



SY 2018-2019

# SCHOOL BUS HANDBOOK



**STATE OF HAWAII  
LAUPAHOEHOE COMMUNITY PUBLIC CHARTER SCHOOL  
SCHOOL TRANSPORTATION SERVICES  
35-2065 OLD MAMALAHOA HWY, P.O. BOX 189 LAUPAHOEHOE, HI 96764**

### **NOTICE TO PARENTS AND GUARDIANS**

This booklet contains information that will assist you in registering your child for public school bus service for the 2018-2019 School Year. After reading the information in this booklet, if you decide to sign up for bus service simply complete the school bus service application form. Please submit your completed application form to the school office as soon as possible.

Laupahoehoe Community Public Charter School (LCPCS) has a strict “NO REFUND” policy on all school bus service purchases. For this reason, we strongly urge you to consider your child’s transportation plans carefully ***before*** submitting your application form.

#### **Eligibility**

Pursuant to hawaii Administrative Rule (HAR) 8-27-5, students 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 to qualify for 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 LCPCS.*

#### **Payment Plans**

All bus riders (Except those who are approved for free bus service) must pay the transportation fee. We offer 2 payment plan options:

- 1. Annual Payment Plan** - one-time payment
- 2. Quarterly Payment Plan** - four equal payments; one for each academic quarter

Students who intend to use the LCPCS bus system as their primary means of getting to and/or from school daily throughout the entire school year are encouraged to select the the ANNUAL payment plan.

Students who intend to use the LCPCS bus system as their primary means of getting to and/or from school daily whose transportation needs may change from one academic quarter to academic quarter are encouraged to select the QUARTERLY payment plan.

#### **Payments are due with application form.**

Accepted payment forms include cash, cashier’s check, money order and personal checks(made payable to LCPCS).

#### **Returned Checks**

There is a \$25.00 service fee for all returned personal checks. The service fee must be paid in person at the school office by CASH ONLY within one week of the returned personal check. Failure to remit both payments by the deadline will result in the immediate suspension of your child’s bus riding privileges.

#### **Bus Service Prices**

Pass Type	Annual	Quarterly
Round Trip	\$270.00	\$72.00
One-Way	\$135.00	\$36.00

*A family discount is available for families with more than one student. The first student is charged at full price, the second student receives a 50% discount, and the third student receives a 75% discount. Fourth student rides free.*

#### Free Bus Pass

Students who meet one or more of the following criteria may receive free bus service:

- ❖ Student's approved family household income (determined by completed Family Household Survey)
- ❖ 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 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 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. A second pick up or drop off location will require the "Space Availability basis form" to be turned in with application.

#### No Refund Policy

LCPCS has a strict "NO REFUND" policy on all school bus pass purchases. LCPCS Student Bus Transportation Service is a private service NOT connected to the DOE Student Transportation Service, therefore if your child transfers to another school during the school year, the bus service account will NOT be transferred to the new school.

#### Bus Service Accounts

Your child will be placed on a MASTER LIST only upon satisfactory receipt of application and payment. Once application is completed and payment is made, your child will receive a receipt and will be placed on the MASTER LIST, which will enable him/her to start using the school bus service right away.

#### School Transfers

If your child transfers to another school, the bus account will NOT be transferred to the new school.

#### Discipline

Students who misbehave on the bus may be denied rides and shall be subject to disciplinary action as defined in LCPCS Discipline Policy. When the school receives a School Bus Incident Report on your child, the Director 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 Director's disciplinary action, you will not receive a refund for the unused portion of the bus service.

#### 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 line 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. If damage occurs 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 Director;
  - 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.

\*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 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 setting; 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.

*Please be aware of the following Expectations:*

- **Student Supervision before Pick-up and after Drop-off**

Bus drivers are expected to meet schedules as closely as possible. Parents/guardians are responsible for the supervision and safety of their children prior to boarding the bus in the morning before school and upon exiting the bus after school. The school administrator and bus personnel acquire supervisory responsibility while children are on the school bus. Students are required to arrive at their stops five minutes prior to the published pickup times. If pick-up times change during the school year, parents/guardians will be notified.

- **Meeting the School Bus**

There is no general provision for dropping off elementary students when parents/guardians fail or choose not to meet the school bus at the time of the afternoon discharge. The bus driver can only wait for a few minutes. If a parent/guardian does not arrive, the following actions will be taken:

1. Bus driver will keep the child on the bus for the remainder of the route.
2. Bus driver will notify the school.
3. The school office will then call the child's parent(s).

*If there is no answer, the office will leave a message and continue to call the child's parent(s) until contact is made.*

4. Bus driver will check the assigned bus stop again on their way back to school after completing the route.

*If there is no parent waiting for the student, the child will be brought back to the school and the child's parent(s) will have to make arrangements to pick up their child from school as soon as possible.*

5. If a parent does not pick up their child by 4PM and does not call the school, the child will be taken to the Laupahoehoe Police Station to wait for pick-up.

If for some reason you are not able to be at the bus stop to greet your child, and you do not wish for your child to be discharged without adult supervision, please contact a responsible adult and arrange for this alternative person to be at the bus stop.

If you would like your elementary student to be left at the bus stop without a parent or guardian present, you must fill out the “Release Form” attached to this notice and submit it to the school office immediately. Your child will not be left at the bus stop without supervision if this form is not on file at the school.

- **Alternate Bus Information**

LCPCS recognizes that it may become necessary to change busing to another address (For example: childcare address; daycare address). The guidelines for alternate bus transportation are as follows:

The alternate address is within the boundary area of the student's current school.

There must be an existing stop for the alternate location.

If alternate bus transportation is necessary and the above guidelines are met, please contact the Transportation Department to provide us with the necessary information to properly assign your child's bus routes. This must be done 5 working days before the day alternate bus transportation is needed. The School Director may conditionally approve the request, but then must forward the request to the Transportation Department for final approval. Emergency situations, such as sudden illnesses or a death in the family that require exceptional transportation may be approved by the School Director without five-day advance notice.

- **Transportation for Students Participating in After-School Programs**

We have made arrangements for Bus Transportation for students participating in the Mahope Program, Athletics and other approved After-School activities. The buses will depart from LCPCS at 4:30PM. Students will need to fill out a After-School Programs Transportation Request. If you want more information please contact the Transportation Department.

- **Transportation Concerns**

The Transportation Department falls under the Business Manager's Office. The Business Manager's Office is responsible for any concerns involving the school bus, be it the schedule, the driver, the attendant, the bus stop location, or the bus itself. Please avoid confrontations with the bus drivers at bus stops. Concerns should be reported by telephone to (808) 962-2200. The Transportation Department will make every effort to resolve concerns as quickly as possible. Mahalo for your cooperation.

**Route 1      Laupahoehoe / Pa'auilo****Morning Pickup:**

**6:35am    Pa'auilo Store**  
**6:45am    Nui Village**  
**6:50am    Kukui Village Rd.**  
**Milo Rd.**  
**Hana Kaluna Camp Rd.**  
**6:55am    Waipunalei (on Highway)**  
**7:03am    Laupahoehoe (on Highway)**  
**7:08am    Manowaiopae Homestead**  
**7:10am    Puualaea Rd.**  
**7:15am    LCPCS**

**Afternoon Drop Off**

**2:30pm    Depart LCPCS**  
**2:35pm    Puualaea Rd.**  
**2:37pm    Manowaiopae Homestead**  
**2:42pm    Laupahoehoe (on Highway)**  
**2:50pm    Waipunalei (On Highway)**  
**2:55pm    Nui Village**  
**3:00pm    Kukui Village**  
**Milo Rd.**  
**Hana Kaluna Camp Rd**  
**3:10pm    Paauilo Store**

**ONLY ON MONDAY AFTER  
SCHOOL, BUSES DEPART  
CAMPUS at 12:40pm.**

**Route 2      Papa'aloa / Papaikou****Morning Pick Up**

**6:15am    Papaikou (side of School)**  
**6:20am    Ka'akepa & Pepeekeo St. corner**  
**(Bottom Pepeekeo)**  
**6:23am    Kumula St & Ka'akepa St. corner**  
**(Top Pepeekeo)**  
**6:30am    Honomu (Honomu Hongwanji)**  
**6:35am    Hakalau (Top Baseball Field)**  
**6:38am    Hakalau (Bottom Post Office)**  
**6:43am    Kaunihō Rd & Lepoloa Rd**  
**(Umauma)**  
**6:48am    Between Mile Maker 18 & 19**  
**6:52am    Ninole (Post Office)**  
**6:56am    Between Mile Marker 19 & 20**  
**7:00am    Kaikea Camp (Bottom Only)**  
**7:05am    Kapehu Camp**  
**7:08am    Lower Papaaloa Camp**  
**7:10am    Upper Papaaloa Subdivision**  
**7:15am    LCPCS**

**Afternoon Drop Off**

**2:30pm    Depart LCPCS**  
**2:35pm    Upper Papaaloa Subdivision**  
**2:37pm    Lower Papaaloa camp**  
**2:40pm    Kapehu Camp**  
**2:45pm    Kaikea Camp (Bottom Only)**  
**2:49pm    Between Mile Marker 19 & 20**  
**2:53pm    Ninole (Post Office)**  
**2:57pm    Between Mile Marker 18 & 19**  
**3:02pm    Kaunihō Rd & Lepoloa Rd**  
**(Umauma)**  
**3:07pm    Hakalau (Bottom Post Office)**  
**3:10pm    Hakalau (Baseball Field Top)**  
**3:15pm    Honomu (Honomu Hongwanji)**  
**3:22pm    Kumula St & Ka'akepa St. corner**  
**(Top Pepeekeo)**  
**3:25pm    Ka'akepa & Pepeekeo St. corner**  
**(Bottom Pepeekeo)**  
**3:30pm    Papaikou (side of school)**

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