

July 5, 2016

Aloha,
Your child has been awarded a seat on the school bus for the 2016-2017 School Year.

Bus Service Award Packet Enclosures:

- 1) Award Letter
- 2) Bus Schedule (Regular and Early Release Schedules)
- 3) Zonar Letter
- 4) Zonar RFID Bus Pass

Bus Passes. Students must show their bus pass to the bus driver when boarding and surrender their pass upon request of the driver. Each pass is labeled with the student's name, grade and bus routes and is **not transferable** or to be used by another student. Students who are awarded a bus seat must ride the bus to which they are assigned. Unauthorized use will result in disciplinary action. There is a \$5.00 fee (cash or checks payable to "Kamehameha Schools") for replacement bus passes.

Bus Passenger Code. While riding KS buses, students are under the direct supervision of the bus driver. The driver shall be responsible for enforcing and reporting any infractions of the KS Bus Passenger Code to school administrators.

Guidelines at Bus Stops and on Buses:

- Elementary Students should be escorted to and from the bus.
- ARRIVE ON TIME (15 minutes prior to the bus departure/drop off). Do NOT stop the buses once they are moving. You will be responsible for bringing your child to school if they miss the bus.
- DRIVE SAFELY (watch for children in parking lot).
- Park in marked stalls only, follow all lane markings, do NOT drive across parking stalls.
- Respect the "**Danger Zone**" which surrounds all sides of the bus. The "Danger Zone" is ten feet wide on all sides of the bus. Always remain 10 steps away from the bus to be out of the "Danger Zone" and where the driver can see you.
- Do NOT walk between parked buses.
- Respect our bus stops (no vandalizing, littering, etc.); parents will be liable for damages.
- Respect our bus drivers and fellow students.
- Do NOT leave students unattended at the bus stop for extended periods. Supervision is NOT provided at the bus stops.
- Passengers shall not be permitted to leave the bus at other than designated bus stops unless proper authorization has been given in advance by school officials. Please see below for our "K-5 One-to-One Release at Drop-Off" Policy.
- Cell phones and tablets should ONLY be used in case of an emergency or to communicate with parent/guardian.
- Kendama Toy's (or similar) are considered a "safety hazard" and NOT allowed to be used while on the bus.
- Non-bus riders are NOT allowed to board a school bus and may be a violation of state law.

Please also note that some buses will be making more than one stop in the afternoon, so be sure that your child knows at which stop he/she should get off the bus.

Buses will leave at the scheduled departure times. Arriving late delays others from reaching their destination as scheduled. Students are expected to respect all rules set by the establishment. Bus stops used are made through agreements (at no extra cost) with various businesses and the County of Hawaii. Owners have to right to revoke our use of their premises at any time. Additional information may be found in your student handbook. Remember that bus transportation is a privilege, and non-compliance with established rules and procedures may result in student's removal from the bus transportation program.

"K-5 one-to-one Release at Drop-Off" Policy applies to students who ride the following bus routes in the afternoon:

- ❖ R4-E/M Pāhoa
- ❖ R5-E Prince Kūhiō Plaza
- ❖ R6-E Wong Stadium
- ❖ R7-E Prince Kūhiō Plaza

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. If no one is there to meet the elementary keiki, he or she will be returned to the campus YMCA after-school program located at Hā`aeamahi Dining Hall. Fees are listed in Student Handbook.

Notice of Use of Video and Audio Recording Devices in Buses. For the safety of the rider's and driver, buses utilized by Kamehameha Schools will have video cameras installed that also record oral communications in the interior of the buses.

Evening Buses. Provided (only on select routes) for current Middle and High School bus riders participating in after-school activities or sports. Riders that have been awarded a PM (afternoon) or RT (round-trip) bus pass may utilize this service at no additional cost. Times are listed on the Bus Schedule.

Evening Bus:

All bus routes except Waimea:

Buses will be provided Monday, Tuesday and Wednesday only.

Waimea route:

Bus will be provided Wednesday and Thursday.

Space-Available Bus Pass. May be requested in writing and is dependent on space-availability. Space-Available Bus Passes may incur a fee.

Cancelling Bus Service. Parents who wish to withdraw their child from bus service must notify the Transportation Department in writing (mail, fax, email) and return bus pass. The bus service fee is **NON-REFUNDABLE**.

Additional information can be found in your Student/Parent Handbook and on the Transportation Website at <http://kshtransportation.weebly.com>.

If you have any questions or concerns before and during the school year, please contact the following individuals:

Ray K. Iyo (Transportation Coordinator)

982-0026/217-1437

Peter Fuchs (Director of Campus Operations/Fiscal Administrator)

982-0038

Mahalo,



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