

U2

# 2022/2023 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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#### 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 we will work hard 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 20<sup>th</sup>, 2022.
- You may still apply for commuter bus service after the May 20<sup>th</sup> close date; however, your child may be waitlisted based on seating availability.
- Even if applying for bus service within the enrollment window, 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 needs and student demographics as indicated by the applications received for commuter bus service.

Kamehameha Schools Kapālama Campus utilizes a hybrid of in-house buses and third-party chartered buses. Kamehameha Schools' in-house bus fleet consists of Type I school buses to transport KS students.

The maximum number of daily commuter routes is 29, with 25 routes serviced with KS' buses and 4 additional routes that are chartered by a qualified third-party vendor. Based on historical and current data, this is sufficient to meet the true need for commuter bus service from <u>outlying service areas</u>. This structure allows for 3 KS buses for service/operational issues. In the event issues arise impacting the structure listed above, Transportation will either: 1) charter additional runs (if 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 school buses (based on mfr's rating of 3 students to a seat). For the comfort of students, Transportation will generally assign 2 (two) students to a seat, whenever possible, resulting in 60 or 56 passenger school buses.

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.

#### **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 awarding bus service will remain with preference given to younger students and then on an as-available 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.

#### <u>Transportation Responsibilities</u>

From the time the students board the bus and throughout their transport to/from campus, the Transportation Department assumes responsibility for the students and their safety. For everyone's safety, all riders must follow instructions given by the Driver at all times. 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.

#### STUDENT CODE OF CONDUCT

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.

#### STUDENT CODE OF CONDUCT

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

#### STUDENT CODE OF CONDUCT

#### While on the bus:

- Head & arms must remain in the bus at all times
- No yelling on the bus
- Obscene language or gestures will not be tolerated
- Do not tamper with the bus or its equipment in any way
- No eating/drinking, except water from lidded water bottles
- Always follow instructions from the Bus Driver
- Do not throw objects on the bus or 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 top 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 and <u>may not step foot on buses</u>. Instead, immediately report any concerns to the Transportation Department at (808) 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

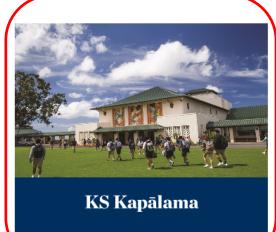


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#### Our campuses





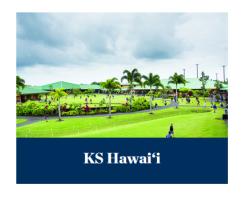


# Transportation Webpage

KS Kapālama -> Campus Overview



#### Our campuses







# Transportation Webpage

Campus Overview -> Transportation



Education

Applications + Aid

'Āina + Community

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Alumni

About us

Contact us

#### Our commitment: Safe and 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 »

#### Social media

FIND KS KAPĀLAMA ON FACEBOOK

#### Resources

#### KS Kapālama

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

- Kapālama student calendar SY 2020-21
- Kapālama student calendar SY 2021-22
- Kapālama student calendar SY 2022-23
- 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
- KS Kapālama transcript requests
- Parents and Alumni Relations
- Hoʻolauleʻa 2020

## 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 22/23 YELLOW ZONAR cards are valid
- School Year 21/22 RED ZONAR cards are invalid
- Do not bend or crack passes (RFID function will break).
- Replacement of lost or damaged ZONAR cards:
  - Will be handled by the Transportation Department
  - Will incur a \$10 non-refundable fee due at time or replacement
- ZONAR cards must be displayed to driver upon bus entry and must be scanned both when entering and exiting the bus

#### 2021 - 2022 SY KSK School Bus Pass

AM: AM Route

PM: PM Route



Kamehameha Schools

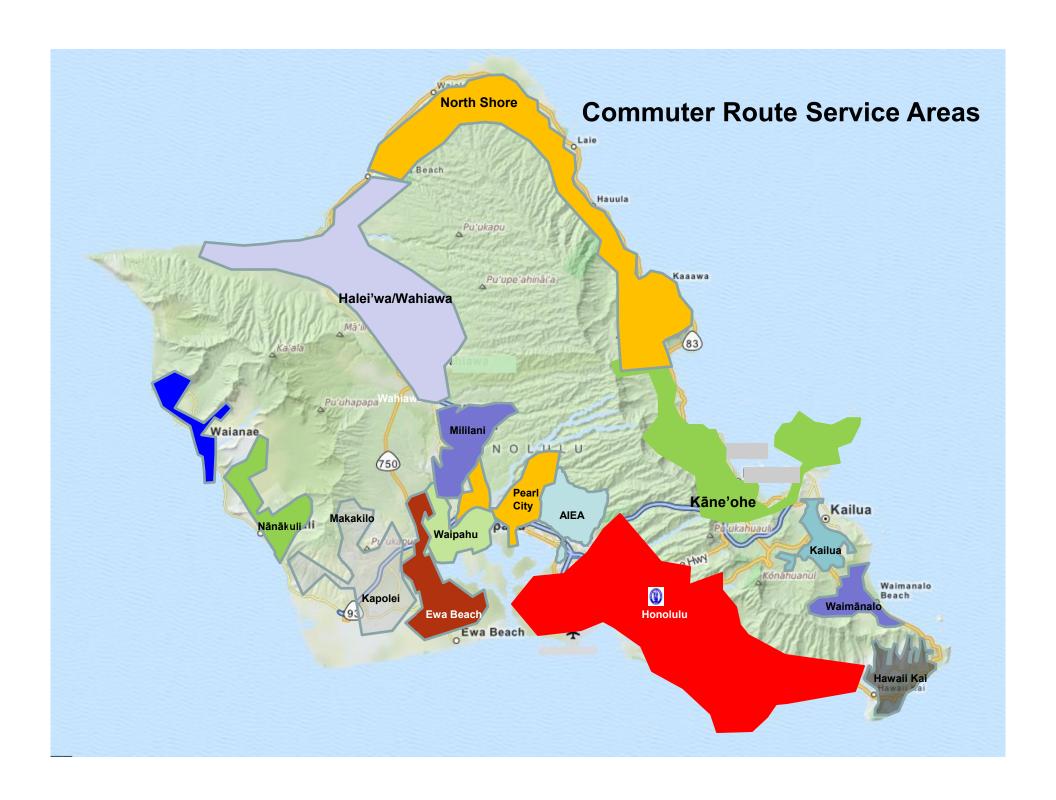
2021 - 2022 SY

Last Name, First Name Student ID Grade

# SY2022-2023 Sample Student ID

RED IDs from SY21/22 are no longer valid.

Valid SY22/23 IDs are YELLOW





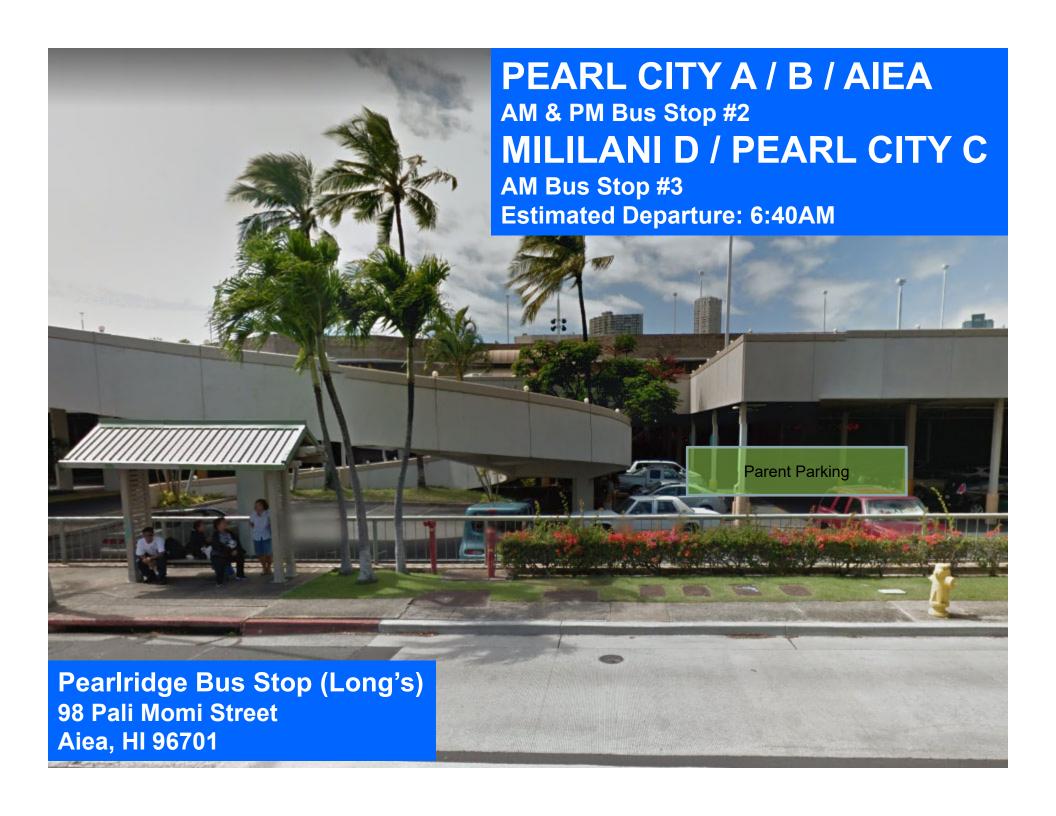










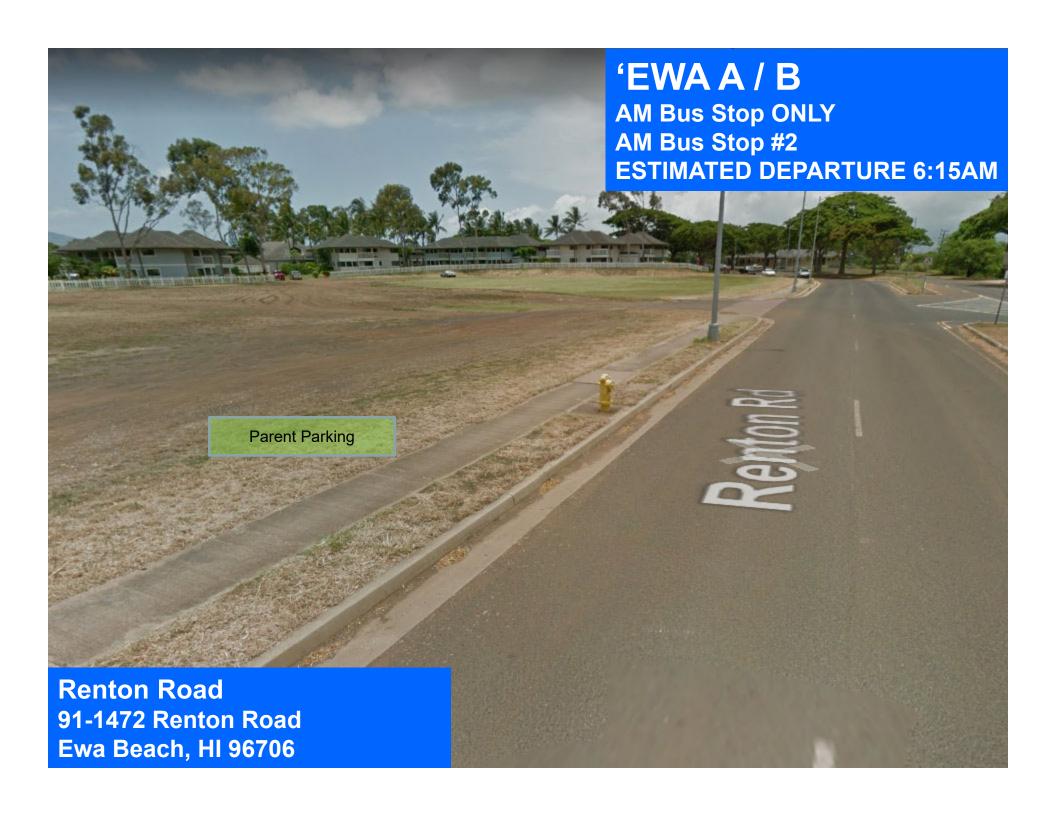


















































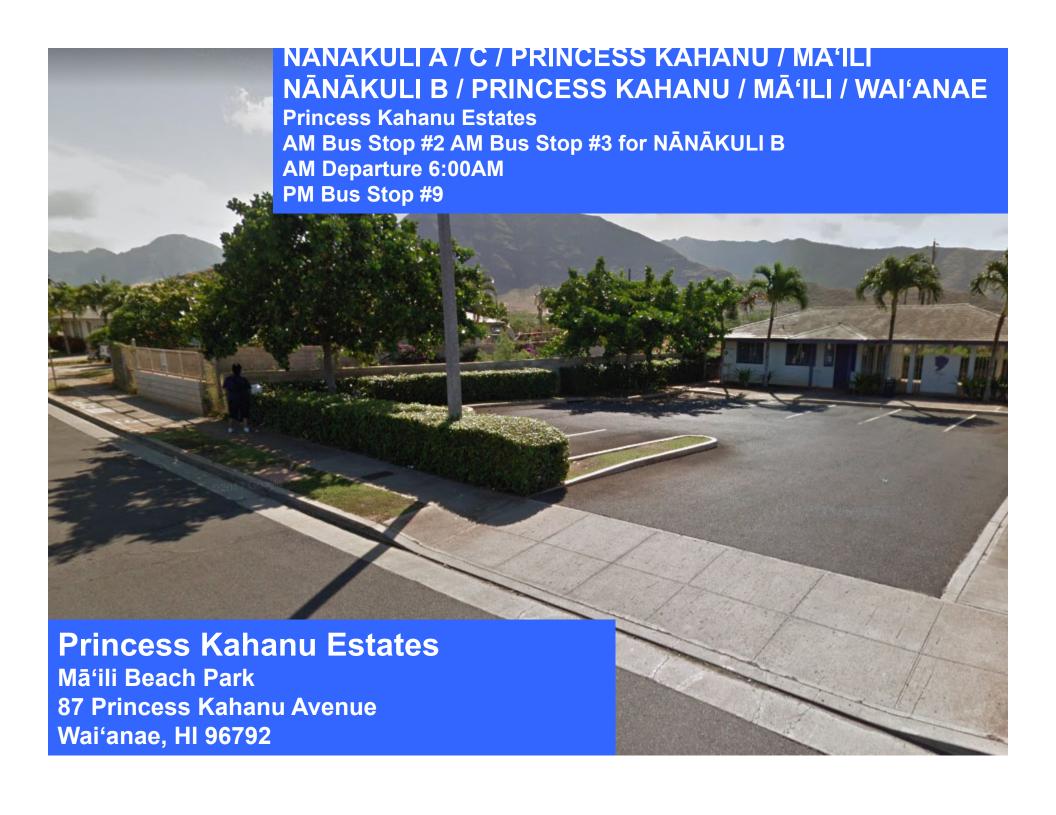


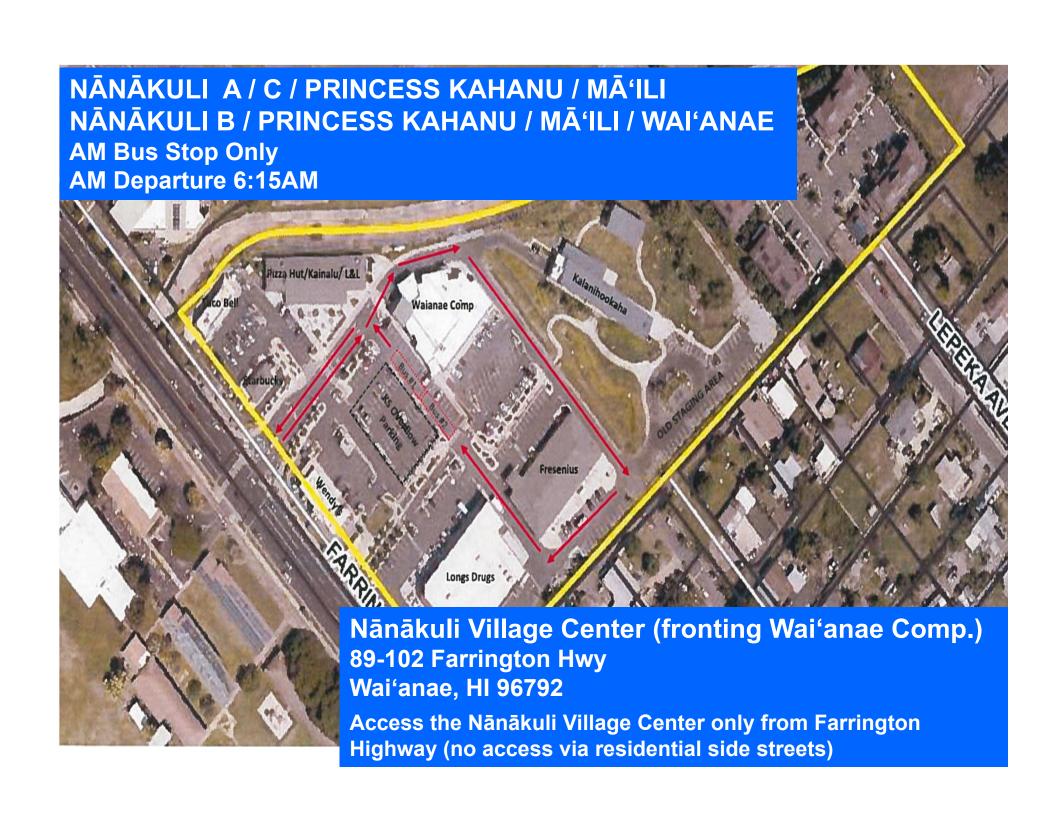






















## NĀNĀKULI A / C / PRINCESS KAHANU / MĀʻILI NĀNĀKULI B / PRINCESS KAHANU / MĀʻILI / WAIANAE PM Bus Stop #6 PM Bus Stop Only





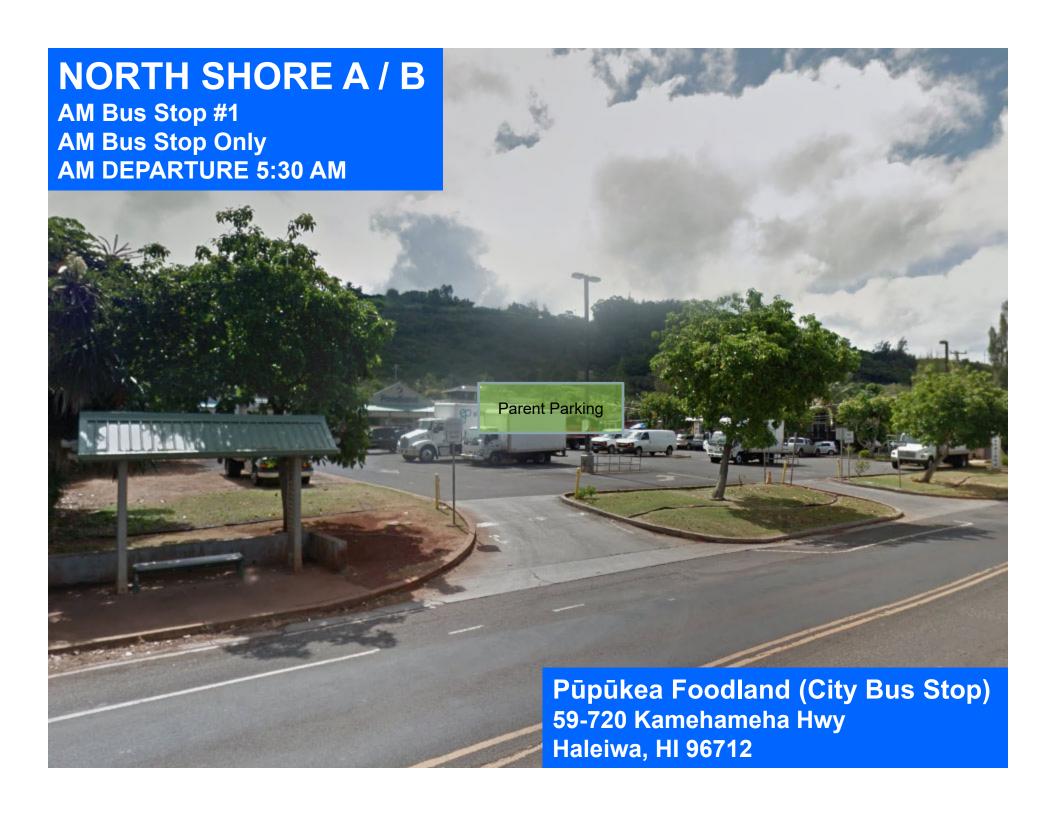


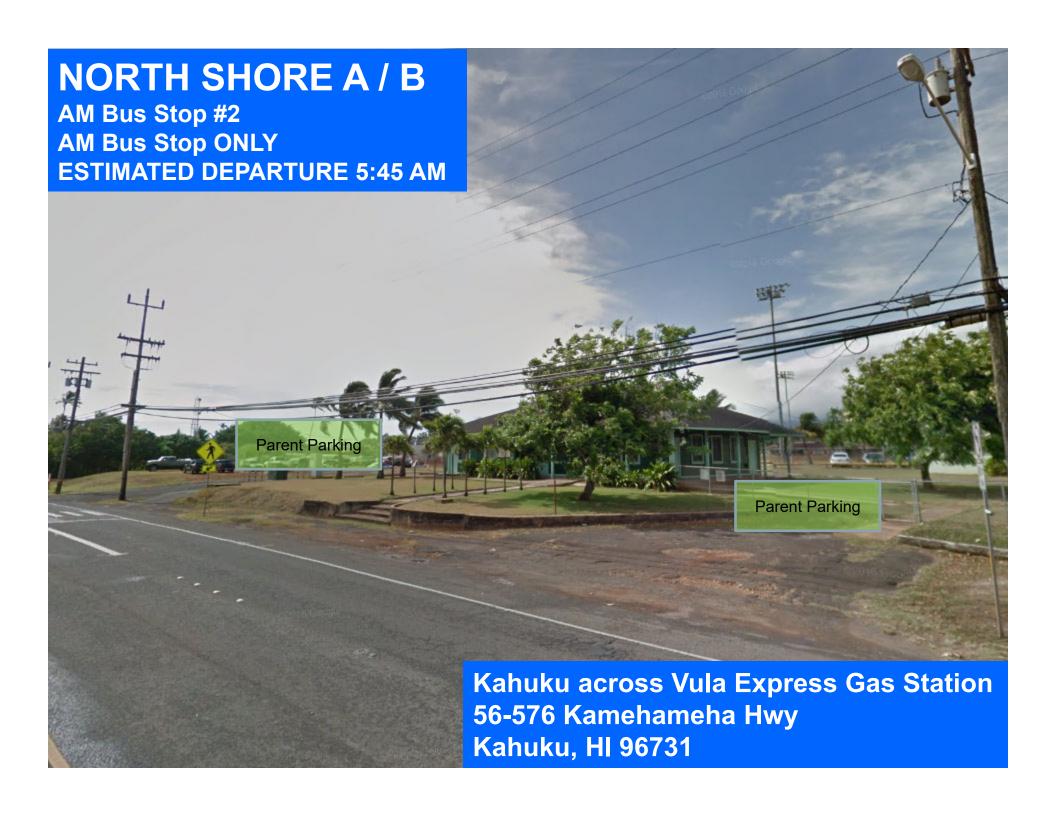


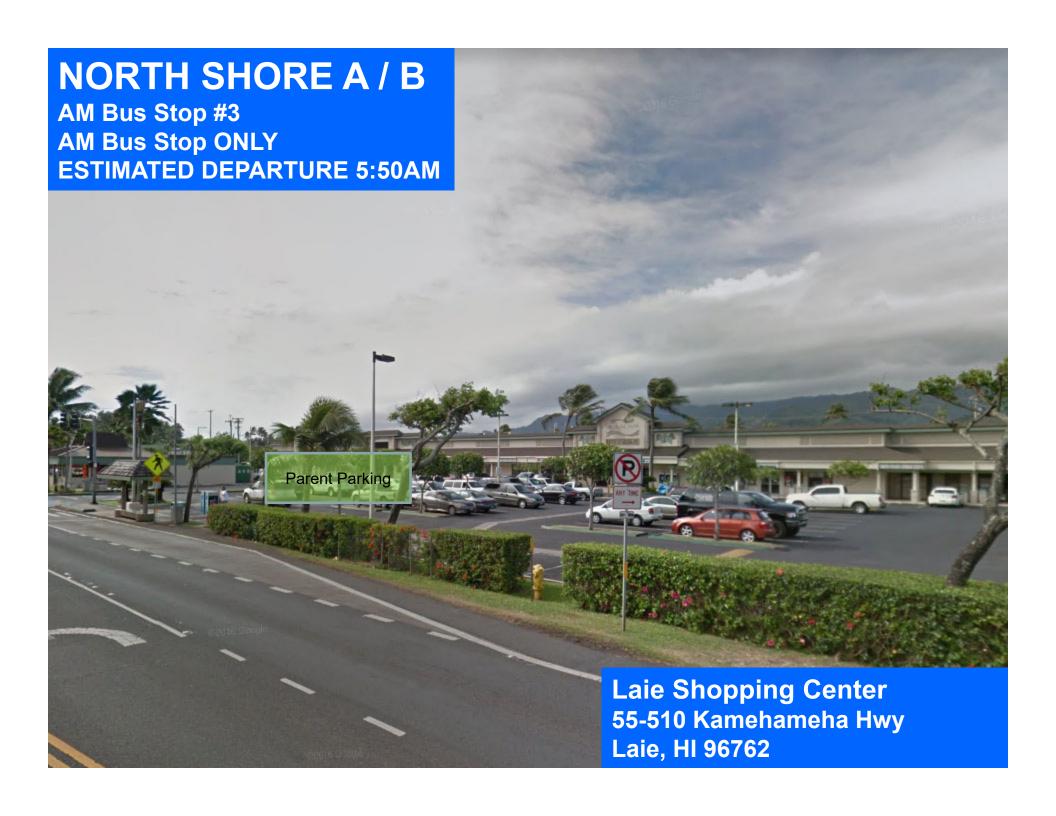
































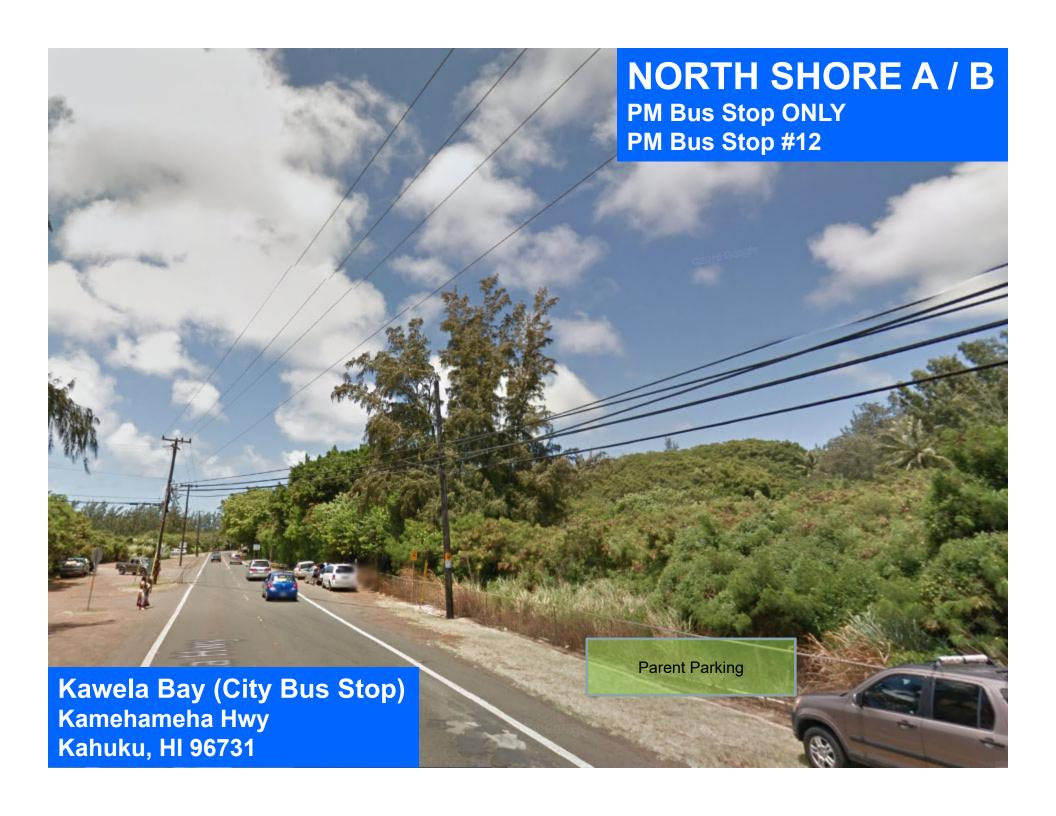






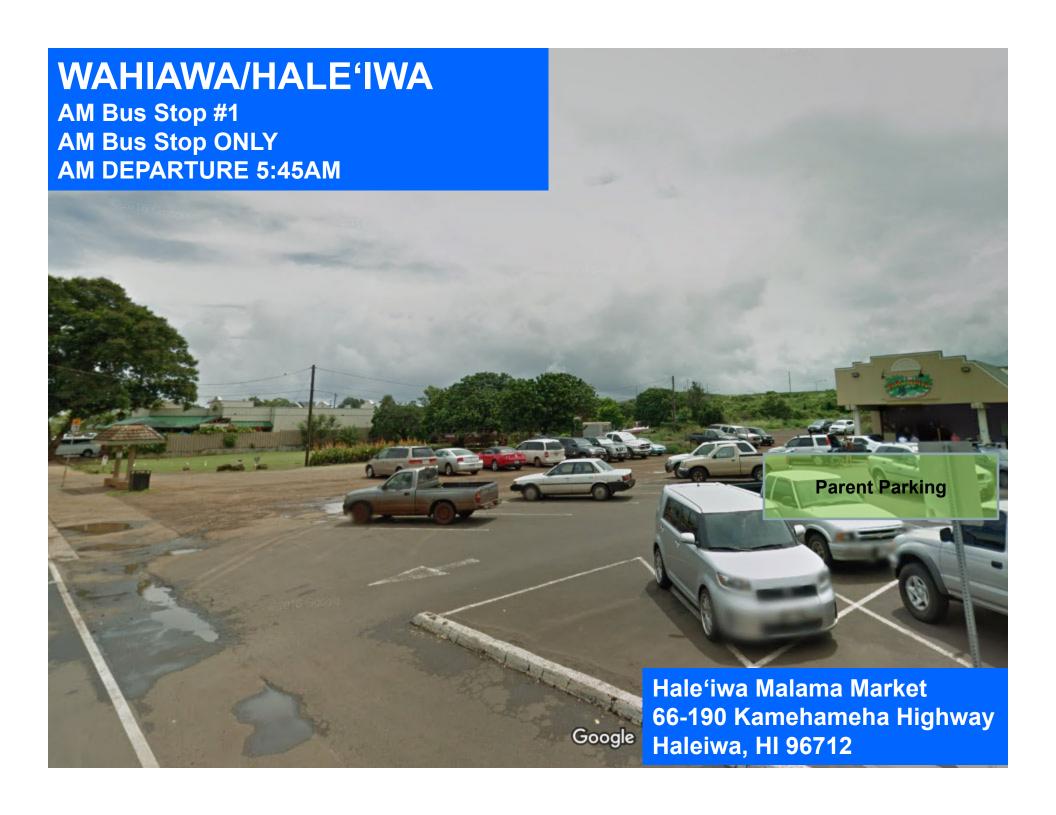








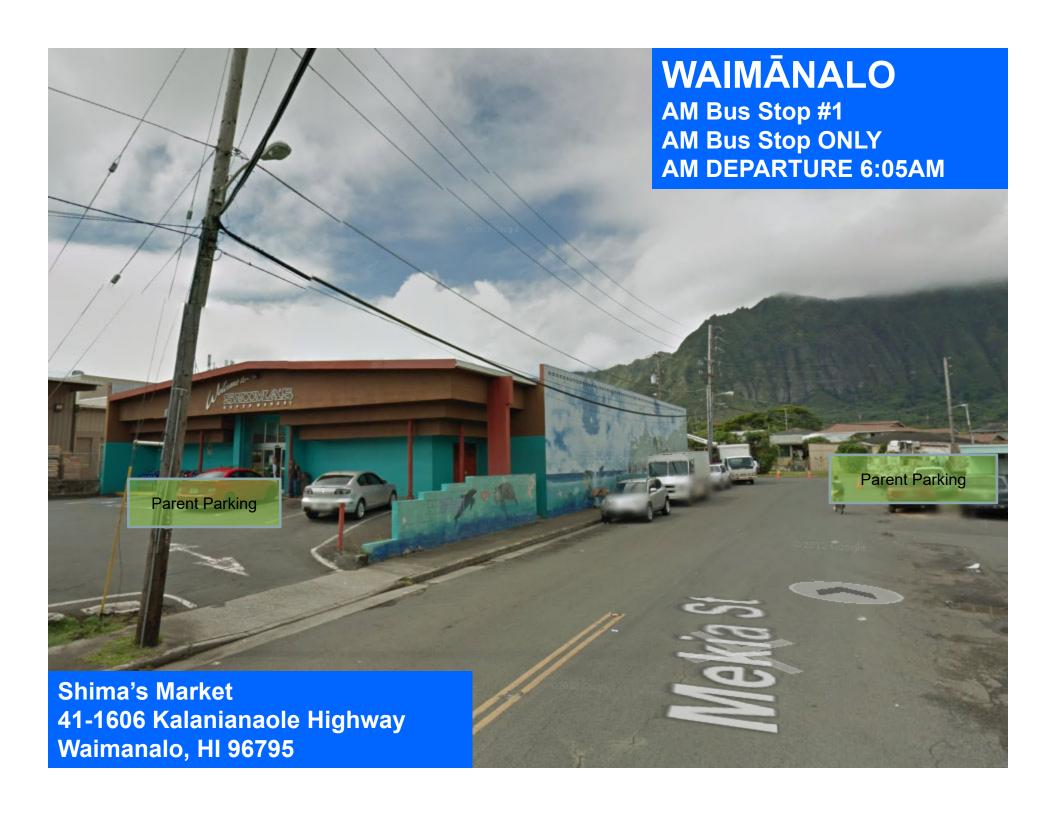


























# CONCLUSION

#### 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 feedback and you are always welcome to voice your opinion to us.

**Transportation Department (808) 842-8329** 

Mahalo nui for your kōkua!

