



## TRANSPORTATION APPLICATION

Parents must complete and return the transportation application, pages 5 & 6 only. Student transportation space is limited, is on a first-come, first-serve basis, students will have designated bus stops and any changes will require a **NEW** transportation application. On occasions due to situations beyond our control the bus maybe delayed and not make their scheduled drop off times, we will make every effort to notify parents/guardians ahead of time. Please review with your students the Hawaii DOE school transportation rules and policies that we also abide by on pages on 2 and 3.

### Strict Designated Bus Stops

1. Students may **ONLY** ride on their designated AM and PM bus stop.
2. We will **not accommodate phone calls, written notes or any other type of notification** including but not limited to sports activities, visiting `ohana or sleepover's to temporarily change your student(s) bus stop.
3. Should the student's primary residence change, parents/guardians must submit a **NEW** Transportation Application, due to limited seating student(s) are not guaranteed a seat on the new route and may be waitlisted.

### Bus Stop Waiting Process

1. Students are expected to follow the `Ae Like while waiting for the bus.
2. Student safety is a priority, students must wait until the bus comes to a complete stop, if crossing the street, cross ten feet in front of the bus and the driver will give a signal before students attempt to board the bus.

### Afternoon Bus Stop Drop Off

1. Kua O Ka La NCPCS follows the DOE policy for dropping off students, K-12, after school at their designated bus stops.
2. **PLEASE BE AT STOPS 10 MINUTES PRIOR TO SCHEDULED DEPARTURE TIMES.**
3. It is the parent/guardian's responsibility to make arrangements to pick up their student(s) at their designated bus stop.
  - a. IF PARENTS ARE NOT AT DROP OFF,
    - i. the transportation driver will assess the situation;
    - ii. leave the child at designated stop OR if they find it "UNSAFE" for your student to be left alone
    - iii. the driver will contact school administration and keep the student on the bus for the remainder of the scheduled route until parents are contacted.
  - b. IF parents or emergency contacts can't be reached, our last resort will be to leave the student at the nearest **Police Station** to the end of the scheduled route.

## School Bus Safety Rules and the Hawaii Passenger Safety Code

- 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, 10 minutes before, 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; Hawaii Department of Education, Student Transportation Services Branch 4
  - 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.*

## **Bus Detention / Suspension Guideline**

If a Bus Incident Report is made on your child, an administrator will perform an investigation of the incident and notify the parent or guardian of the outcome. Students who misbehave on a bus shall be subject to disciplinary actions below and can lead to denial of transportation. We enforce a strike policy for misbehavior.

### **Minor Infractions**

**1<sup>st</sup> Referral**

**2<sup>nd</sup> Referral**

**3<sup>rd</sup> Referral**

### **Consequence**

**Warning**

**1 Week Detention**

**2 Weeks Detention**

### **Safety Issues**

**1<sup>st</sup> Referral**

**2<sup>nd</sup> Referral**

**3<sup>rd</sup> Referral**

### **Consequences**

**2 Weeks bus suspension**

**3 Weeks bus suspension**

**Bus suspension**

**ADD BUS ROUTE HERE**

# ONE APPLICATION PER FAMILY

Please complete and return pages 5 & 6, list all important contact numbers, AND notify school when changes occur.

Check **AM and/or PM** bus stop for your child(ren) for the school year.

A M	P M	Route 1	A M	P M	Route 2	A M	P M	Route 3
		Hawaiian Beaches - Da Store			Blacksands			Orchidland - Blane's
		Maku'u Dr. & 31st			Nanawale Longhouse			Kea'au - Puna Hongwanji
		Maku'u Dr. & 22nd			Pahoa Bank of Hawaii/BGC			
		Paradise Dr. & 25th						
		Kaloli Dr. & 25th						
		Shower Dr. & 26th						

Student(s) legal name AND grade:


Physical Address:

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Mailing Address:

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Parent/Guardian (A): \_\_\_\_\_ Relation: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Parent/Guardian (B): \_\_\_\_\_ Relation: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ Relation: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ Relation: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

**Student/Parent Initials**

\_\_\_\_/\_\_\_\_ I understand **KOKL Transportation Policy and Procedures** and agree to abide by them.

\_\_\_\_/\_\_\_\_ I have read the **Passenger Safety Code** with my child/children Kua O Ka La NCPCS.

\_\_\_\_/\_\_\_\_ I have read and reviewed the **Detention and Suspension Guidelines**. I understand these guidelines and agree to abide by them.

\_\_\_\_/\_\_\_\_ I understand that it is the sole responsibility of the parent/guardian’s to make arrangements to pick up their students(s) **AND to be at designated stop 10 minutes prior to listed departure times.**

\_\_\_\_/\_\_\_\_ I understand that if I do not abide by these guidelines and rules, disciplinary action will take place, which may result in transportation privileges being revoked.

**IMPORTANT REMINDERS:**

I hereby acknowledge that all information above is accurate, and I agree to inform Kua O Ka La PCS immediately of any address or phone number changes. I agree to go over the Passenger Safety Code and Bus Safety Rules with my child, and understand that misbehavior is subject to disciplinary action, which can result in transportation privileges revoked. I also understand that students may ONLY ride the bus route assigned to them, and may ONLY exit the bus at their designated bus stop. Parents/Guardians are responsible for being at bus stops ten minutes prior to scheduled time.

Student 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student 3 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student 4 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student 5 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student 6 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*\*\*OFFICE USE\*\*\*\*\***

Service Selection: AM PM BOTH ROUTE: 1 2 3 Designated Stop: \_\_\_\_\_

HEAD OF TRANSPORTATION Approval: \_\_\_\_\_

DATE: \_\_\_\_\_

NOTE(s):