost or stolen personal items.
- Lost and found items will be turned in to the Transportation Office
- After 30 days unclaimed items will be taken to a local thrift shop or discarded if rejected by the thrift shop

### **Bus Assignments**

- Students are required to ride the bus route(s) they are assigned to (one morning and/or one afternoon route) as stated on their RFID bus pass
  - There will be no exceptions, and parents must make alternative transportation arrangements.
- Students may not bring guests or friends on the bus unless the principal or applicable school administrator grants permission.
- School administrators and bus drivers have the authority to assign seats on the bus and/or make seating assignment changes.
- Kamehameha Schools may take corrective action against passengers who violate the Code, up to and including forfeiture of bus privileges.

### **Bus Seat Belt Procedures**

- The school requires all students riding in school buses to securely fasten three-point seat belts or lap belts, when available, any time the bus is in motion.
- Students who may require assistance in using seatbelts should ask the bus driver for help so that all students are safely belted in their seat before the bus is put in motion.
- Drivers will announce prior to the bus leaving that each student needs to be in their assigned seat and seat belts fastened.
- Students refusing to use seatbelts in a legal and safe manner will be subject to disciplinary actions.
- Repeated refusal to wear seatbelts may result in suspended bus riding privileges.

### **Reporting of Student Infractions**

Students are under the direct supervision of the bus driver while riding the bus. The driver shall be responsible for enforcing and reporting any infractions to the school administrator. If faculty or staff is riding the bus, they shall assist the driver with supervision. If an infraction is observed, the driver shall submit a Student Notice of Concern form to the school's Transportation Manager who will refer the matter to the principal or appropriate school administrator for investigation. If an emergency exists, the driver shall immediately report the infraction for action:

- The student's parents shall be notified of the incident.
- The driver shall not threaten nor order students off the bus en route.
- The driver shall not search students nor detain students by force on the bus.
- If the school administrators are not at the loading area or bus stop, students shall be permitted to leave.

If an emergency exists, the driver shall stop at the nearest safe location and make reasonable efforts for self-protection and the protection of other passengers. In the event the driver cannot make the protective efforts, the driver shall set the brakes and gear to secure the bus, remove the ignition keys, evacuate passengers from the bus, and call for police assistance. The driver shall verbally inform the school of the action taken immediately after completing the run and submit a written report as soon as possible, but not later than two school days after the incident occurs.

The Transportation Department does not determine or administer punishment for infractions of the Student Code of Conduct, or any other violations of inappropriate behavior by students or parents.

Please do not address Student Notice of Concerns with Bus Drivers. Any issues or concerns should be addressed directly with the Transportation Department or to the appropriate school administrator.

### **Notice of Use of Video and Audio Recording Devices in Buses**

For the safety of the passengers and driver, buses utilized by Kamehameha Schools have video cameras installed with audio capability that allows for the recording of oral communications in the interior of the buses.

Transportation is a part of the services that the school provides, therefore the school bus video and audio recordings are the property of Kamehameha Schools. The recordings are used for investigative purposes of Kamehameha Schools business.

### **Student Ridership Tracking and GPS (Global Positioning Systems)**

Buses are equipped with Zonar Systems - a student ridership tracking system and global positioning system (GPS). Students are issued a unique RFID (radio frequency identification) bus pass. When students use their bus pass to scan on/off the bus, the ZPass Card Reader located on the bus records the student's name, time, date, and location which is transmitted to a secure database.

### **Wi-Fi**

KS buses are equipped with rolling hotspots which allow students to do homework on their way to and from school. Presently, Wi-Fi is activated only the country bus routes as students are on the bus 1-1/2 to 2 hours (one-way). Country bus routes include Waimea, Honoka'a and Ka'u. The intent is to allow for static web searching and not video content or streaming. Each division (ES, MS, HS) may have own rules regarding student Wi-Fi policies.

### **School Bus Procedures**

Students and/or their parent/guardian must submit an application and acknowledge to agree to abide by the policies and procedures as set forth in the Student and Parent Handbook. The Transportation Manager or designee shall establish criteria for the approving bus service which may consider several factors, as appropriate. Students approved for bus service will be issued a bus pass for the applicable school year and will be required to scan their bus pass when boarding and exiting the bus for daily transportation. This bus pass will be separate from the student's KS ID card and is required in order for the student to utilize bus service.

- There will be a \$10.00 replacement charge for lost/stolen/damaged bus passes. All replacement bus pass requests must be submitted in writing by a parent/guardian to the Transportation Department via e-mail or written notification.
- Bus passes are non-transferable. Students allowing others to use their bus pass to board the bus will be subject to disciplinary action and may be removed from the bus roster which may result in the revocation of bus privileges.
- Alternative Stop on the Same Bus Route requests must be submitted in writing by a parent/guardian to the Transportation Department via e-mail or written notification.
- Alternative Stop on the Same Bus Route Bus Passes are used if a student needs to go to a different bus stop that is along their same assigned bus route.
  - For example, a student who is assigned to the Nā'ālehu bus stop but needs to be picked-up/dropped-off at the Mt. View bus stop. Both bus stops are along the same Ka'u bus route.



- Please be on-time at the designated school bus stop in order to keep the bus on schedule.
- Please do not litter the areas or create any hazardous or dangerous conditions for our buses and children by driving unsafely or arriving late to the bus stop. Please be considerate of surrounding businesses and their customers. Any inappropriate behavior at our commuter bus stops by parents or students could result in revocation of bus privilege.
- Any status changes, or if your child will not require bus service, please inform the Transportation Department in writing (or email) and addressed to:

Kamehameha Schools Hawai'i  
Transportation Department  
16-716 Volcano Road  
Kea'au, HI 96749

### **Closing Statement**

The above listed information is intended as a source of reference and should not be considered an all-inclusive depiction of the Transportation Department's Policies and Procedures. It is our hope that all bus users and parents will read, understand and utilize the information provided to improve upon their bus service experience. The Transportation Department will continue striving to provide safe and efficient bus service while working toward improving efficiencies and the responsible use of KS resources. Mahalo nui for taking the time to read and understand the **Kamehameha Schools Hawai'i Transportation Bus Service Guidelines**. Should you have any questions or require any clarifications, please contact the Transportation Department at (808) 982-0026 or 982-0701. We can also be reached via email at [raiyo@ksbe.edu](mailto:raiyo@ksbe.edu) or [makuikah@ksbe.edu](mailto:makuikah@ksbe.edu).