SCHOOL BUS HANDBOOK APPLICATION FORM

School Year 2026-2027



Office of Campus Operations and Support • Student Transportation Services Branch
Hawai'i State Department of Education • RS 26-1589 (Rev. of 25-1596) • May 2026

BUS SERVICE OVERVIEW

- Due to limited seat availability, the Hawai‘i State Department of Education (HIDOE) recommends that you register as soon as the application period opens.
- Applications are processed by your school in the order to which they are received.
- Apply online - **https://hawaiipublicschools.org/school-services/eligibility-applying/**
- Paper applications are available at your school where services are applicable.

APPLICATION PERIODS FOR SCHOOL YEAR 2026-2027:

- Quarter 1: July 13, 2026 – August 7, 2026
- Quarter 2: September 14, 2026 – October 12, 2026
- Quarter 3: December 7, 2026 – January 8, 2027
- Quarter 4: February 22, 2027 – March 22, 2027

Applications must be submitted on a QUARTERLY basis and will NOT be accepted outside of the indicated periods.

NO GRACE PERIOD.

STUDENT ELIGIBILITY FOR BUS TRANSPORTATION

General Eligibility

To be eligible for school bus service, students must meet the following criteria:

- Student must be actively enrolled in their HIDOE home school that has bus service available;
- Student in grades K-5 must reside one (1) mile or more from their home school; or
- Student in grades 6-12 must reside one and a half (1.5) miles or more from their home school.

Free Bus Service Eligibility

Students who meet one (1) or more of these qualifications are eligible to receive a free quarterly bus pass:

- Student receives free meals (upon direct certification qualification)
- Student is a foster child
- Student is home-displaced and eligible for benefits under the McKinney-Vento Act (MVA)
- Student is directed by HIDOE to attend a school outside of the home school attendance area
- Student has at least three older siblings who pay the transportation fee at their respective schools

For students with transportation services as part of their Individualized Education Plan (IEP), please consult with your school’s Student Service Coordinator (SSC).

Eligibility Exceptions

If your student does not meet the eligibility requirements, exceptions can be made on a space available basis. This is not a guarantee.

Parents/guardians who wish to apply for space available bus service must submit the **Request to Ride the School Bus on a Space Available Basis (Form CS-101)** with their school bus application on a **quarterly basis**.

Once the quarterly application period has closed, the request form will be reviewed by school administration. If seats are available at that time, the request will be sent for final review by the district transportation officer. Please understand that students will be assigned to the closest, existing stop. New stops will not be added to the existing route.

Until **both** the CS-101 form **and** bus application **are approved and paid for,** parents/guardians are responsible for their student's transportation arrangements.

This process may take between 4-6 weeks so please plan accordingly.

APPLICATION PROCESS

1. "Application for Student to Ride School Bus School Year 2026-2027" (Form ST-70) are available at your school where bus service is available, or online

https://hawaiipublicschools.org/school-services/eligibility-applying/

2. Complete **BOTH SIDES** of application form; indicate the type of service and payment in Part III of the application. Submit application to the school for processing.

3. Students applying for free bus transportation shall complete Part IV of the application and indicate the reason(s) for eligibility and complete the "Sharing Information With Other Programs" consent form once per school year.

4. You will be notified of approval or disapproval of your bus application:

- Manual Applications – school will notify family either by email and/or phone call
- Online Applications – email notification via EZSchoolPay upon school review and processing. Due to high volume, this process may take up to 2-3 weeks.

5. Your child will be issued a temporary bus pass to use until the permanent pass is available. Please have your student check in with the office staff to receive their permanent bus pass card. The temporary bus pass must be surrendered upon receipt of the permanent bus pass card.

Bus passes are non-transferable and are valid only during the assigned Quarter and Route.

PAYING FOR BUS SERVICE

For manual applications, payment for quarterly bus service is accepted after the application is approved.

Payment must be processed prior to the start of service.

NO PERSONAL/BUSINESS CHECKS.

For online applications, you will receive an email notification to pay via EZSchool Pay once the application has been approved by your school. This process can take up to 48 hours.

There will be ***NO REFUNDS*** for bus service payments.

RIDING THE BUS

Students are expected to display their bus pass to the bus driver upon demand as proof of valid application approval. Bus drivers may deny service to any student attempting to ride without proof of application approval.

Failure to do so may result in disciplinary action and service disruptions as follows:

Elementary and Middle School Students who fail to display a valid bus pass in the mornings will be transported to school and reported to school administration. Students who fail to display a valid bus pass in the morning are expected to obtain a temporary pass from the school office **PRIOR TO THE END OF SCHOOL** before boarding the bus. Parents/guardians may be contacted to pick up their student if this has not been done by the end of the school day.

Repeat offenders will not be permitted to board the bus

High School Students who fail to display a valid bus pass in the mornings upon demand may be refused a ride to school. Students who fail to display a valid bus pass in the mornings are expected to obtain a valid temporary pass from the school office **PRIOR TO THE END OF SCHOOL** before boarding the bus. **Repeat offenders will not be permitted to board the bus.**

Fraud – Students who attempt to fraudulently use an expired bus pass or a bus pass that does not belong to them will have the bus pass immediately confiscated. Bus rider privileges may be suspended upon notification of school administration.

Lost Bus Pass – There is a **$5 fee** to replace a lost, stolen or damaged bus pass for ALL students.

All student fees accumulated and associated with school bus service are the responsibility of the family and must be paid in full to continue utilizing school bus service.

Video Cameras and GPS Tracking

HIDOE is committed to ensuring your child's safety, health and well-being at all times. To that end, parents/ guardians are advised that HIDOE utilizes video cameras and GPS tracking devices on all of its school bus vehicles statewide. Guidelines on the restricted use, application and retention of video surveillance files and vehicle tracking files can be obtained by contacting your school administration.

BEHAVIORAL EXPECTATIONS

Students who misbehave on the bus pose a serious health and safety risk to all passengers and are therefore subject to disciplinary action by the school principal in accordance with Hawai'i Administrative Rules (HAR), Chapter 19. When an incident occurs, the bus driver is required to report it to the school principal within two (2) school days. The principal will conduct an investigation of the incident and notify you of the outcome.

If your student is precluded from riding the bus due to disciplinary action, you will not receive a refund for the unused portion of the bus pass.

The Passenger Safety Code (see page 5) is a set of rules that all bus riders are expected to comply with before, during and after the ride. Please discuss these rules with your child.

BUS STOP INFORMATION

Parents/guardians can find bus stop information online at https://www.hawaiischoolbus.com. Click on the state of Hawai‘i on the map, then click on Hawai‘i Department of Education. Enter your home address and zip code to find the bus stop locations and pick up times closest to your residence.

If no bus stop locations are listed for your school, please contact your school office or email stsb@k12.hi.us.

HIDOE highly recommends a responsible adult be present at the bus stop in the morning and in the afternoon for children 10 and under. Bus drivers are not responsible for matching each child with a specific adult at the bus stops. It is the responsibility of the parent/guardian to ensure a responsible adult is at the bus stop or make alternative arrangements for their child if they are unable to walk alone to and from the bus stop.

CONTACT US

Student Transportation Services Branch

Phone: (808) 784-6850

Email: stsb@k12.hi.us

Student Transportation District Office Information

	Phone
O‘ahu – Honolulu District Schools	808-784-6864
O‘ahu – Central District Schools	808-784-5217
O‘ahu – Leeward District Schools	808-766-4806
O‘ahu – Windward District Schools	808-784-6873
Kaua‘i – All Schools	808-241-7120
Maui/Moloka‘i/Lāna‘i – All Schools	808-243-1171
East Hawai‘i – All Schools	808-313-7622
West Hawai‘i – All Schools	808-313-7828

If you have a concern about your child’s bus service, bus driver or route schedule, please contact the school principal or your local district transportation officer immediately.

PASSENGER SAFETY CODE

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 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. Refrain from loud talking at bus stops which may disturb nearby residents;
   E. Refrain from littering or defacing property at bus stops;
   F. Line up in an orderly, single file and wait until the bus comes to a complete stop before attempting to board the bus;
   G. Walk on the side of the road facing traffic to get to the bus stop if there are no sidewalks;
   H. Not bring articles on the bus that may cause injury to passengers or carry on articles which cannot be stored safely under the seat;
   I. 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. Refrain from loud talking and laughing which may divert the driver's attention and result in a serious accident;
   C. Damage to seats, windows, and other equipment shall be paid for by the offender or the offender's parent;
   D. Not eat or drink any beverages on a regular trip to and from school unless necessary for medical reasons;
   E. Refrain from tampering 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. Refrain from throwing anything out of the bus window;
   I. Remain in their seats while the bus is in motion;
   J. Refrain from smoking, drinking, gambling, fighting, or any other behavior that will endanger health or morals; and
   K. Obey the driver.
3. When leaving the bus and crossing streets, students shall observe the following procedures:
   A. Students shall not leave the bus at other than their 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;
   C. At bus stops where the activation of the four alternating flashing lights on the bus is required by State law or county ordinance, 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.
4. Students shall ride designated buses at specified times and locations as assigned.

The driver of a school bus shall permit rides only to students assigned or eligible to ride a school bus as determined by the Department and may assign students to sit in specific seats on the school bus.

Bus passes are not transferable and will be confiscated if they are given to another student.

Hawai'i Department of Education, Student Transportation Services Branch

Hawai'i Administrative Rule Passenger Safety code §8-28-6.1-3(a),(b),(d),4

Hawai'i Administrative Rule School Bus Driver's Responsibility and Authority §8-28-3, paragraph 1

HAWAIʻI STATE DEPARTMENT OF EDUCATION (HIDOE)

STUDENT TRANSPORTATION SERVICES BRANCH

APPLICATION FOR STUDENT TRANSPORTATION SCHOOL YEAR 2026-2027

Please complete all parts of this form. Submit a separate form for each child to the school office.

PART I: Acknowledgement

Parent/Legal Guardian must INITIAL each statement and sign

___ *I acknowledge and accept HIDOE's NO REFUND policy on all school bus pass purchases*

___ *I acknowledge and accept that HIDOE utilizes video cameras to monitor student behavior on school buses*

___ *I acknowledge and accept that HIDOE school buses only operate on public roadways*

___ *I have read and agree to comply with the transportation policies and procedures of the HIDOE*

___ *I have reviewed the PASSENGER SAFETY CODE with my child and understand that non-compliance could result in suspension and/or revocation of bus pass privileges for up to the end of the regular school year*

___ *I acknowledge and accept that school bus service applications are only accepted during the provided application periods per quarter as indicated in the application handbook*

___ *I acknowledge and accept that school bus applications are only accepted upon payment in full*

___ *I acknowledge and accept all financial costs incurred as a result of replacement passes and bus damage caused by my student.*

HIDOE highly recommends a responsible adult be present at the bus stop in the morning and in the afternoon for children 10 years old and under. Bus drivers and staff are not responsible to match each child with a specific adult.

___ *I acknowledge and accept that my child will be dropped off at their designated bus stop with or without an adult present.*

___ *I acknowledge and understand that it is my responsibility to ensure a responsible adult is at the bus stop to receive my child at the bus stop or make alternative arrangements for my child if they are unable to walk alone to/from the bus stop*

Parent/Guardian Signature: _____

Parent/Guardian Print Name: _____

Date: _____

HAWAIʻI STATE DEPARTMENT OF EDUCATION (HIDOE)

STUDENT TRANSPORTATION SERVICES BRANCH

APPLICATION FOR STUDENT TRANSPORTATION
SCHOOL YEAR 2026-2027

SCHOOL USE ONLY:
Student qualifies for free pass? ☐ YES ☐ NO
Principal's initial:

Please complete all parts of this form. Submit a separate form for each student to the school office.

PART II: Student Information (must fill out completely)
Select "Home School" if the student lives within the school's attendance area, if not select "School of Origin."

School name:_____ ☐ *Home school ☐ *School of origin (MVA/Foster Care)

Student's legal name:_____ Grade: _____
Last name *First name* *MI*

Home address:
Street no. Street name *Apt. no. City* *Zip code*

Parent/Guardian: Contact phone:
Last name *First name*

PART III: Bus Service and Payment Plan Selection. (Please complete Parts A and B)
CAUTION: All bus pass sales are final.

A. Service Plan (choose ONE of the following):	**B. Payment Plan** (choose ONE of the following):	
☐ ROUND TRIP Home to school; school to home; same route	QUARTERLY:	☐ Round trip: $72.00 ☐ One way: $36.00
☐ MORNING ONLY Home to school only	FREE*	☐ Roundtrip: (AM and PM)
☐ AFTERNOON ONLY School to home only	FREE*	☐ One way Circle (AM only / PM only)

*Must Complete Part IV Below

PART IV: Complete this section ONLY if applying for FREE bus transportation
Your child may be eligible for a free bus pass if they qualify for one or more of the following. Please check that apply.

☐ Student receives free meals (subject to approval)

☐ Student is a foster child

☐ Student is homeless (please attach form MV-1)

☐ Student is required by the Department to attend a school other than the school in the student's public school attendance area

*If student has transportation related services in their IEP, please contact your school SSC

☐ Student has 3 or more siblings who pay for their passes

1. Name:
   School: _____
2. Name:_____
   School: _____
3. Name:_____
   School: _____

SHARING INFORMATION WITH OTHER PROGRAMS

SCHOOL YEAR 2026-2027

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals. You are not required to consent to this disclosure. This form is effective July 1, 2026 through June 30, 2027.

❑ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **the Student Transportation Services Branch.**

If you checked yes to any or all of the boxes above, fill out the form below to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

Student Name: _____

School: _____

Signature of Parent/Guardian:_____

Printed Name: _____

Address: _____

Date: _____

For more information, you may call **the School Food Service Branch** at **808-784-5500** or e-mail at **720sfsb@k12.hi.us**.

Return this form to your **school front office.**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: **https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf,** from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   program.intake@usda.gov

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