

# 2017/2018 Commuter Bus Service

Parent Handbook

#### MISSION STATEMENT

The Mission of the Transportation
Department is to help fulfill Pauahi's
Mission by providing safe, efficient and
cost effective transportation services for
all of our Kamehameha students, faculty,
and staff.

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  - Priorities in awarding bus service
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- Student Code of Conduct
- School Year 2017/2018 Review
  - Student safety at bus stops
  - Expectations of student behavior on buses

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- Assigned Seating for KES Students
- Parent Monitors
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- Route Changes SY 2017/2018
- Commuter Routes
- Conclusion

# TRANSPORTATION'S ROLE

#### Our Kuleana

- Safe transportation of students
- Servicing transportation requests and meeting our time commitments
- Poperating efficiently and within our budget We are here to service the keiki of KSK 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
- Following all rules & safety guidelines at bus stops
- Actively participating in monitoring bus stops
- Immediately reporting any issues or concerns to the Transportation Department at 842-8329

#### TRANSPORTATION'S ROLE

# Priorities in awarding bus service

- Open enrollment for bus service is May 1<sup>st</sup> – May 19<sup>th</sup>, 2017
- Applications received by May 10<sup>th</sup> will be guaranteed a seat
- Applications received after May 10<sup>th</sup> will be processed with preference given to younger students and then on a first-come, firstserve basis



# **Transportation Bus Service Guidelines Kamehameha Schools, Kapālama Campus**

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

### NOTES:

Commuter bus service routes and number of assigned buses are not permanent and may be adjusted each year based on changing needs.

Commuter bus assignments are based upon student demographics as indicated by the applications received for commuter bus service.

Kamehameha Schools Kapālama Campus' bus fleet consists of 28 Type I school buses and 5 Type II school buses to transport KS students.

The number of buses in the Transportation Department motor pool is fixed and is sufficient to meet the demands for bus service.

The maximum number of commuter routes is 28, with 25 commuter routes by KS and 3 additional routes that are chartered by a 3<sup>rd</sup> party vendor. Based on historical data, this is sufficient to meet the demand for commuter bus service from <u>outlying service areas</u>. This approach leaves 3 KS buses for service/operational issues. Should issues arise taxing the back-up plans, Transportation will either: 1) charter additional runs when available from 3<sup>rd</sup> party vendors, or 2) combine routes to accommodate all students.

#### **Bus Capacity**

Bus seating capacity is set by the bus manufacturer and all KS buses are either 90 or 84 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.

Transportation may assign three students to a seat as needed 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 students in a seat that do not fit within the confines of the seat.

#### Minimum Route Capacity

The minimum number of students needed to justify a commuter bus is 40 (forty) or 70% of a 56 (fifty six) student bus count. Transportation may need to combine routes in order to meet the minimum count for bus service.

#### **Outlying Areas**

A 15 (fifteen) mile radius from Kapālama Campus (in all directions) is considered an "outlying area" and the cut off point for awarding commuter bus service.

Students living beyond the 15 (fifteen) mile cut off point will be given first priority for bus service. Commuter bus service may still be offered to students residing between 10 (ten) to 15 (fifteen) miles from Kapālama Campus, provided the demand for bus service in the outlying areas allows for it.

The decision to provide service to areas less than 15 (fifteen) miles from campus will be made at the discretion of the Transportation Department and may be based upon the number of bus applications received, availability of buses, number of waitlisted students, and past practice in servicing certain areas.

Priority for assigning students will remain by preference to younger students and then on a first-come, first-serve basis.

#### **Commuter Bus Stops**

Ideally, commuter bus stop locations are situated to the geographical location that will best suit the area being serviced.

Commuter 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 commuter bus stops, as they often utilize public and private access points.

We must always 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 commuter bus stops will be addressed on a case by case basis and could lead to removal of student bus riding privileges.

#### **Transportation Responsibilities**

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

#### **Primary and Courtesy Bus Stops**

Most outlying service areas have one primary pickup and drop off point. A few service areas may have an additional courtesy stop(s). Courtesy stops may be eliminated or realigned by Transportation as needed. The primary considerations in analyzing courtesy stops are: 1) if there is a legitimate need, 2) does it serve a significant number of students in the service area, 3) what is the longevity of the stop, 4) what is the impact to Transportation's time commitments/ability to provide bus service and 5) is the stop safe for boarding/disembarking. The selection and determination of courtesy stops rests within the sole discretion of the Transportation Department.

#### **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.

"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 provide training to all passengers on the Code. 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."

- Prior to loading the bus:
  - Use the restroom
  - Be on time
  - Refrain from horseplay
  - Allow bus to come to a complete stop before getting on/off
  - Board youngest to oldest when possible

- While on the bus:
  - Head/arms must remain in bus at all times
  - No yelling or obscene gestures
  - Refrain from tampering with the bus and its equipment
  - No eating/drinking, except water from lidded water bottles
  - Listen to the bus driver
  - Do not throw objects out of the window
  - Remain properly seated while bus is in motion

- >After departing the bus:
  - Be careful, look both ways when crossing the street

#### SCHOOL YEAR 2017/2018 REVIEW

# Student safety at bus stops

- Student safety is our number one priority
- Arrive 10-15 minutes early (AM/PM)
- Follow parking & drop off/pickup rules
- Be aware of our impact on the area

# Expectations of student behavior on buses

- All students are required to follow the Student Code of Conduct
- Bus Driver is the authority on the bus
- Parents should not address concerns directly with bus drivers or step foot on buses. Instead, immediately report any concerns to the Transportation Department at 842-8329.

# Student Notice of Concern (SNC)

- The purpose of the SNC is to inform you of a student's conduct or a significant event on the school bus.
- A copy of SNC goes to office administrators, then the other to the 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.
- SNCs are not to be addressed with Bus Drivers.
- Any issues or concerns should be addressed directly with the Transportation Department or the student's unit office

# KES Assigned Seating

- KES will assign bus seating for KES students.
- Any issues with seating assignments should be brought up with the KES unit office directly.
- KES may make seating adjustments throughout the school year as needed.
- School bus drivers have the authority to rearrange students as necessary.

#### Parent Monitors

- Parent Monitors are a vital component in monitoring and reporting issues at the bus stops.
- We again encourage any parents that will consistently be at our AM or PM bus stops to please volunteer as a Parent Monitor.
- If interested, please submit your name through the Transportation Webpage:

http://kapalama.ksbe.edu/transportation/

## Transportation Webpage

http://www.ksbe.edu/ -> KS Kapālama



## Transportation Webpage

#### KS Kapālama -> Transportation

SCHOOLS

About Pauahi

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Kamehameha Schools Strategic Plan 2015-2020

Kamehameha Publishing

Charles Reed Bishop Trust

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Honolulu, HI 96817 (808) 842-8211

- About Kapālama Campus
- Athletics
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- i-SAFE Internet Safety
- · Ka'ahumanu Fitness Center
- · Kekuhaupi'o Gym
- KS Connect
- KS Kapālama transcript requests
- · Parents and Alumni Relations
- Preschool
- School year calendar 2017-18
- Showtimes
- · Student Webmail
- Summer school
- Transportation
- . Dimmorros





Teachers or students interested in hosting an educational exhibit are invited to participate in a summit hosted as part of the Hōkūle'a homecoming celebration. See story »

March 17, 2017

#### Freshmen class earns awards at the 97th annual song



The freshmen class of 2020 became the first 9th grade class since 2006 to win both the combined class competition and the outstanding musical performance at the 97th Annual Kamehameha Schools Song Contest Friday night at the Neal

Blaisdell Center. See story »

March 15, 2017

#### Wa'a Wednesday: Students experience Rapa Nui and Tahiti



Nāhiku, a group of students from Kamehameha Schools Kapālama and Samuel M. Kamakau Public Charter School come together to represent Hawai'i as Hōkūle'a arrives in Rapa Nui. See story »

**ALUMNI NEWS** 

## Transportation Webpage

Transportation -> Bus Service Application

Transportation Department Kamehameha Schools Kapālama Campus

> Commuter Bus Stops Service Areas About

Transportation Requests Bus Service Application

URGENT - Bus Terminal Traffic Flow Memo

Parents - Volunteer to be a Bus Stop Monitor

Give us your Feedback/Contact Transportation

#### THE KULEANA OF THE TRANSPORTATION DEPARTMENT

- 1. The Safety, well being and safe transportation of the students is our number
- 2. Accommodating Transportation Requests and meeting our time commitments is our second priority.
- 3. Operating the Transportation Department efficiently and within our budget is third.

#### USEFUL WEB LINKS

- City & County of Honolulu Traffic
- · City Bus Routes & Timetables
- GoAkamai.org

#### CONTACT INFORMATION

Kamehameha Schools Transportation Department

1887 Makuakane St. Honolulu, Hawaii 96817

808-842-8329

Give us your feedback



### ZONAR Student Scanning System



# ZONAR Student Scanning System

- Commuter bus passes (ZONAR cards) are only valid during the school year indicated on the bus pass
- School Year 17/18 ZONAR cards are the color red
- School Year 16/17 white ZONAR cards will be invalid
- Please do not bend or crack ZONAR cards.
- Replacement of lost or damaged ZONAR cards:
  - Will be handled by the Transportation Department
  - Will cost a \$10 non-refundable fee
- ZONAR cards must be displayed to driver upon bus entry and must be scanned both when entering and exiting the bus

# Route Changes for SY 2017/2018

- Pearl City & Aiea routes combined
- Added Princess Kahanu as a AM Bus Stop to the Mā'ili Route
- Princess Kahanu PM Bus Stop moved from Nānākuli Route to the Mā'ili Route
- Nānākuli AM Bus Stop moved from Community Learning Center in Nānākuli to Zablan Beach Park
- Mililani B combined with Wahiawa/Hale'iwa

#### 2016/2017 SY, KSK Bus Pass

### AM-Waimanalo A PM-Waimanalo B



#### 2016/2017 SY

Last Name, First Name

ID Number

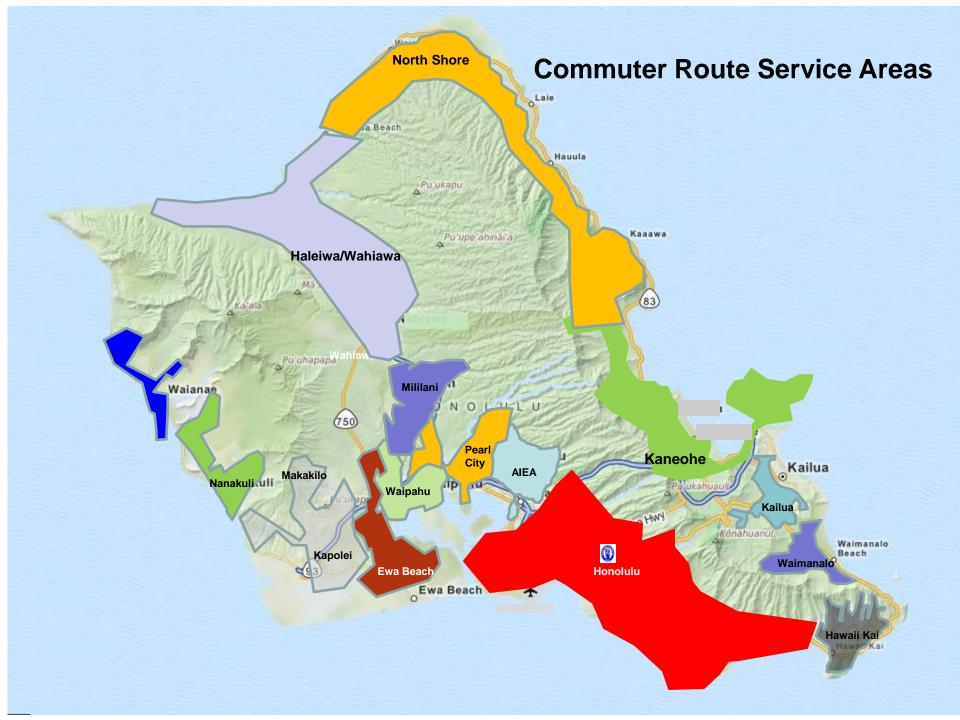
Grade

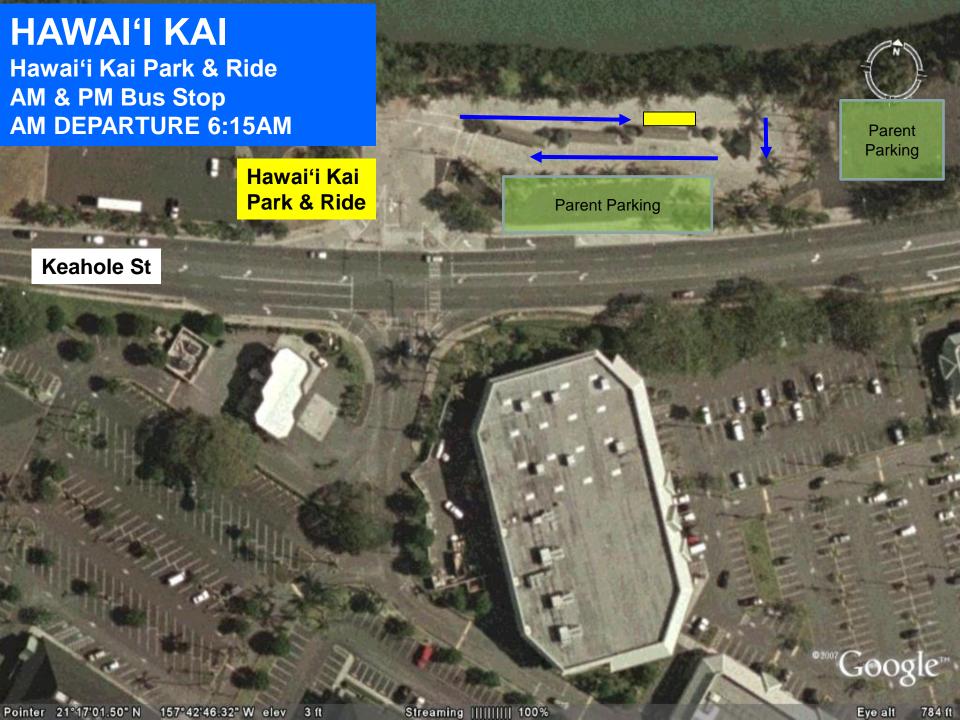
# Sample Student ID

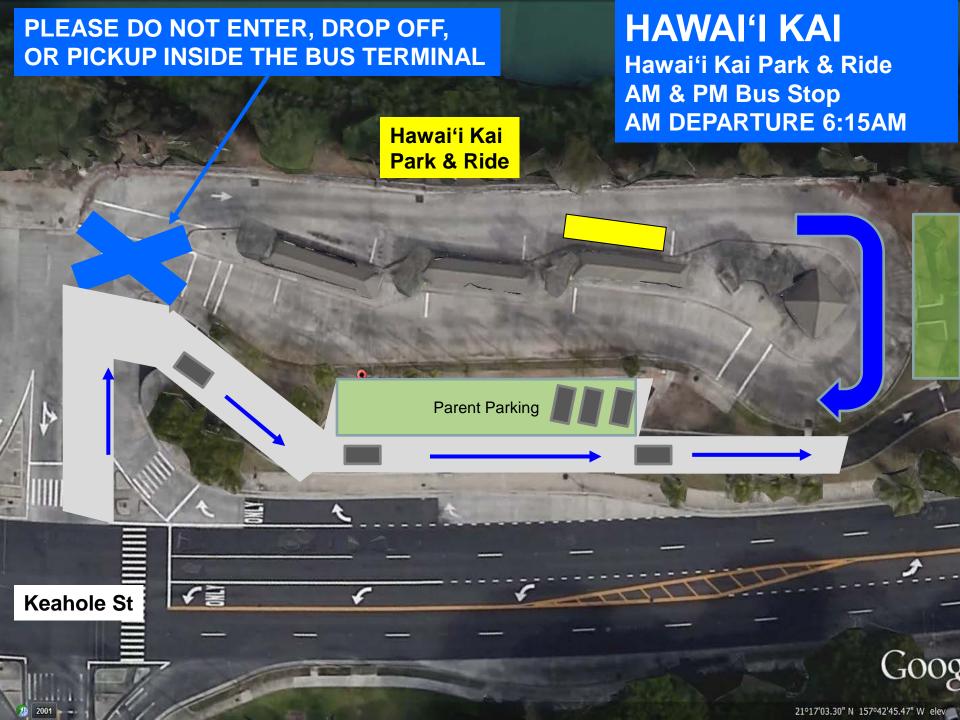
White IDs from 16/17 are no longer valid.

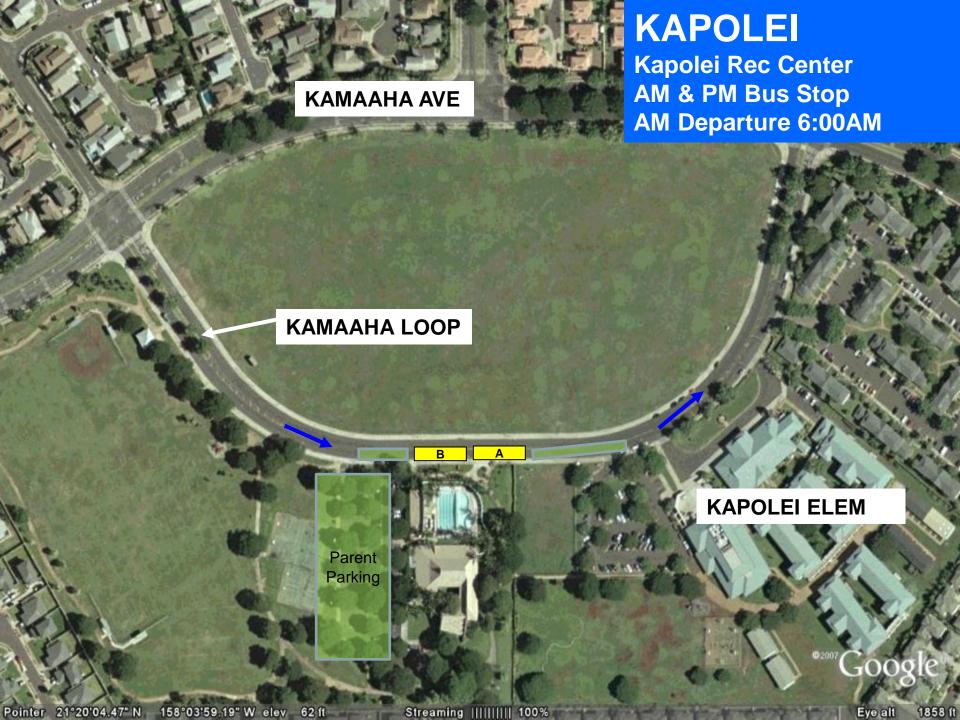
# COMMUTER ROUTES

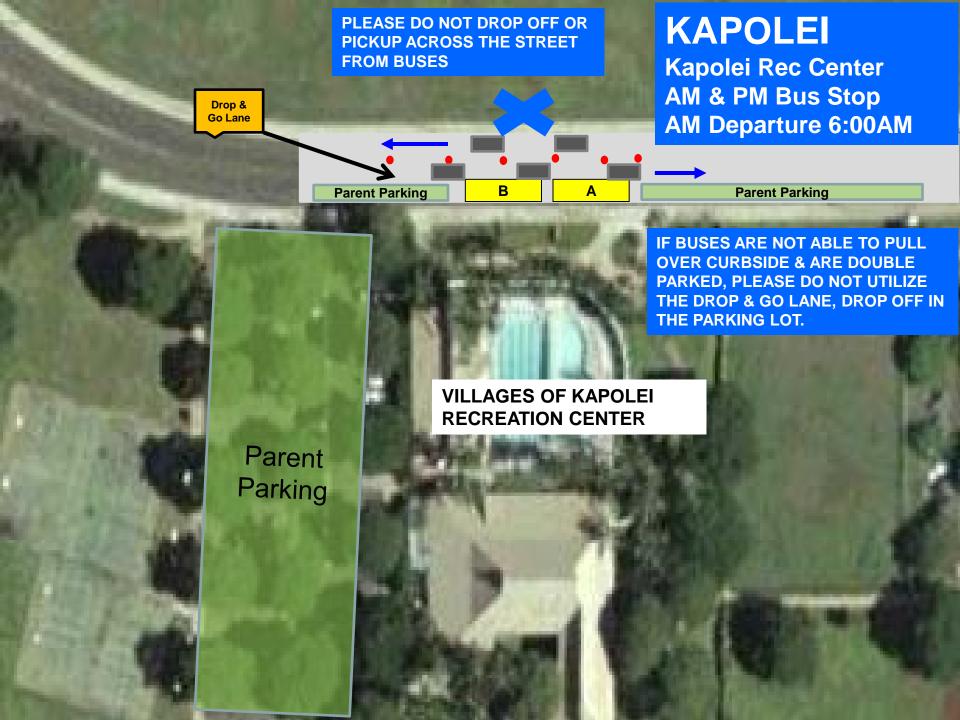
Service Area	Subdivision
Aiea	Aiea, Aiea Heights, Halawa, Halawa Heights, Newtown, Pearlridge, Royal Summit, Waimalu
'Ewa Beach	'Ewa Beach, 'Ewa Villages, Honouliuli, Iroquois Point, Ocean Pointe, Soda Creek, Westloch, Queens Gate
Hawai'i Kai	Hawai'i Kai, Hahaione Valley, Kalama Valley, Kamiloiki, Koko Head, Mariner's Ridge, Queens Gate
Kailua	Kailua, Aikahi Park, Castle Junction, Enchanted Lake, Kailua Heights, Kalaheo Hillside, Keolu Hills, Lanikai, Maunawili, Olomana, Oneawa Hills, Pohakupu
Kāne'ohe	Kāne'ohe, Ahuimanu, Ha'ikū Plantation, Ha'ikū Village, Heeia, Heeia Kea, Kāne'ohe Marine Base, Kahalu'u Kapunahala, Keapuku, Keaalu, Kokokahi, Mahinui, Puohaia Village, Waiahole, Waiahole Village, Waihee Valley, Waikalua, Waikane, Yacht Club Knolls, Yacht Club Terrace
Kapolei	Kapolei, Barber's Point, Honokai Hale, Koolina, Makakilo, Nanakai Gardens
Mililani	Mililani, Mililani Town, Launani Valley, Mililani Mauka, Waipio Acres
Nānākuli	Nānākuli, Princess Kahanu
North Shore	North Shore, Hauʻula, Kaʻaʻawa, Kahuku, Kawela, Pūpūkea, Laie, Sunset Beach, Waimea
Pearl City	Pearl City, Crestview, Moilani, Pacific Palisades, Pearl City Penisula, Pearl City Uplands, Sea View, Waiau, Waikele, Waipio
Wahiawa	Wahiawa, Hale'iwa, Helemano, Mokuleia, Poamoho Camp, Schofield Barracks, Waialua, Whitmore Village, Wheeler Air Base
Wai'anae	Waiʻanae, Māʻili, Makaha
Waimānalo	Waimānalo, Waimānalo Beach
Waipahu	Waipahu, Royal Kunia, Village Park

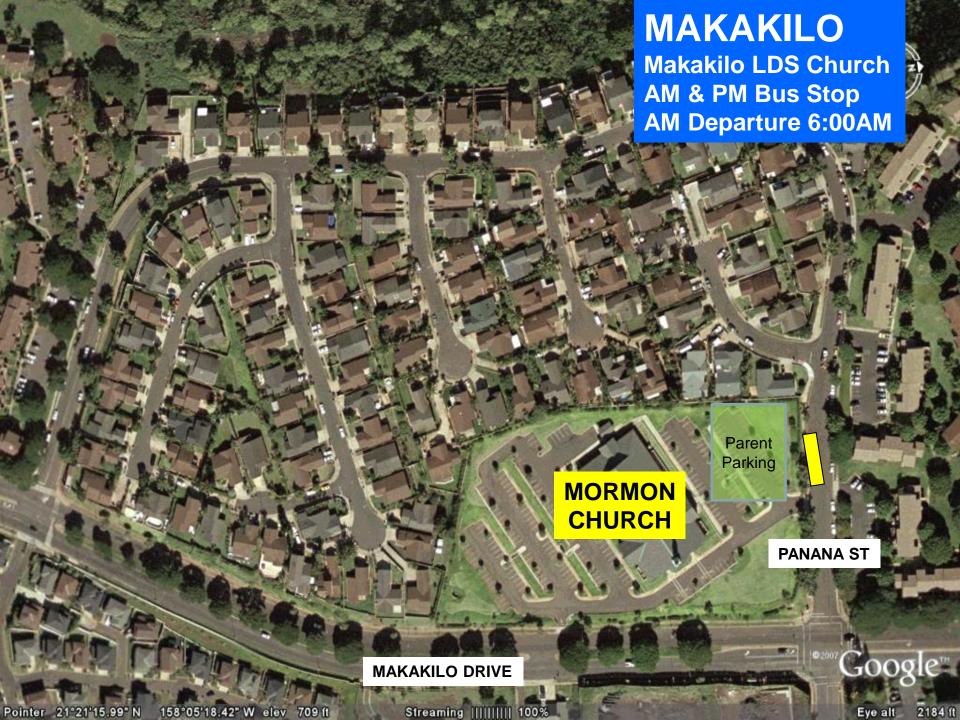


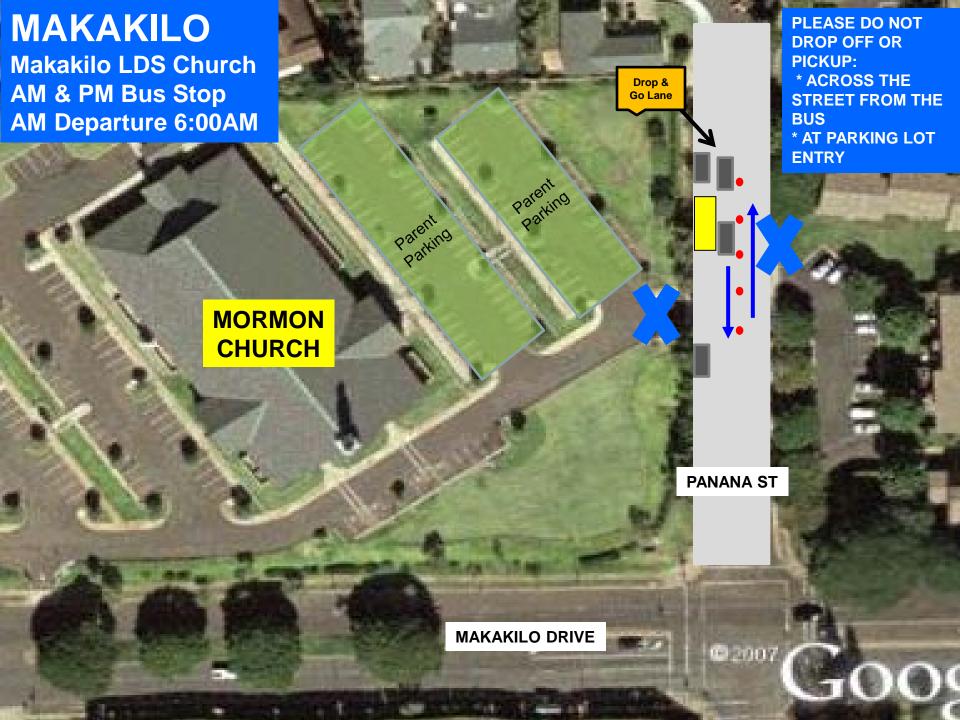






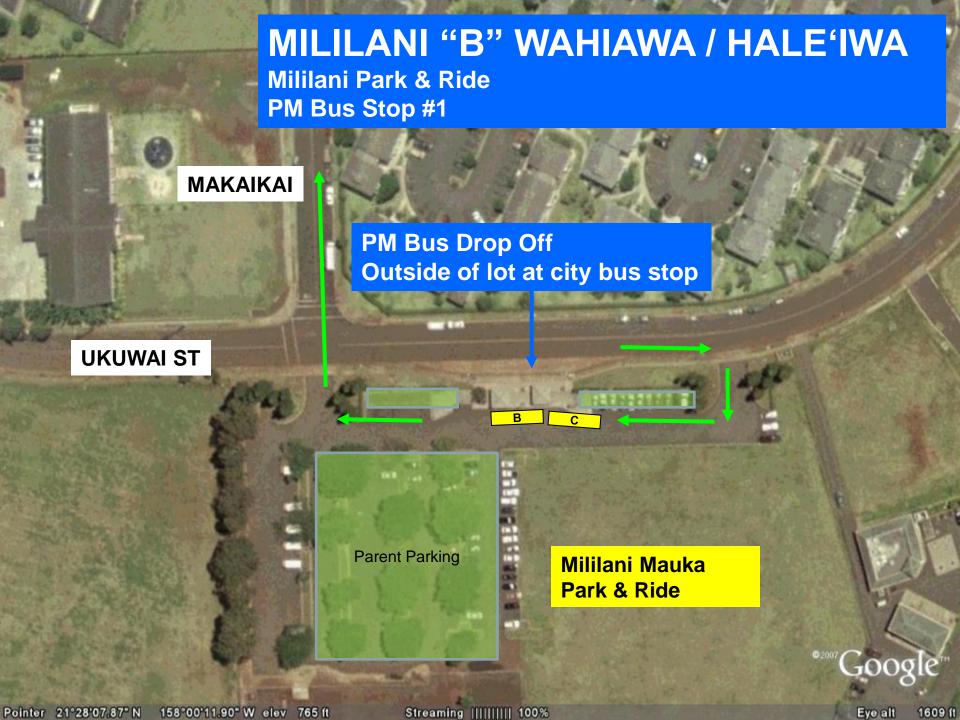


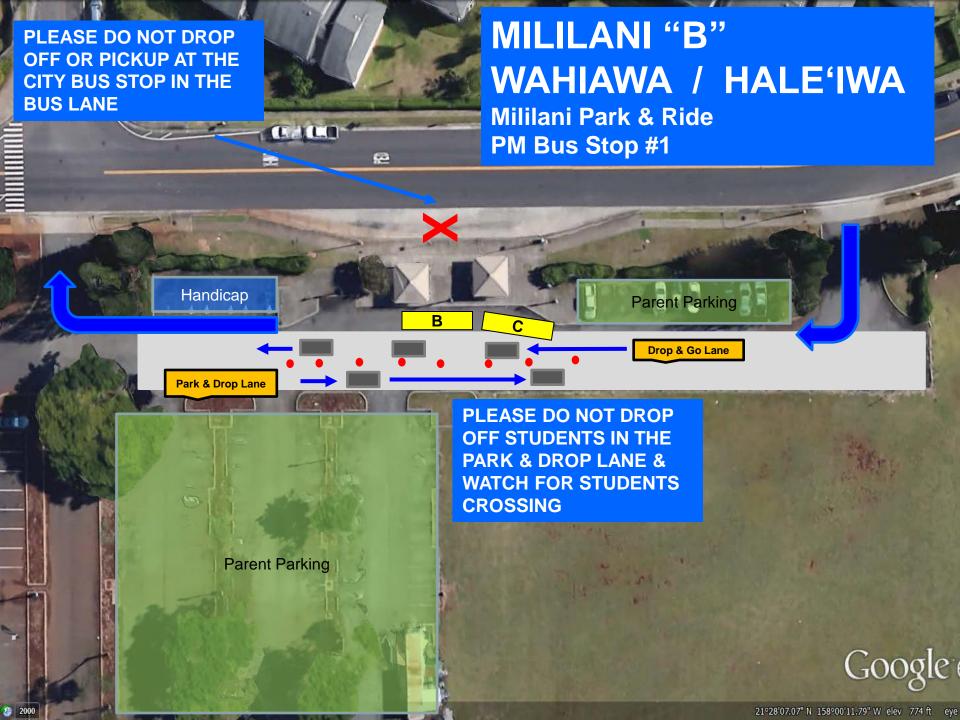








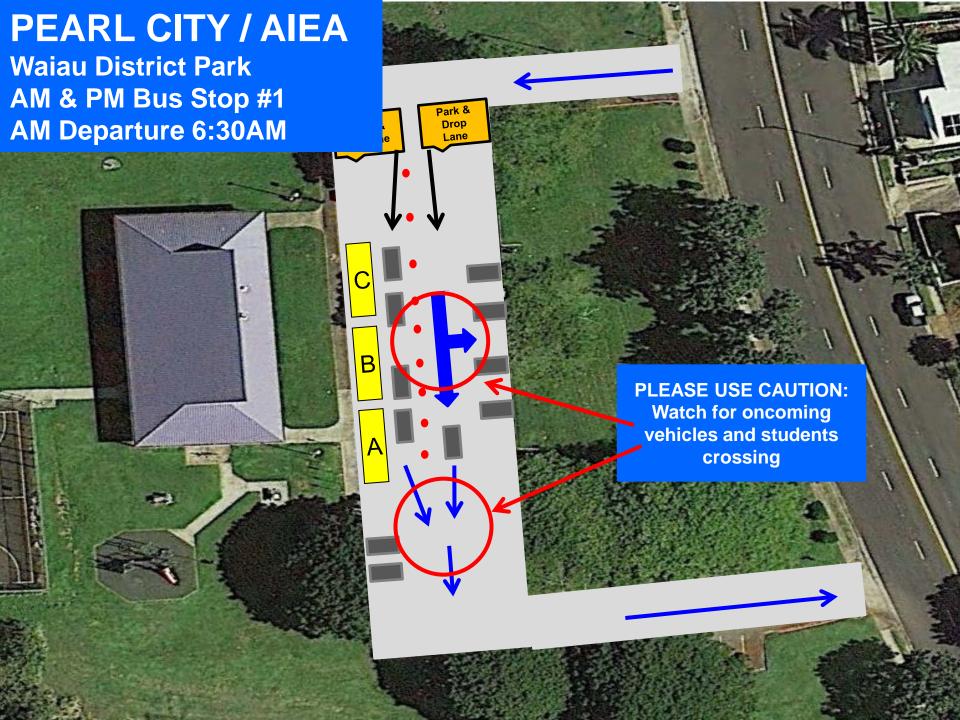






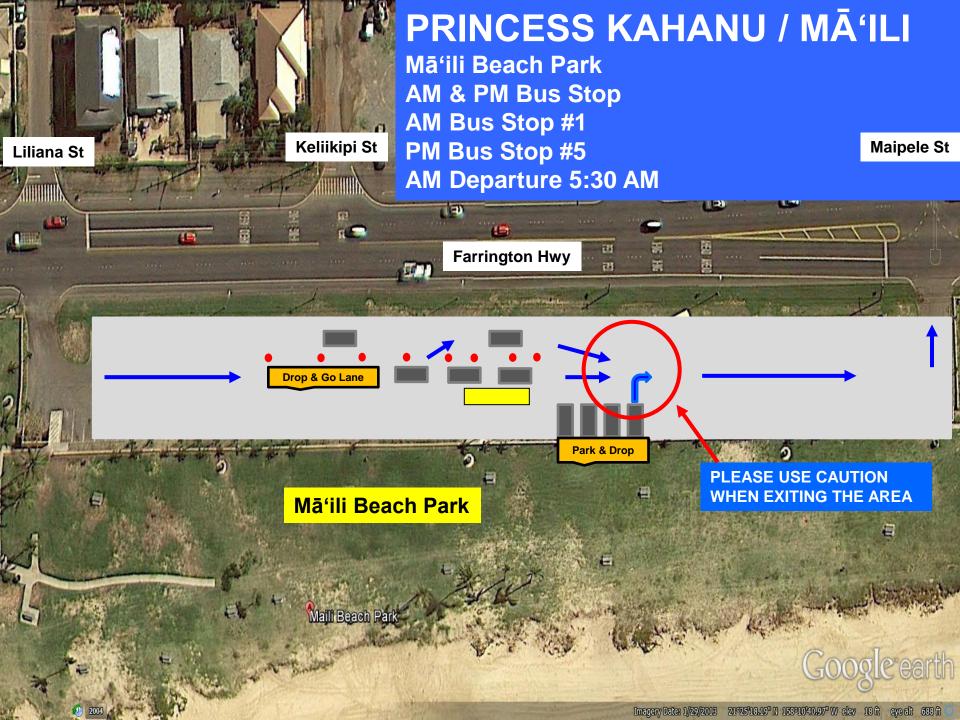


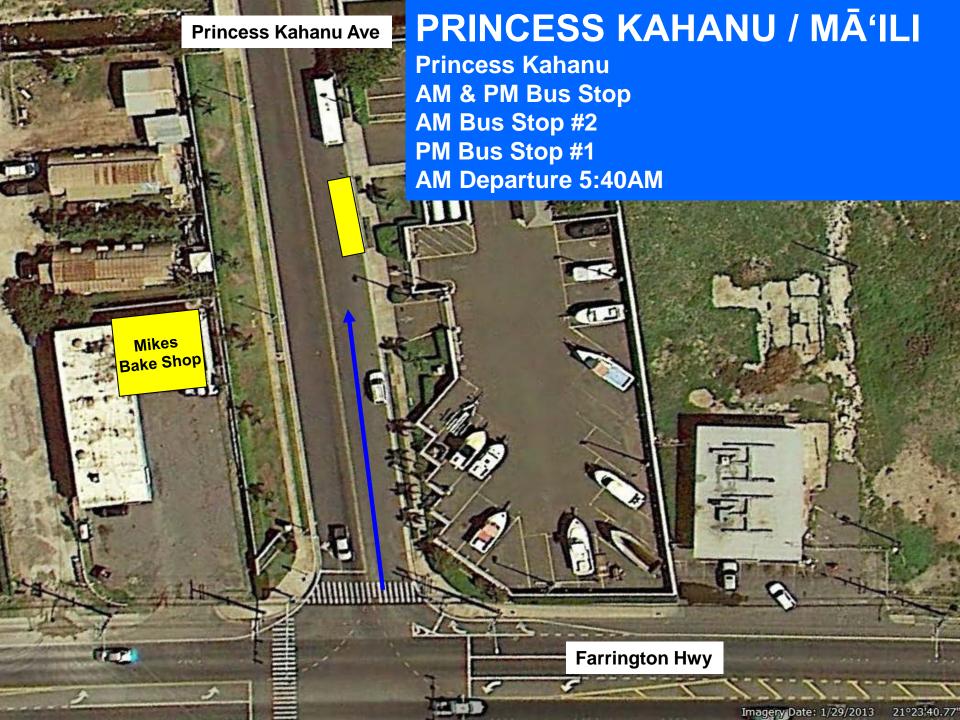


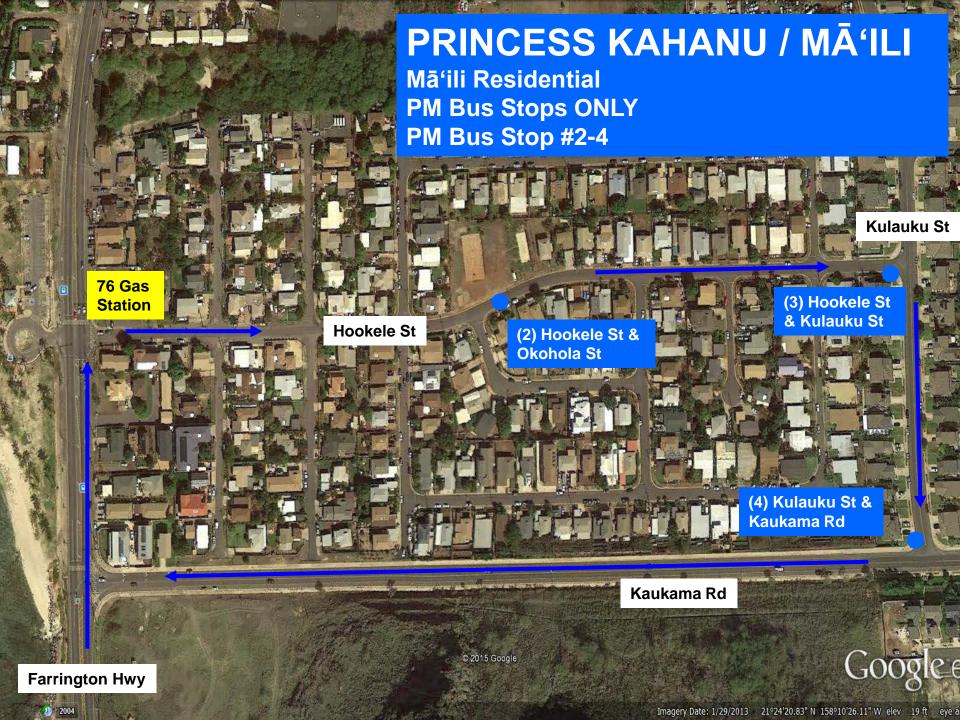




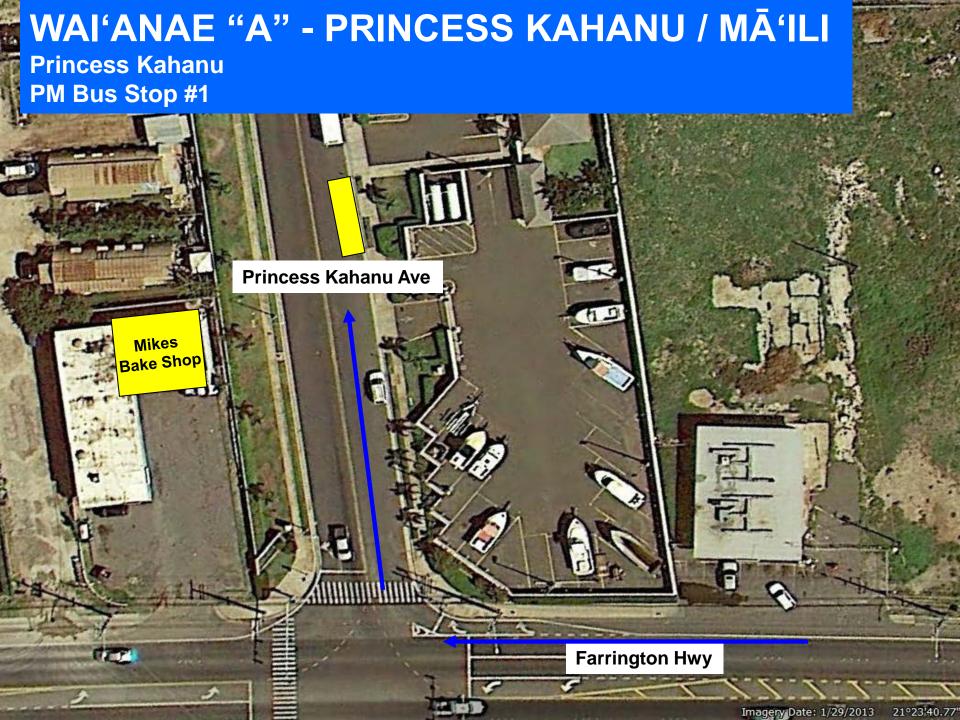


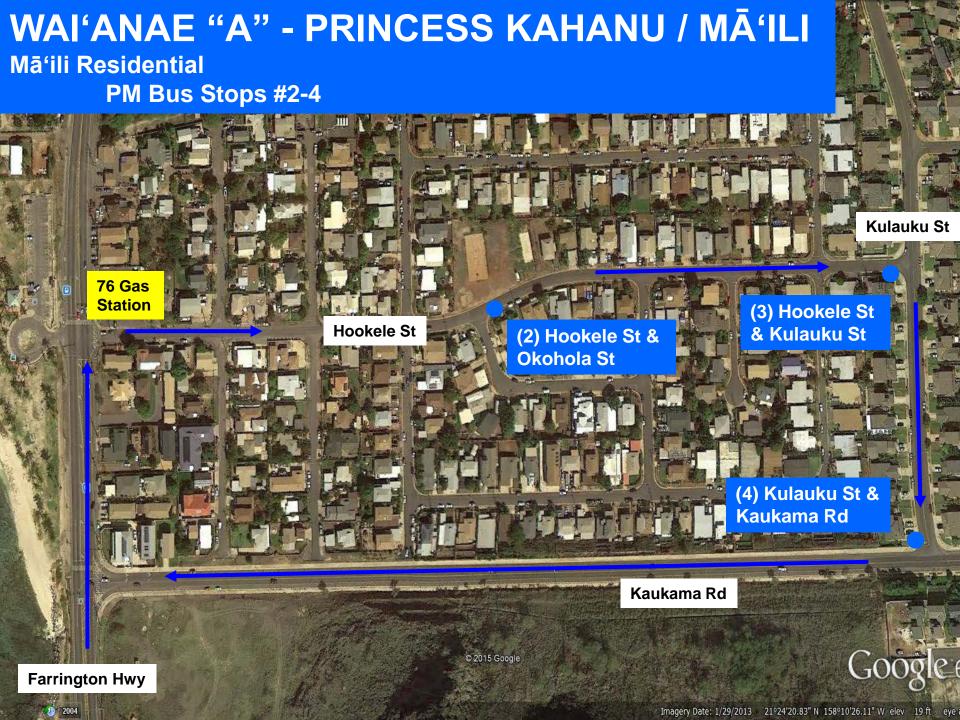


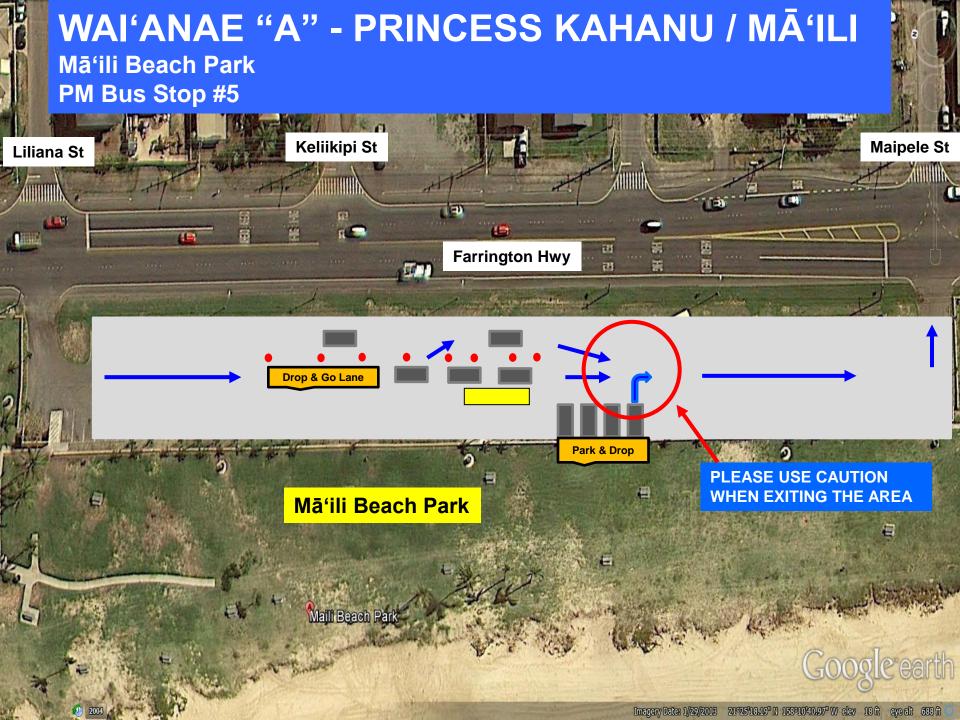




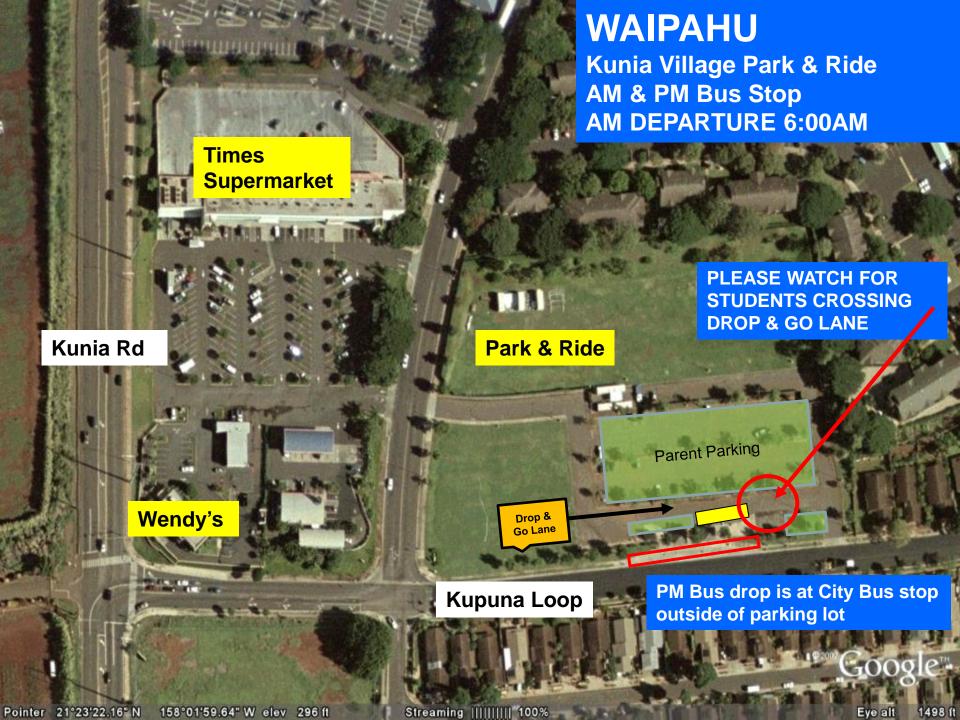






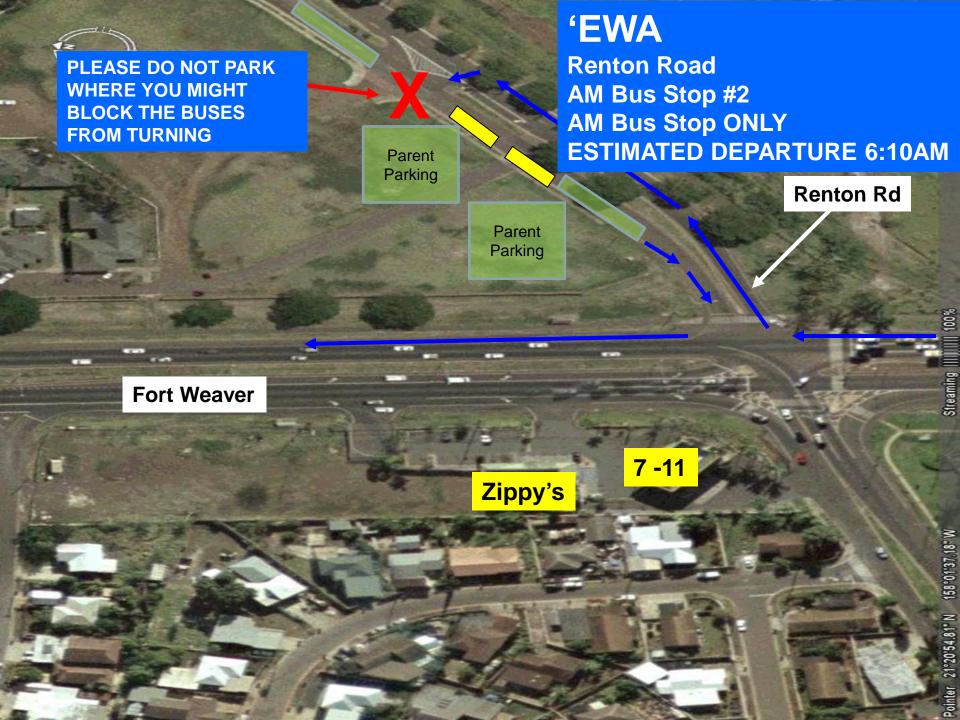




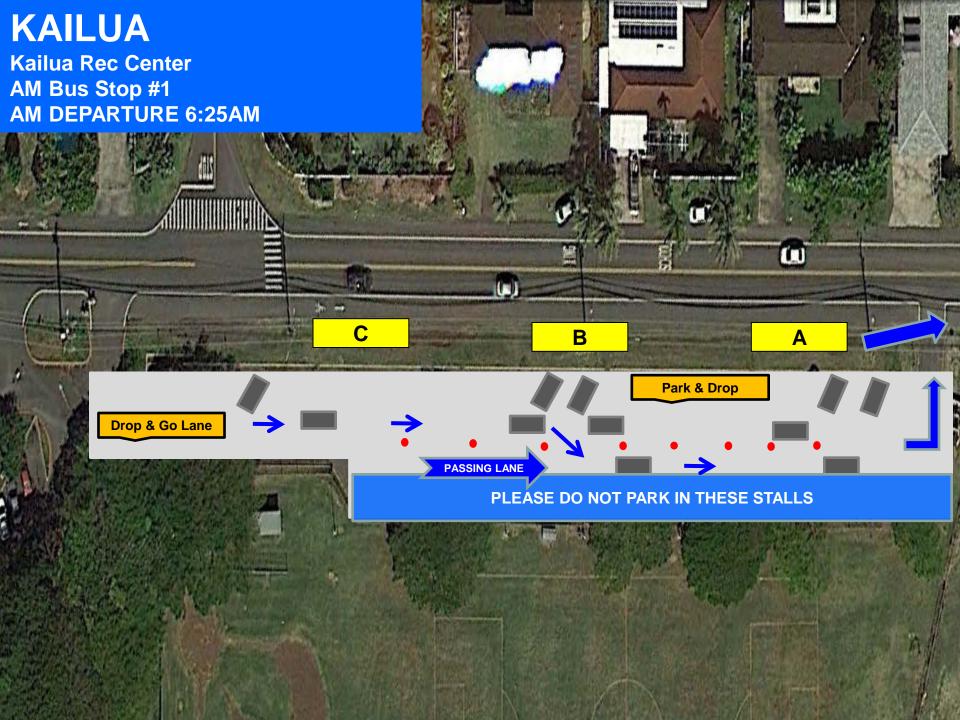


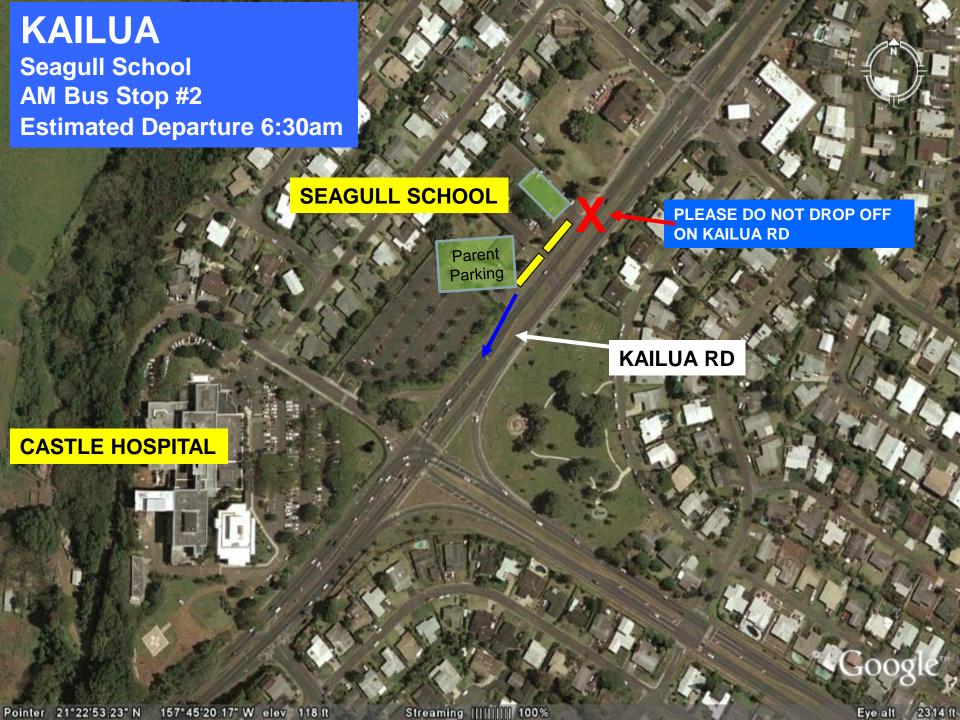




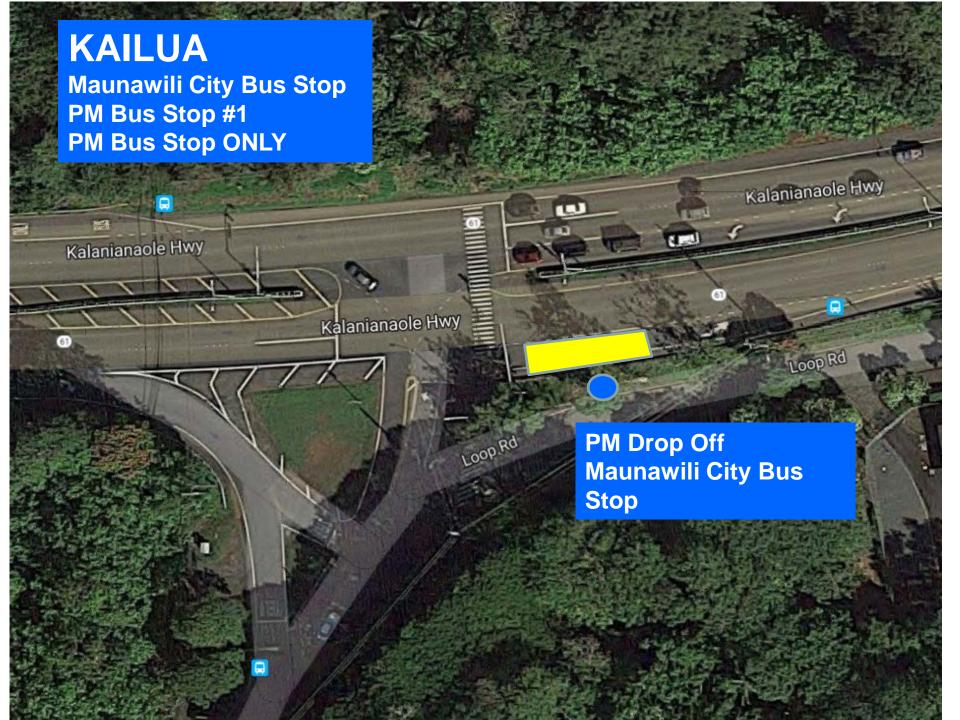


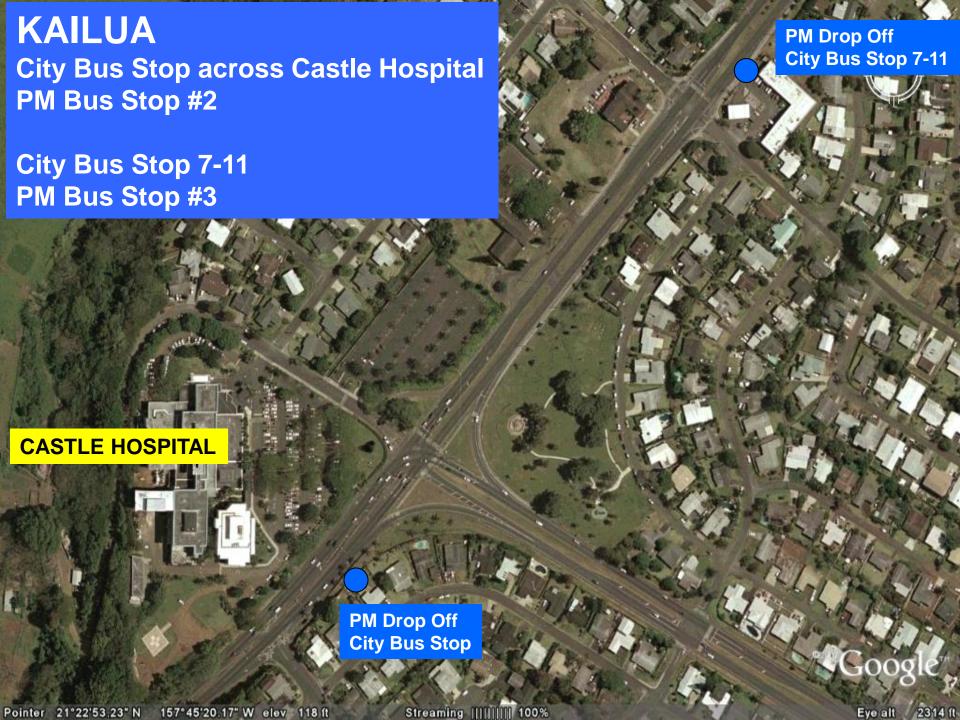


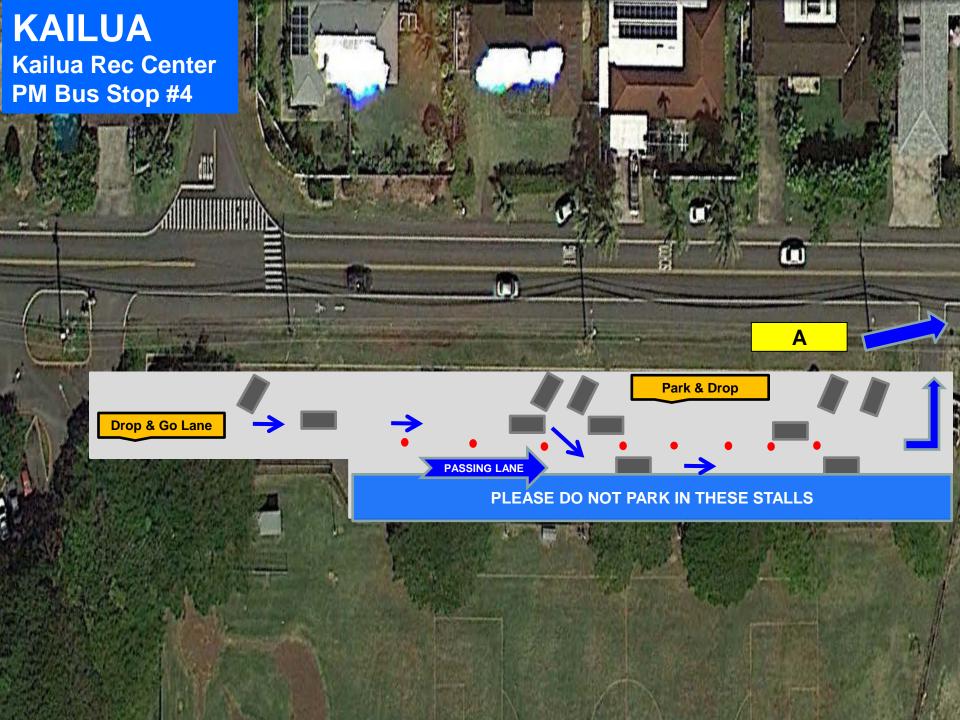




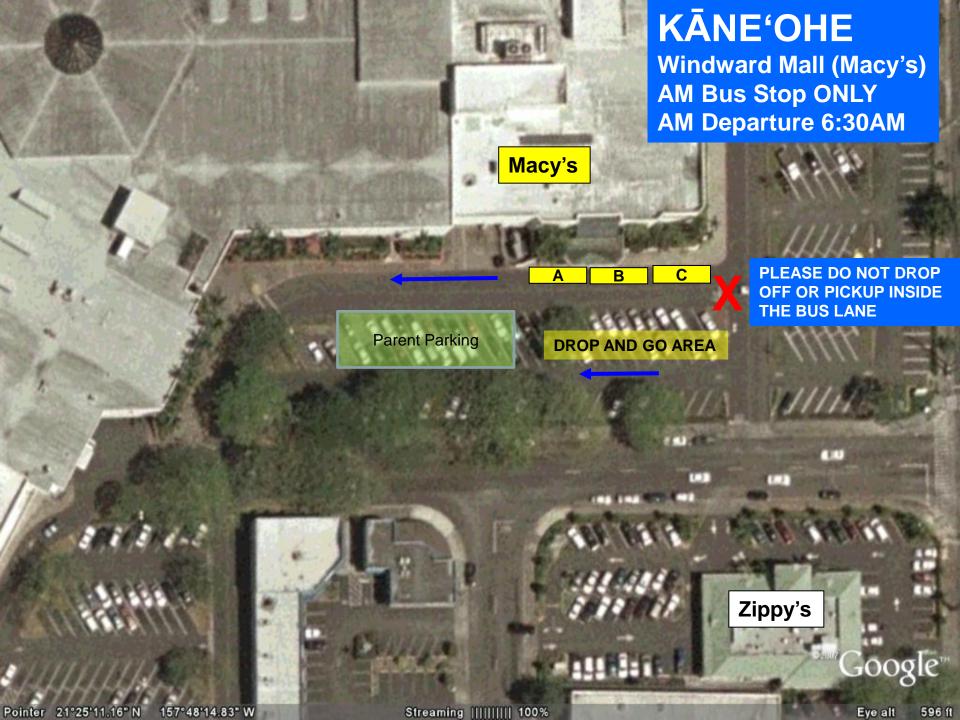


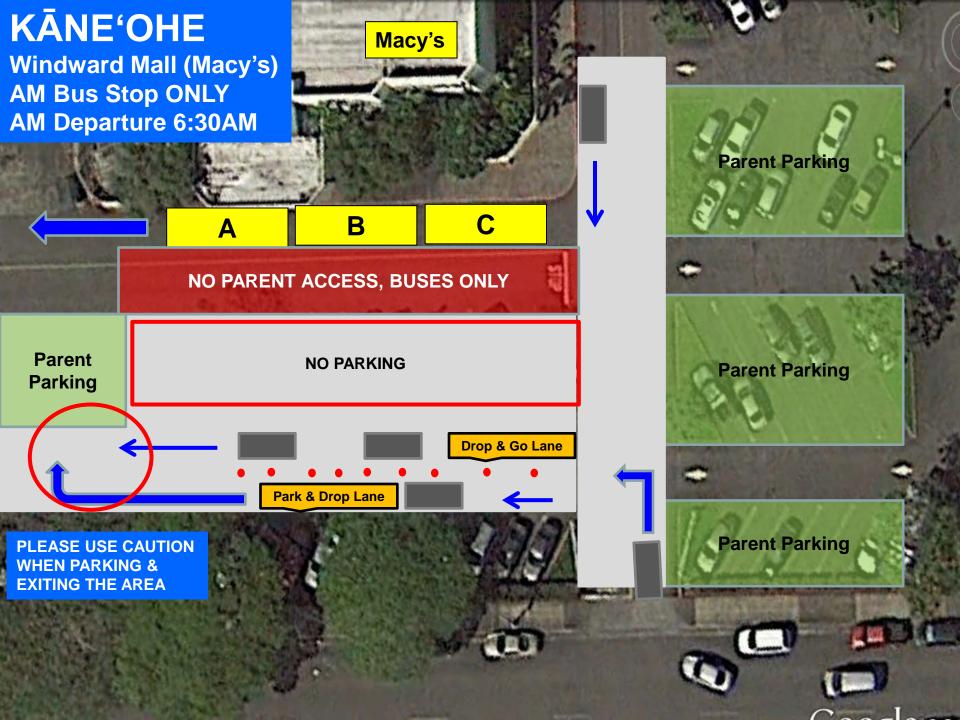




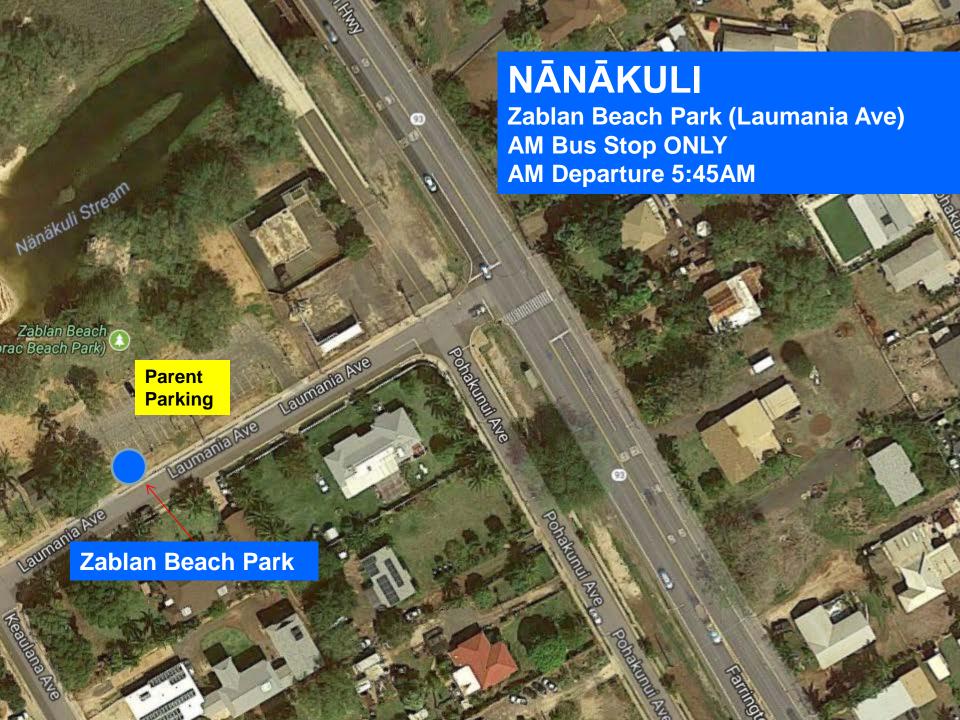




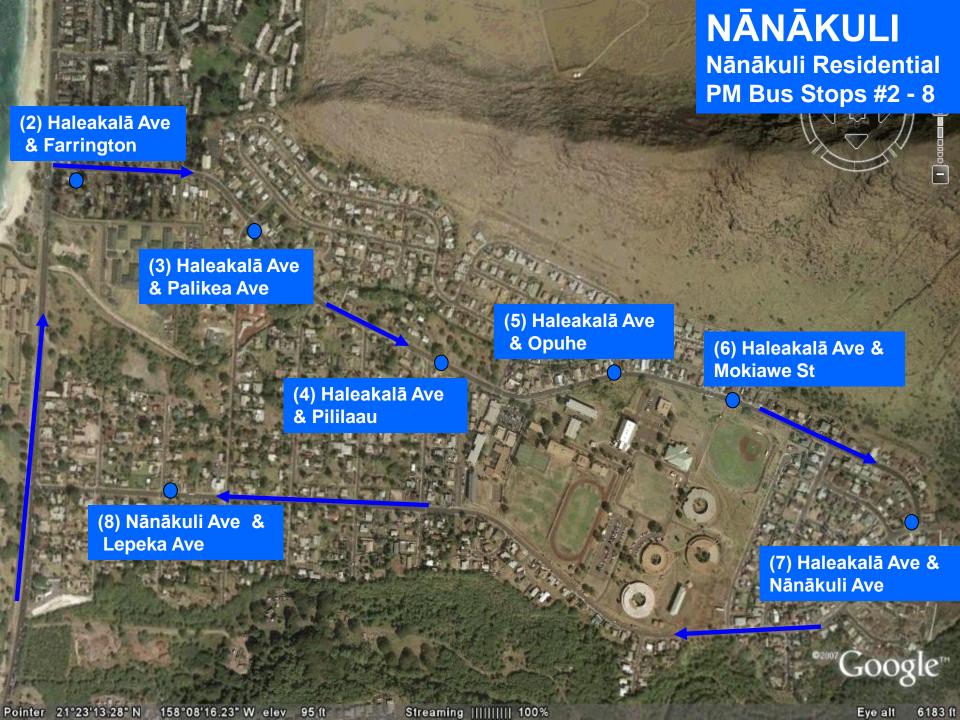














#### **NORTH SHORE A**

Kahuku across Vula Express Gas Station AM Bus Stop #2 AM Bus Stop ONLY ESTIMATED DEPARTURE 5:40 AM

Vula Express
Gas Station

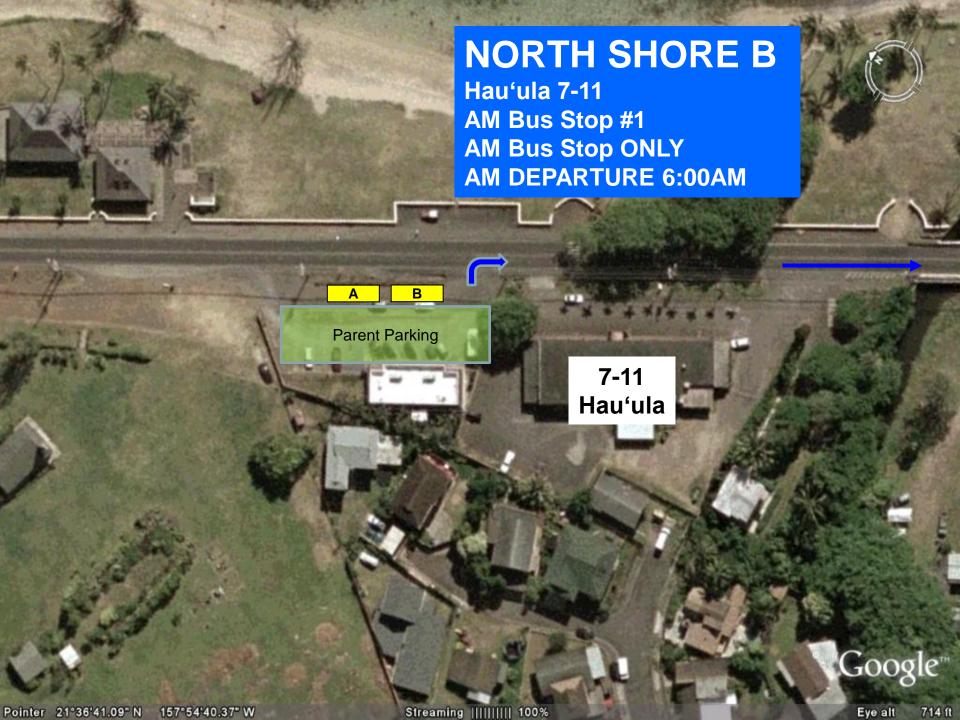




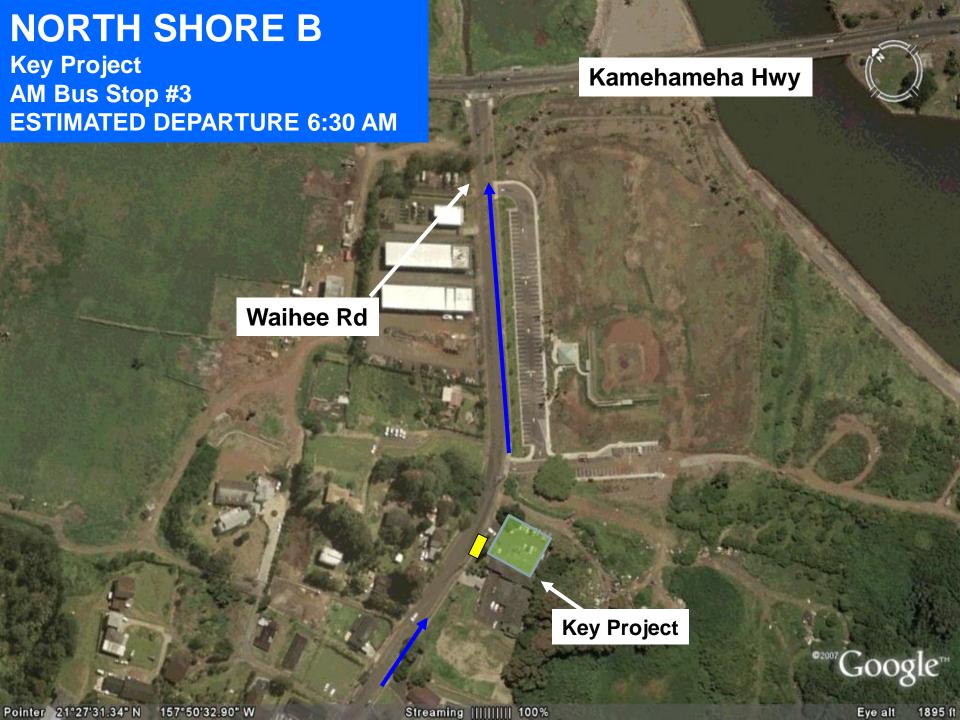










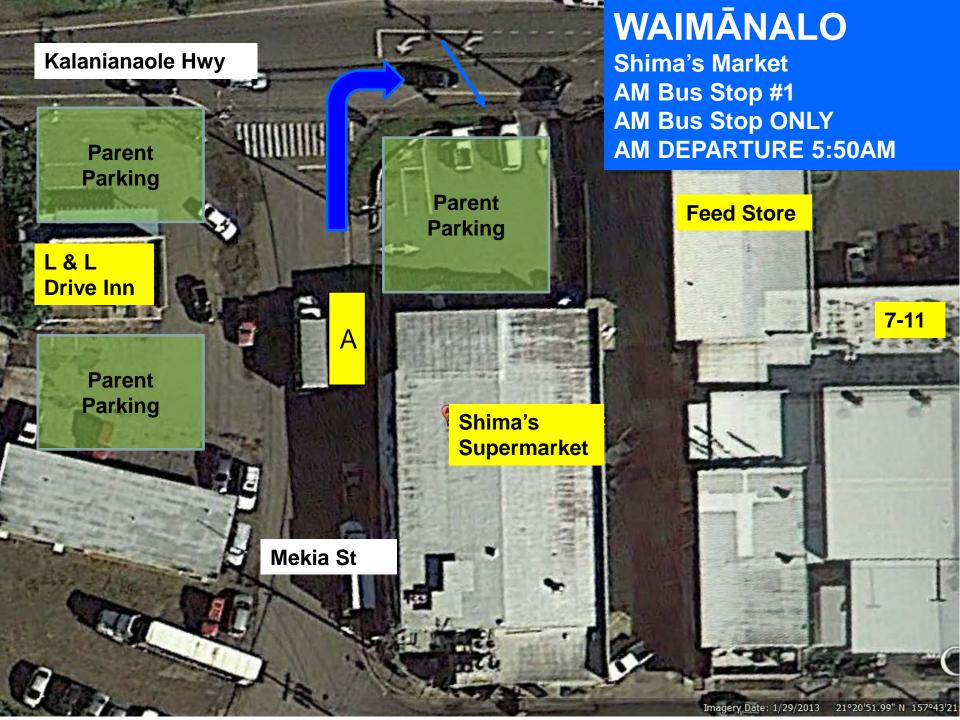


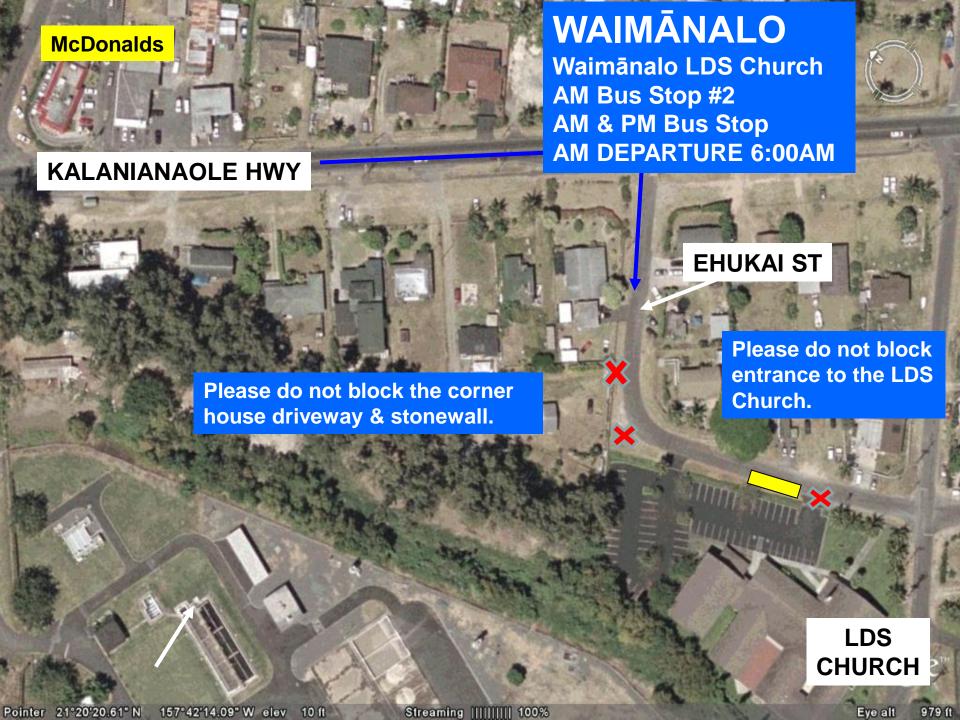


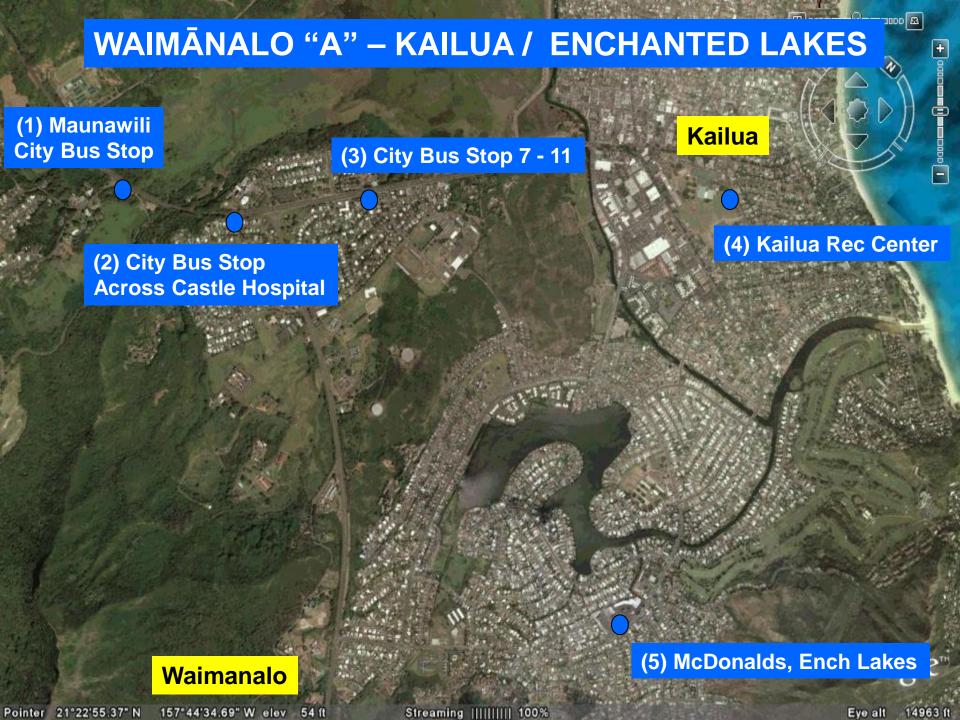








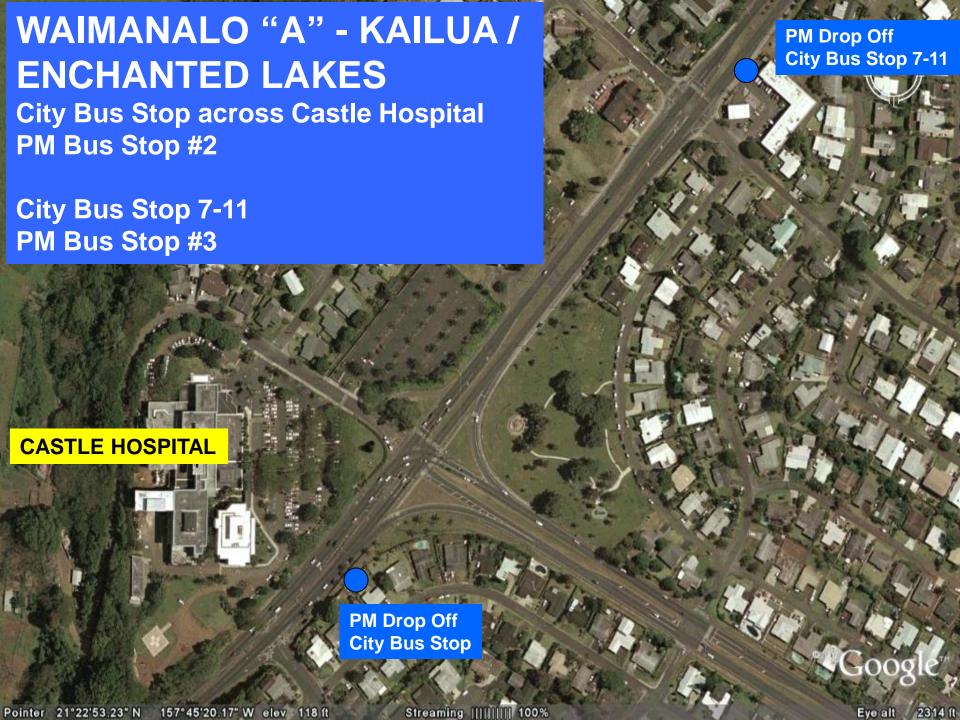




#### WAIMĀNALO "A" - KAILUA / ENCHANTED LAKES







### WAIMĀNALO "A" -KAILUA / ENCHANTED LAKES **Kailua Rec Center** PM Bus Stop #4 w Α Park & Drop **Drop & Go Lane PASSING LANE** PLEASE DO NOT PARK IN THESE STALLS

## WAIMĀNALO "A" - KAILUA / ENCHANTED LAKES **Enchanted Lakes McDonald's** PM Bus Stop #5 **McDonalds** The Shack

#### WAIMĀNALO "A" - KAILUA / ENCHANTED LAKES

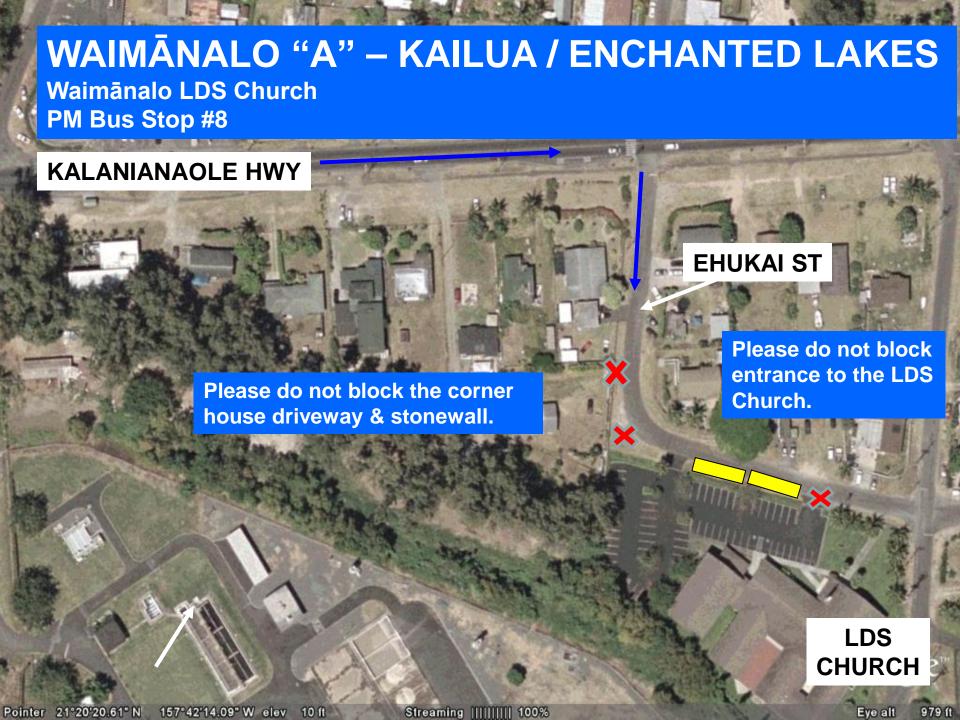
Waimānalo Feed Store / 7-11 City Bus Stop PM Bus Stop #6

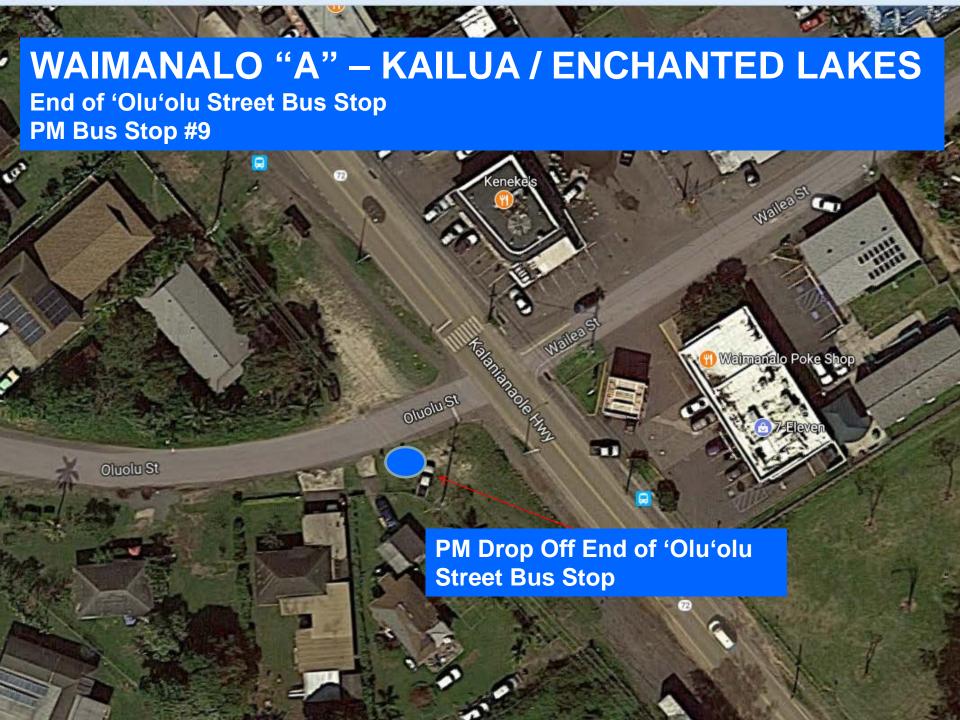


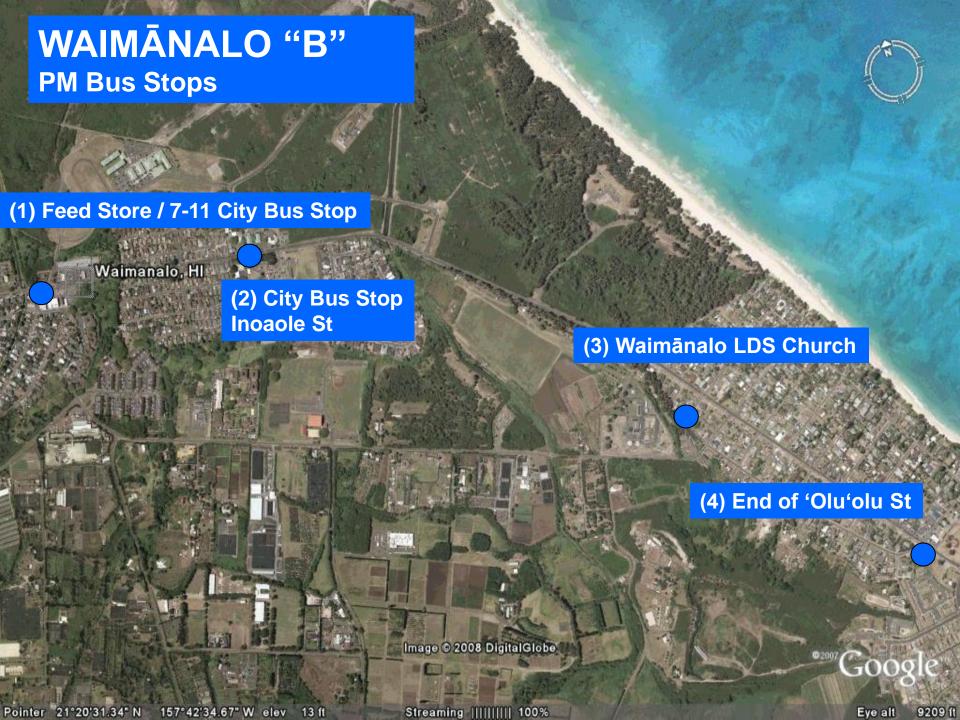
#### WAIMĀNALO "A" – KAILUA / ENCHANTED LAKES

City Bus Stop Inoaole Street PM Bus Stop #7







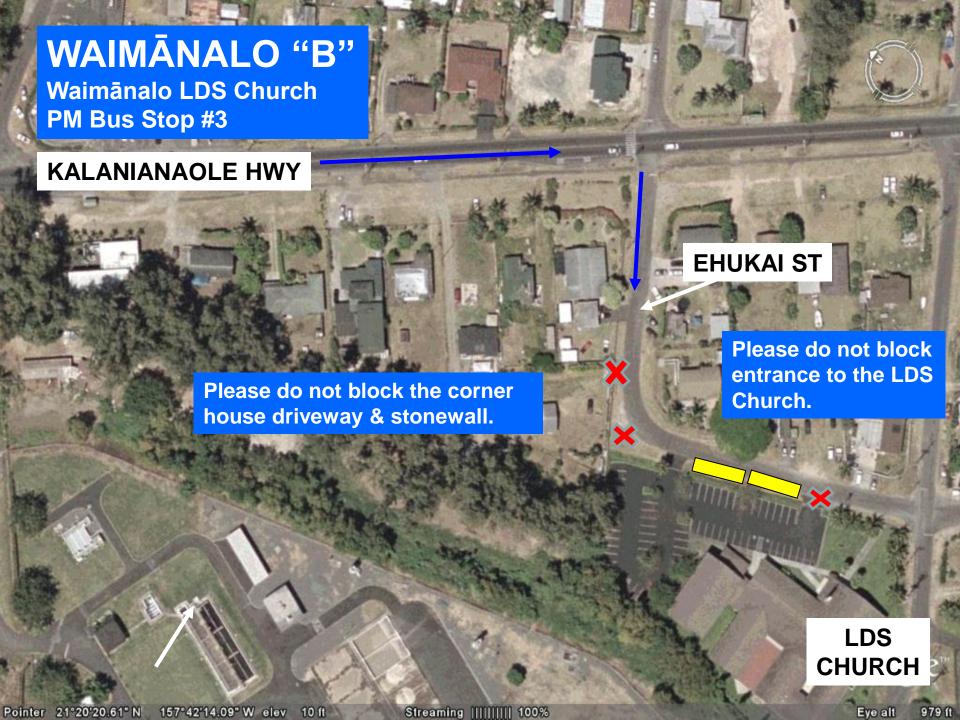


#### **WAIMĀNALO "B"**

Waimānalo Feed Store / 7-11 City Bus Stop PM Bus Stop #1



# WAIMĀNALO "B" **City Bus Stop Inoaole Street** PM Bus Stop #2 **PM Drop Off City Bus Stop Inoaole Street** Kalananade Huy ino aole St





#### 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 haumana and KS.

#### Cooperation

As always, cooperation is vital to our success. We must not only work together to ensure the safety and well being of our haumana, 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

#### Mahalo

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 feedback we receive.

Please remember that we value your input and you are always welcome to voice your opinion to us.

Mahalo nui for your kokua!