



STATE OF HAWAII

DEPARTMENT OF EDUCATION

Ke Kula Kaiapuni 'O Ānuenue
2528 10th Avenue
Honolulu, Hawaii 96816
Telephone: (808) 733-8465 FAX: (808) 733-8467

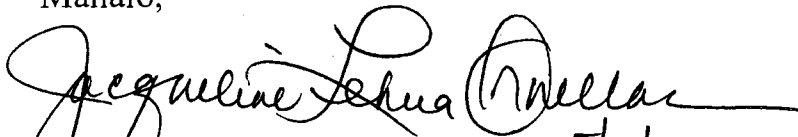
Aloha e nā 'ohana o Ke Kula Kaiapuni 'o Ānuenue:

ALL bus applications and payments are processed at Ānuenue School, so please include payment with the application. Applications without payment will be returned and this will delay the processing period and your keiki may not be eligible to ride the bus until payment is received.

Once payment is received and processed, you keiki will receive a temporary bus pass (with an attached receipt of payment) which will enable keiki to start using the bus service immediately. The Student Transportation office will print out a permanent bus pass card and Ānuenue will hand deliver it to your keiki.

Please note that alternate bus routes cannot be taken without prior approved CS-101 form. Mahalo for your prompt attention to this matter as keiki attendance at school is important for academic success. Should you have any questions, please contact the school at 733-8465.

Mahalo,


Jacqueline Lehua Ornellas
Po'okumu Hope
Ke Kula Kaiapuni 'o Ānuenue
5/2/11

**HAWAII DEPARTMENT OF EDUCATION
STUDENT TRANSPORTATION SERVICES BRANCH**

FORM ST-70

SY 2011-2012 APPLICATION FOR STUDENT TO RIDE SCHOOL BUS

PAYMENT PLAN (CHOOSE ONE ONLY) PLEASE ATTACH PAYMENT WITH APPLICATION

Select one (1) payment plan: check your plan

Annually, morning & afternoon (AM/PM) Cost \$270.00

Annually, morning only (AM) Cost \$135.00

Annually, afternoon (PM) Cost \$135.00

Select one (1) payment plan: check your plan

Quarterly, morning & afternoon (AM/PM) Cost \$72.00 each quarter (1st-4th)

Quarterly, morning only (AM) Cost \$36.00 each quarter (1st-4th)

Quarterly, afternoon (PM) Cost \$36.00 each quarter (1st-4th)

One-way, Bus Coupon (AM or PM) Cost of \$12.50 per sheet of 10 (ten) coupons

Annual plan reflects an \$18.00 discount

Rate Details:

Annual Roundtrip (AM/PM): Cost \$270.00 **DUE UPON RECEIPT OF APPLICATION**

Annual One-Way (AM or PM): **Cost \$135.00 DUE UPON RECEIPT OF APPLICATION**

Quarterly Roundtrip (AM/PM): **Cost \$72.00 EACH QUARTER (1ST-4TH)**

Quarterly One-Way (AM or PM): **Cost \$36.00 EACH QUARTER (1ST-4TH)**

**COST OF QUARTERLY PAYMENTS ARE DUE NO LATER THAN
(SEE DATES BELOW)**

1st quarter: DUE UPON RECEIPT OF APPLICATION

2nd quarter: October 7, 2011

3rd quarter: January 2, 2012

4th quarter: March 16, 2012

One-Way Bus Coupons may be purchased at any time

Parent/Guardian Signature

BUS # 1: WAIANAE/NANAKULI (0-1) SUNDAY

TIME:

5:45 a.m. departure	Waianae Mall Shopping Center (Payless Shoe Store)
6:00 a.m. departure	Nānākuli High School (Top South Parking Lot)
7:15 a.m. arrival	Ānuenu School
1:40 p.m. departure	Ānuenu School (Wednesdays)
2:40 p.m. departure	Ānuenu School (Mon., Tues., Thurs., Fri.)
2:30 p.m. arrival	Nānākuli High School (Top South Parking Lot-Wednesdays)
2:45 p.m. arrival	Waiaē Mall Shopping Center (Payless Shoe Store-Wednesdays)
3:30 p.m. arrival	Nānākuli High School (Top South Parking Lot-Mon., Tues., Thurs., Fri.)
3:45 p.m. arrival	Waiaē Mall Shopping Center (Payless Shoe Store-Mon., Tues., Thurs., Fri.)

BUS # 2: WAIPAHU/PEARL CITY (0-2) MORNING ROUTE ~~PEARL~~
 BUS # 2: PEARL CITY ONLY (0-2) AFTERNOON ROUTE ~~PEARL~~

TIME:

6:00 a.m. departure	Wal-Mart (Kunia-Park & Ride)
6:30 a.m. departure	Foodland/Don Quijote (Pearl City Back Parking Lot)
7:15 a.m. arrival	Ānuenu School
1:40 p.m. departure	Ānuenu School (Wednesdays)
2:40 p.m. departure	Ānuenu School (Mon., Tues., Thurs., Fri.)
2:10 p.m. arrival	Foodland/Don Quijote (Pearl City Back Parking Lot-Wednesdays) ONLY
3:10 p.m. arrival	Foodland/Don Quijote (Pearl City Back Parking Lot-Mon., Tues., Thurs., Fri.) ONLY

BUS # 3: KANEŌHE/ KALIHI (0-3) WEDNESDAY

TIME:

6:20 a.m. departure	Windward City Shopping Center (Kaneōhe-Long's Drugs)
6:45 a.m. departure	Kaewai Elementary & Kalihi Police Station (Kam IV Road)
7:15 a.m. arrival	Ānuenu School
1:40 p.m. departure	Ānuenu School (Wednesdays)
2:40 p.m. departure	Ānuenu School (Mon., Tues., Thurs., Fri.)
2:05 p.m. arrival	Kaewai Elementary & Kalihi Police Station (Kalihi Kam IV Road-Wednesdays)
2:20 p.m. arrival	Windward City Shopping Center (Kaneōhe-Long's Drugs-Wednesdays)
3:10 p.m. arrival	Kaewai Elementary & Kalihi Police Station (Kam IV Road-Mon., Tues., Thurs., Fri.)
3:30 p.m. arrival	Windward City Shopping Center (Kaneōhe-Long's Drugs-Mon., Tues., Thurs., Fri.)

BUS # 4: NĀNĀKULI/PEARL CITY (0-4) MORNING ROUTE ~~PEARL~~
 BUS # 4: NANAKULI/WAIPAHU (0-4) AFTERNOON ROUTE ~~PEARL~~

TIME:

6:00 a.m. departure	Nānākuli High School (Top South Parking Lot)
6:30 a.m. departure	Foodland/Don Quijote (Pearl City Back Parking Lot)
7:15 a.m. arrival	Ānuenu School
1:40 p.m. departure	Ānuenu School (Wednesdays)
2:40 p.m. departure	Ānuenu School (Mon., Tues., Thurs., Fri.)
2:10 p.m. arrival	Wal-Mart (Kunia Park & Ride-Wednesdays)
2:40 p.m. arrival	Nānākuli High School (Top South Parking Lot-Wednesdays)
3:10 p.m. arrival	Wal-Mart (Kunia Park & Ride-Mon., Tues., Thurs., Fri.)
3:40 p.m. arrival	Nānākuli High School (Top South Parking Lot-Mon., Tues., Thurs., Fri.)



STATE OF HAWAII
DEPARTMENT OF EDUCATION
STUDENT TRANSPORTATION SERVICES

REQUEST FOR STUDENT TO RIDE SCHOOL BUS ON A SPACE AVAILABLE BASIS

- **PARENT** to complete request and submit to school.
- **SCHOOL** principal to review and recommend action if appropriate and submit original to District Transportation Officer. School, after receiving copy of approval/disapproval from STS to forward copy to parent.
- **STS** to approve or disapprove request and forward copy to school.

PARENT USE:

Name of Parent/Guardian: _____ Phone: _____

Residence Address: _____

Name of Student: _____ School: _____ Age: _____

Type of Bus Services Requested: Regular NCLB

Request to ride on a space available basis because (Check applicable sections):

- Resides less than a mile from school.
- On Geographic Exception.
- Desires transportation other than to and from residence area: (Must fill in both lines)

Location of morning pick-up: _____

Location of afternoon drop off: _____

Reason(s) why request should be granted: (Attach note for further explanation, if necessary)

Duration: Starting and ending dates (Not longer than current school year) _____

I understand that the approval of this request is predicated on the availability of space and no additional cost involved and the service may be terminated by the Department at any time.

Signature of Parent/Guardian

Date

SCHOOL RECOMMENDATION AND COMMENT:

Signature of Principal

Date

STS USE:

- Approved
- Disapproved

Comment:

Signature of Student Transportation Officer

Date

SY 2011-12

SCHOOL BUS HANDBOOK



OAHU CONTRACTORS

	PHONE	FAX
GOMES SCHOOL BUS SERVICE, INC.	239-6755	239-9221
GROUND TRANSPORT, INC.	833-4222	839-4600
LEeward	676-5525	676-5529
KAILUA LOCAL CAB, INC.	262-8111	263-7722
ROBERT'S HAWAII SCHOOL BUS, INC.	832-4888	832-4889
TOMASA'S BUS CO., INC	263-4455	263-7722
YAMAGUCHI BUS SERVICE, INC.	828-1726	828-2186
WAHIAWA	621-6541	

HAWAII CONTRACTORS

AKITA ENTERPRISES LIMITED		
East and West Hawaii Reg ED	966-7396	966-7739
East Hawaii SPED	966-7396	966-7739
West Hawaii SPED	775-7478	775-9078
ROBERT'S HAWAII SCHOOL BUS, INC.		
East Hawaii Reg ED	966-7171	966-5091
East Hawaii SPED	961-6627	966-5091
West Hawaii Reg ED	326-1190	329-2631
West Hawaii SPED	895-2702	None
YAMAGUCHI BUS SERVICE, INC.	324-4027	324-4131

MAUI CONTRACTORS

AKINA BUS SERVICE LTD.	879-2828	879-0524
AKITA ENTERPRISES LIMITED	575-9414	575-9518
RANDOLPH CASTRO	248-8944	NONE
DUDOIT'S BUS SERVICE, INC.	558-8156	553-3356
MOLOKAI TRANSPORTATION ASSOC.	567-6046	NONE
OKUMURA BUS SERVICE	572-4572	572-4572
ROBERT'S HAWAII SCHOOL BUS, INC.	871-2639	871-4985
SPENCER'S BUS SERVICE, INC.	553-5746	553-4201

KAUAI CONTRACTORS

AKITA ENTERPRISES LIMITED	245-5344	245-3246
ROBERT'S HAWAII SCHOOL BUS, INC.	245-9101	245-7142
	245-9558	
YAMAGUCHI BUS SERVICE, INC.	828-1726	828-2186

TRANSPORTATION SERVICES BRANCH

1042 Young Street Honolulu HI 96814	586-0170	586-0173
Oahu		
Central District Schools		
Transportation Officer - Mamo Miner	622-0537	622-6436
Leeward District Schools		
Transportation Officer - Philip Main	687-9519	685-2052
Windward District Schools		
Transportation Officer - Kemamo Ho	235-9181	235-9194
Hawaii		
East Hawaii District Schools		
Transportation Officer -Kelvin Komeiji	974-6411	974-6604
West Hawaii District Schools		
	327-9500	327-9580
Maui		
Maui District Schools		
Transportation Officer - Robert Joseph Jr	984-8025 ext 252	984-8008
Kauai		
Kauai District Schools		
Transportation Officer - Hughes Ebinger	241-7120	274-3508
		revised 1/11

NOTICE TO PARENTS AND GUARDIANS

This booklet contains information that will assist you in registering your child for public school bus service for the **2011- 2012** school year. After reading the information in this booklet, if you decide to purchase a bus pass, simply cut out and complete the school bus pass application form on **Page A1**. Please submit your completed application form to your child's bus driver or school office as soon as possible but certainly no later than **May 26, 2011**.

The Department of Education has a strict "**NO REFUND**" policy on all school bus pass purchases. For this reason, we strongly urge you to consider your child's transportation plans carefully **before** submitting your application form.

CAUTION: Do not attach your payment to the application form!

Instructions on how to pay for and pick up your child's bus pass are discussed later in this booklet.

Eligibility

Pursuant to Hawaii Administrative Rule (HAR) 8-27-5, students in Grades K-5 must reside a mile or more from the school within their attendance area and students in Grade 6-12 must reside 1.5 miles or more from the school within their attendance area in order to receive regular school bus service.

Students who do not qualify for regular bus service 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 can apply for space available bus service by completing a Request for Student to Ride School Bus on a Space Available Basis (Form CS-101, available at the school office) along with your completed bus pass application form (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, so parents are strongly urged to plan accordingly.* Furthermore, please note that space available bus riders are not eligible for a free bus pass.

Payment Plans

All bus riders (except those who are approved for free bus service) must pay the transportation fee. We offer three payment-plan options:

1. **Annual Payment Plan** – one-time payment
2. **Quarterly Payment Plan** - four equal payments; one for each academic quarter
3. **One-Way Bus Coupons** – may be purchased at any time

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 for getting to and/or from school are encouraged to purchase a supply of **One-way Bus Coupons**.

CAUTION: 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://portal.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 at 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 the school office for bus pass prices as well as the dates and times that bus pass payments will be accepted. Payments must be made by cash, check, money order or cashier's check payable to "Department of Education."

Returned Checks

There is a \$25 service fee for all returned checks. The service fee (a separate payment made payable to "Director of Finance") and the balance owed on your child's bus pass account (made payable to "Department of Education") must be paid in person at the school office by cash, money order or cashier's check within one week of the returned check. Failure to remit both payments by the deadline will result in the immediate suspension of bus riding privileges for your child.

Free Bus Pass

Students who 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's Special Education IEP/MP includes regular transportation as a related service
- Student is directed by the District to attend a school outside of the designated attendance area
- Student has three older siblings who are fare-paying bus riders

Please be sure to 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.

CAUTION: By rule, free bus service is only available from home to school and back home.
Bus service to any destination other than a child's home must be paid for.

No Refund Policy

The Department of Education has a strict "NO REFUND" policy on all school bus pass purchases. If your child transfers to another school during the school year, the bus pass account will be transferred to the new school.

One-way bus coupons are also not refundable.

Bus Passes

Your child will be issued a bus pass only 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 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.**

All school bus riders are required to display a valid Department of Education bus pass to the bus driver every time they board the school bus. If your child refuses or fails to display a valid bus pass upon demand, he/she will be reported to the School Principal and may be denied a ride.

Lost Bus Pass Fee

If your child loses his/her permanent bus pass card, you will be required to remit a \$5.00 duplicate bus pass fee to the school office. Your child will be issued a temporary bus pass that will be valid for no more than twenty days. The replacement permanent bus pass card will be printed and 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.

School Transfers

If your child transfers to another school, the bus pass account will be transferred to the new school where a new bus pass card will be printed for your child.

Bus Stop and Bus Route Information

Information regarding bus routes, bus numbers, bus stop locations and pick up times can be obtained by calling your respective school bus company. A complete list of bus company names and contact information can be found on our website at <http://iportal.k12.hi.us/SBT/home.aspx> or by calling your local school office.

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 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.

Each student must show his or her bus pass to the driver prior to boarding. A student who has lost his or her bus pass must obtain a temporary pass from the school office before boarding the afternoon bus.

Bus passes are not transferable and will be confiscated if they are given to another student.

*Homeless (McKinney-Vento Act)

"Homeless" means an individual 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 a 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.



HAWAII DEPT. OF EDUCATION
STUDENT TRANSPORTATION
SERVICES BRANCH

FORM ST-70

SCHOOL USE ONLY:	
Student qualifies for free pass: <input type="checkbox"/> Y <input type="checkbox"/> N	
Stud. ID _____	Date: _____
Reviewer's signature: _____	
Reviewer's school: _____	

BUS CO. USE ONLY:	
Name _____	
Route No.: _____	
Trip: _____	

SY 2011-2012 APPLICATION FOR STUDENT TO RIDE SCHOOL BUS

Please complete all four parts of this form. Submit a separate form for each child to the bus driver or school office.

IMPORTANT DISCLAIMERS (Please read.): I hereby acknowledge that the Hawaii Department of Education (DOE) has a strict "No Refund" Policy on all school bus pass purchases. I agree to comply with the policies and procedures of the DOE's Student Transportation Services Program as set forth in Title 8 of the Hawaii Administrative Rules. When applicable, I authorize the DOE's School Food Services Branch to verify my child's free lunch status with the Student Transportation Services Branch. **Parent/Guardian signature: x _____ Date: _____**

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: _____
Last name First name MI

Home address: _____
Street no. Street name Apt. no. City Zip code

Parent/Guardian: _____ Contact phone: _____
Last name First name

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

CAUTION: The Hawaii Department of Education has a strict **NO REFUND** policy on ALL bus pass purchases.

A. Bus Service. Choose ONE of the following:

- ROUND TRIP.
Home to school, school to home.
- MORNING only.
Home to school only.
- AFTERNOON only.
School to home only.

B. Payment Plan. Choose ONE of the following:

- ANNUAL.
One payment for entire school year.
- QUARTERLY.
Four (4) smaller, staggered payments.
- ONE-WAY BUS COUPONS
Recommended for occasional users.

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.
- 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: _____
 Name: _____
 School: _____
 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.