July 9, 2018

Aloha,
Your child has been awarded a seat on the school bus for the 2018-2019 School Year.

Bus Service Award Packet Enclosures:

1) Award Letter
2) Bus Schedules
3) Zonar RFID Bus Pass and Plastic Loop

Bus Passes. RFID bus passes are **non-transferable and are valid only on the assigned bus route. Students must be prepared to display their valid bus pass to the driver upon request**. Students entering and exiting the bus are required to scan their RFID Bus Pass at the card reader. Each pass is labeled with the student's name, grade and bus routes and is not to be used by another student.

Bus Riders who fail to display a valid bus pass upon demand will be transported to/from school, however it may result in service disruptions. The bus driver will:

1. Instruct the student to obtain a temporary bus pass from the school office or Transportation before their next ride, and
2. Report the incident to the school principal and/or Transportation (Student Notice of Concern).

NOTE: Continued failure to display a valid bus pass will result in disciplinary action, up to forfeiture of bus riding privileges.

Lost, Damaged, or Stolen Bus Pass: Parent/Guardian must submit a request in writing (handwritten or email). There is a $10.00 fee (cash or checks payable to "Kamehameha Schools") for replacement bus passes.

Space-Available Bus Pass. Parent/Guardian must submit a request in writing (handwritten or email) and is dependent on space-availability.

Cancelling Bus Service. Parent/Guardians who wish to withdraw their child from bus service must notify the Transportation Department in writing (handwritten or email) and return the bus pass. The bus service fee is **NON-REFUNDABLE.**

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 (10-15 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 the parking lot).
- 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.
- 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.
- Each Division may have special rules applying to use of cell phone, laptops and tablets (iPads, etc.) on buses.
- Non-bus riders are NOT allowed to board a school bus and may be in violation of state laws.
- Students are required to use and securely fasten three-point seat belts or lap belts, when available, any time the bus is in motion.
- Students shall remain seated in an orderly manner while the bus is in motion and until the bus comes to a complete stop at its destination.

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
- 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.

WI-FI. Wi-Fi may be available on the Waimea, Honoka`a and Ka`ū routes. Bus Riders with long travel times can access the internet for educational purposes.

Notice of Use of Video and Audio Recording Devices in Buses. For the safety of the riders and drivers, 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 Middle and High School bus riders participating in after-school activities or sports. Riders that possess a valid PM (afternoon) or RT (round-trip) bus pass may utilize this service at no additional cost. Times are listed on the Bus Schedule. Buses are provided Monday thru Thursday. RFID Bus Pass scanning procedures apply.

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)	raiyo@ksbe.edu	982-0026/217-1437
Maile Kuikahi (Administrative Assistant)	makuikah@ksbe.edu	982-0701
Peter Fuchs (Director of Campus Operations/ Fiscal Administrator)	pefuchs@ksbe.edu	982-0038

Mahalo,

Ray K. Iyo
Kamehameha Schools Hawai`i
Transportation Department