

# 2020/2021 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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- 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 yourself 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

# Awarding bus service

- Open enrollment for bus service is May 1<sup>st</sup> – May 22<sup>nd</sup>, 2020.
- You may still apply for commuter bus service after the May 22<sup>nd</sup> close date; however, your child may be waitlisted based on seating availability.



# **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 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

# 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 encourage any parents that will consistently be at our AM or PM bus stops to please volunteer as a Parent Monitor.
- If interested, please complete the Parent Volunteer Form through the Parents & Alumni Relations (PAR) website: <a href="https://www.parents.ksbe.edu">www.parents.ksbe.edu</a>
- All volunteers will need to be cleared by PAR prior to taking on the bus monitor duties.

# Transportation Webpage

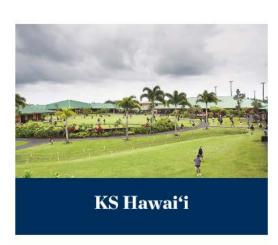
http://www.ksbe.edu/ -> KS Kapālama

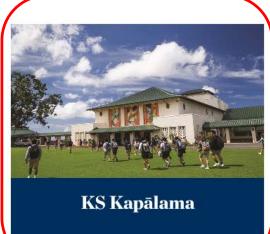


Education Admissions + Aid 'Āina + Community

News Alumni About us Contact us

### **Our campuses**









# Transportation Webpage

KS Kapālama -> Campus Overview



Education Admissions + Aid 'Āina + Community

News Alumni About us Contact us

### Our campuses









# Transportation Webpage

Campus Overview -> Campus Overview



Education Admissions + Aid 'Āina + Community

News Alumni About us Contact us

#### KS Kapālama

1887 Makuakāne St. Honolulu, HI 96817 (808) 842-8211

- About Kapālama Campus
- Athletics
- Preschool
- Summer school
- Transportation
- Uniforms
- · Health services, Mālama Ola
- Boarding at KS Kāpalama
- Faculty Directory
- Campus map
- Bishop Memorial Chapel
- · Ka'ahumanu Fitness Center
- Kekuhaupi'o Gym
- KS Connect
- Student Webmail
- Blackboard

# positive learning environment

For faculty and staff (only accessible on the KS network):

- KS Code of Conduct »
- KS Policies and Procedures »

For everybody:

CLICK HERE FOR THE HI'IKUA HELPLINE

#### Alumni news

Get news about births, weddings and other personal and professional alumni achievement.





View 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



# Transportation Webpage

Bus Service Application - > School Year 2020/2021 Bus Application

#### Transportation Department Kamehameha Schools Kapālama Campus

About Commuter Bus Stops Service Areas Transportation Requests

**Bus Service Application** 

HOME » BUS SERVICE APPLICATION

#### Aloha,

Applications for Commuter Bus Service for School Year 2020/2021 will be accepted from May 1, 2020 (Friday) – May 22, 2020 (Friday) to all students residing in outlying service districts. You may still apply for commuter bus service after the May 22nd close date; however, your child may be wait listed based on seating availability.

Please click on the link below to submit your 2020/2021 application for commuter bus service.

School Year 2020/2021 Bus Application

Please click on the link below to view the 2020/2021 Commuter Bus Service Parent Handbook.

School Year 2020/2021 Parent Handbook

#### IMPORTANT REMINDERS

- > Student Notice of Concerns
- > Parent / Student Expectations
- Kapālama Elementary School Assigned Seating
- School Messenger
- > Zonar Student Scanning System

#### OUR KULEANA

- 1. Safe transportation of students, faculty, and staff.
- 2. Servicing transportation requests and meeting our time commitments.
- 3. Operating efficiently and within our budget.

#### USEFUL WEB LINKS

- City & County of Honolulu Traffic Cams
- 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

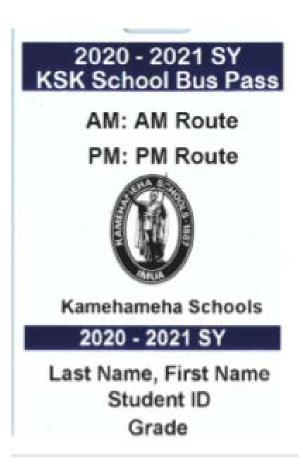


# ZONAR Student Scanning System

- Commuter bus passes (ZONAR cards) are only valid during the school year indicated on the bus pass
- School Year 20/21 ZONAR cards are the color purple
- School Year 19/20 green 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 2020/2021

- Hawai'i Kai AM bus stop changed to Hawai'i Kai Costco Foodcourt.
- Hale'iwa PM bus stop changed to Hale'iwa Beach Park.
- Waimānalo A PM route name change to Waimānalo/Kailua A.
- North Shore PM bus stop added Fairly's Fine Art Gallery.
- North Shore PM bus stop name change to Sunset Beach Fire Station bus stop.

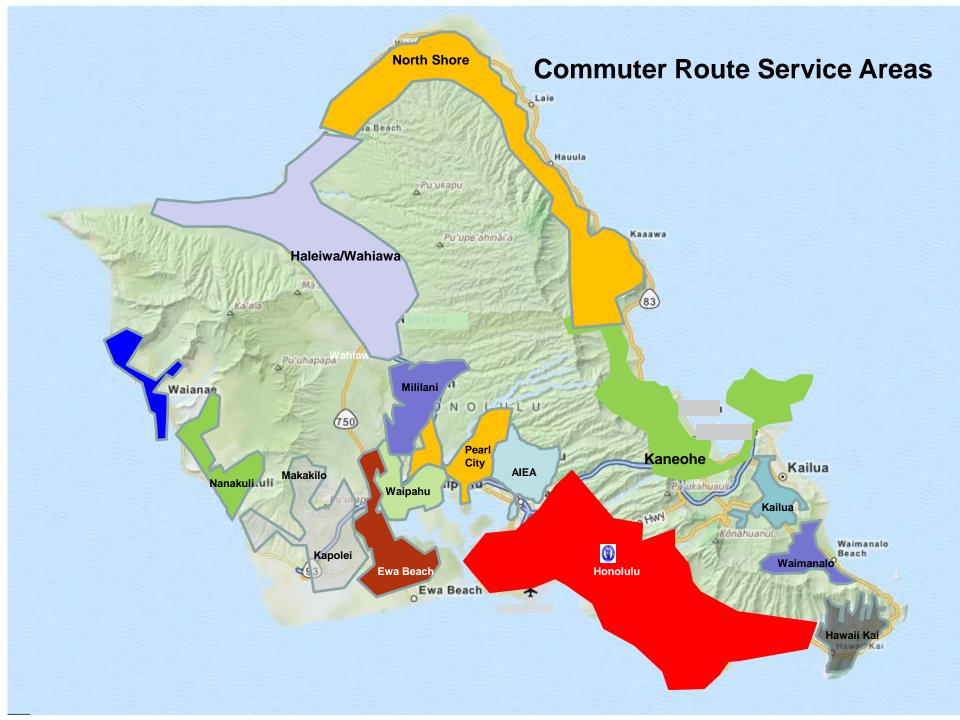


# SY2020-2021 Sample Student ID

Green IDs from SY19/20 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
LWa Deach	Lwa Beach, Lwa villages, Hohodildii, hoquois Folint, Ocean Folinte, Soda Greek, Westioch, Queens Cate
Hawaiʻi 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	Kāneʻohe, Ahuimanu, Haʻikū Plantation, Haʻikū Village, Heeia, Heeia Kea, Kāneʻohe Marine Base, Kahaluʻu 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, Nanakai Gardens
Mā'ili	Mā'ili, Princess Kahanu
Makakilo	Makakilo
Mililani	Mililani, Mililani Town, Launani Valley, Mililani Mauka, Waipio Acres
Nānākuli	Nānākuli .
North Shore	North Shore, Hau'ula, Ka'a'awa, 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, Hale'iwa, Helemano, Mokuleia, Poamoho Camp, Schofield Barracks, Waialua, Whitmore Village,
Wahiawa	Wheeler Air Base
Wai'anae	Waiʻanae, Māʻili, Makaha
Waimānalo	Waimānalo, Waimānalo Beach
Waipahu	Waipahu, Royal Kunia, Village Park









































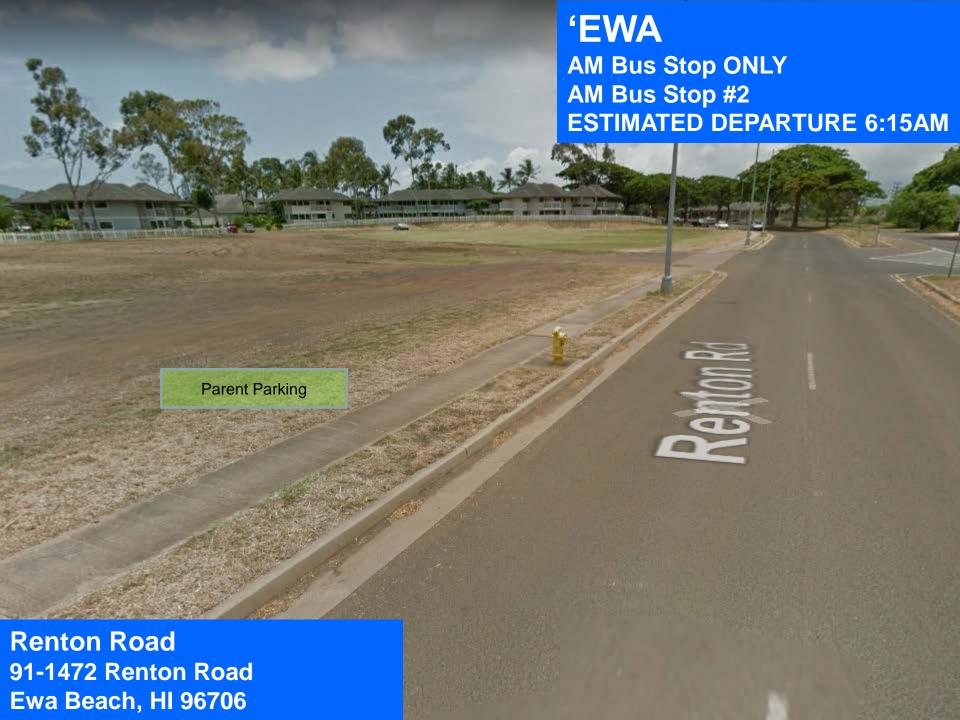
















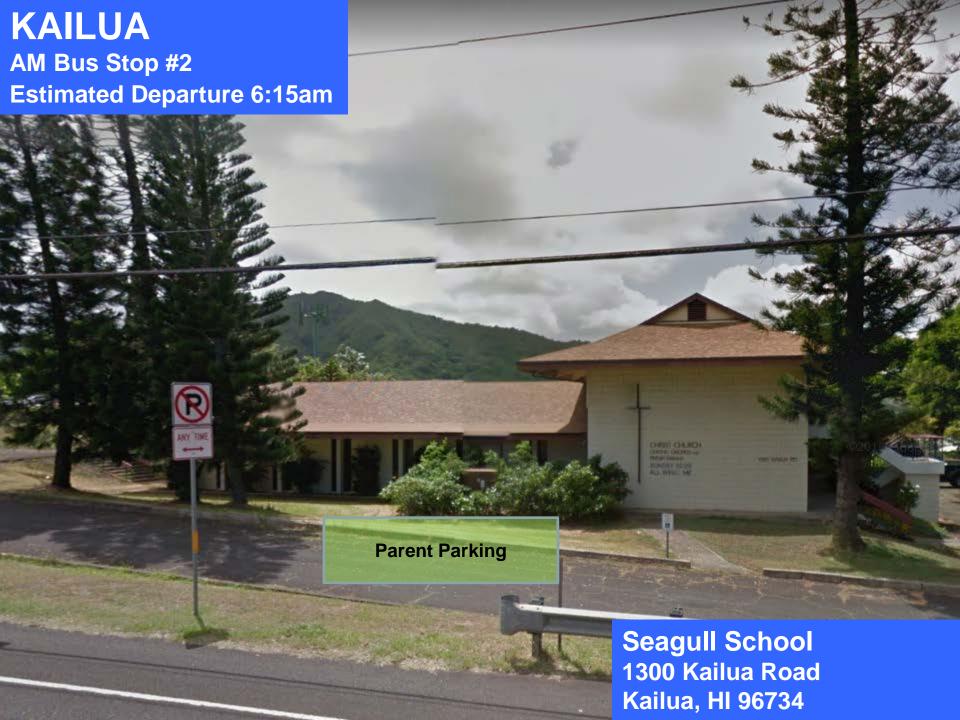






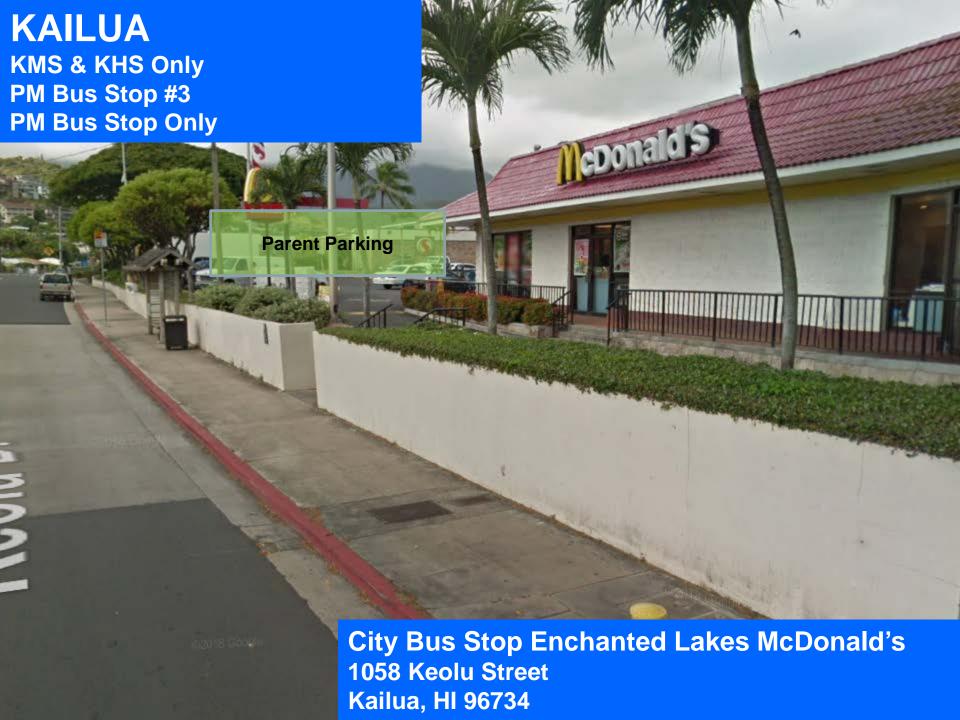


























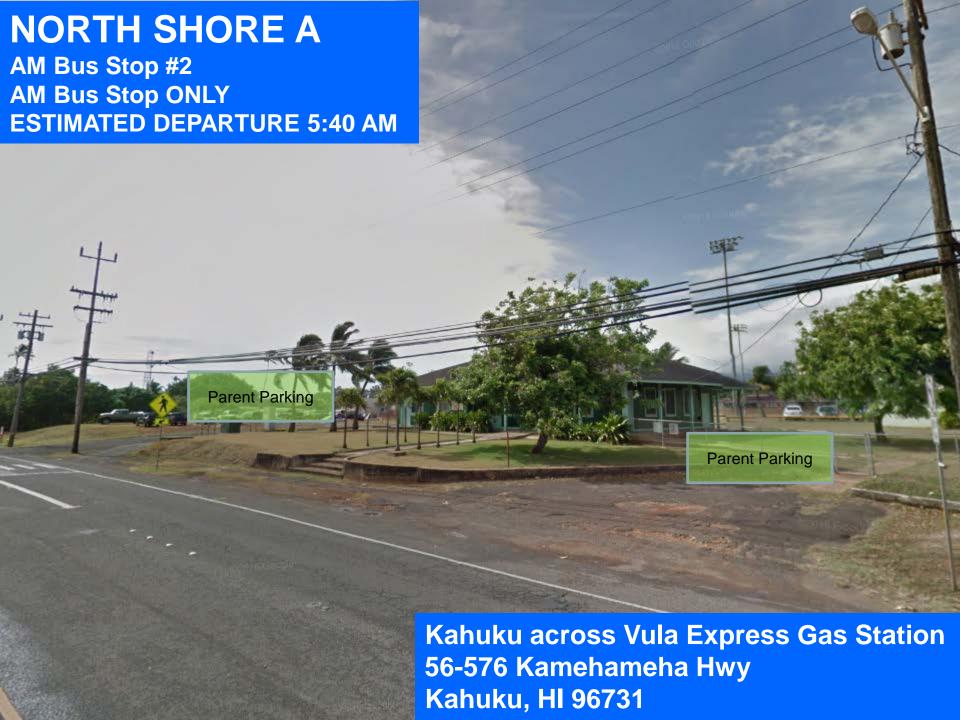














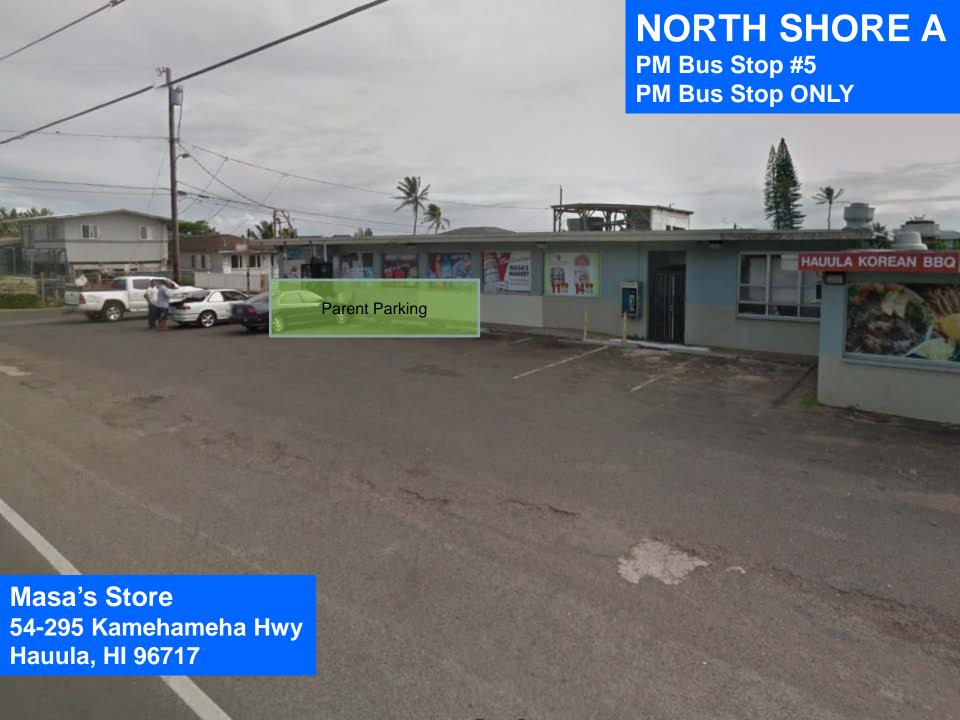


































## WAHIAWA/HALE'IWA AM Bus Stop #1 **AM Bus Stop ONLY AM DEPARTURE 5:30AM Parent Parking Hale'iwa Malama Market** 66-190 Kamehameha Highway Google Haleiwa, HI 96712



























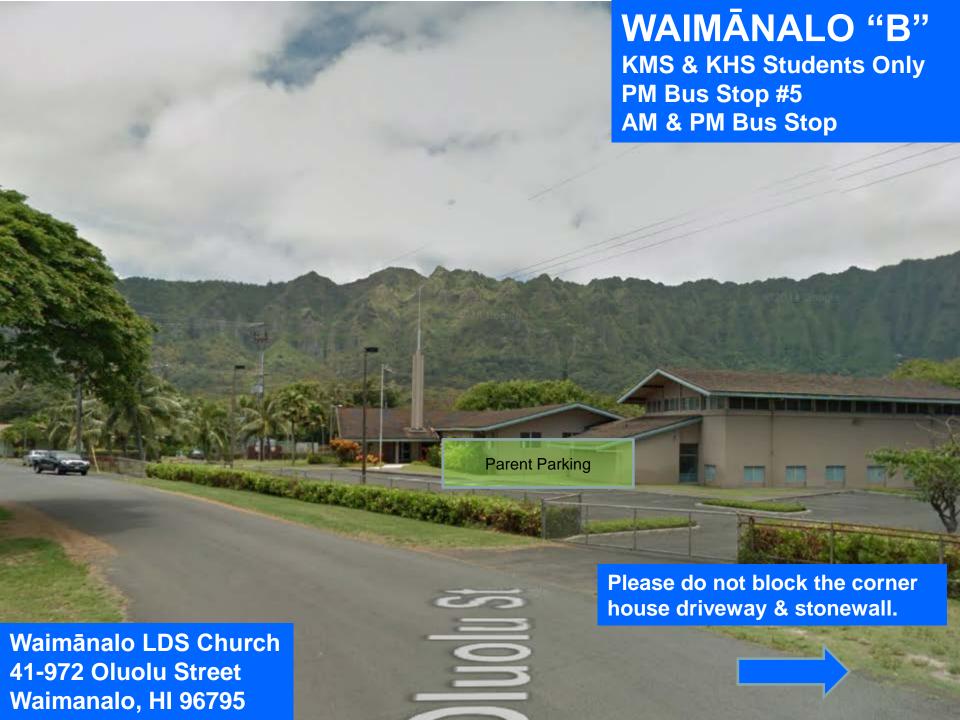














## CONCLUSION

#### 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!