

Island School

School Bus Rider's Safety Handbook

With Policies and Application Form

2016-2017



Island School
3-1875 Kaumuali'i Highway
Lihu'e, Hawai'i 96766
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Parents and/or Guardians:

Welcome to a new school year (2016-2017).

Student safety and comfort are the highest priority of Island School.

Island School has been providing bus transportation to and from school as a service for students residing on the North and East sides of Kauai. We are proud to announce that this year we will now offer bus services to our South side families as well. Our late van service for students participating in after school activities to the north shore will continue.

To provide safe, prompt movement of students, the school has standard regulations and procedures along with restrictive measures for violations of the rules. They are herein outlined for your information and for the guidance of your student.

Please read the enclosed material. Complete, detach, and return the "School Bus Rider's Application and Contract" sheet to ISLAND SCHOOL – Business Office. Your cooperation with school personnel is essential to developing proper behavior patterns for students who ride the bus.

If you need more information on bus service, please call the school office at 808-246-0233.

Mahalo,

Michael Goto
Business Manager
Island School

GENERAL RULES

1. Students will be courteous to fellow students and school bus driver.
2. Seating assignments will be made by the bus driver and students are to remain in assigned seats for the duration of the trip.
3. Students will board and leave the bus at their designated stop only.
4. All bus riding changes (students who wish to change from one bus to another) must be approved by the Island School Business Office. This office will issue the Bus Riding Change Pass to the student to give to the bus driver. (Parent notes will not be accepted by the driver).
5. It is the responsibility of the parents to provide transportation to school if a student misses the bus.
6. Other than student riders, only school authorized persons may enter a bus. Questions concerning the bus or bus driver actions are to be directed to the School Administration Office. (Bus or bus driver concerns will not be discussed at the bus stop.)

PROCEDURES FOR WAITING FOR THE BUS

1. Be at your bus stop five (5) minutes before scheduled pickup time. The driver will not wait or honk.
2. Stand back from the road while waiting for the bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop, the parking brake is engaged, and the red loading lights come on.
5. Parents should instruct their child on what procedures to follow if the bus is missed.
6. Students will abide by the school rules concerning student conduct and behavior.
7. The driver will not pick up a student unless he or she is at their designated stop.
8. Do not run after the bus after it has pulled away from the stop.

LOADING THE BUS

1. Do not push or shove.
2. Use handrail and steps. Carry large bags and objects in front of you.
3. Go to your assigned seat immediately. The bus will not move until all bus riders are properly seated

CONDUCT ON THE BUS – Governed by Island School’s Student Handbook

1. Remain seated while the bus is moving. Each student is expected to remain seated for the duration of the trip, and remain seated until the bus door opens and the park brake is applied.
2. Do not change seats. The driver is required to assign each student a seat.
3. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
4. Normal conversation is permitted; any loud noises may distract the bus driver and create an unsafe condition.
5. Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden and may constitute immediate removal of bus privileges.
6. Do not spit or throw objects inside or out of the bus.
7. Do not mark, cut, or scratch any part of the bus. Vandalism cost will be paid by the person who is responsible. The cost to patch or repair the seat will range from \$50 & up and the student will not be able to ride the bus until payment has been made to the Business Office.
8. The emergency door and exit controls should be used by students only during supervised drills or actual emergencies.
9. Students should never attempt to sit in the driver’s seat or operate the passenger door or other driver controls except in cases of extreme emergency.
10. Students shall face forward for the duration of the trip, and shall keep their feet on the floor in front of them and out of the bus aisle. All body parts should be kept inside the bus.
11. Buses may be equipped with a Video/Audio monitoring system and are viewed by school personnel only.

NOTE: Students who engage in conduct considered dangerous to the health and safety of themselves or others will be subject to immediate removal from the school bus pending a conference with his/her school administrator.

GETTING OFF THE BUS

1. Stay seated until the bus is completely stopped and the air brake is applied and the driver indicates it is OK to move.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.
4. You must use your assigned stop at all times, (AM and PM routes).
5. Stay clear of the bus when unloading. Do not chase or hang on to the bus at any time.
6. If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.

Note! DROPPING OFF KINDERGARTEN – 2ND GRADE STUDENTS

Parents or a designee must be at the bus stop to receive Kindergarten – 2nd grade students. If there is no one to receive the student, the student will be returned to the school campus. The parents will be responsible for picking up the student from that location. If this problem continues a conference between the parent, Business Manager, and other school administrator will be held and agreement made. Students in 3rd grade and up will be dropped off at their assigned stop without parent or designee supervision, unless the school is informed otherwise in writing. It is the parent/guardians responsibility to make sure arrangements are made to receive their child at their designated stop.

CROSSING THE STREET OR HIGHWAY

1. All students living on the left side of the roadway shall exit the bus and move to a point of 15 feet in front of the right bumper and wait for the driver to signal that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. CAUTION! Be alert for the vehicles that do not stop when the bus is loading and unloading students.
5. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

ACCIDENTS OR EMERGENCIES

1. Follow the bus driver's instructions.
2. If you must leave the bus, stay in a group.
 - The student nearest to the door will open and hold it open.
 - Leave the bus in a single file line as quietly as possible.
 - Evacuation will start with the seat closest to the door.
 - Once outside the bus, follow the driver's instructions completely.
 - Students are not allowed to leave an accident with parent/guardian until released by School Officials or Emergency Personnel.

PROHIBITED ITEMS

1. Tobacco, alcohol, glass containers, balloons and assembled kites.
2. Weapons, explosive devices, matches, or lighters, harmful drugs, prescription drugs or chemicals.
3. Live animals or insects.
4. **Any object (musical instruments, school projects, sports equipment, sport balls, or baggage) too large to fit under bus seat or on students lap without imposing on the other students sharing the seat. All other items must be kept on the student's lap at all times. Parents/guardians must arrange for other transportation when large, bulky items must be taken to and from school.**

NOTE: DRIVERS AND SCHOOL OFFICIALS ARE NOT RESPONSIBLE FOR ANY ITEMS LEFT ON THE BUS

USE OF ELECTRONIC DEVICES ON THE SCHOOL BUS

The bus drivers and the school's administration will enforce the following bus rules pertaining to electronic devices on the bus. The use of these items can be detrimental to the safety and well-being of other students and the bus driver.

1. Any electronic devices that are being misused may be confiscated by the driver and returned to the student when he/she departs the bus. If a student continues to violate these rules, the device may be confiscated and returned to campus to be picked up by a parent/guardian.
2. Failure to follow these and any bus rules may result in disciplinary action in accordance with Student/Parent Handbook.
3. Island School will not be held responsible for the loss/theft of portable electronic devices that are lost on the school bus.
4. Students may use authorized devices in WiFi equipped buses.

DISCIPLINE

The school bus is an extension of the classroom, and the Head of School will administer discipline with assistance from the Business Manager. All school policies that apply to student conduct and other student related activities apply also to the school bus.

Cameras may run at different times to record students' behavior for bus safety.

DESCRIPTION OF INFRACTIONS

Category I

Minor Infractions

Include, but are not limited to the following:

1. Not following the bus driver's directions.
2. Screaming or yelling.
3. Throwing objects (items that distract-non harmful).
4. Not keeping hands and feet to self.
5. Not meeting the bus promptly.
6. Using profanity or making offensive remarks or gestures (automatic discipline referral).

CATEGORY II

Major Infractions

Include, but not limited to the following:

1. Accumulating (3) three minor infractions
2. Not staying in seat while bus is in motion.
3. Being defiant or disrespectful to the bus driver.
4. Fighting or scuffling.
5. Throwing harmful objects inside or outside of the bus.
6. Vandalism or destruction of the school bus.
7. Use of tobacco, lighters, drugs, or alcohol.
8. Any unauthorized use of emergency exits.

The following is an outline of the Bus Discipline Procedure:

Step 1: The driver will inform the student of the problem behavior. The student will be given a verbal warning for misconduct. Every effort will be made to solve the problem prior to reporting the student to the school's Headmaster/Administration.

Step 2: The uniform disciplinary action for Island School will be:

- a) **First Minor Infraction** – Driver will write up the student and turn in the write-up to the Business Manager in an effort to correct the situation. (This is the first time a student is written up-he/she has had previous verbal warnings documented by the driver.) A copy will be sent to the Head of School.
- b) **Second Minor Infraction** – Head of School or designee will administer appropriate discipline.
- c) **Third Minor Infraction = First Major Infraction** – the student may be suspended from riding the bus for 3-5 days or at the Head of School's discretion of an alternative discipline.

Step 3: The uniform disciplinary action for Island School will be:

- a) **First Major Infraction** – the student may have the suspension of bus privileges of up to 10 days and/or campus disciplinary action.
- b) **Second Major Infraction** – The student may be suspended from riding the bus for up to (2) two weeks and/or campus disciplinary action.
- c) **Third Major Infraction** – The student may be suspended from riding the bus for the remainder of the school year and/or campus disciplinary action.

The Head of School has the authority to skip steps for serious violations, or to repeat them if the misconduct is not a serious safety violation.

Bus Routes and Fees:

(Please include payment with your application)

Parents who are interested in school bus service from the North/East Side to Island School and back should return the **2016-2017 Bus Rider Application & Contract form** (attached). Space is limited so seating will be assigned on a prepaid first come, first served basis. Routes have been split to provide more comfortable seating. Passenger consolidation may occur from time to time.

1. Round trip pre-paid students will be given preference and are guaranteed seating. The first trimester payment is due with your application. You will be invoiced at the start of the second and third trimesters and payments must be received within 30-days of the invoice date.
2. Consideration will be given to North Shore registered round trip students because of the long distance between school and home. Once a route is filled, students will be assigned an alternate route.
3. If space is available after round trip students are registered, registration for one-way only transportation will be accepted.
4. No refunds will be given if bus service is not used. No multi-student discounts are offered.
5. The passenger capacity of the bus will be determined by Island School, as well as routes and number of bus stops.
6. Delays of bus arrival may occur and breakdowns may occur, affecting bus operations. Road conditions and traffic may prevent on-time arrival of the bus prompting students to be transported by other personal means to or from school. For most of these cases, there are no refunds or credits.
7. Parents or a designee must be at the bus stop to receive Kindergarten – 2nd grade students. If there is no one to receive the student, the student will be returned to the school campus. The parents will be responsible for picking up the student from that location. If this problem continues a conference between the parent, Business Manager, and other school administrator will be held and agreement made. Students in 3rd grade and up will be dropped off at their assigned stop without parent or designee supervision, unless the school is informed in writing. It is the parent/guardians responsibility to make sure arrangements are made to receive their child at their designated stop. Pre-K students are not allowed to register unless they will be accompanied by a responsible sibling of appropriate age.
8. **Important:** No supervision is provided at pickup or drop-off points. Buses will leave drop-off and pick-up points on time. The parent or guardian of each student registered for bus service waives all liability of Island School before students are picked-up and after students are dropped-off, and agrees to indemnify and hold Island School harmless for all such liability. Parents/guardians are asked to be at the drop-off or pick-up locations prior to the bus arrival.
9. Policies and rules in the Island School Student Handbook will apply in all instances. The bus driver has discretion to suspend anyone from the bus service. All bus riders must read and sign the Bus Riders Contract, as additional assurance that they will behave according to the student handbook rules and policies. No refunds will be made for bus suspension.
10. If space is available intermittent (non-registered, one-way - pay by cash) may be allowed. Parents must call the business office in advance, to make arrangements. Seating is not guaranteed. Cost is \$6.00/one-way, paid to the bus driver at time of boarding.



2016-2017 ISLAND SCHOOL BUS SCHEDULE

Route #1 Round Trip Fare: \$445/trimester - Princeville

One-way fare, if space available: \$278/trimester

Princeville to/from Island School

Pickup (AM) and drop off (PM) Bus stop location and times: (Note-this route is presently being serviced between two buses – Bus A, the smaller bus, for grades K to 5th and Bus B, the bigger bus, for grades MS and HS, unless circumstances require riders to consolidate or change buses. This change may be without notice as determined by the Business Manager.

▪ Princeville Library	6:40 AM departs
▪ Kilauea Mini-Golf (mauka)	6:47 AM departs
▪ Kula School (mauka)	6:54 AM departs
▪ Anahola Post Office (roadside mauka)	7:01 AM departs
▪ Arrives Island School	7:45 AM arrives
▪ Departs Island School	3:10 PM departs
▪ Anahola Post Office (roadside makai)	3:40 PM arrives
▪ Kilauea Elementary School (roadside)	3:58 PM arrives
▪ Princeville Library	4:05 PM arrives
▪ Kula School (mauka)	4:19 PM arrives

(Keep in mind that road conditions and traffic may affect departure and arrival times. Be at the stop at least 10 minutes before stated times of departure and arrival.)

Route #2 Round Trip Fare: \$411/trimester – Wailua/Kapa`a

One-way fare, if space available: \$258/trimester

Kapa`a/Wailua to/from Island School

Pickup (AM) and drop off (PM) Bus stop location and times:

▪ Kapa`a Skate Park (Kahau Rd. corner)	6:50 AM departs
▪ Olohena/Kamalu Road at school bus stop	6:58 AM departs
▪ Koali Street (corner of Koali and Melia)	7:04 AM departs
▪ Arrives Island School	7:45 AM arrives
▪ Departs Island School	3:10 PM departs
▪ Koali Street (corner of Koali and Melia)	3:35PM arrives
▪ Olohena/Kamalu Road at school bus stop	3:40 PM arrives
▪ Kapa`a behind ABC store (parking lot)	3:47 PM arrives

(Keep in mind that road conditions and traffic may affect departure and arrival times. Be at the stop at least 10 minutes before stated times of departure and arrival.)

Route #3 Round Trip Fare: \$445/trimester – Southshore

One-way fare, if space available: \$278/trimester

Eleele/Koloa to/from Island School

Pickup (AM) and drop off (PM) Bus stop location and times:

▪ Eleele Shopping Center (at Ace Hardware)	6:50 AM departs
▪ Papalina Road at Kalaheo Post Office (roadside)	7:00 AM departs
▪ Lawai General Store	7:05 AM departs
▪ Kukuiula Shopping Center inside parking lot by Palms Gallery/Living Foods	7:15 AM departs
▪ Arrives Island School	7:45 AM arrives
▪ Departs Island School	3:10 PM departs
▪ Lawai Post Office (roadside mauka)	3:20 PM arrives
▪ Eleele Shopping Center (at Ace Hardware)	3:31 PM arrives
▪ Papalina Road at Kalaheo Post Office (roadside)	3:39 PM arrives
▪ Lawai General Store	3:43 PM arrives
▪ Kukuiula Shopping Center	4:00 PM arrives

(Keep in mind that road conditions and traffic may affect departure and arrival times. Be at the stop at least 10 minutes before stated times of departure and arrival.)

Route #4 – 5:15 pm: After school activities Bus, Late PM only

Lihue to Princeville on Kaunualii Highway(Monday-Thursday only)

One way fare – intermittent based on need after completion of Bus Rider’s Application and Agreement Form. ADVANCED RESERVATIONS IS REQUIRED for the term of the desired after-school activity.

\$6.00 – paid by cash to bus driver

Pre-paid/registered ROUND TRIP OR ONE WAY afternoon bus riders will be issued transfers. ADVANCED RESERVATIONS IS REQUIRED for the term of the desired after-school activity.

Multi-age riders MS to HS grades only (maximum 14 passengers)

Drop Off (PM) Bus Stop location and times:

● Departs Island School	5:15 pm departs
● Kapa`a Library County Bus Stop	5:35 pm arrives
● Kilauea Mini Mart	5:55 pm arrives
● Princeville Park (adjacent Library)	6:05 pm arrives

(scheduled pick up and drop off times for this route is subject to change upon notice)

DETACH AND COMPLETE 2016-2017 BUS RIDER’S APPLICATION AND CONTRACT AND RETURN IMMEDIATELY TO ISLAND SCHOOL. RIDERSHIP BASED ON SPACES AVAILABLE. FIRST COME, FIRST SERVED.

NOTE: BUS ROUTES AND SCHEDULE SUBJECT TO CHANGE DEPENDING ON CIRCUMSTANCES.

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SCHOOL BUS RIDER'S APPLICATION and CONTRACT 2016-2017

