



KAMEHAMEHA SCHOOLS  
HAWAI'I

# 2018-2019 School Bus Service Student & Parent Handbook

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# TRANSPORTATION'S ROLE

- **Our Kuleana**
  - Safe transportation of students
  - Servicing transportation requests and meeting our time commitments
  - Operating efficiently and within our budget
- ***We are here to service the keiki of KSH and will make every effort to meet your transportation needs. We ask that you help us to serve you better by:***
  - *Familiarizing yourselves with our procedures*
  - *Follow all rules & safety guidelines at bus stops*
  - *Actively participate in monitoring bus stops*
  - *Immediately report any issues or concerns to the Transportation Department at 982-0026 or 982-0701*

# TRANSPORTATION'S ROLE

- **Transportation Department's Priorities:**
  1. **Student safety**
  2. **Overseeing In-House and Charter Bus requests**
    - *How can delays negatively impact riders?*
      - Delays to bus routes impact transportation's ability to meet scheduled departures and drop offs
      - Delays in huaka'i returning to campus may affect PM bus routes
  3. **Operate efficiently within the operating budget**

# TRANSPORTATION BUS SERVICE GUIDELINES

**The following notes are intended to clarify the mission, priorities, and operational procedures that serve as guidelines for the Transportation Department.**

- **Bus service routes and number of assigned buses are not permanent and may be adjusted each year based on changing needs:**
  - The number of bus applications received, availability of buses, number of waitlisted students, and past practice in servicing certain areas.
- **Priority for bus assignments are assigned on a first-come, first-served basis.**
  - Bus applications received after the deadline will be placed on a waitlist and only considered for bus service after all applications for bus service received before the application deadline have been awarded bus service.
- **Kamehameha Schools Hawai'i contracts schools buses with Robert's Hawai'i for the transportation of KS students**
  - The maximum number of (Type 1) buses that are provided by Robert's Hawai'i is eleven (11), with one (1) spare bus.
  - Based on historical data, a total of eleven (11) buses are sufficient to meet the demand for bus service from outlying service areas.

**Continued**

# TRANSPORTATION BUS SERVICE GUIDELINES

- **Bus Capacity**

- All KS buses are 86 passenger (3 students to a seat) school buses.
- For the comfort of students, Transportation will generally assign 2 (two) students to a seat, whenever possible, reducing bus counts to 58 passengers
- Transportation may assign three (3) students to a seat in order to maximize load counts, provide service for waitlisted students, and for consolidating routes.
- Transportation will not overload buses, transport students without a seat to sit in, allow students to sit on the floor, or put three (3) students in a seat that do not fit within the confines of the seat.
  - 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.
  - Tripling up students are normally limited to KES students. However, in the event of bus breakdowns or manpower shortages, the combining of routes may be needed and students will be required triple up as needed. There is no safety issue with combination routes provided we do not exceed the maximum passenger capacity per bus and students are sitting within the confines of the seat.

- **Minimum Route Capacity**

- The minimum number of students needed to justify a bus is 41 (forty-one) or 70% of a 58 (fifty-eight) student bus count (2 students to a seat).
- Transportation may need to combine routes in order to meet the minimum count for bus service.

# TRANSPORTATION BUS SERVICE GUIDELINES

- **Bus Stops**

- Ideally, bus stop locations are situated to the geographical location that will best suit the area being serviced.
- Parents often choose bus stops according to other factors (work location, etc.)
- Bus stop locations are not permanent and may be moved or adjusted.
- 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.
- Be mindful of the impact our presence has on the community and the general safety of everyone at the bus stops.
- Reported parent/student behavior and safety issues/concerns at bus stops will be addressed on a case by case basis and could lead to removal of a student's bus riding privileges.

# TRANSPORTATION BUS SERVICE GUIDELINES

- **Transportation Responsibilities**

- The Transportation Department assumes full responsibility for students and their safety when students board the bus and throughout departure from the pickup location. Transportation does not assume responsibility for students before boarding the bus or after students have been dropped off at designated locations.

- **Expectations of Bus Users**

- The expectations of all students, parents, and staff utilizing KS bus service are to observe all rules, be safety minded, meet the time commitments for bus service, respect KS property/resources, and to conduct themselves in a manner consistent with the values of Kamehameha Schools.



# STUDENT CODE OF CONDUCT

- ***Parents or guardians of student passengers are responsible for instructing their children on applicable safety and behavior expectations for their children, including acquainting themselves with, and discussing with their children, the bus procedures and policy guidelines printed in the Student and Parent Handbooks.***
- ***At least once during each year, designated KS Transportation administrators shall make available to all passengers on the Code (online document). Instructions shall include procedures for abiding by safety and school rules. Students who do not abide by the Code may forfeit their bus riding privileges.***

# STUDENT CODE OF CONDUCT

- **Prior to loading**
  - Use the restroom prior to loading the bus
  - Be on time (at least 15 minutes prior to departure/drop-off)
  - Buses will not return for late-arriving students
  - No horseplay or boisterous conduct
  - Be safe and be careful
  - Allow bus to come to a complete stop before getting on/off
  - Board in a single-file line youngest to oldest
  - Use the handrail when boarding/exiting the bus

# STUDENT CODE OF CONDUCT

- **While on the bus**
  - Listen to the bus driver
  - Bus drivers may have assigned seating
  - Securely fasten three-point seat belts or lap belts, when available, any time the bus is in motion
  - All body parts remain inside the bus (head, arms, hands, etc.)
  - Be quiet and use appropriate language (do not use loud voices)
  - Do not make obscene gestures, engage in dangerous behavior or create unnecessary confusion
  - Do not tamper with or damage the bus
  - Keep aisle ways clear of all objects
  - Remain seated at all times and do not sit on the bus floor
  - No eating/drinking (including gum and candy)
- **After leaving the bus**
  - Walk twelve (12) feet in front of the bus – never cross in front of or behind the bus
  - Cross when the alternating red lamps on the bus are flashing
  - Always look both ways when crossing
  - Cross at crosswalks or intersections
  - Avoid crossing at curves or on hills

# STUDENT CODE OF CONDUCT

- **Backpacks, bags and other items**
  - Items should not interfere with other students or block/extend into the aisle or through a window
  - Each division may have special rules applying to use of cell phones, laptops and tablets (iPads, etc.) on buses
- **Unpermitted items**
  - 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
  - Any other items which violates the respective division's Student and Parent Handbook
- **Lost and found items**
  - Turned into the Transportation Office
  - After 30 days unclaimed items will be taken to a local Thrift Shop or discarded if rejected by the Thrift Shop

# STUDENT NOTICE OF CONCERN

- The purpose of the Student Notice of Concern (SNC) is to inform you of a student's conduct as a passenger on our school bus.
- SNC's will also be used to report conduct on the bus to unit office administrators and then to parents.
- The Transportation Department does not determine or administer punishment for infractions of the Student Code of Conduct, or any other violations for inappropriate behavior by Students or Parents.
- Please do not address SNC's with Bus Drivers
  - Any issues or concerns should be addressed directly with the Transportation Department or to the appropriate school administrator

*“Be mindful that the fit of bus ridership is a gift that our Ali'i has given to you in order for you to attend Kamehameha Schools Hawai'i”*

KUMU LEHUA M. VEINCENT, Ph.D.

# BUS STOP SAFETY

- **Safety issues at bus stops are the #1 complaint by parents and bus drivers**
- **Expectations at bus stops**
  - Arrive 15 minutes early (AM/PM)
  - Follow parking & drop off/pickup rules
  - Do not walk between or behind buses
  - Do not cut off or block buses
  - Be aware of our impact on the area
  - Parents should not step foot on buses. Only student riders, school personnel in official capacity, and Robert's Staff are authorized to board the school bus.

# BUS STOP SAFETY

- **Expectations at bus stops**
  - **One to One Procedures for K-5 Bus Riders.**
    - Elementary Students should be physically escorted to and from the bus.
    - Bus drivers will not let students off the bus until a parent or authorized adult is present at the bus door.
- **Student Behavior Issues**
  - **Bus Driver is the authority on the bus**
  - **Report any issues/concerns directly to the Transportation Department**

# BUS STOP SAFETY

- **Suspicious Behavior at Bus Stop**
  - Be aware of surroundings
  - Tell a trusted adult if you notice someone you don't know hanging around the bus stop
  - Do not leave your child unattended for extended periods
  - Call 911 if you or your child feels threatened in any way
  - Contact Transportation or Main Gate



# PARENT MONITORS

- **We encourage parents to monitor AM and/or PM bus stops**
- **Parent monitors are a vital component in monitoring and reporting issues at the bus stops.**

# TRANSPORTATION WEBSITE

<http://kshtransportation.weebly.com>

## Kamehameha Schools Hawai'i

HOME

ABOUT

BLOG

TRANSPORTATION

PARENTS

FACULTY & STAFF

LINKS

### TRANSPORTATION DEPARTMENT

16-716 Volcano Road  
Kea'au, Hawaii 96749

Contact Us



### WELCOME

Kamehameha Schools Hawai'i provides bus transportation to and from school utilizing the services of Robert's Hawaii. The transportation department is committed to providing students with safe, efficient and reliable transportation services that contributes to their overall academic success.

Check out our [blog](#) page for our newest updates.

# VIDEO & AUDIO RECORDING DEVICES

- Buses utilized by KS have video cameras installed with audio capability to record the interior of buses



# ZONAR Systems

- Buses are equipped with Zonar Systems – a student ridership tracking system and global positioning system (GPS)
- Students are issued an RFID bus pass that is used to scan on/off the bus using the 'ZPass' reader which is located on the bus
- The 'ZPass' reader records the student's name, time, date, and location which is then transmitted to a secure database

## STUDENT RIDERSHIP, ACCURATE AND SECURE

- › Unique RFID card-based system ensures accuracy
- › Performs without impeding normal loading process
- › Only web-based solution is easy and affordable

ZPASS™



## ZPASS+ COMFORT IN KNOWING

- › Know when and where your student boards and exits the bus
- › Instant notifications via push or cell phone text message
- › Peace of mind that's surprisingly affordable and easy to use

ZPass+



# Wi-Fi

- Starting SY2017-2021, Kamehameha Schools Hawai'i introduced its rolling hotspots to allow students to do homework on their way to and from school
- Presently, Wi-Fi is activated only our 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
- 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.



# BUS PASSES

- **Issued passes are permanent for the current school year**
  - Bus passes from previous school years and Summer Programs are not valid
- **Bus passes must be displayed to driver upon bus entry and must be scanned when entering and exiting the bus**
- **Do not physically damage or alter bus passes**
  - i.e. bend, crack, cut, hole-punch, etc.
- **Replacement of lost, stolen or damaged bus passes:**
  - Must be submitted by a parent/guardian in writing to the Transportation Department via e-mail or written notification
  - A \$10.00 non-refundable fee will be charged
- **Space-Available or Temporary bus passes**
  - Space-available – commonly used for a different bus stop other than their assigned bus route
    - Elementary/Middle School bus riders: Please contact the Elementary/Middle School Office by 10:00 am on the given day(s) to let them know when you would like your child to ride the alternate bus route. The office wants to ensure that your child is placed on the correct bus route.
  - Temporary – commonly used when students forget/lose their bus pass
  - Must be submitted by a parent/guardian in writing to the Transportation Department via e-mail or written notification

# SAMPLE BUS PASS

**S**

2016-2017  
Kamehameha Schools Hawai'i

**A**

**First Name**  
**Last Name**

**M**

03/09/2017 **GR: 12**

**P**

**AM Route: R7-HA**

**AM Stop: Prince Kuhio Plaza**

**L**

**PM Route: R7-HA**

**PM Stop: Prince Kuhio Plaza**

**E**

If found, please return to:  
Kamehameha Schools Hawai'i  
16-716 Volcano Road  
Keeau, HI 96749

In case of emergency, please contact:

RAY IYO  
982-0026 or 217-1437  
raiyo@ksbe.edu

MAIN GATE  
982-0149

# BUS SERVICE AREAS

<b>Service Area</b>	<b>Subdivision</b>
<b>Waimea</b>	<b>KS Preschool (Gr K-8) or Hawaiian Homes Office (Gr 9-12)</b>
<b>Honoka'a</b>	<b>Honoka'a - Sports Complex Pa'auilo - Earl's Store Laupahoehoe Pool (AM) / Minit Stop (PM) Honomū - Ed's Bakery Pepe'ekeo – X Press Mini Mart (AM) / Hamakua Coast FCU (PM) Papaikou Community Center</b>
<b>Ka'u</b>	<b>Ocean View Wai'ohinu – Kauaha'ao Church Na'alehu Theatre Pahala Shopping Center Volcano Store Glenwood Park Mt. View - St. Theresa's Church Kurtistown - J. Hara Store</b>
<b>Pahoa</b>	<b>Pahoa Martketplace - Subway Area Orchidland - Wikiwiki Mart Kea'au - HFS FCU</b>
<b>Hilo</b>	<b>Prince Kuhio Plaza Wong Stadium</b>





Waimea

Waimea KS Preschool (K-8)

Hawaiian Homes Office (9-12)





Waimea KS Preschool (K-8)

Hawaiian Homes Office (9-12)

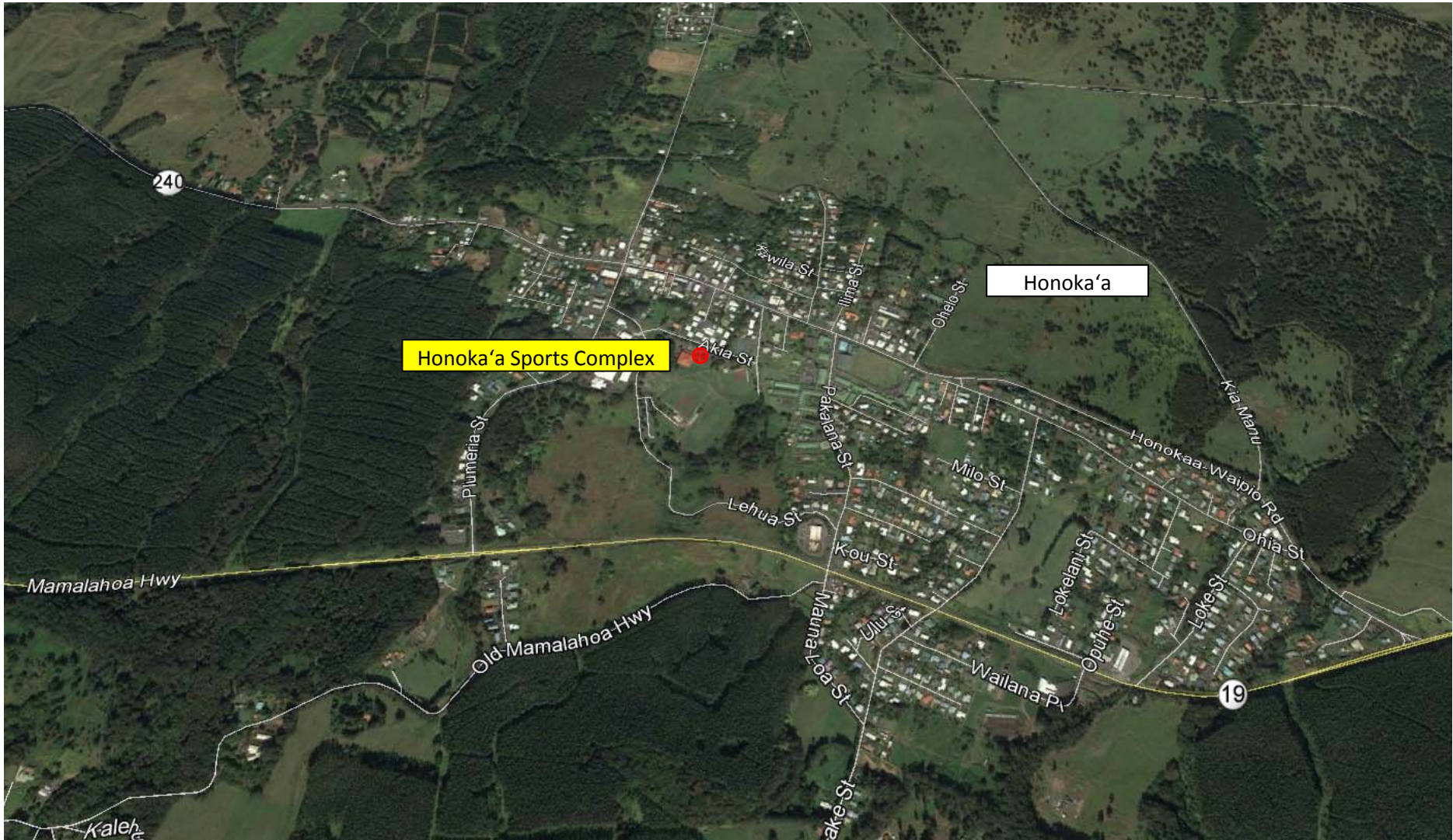
Kakaninia Rd

Mamalahoe Hwy

Mana Rd

19



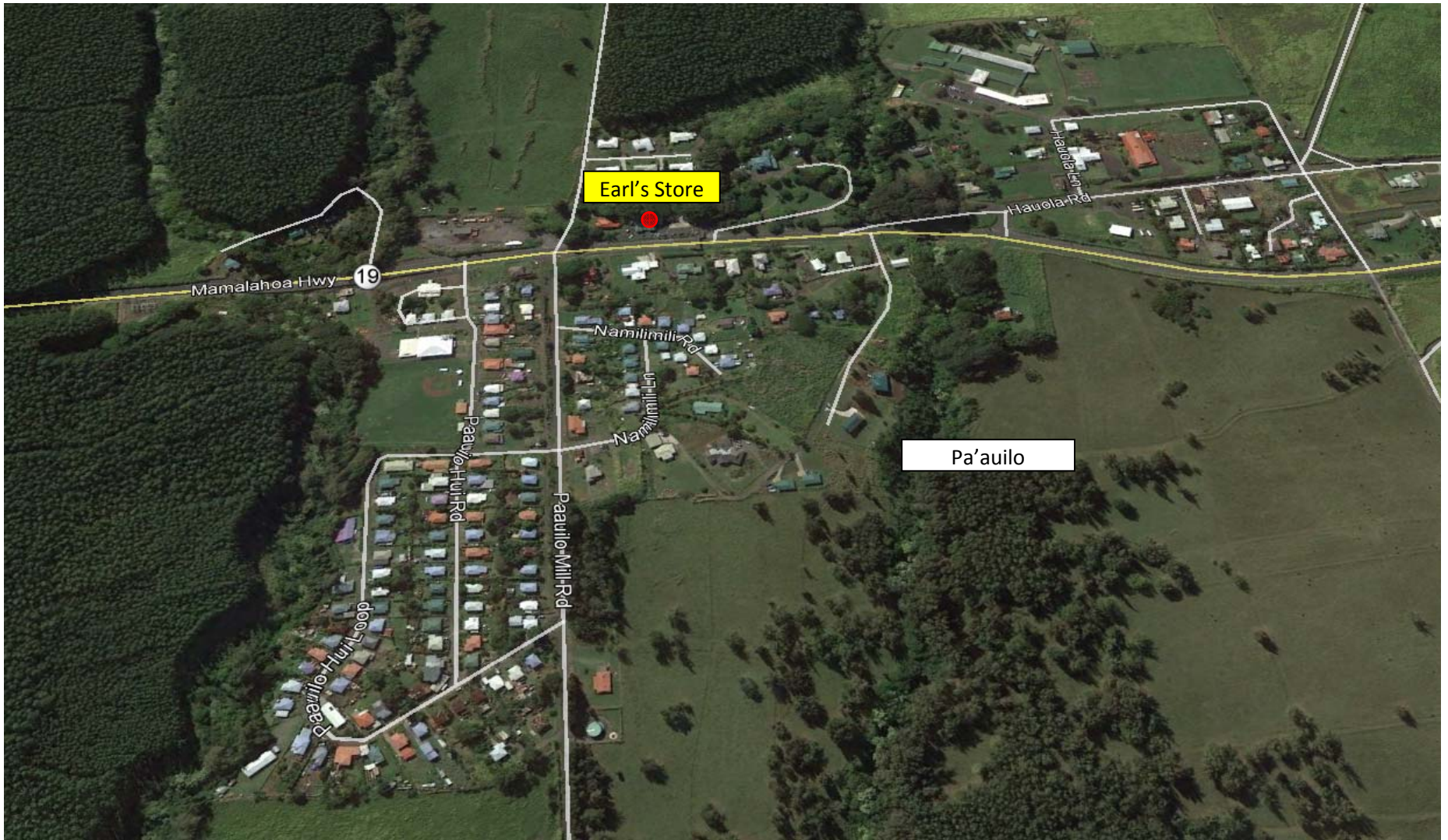






Honoka'a Sports Complex





Earl's Store

Pa'auilo









Ed's Bakery

Honomū

220

19

Old-Mamalahoa-Hwy

Akaka-Falls-Rd

Stable-Camp-Rd

Pisako-St

Honolulu-Rd

Pua-St



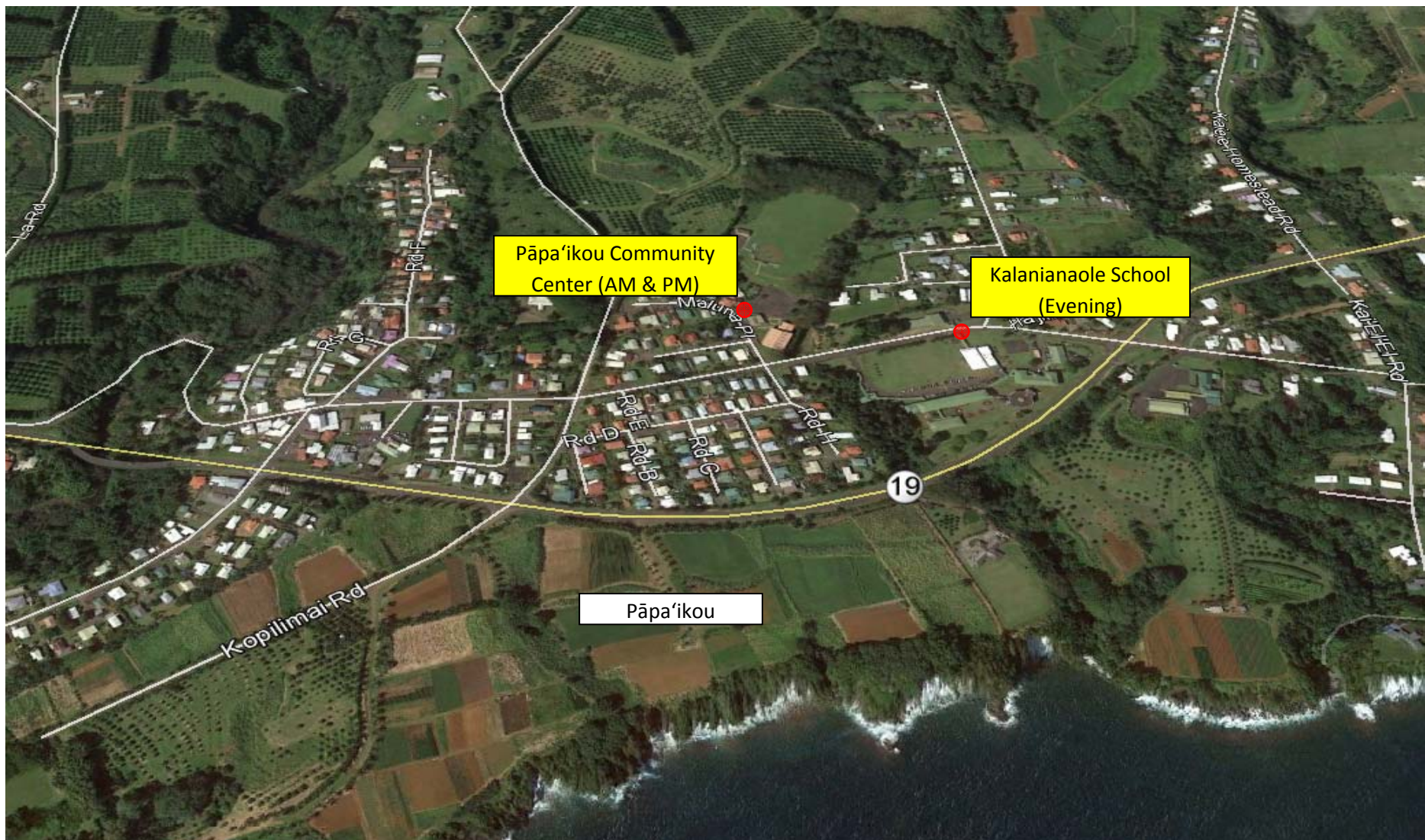


Pepe'ekeo

Hamākua Coast FCU (PM)

19





Pāpa'ikou Community Center (AM & PM)

Kalaniana'ole School (Evening)

Pāpa'ikou

19

Kopilimai Rd

Rd F

Rd G

Rd D

Rd E

Rd B

Rd C

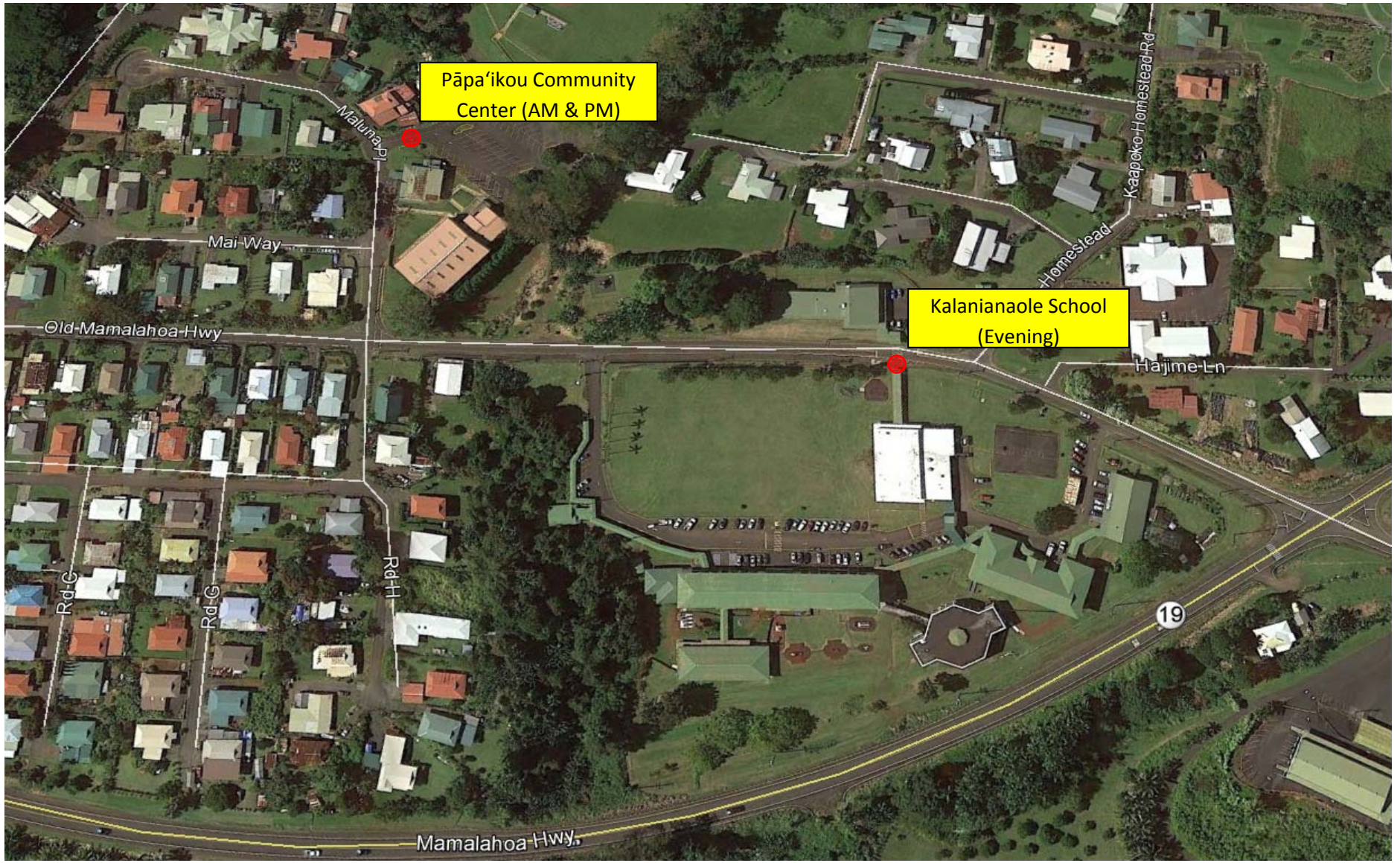
Rd H

Maunaloa Pl

Kali'e'e Rd

Kali'e'e Rd





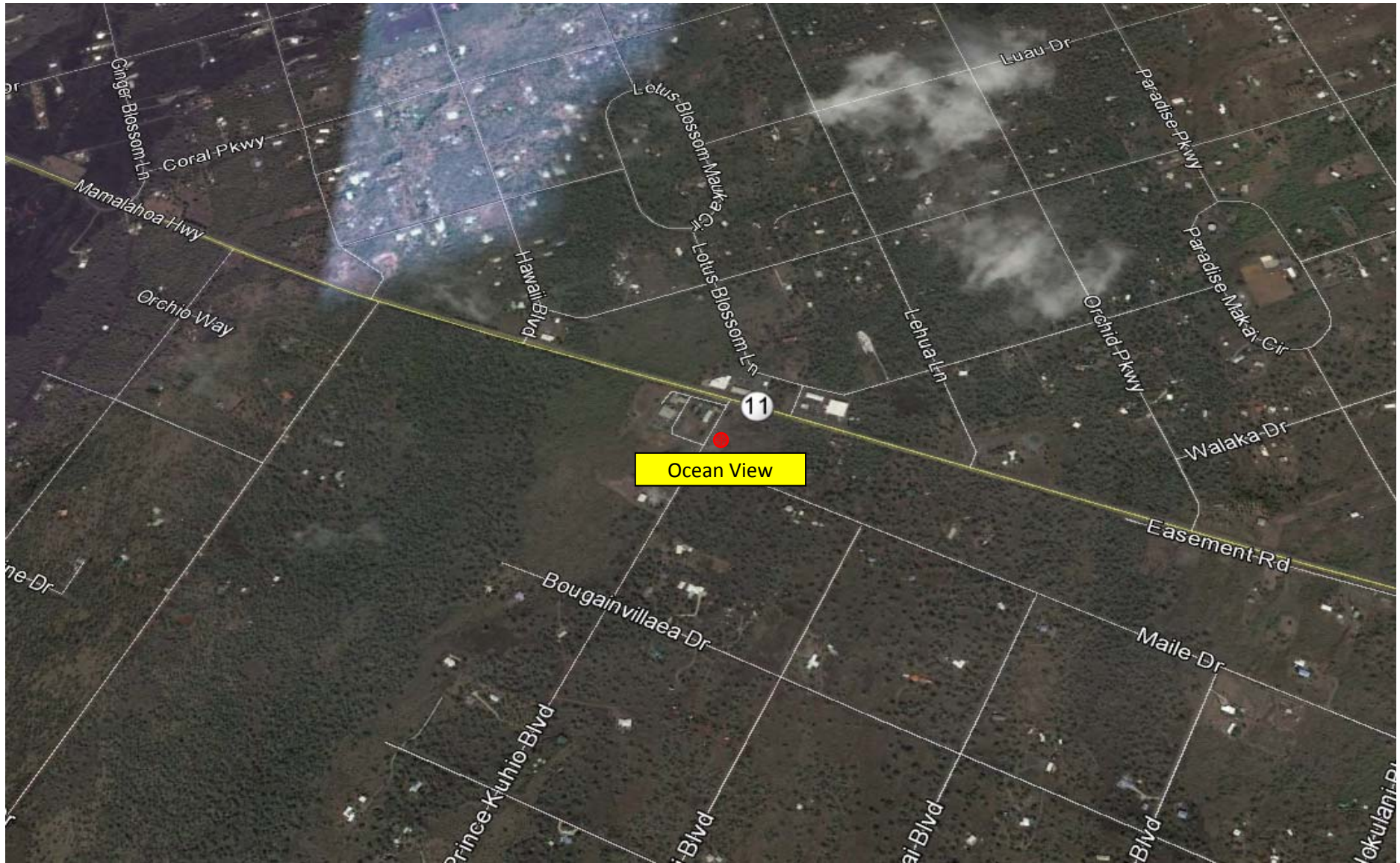
Pāpa'ikou Community Center (AM & PM)

Kalaniana'ole School (Evening)



19





Ocean View

11

Lotus Blossom-Makae  
Lotus Blossom Ln  
Luau Dr  
Paradise Pkwy  
Paradise Makai Cir  
Orchid Pkwy  
Walaka Dr  
Easement Rd  
Maile Dr  
Bougainvillea Dr  
Prince Kuhio Blvd  
Hawaii Blvd  
Lehua Ln  
Orchid Way  
Coral Pkwy  
Mamalahoa Hwy  
Ginger Blossom Ln  
ne Dr  
ai Blvd  
Blvd  
okulani Dr





Hele-On Park & Ride

Ocean View

11

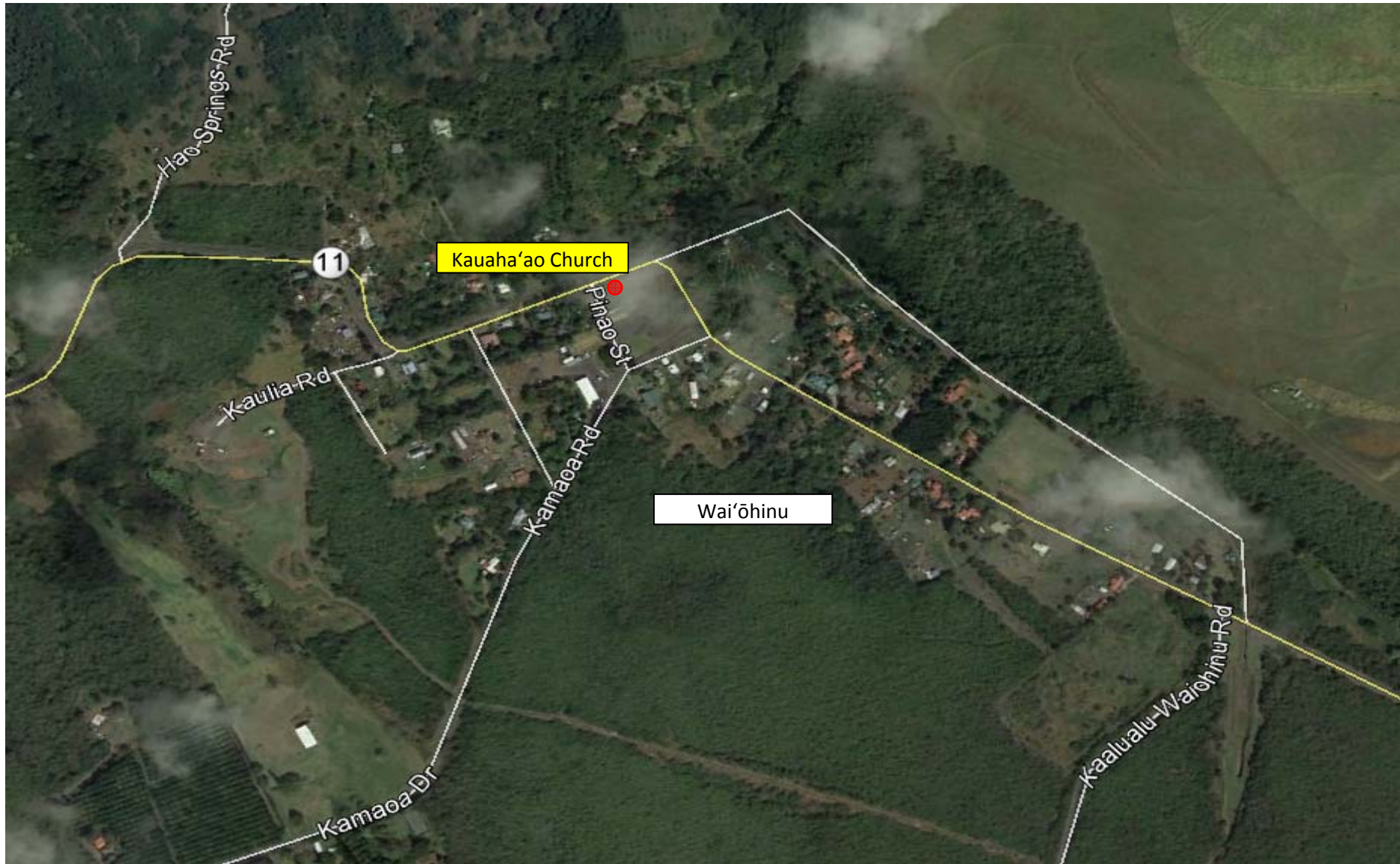
Prince Kuhio Blvd

Maile Dr

Lotus Blossom Ln

Mamalahoa Hwy





Kauaha'ao Church

Wai'ohinu

11

Hao Springs Rd

Kaulia Rd

Ipinao St

Kamao'a Rd

Kamao'a Dr

Kaalu'alu-Wai'ohinu Rd



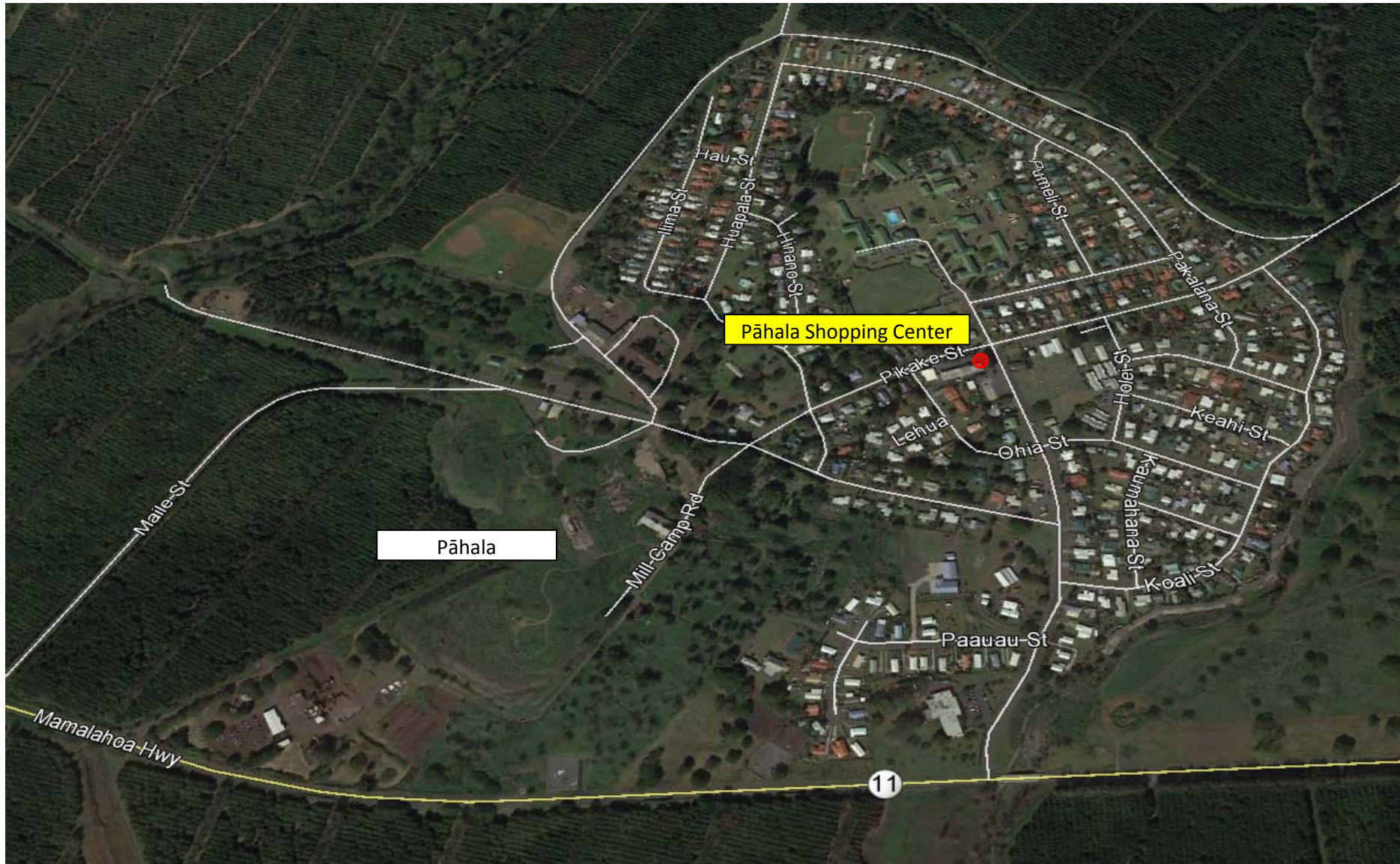


Nā'ālehu

Nā'ālehu Theatre

11



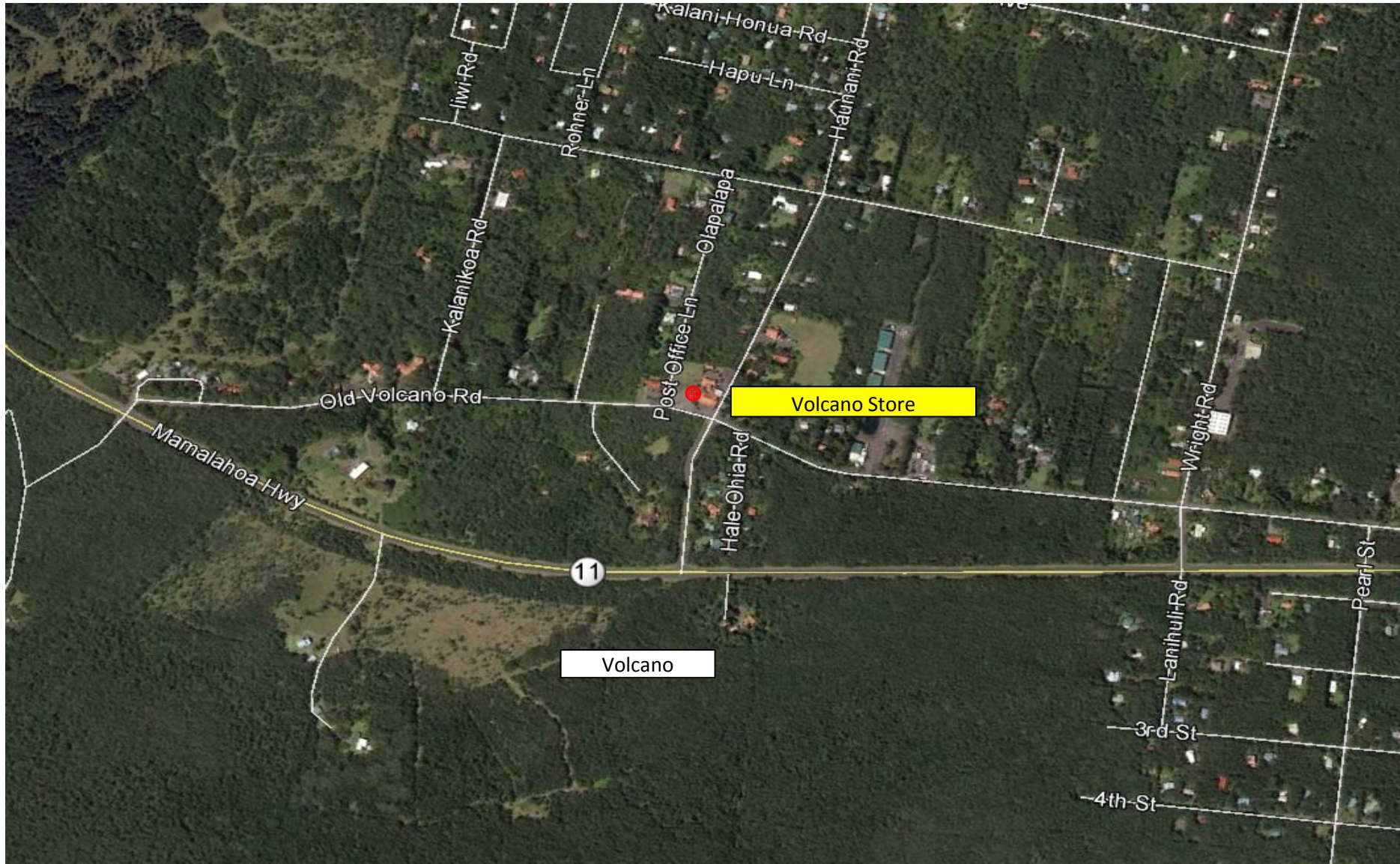


Pāhala

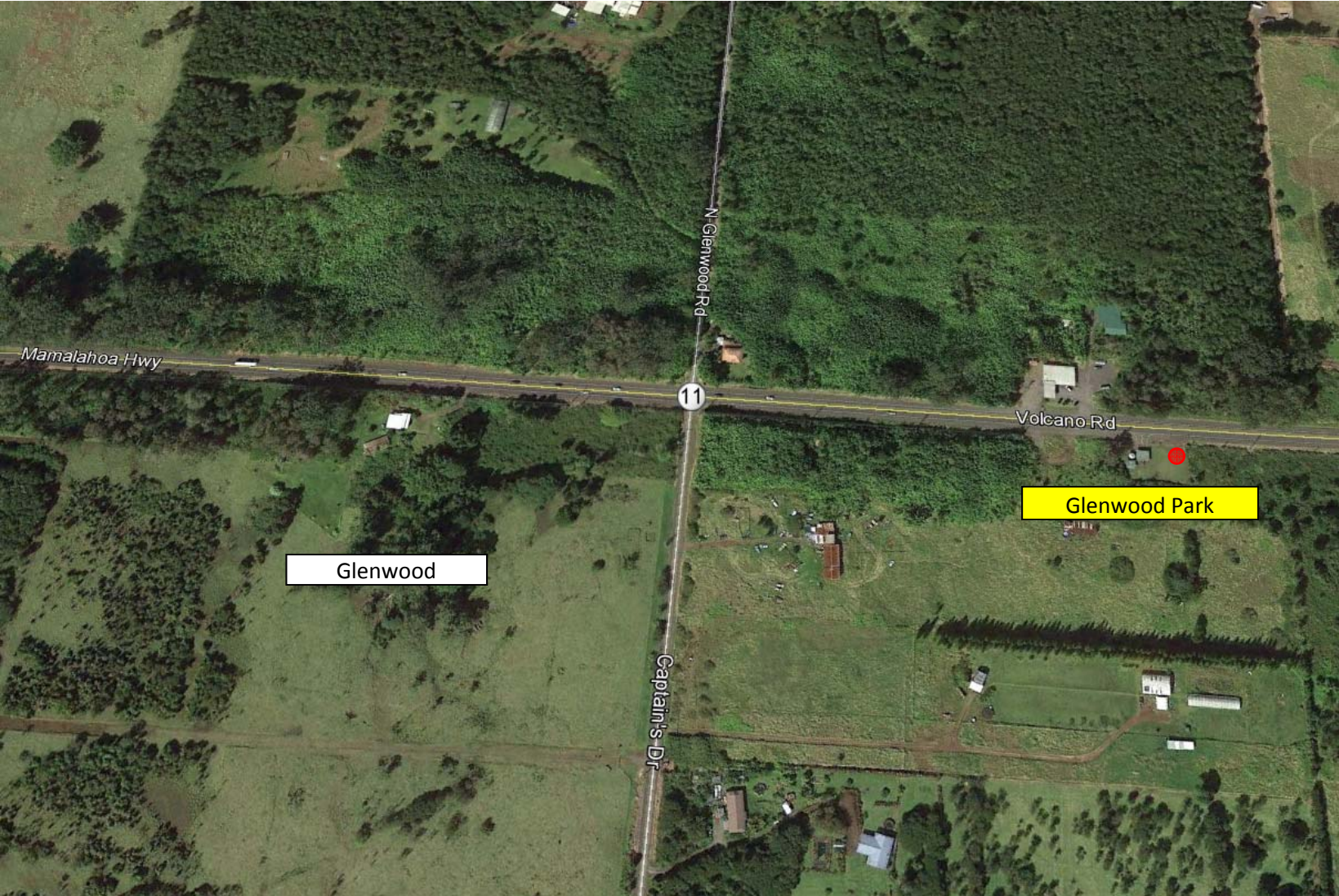
Pāhala Shopping Center

11









Glenwood

Glenwood Park

Mamalahoa Hwy

N Glenwood Rd

11

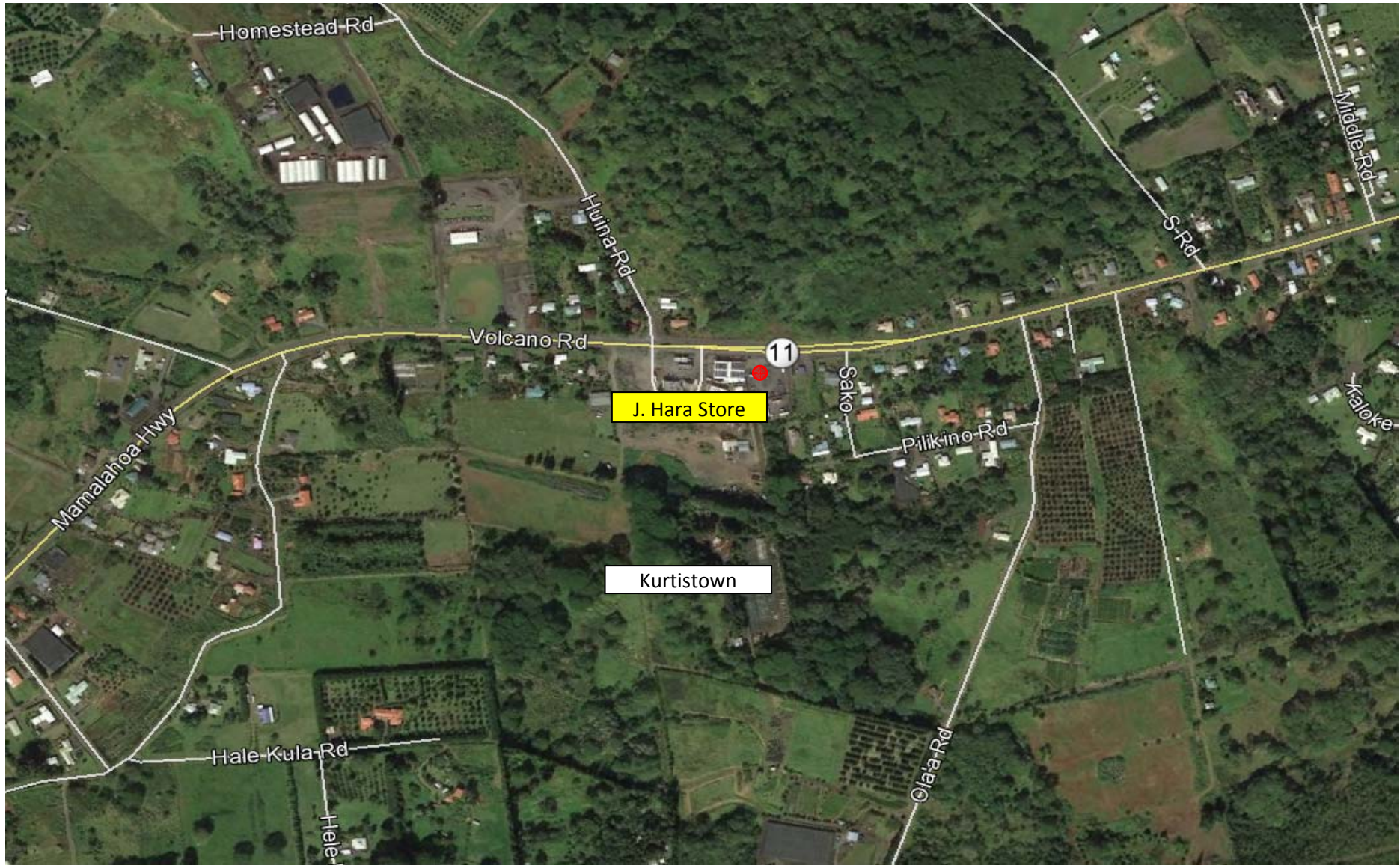
Volcano Rd

Captain's Dr

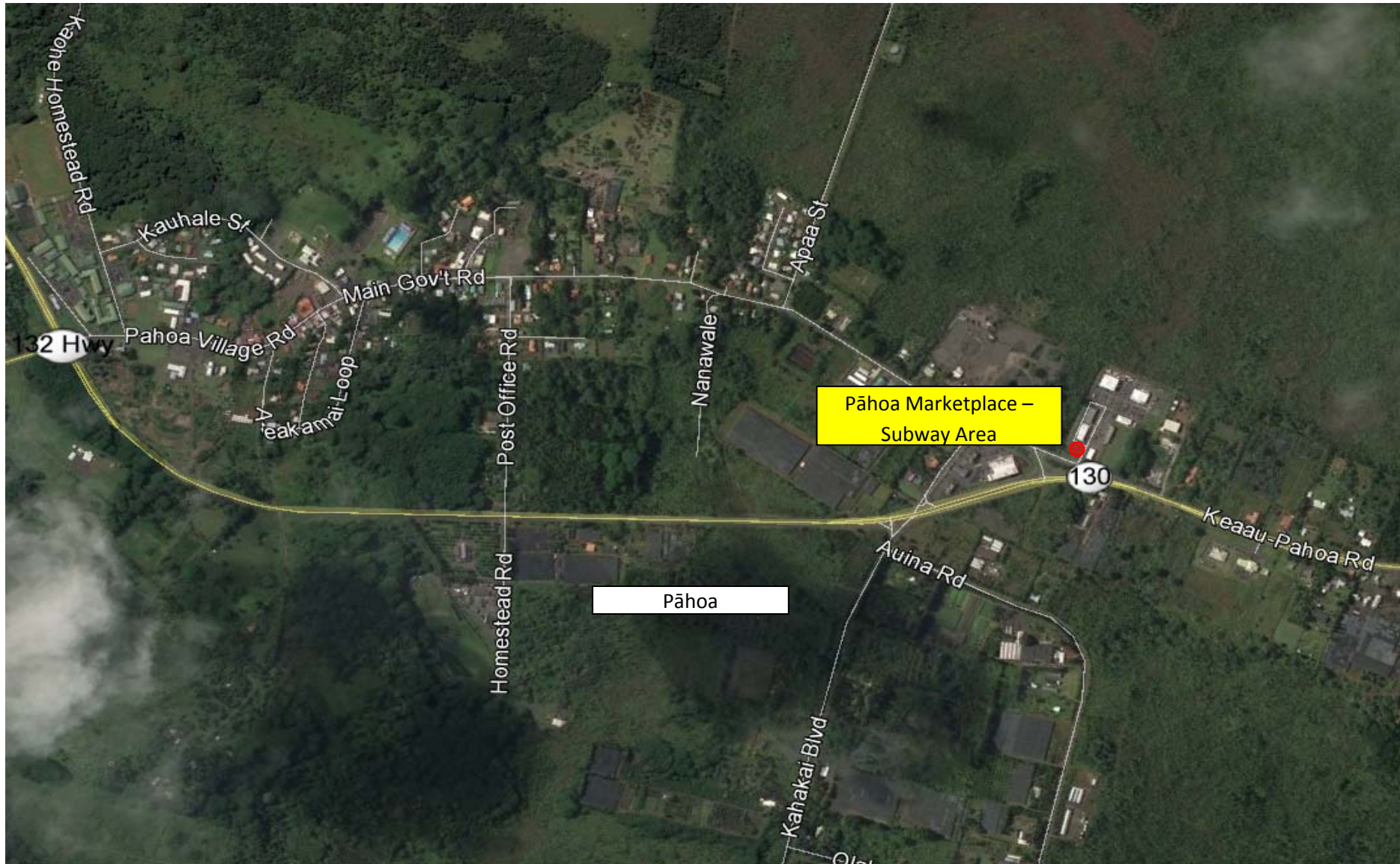












132 Hwy

130

Pāhoa Marketplace -  
Subway Area

Pāhoa

Kaoho Homestead Rd

Kauhale St

Pāhoa Village Rd

Main Gov't Rd

Apaa St

Nanawale

Post Office Rd

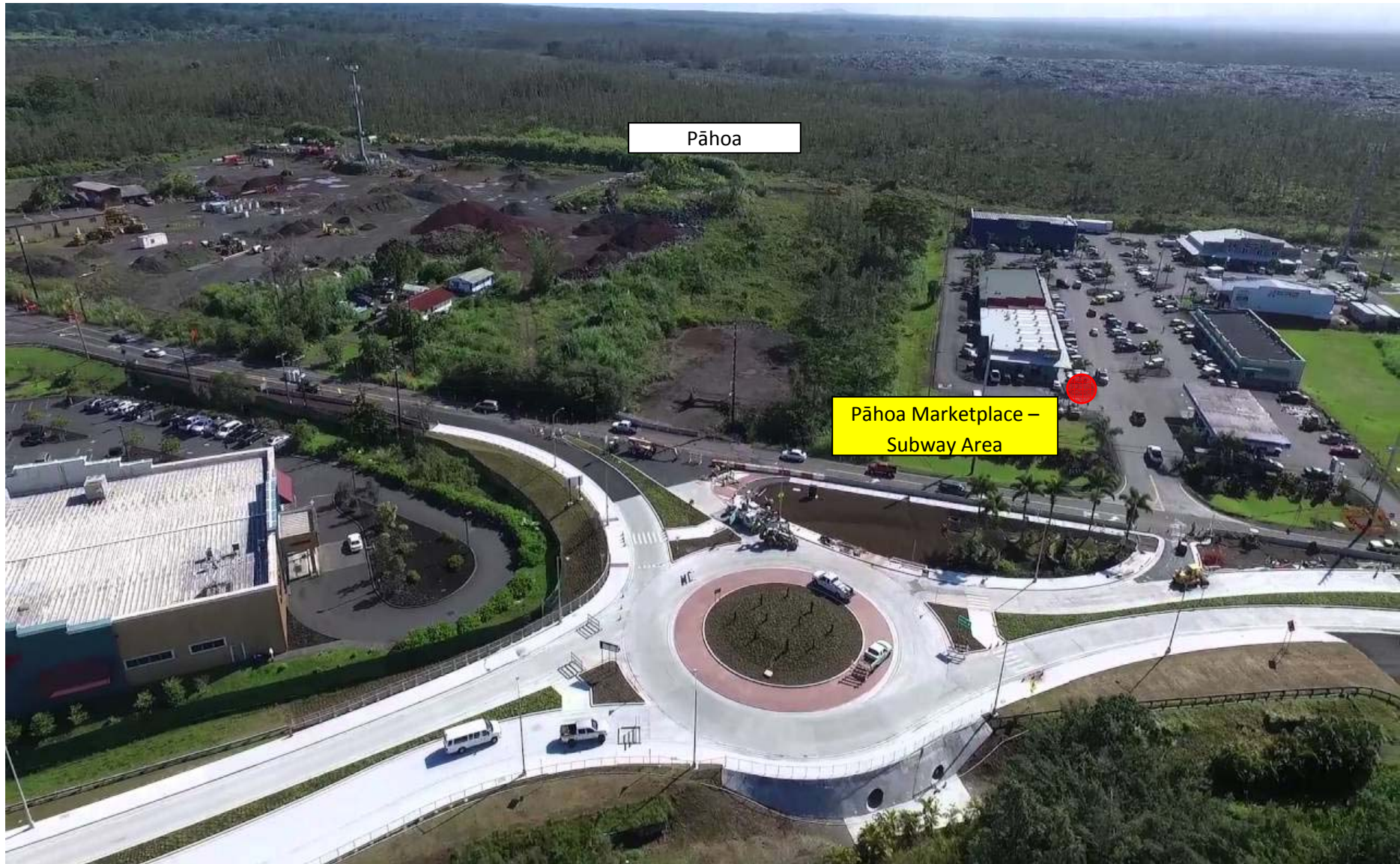
Leakamāi Loop

Auina Rd

Keaau-Pāhoa Rd

Kahakai Blvd

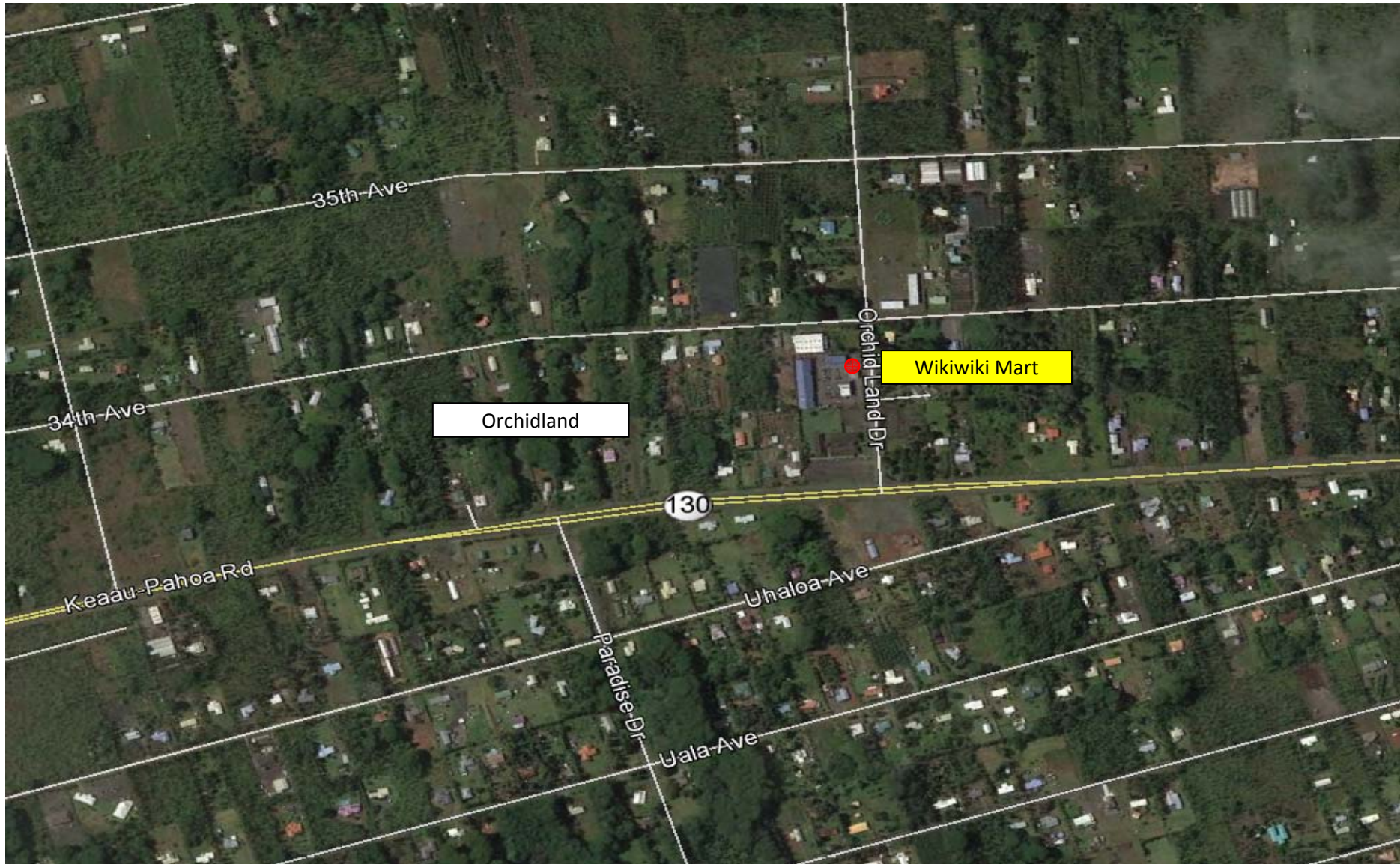




Pāhoa

Pāhoa Marketplace –  
Subway Area





35th Ave

34th Ave

Orchidland

Wikiwiki Mart

Orchidland Dr

130

Keaau-Pahoa Rd

Uhaloa Ave

Paradise Dr

Uala Ave





(PM only)  
HFS Federal Credit Union

Kea'au





Prince Kūhiō Plaza Food Court –  
Middle & High School

Macy's  
Men

Macy's  
Women

Prince Kūhiō Plaza  
Back Parking Lot -  
Elementary









Wong Stadium

Maunaloa St

Kalanikoa St

Pili St

11



# CONCLUSION

- **Trust**

- You have entrusted us with the daily transportation of your keiki. We understand the importance of your trust and the responsibility that goes along with it. With that same respect, we humbly ask for your trust that we will safely transport your keiki and have confidence knowing that the decisions we make are pono and in the best interests of our haumāna and Kamehameha Schools.

- **Cooperation**

- As always, cooperation is vital to our success. We must not only work together to ensure the safety and well being of our haumāna, but we must also ensure that our daily activities do not cause any disruption or inconvenience to other students, parents or the communities in our service areas.

# CONCLUSION

- **Aloha**
  - **Working with Aloha is a strongly held value at Kamehameha Schools. We strive to work with aloha in everything we do. However, our commitment to working with aloha should not be misinterpreted as a willingness to provide preferential treatment to individuals by accommodating personal requests.**
  - **Please remember that we must be consistent in everything we do, which means that in most circumstances, if we can't accommodate the same request for everyone, we won't be able to grant the request for certain individuals. Mahalo for your understanding.**



# CONCLUSION

- **We look forward to this new school year and anticipate continued open lines of communication with parents to continually improve our operation.**
- **The relationship that we develop will be a key component to the future success of our operation and we will continue to build on the positive feedback that we receive.**
- **Please remember that we value your input and you are always free to voice your opinion to us.**
- **Mahalo nui loa for your kōkua!**