

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Print Name:

(enter date)

Parent Confirmation of Receipt from the above parent/guardian on \_\_\_\_\_  
I, the undersigned, do hereby acknowledge that I received the *signed*

**PART II: BUS COMPANY EMPLOYEE**

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Print Name:

(enter date)

Department of Education's Special Education Transportation Parent Information Manual on \_\_\_\_\_  
I, the undersigned, do hereby acknowledge that I received a copy of the

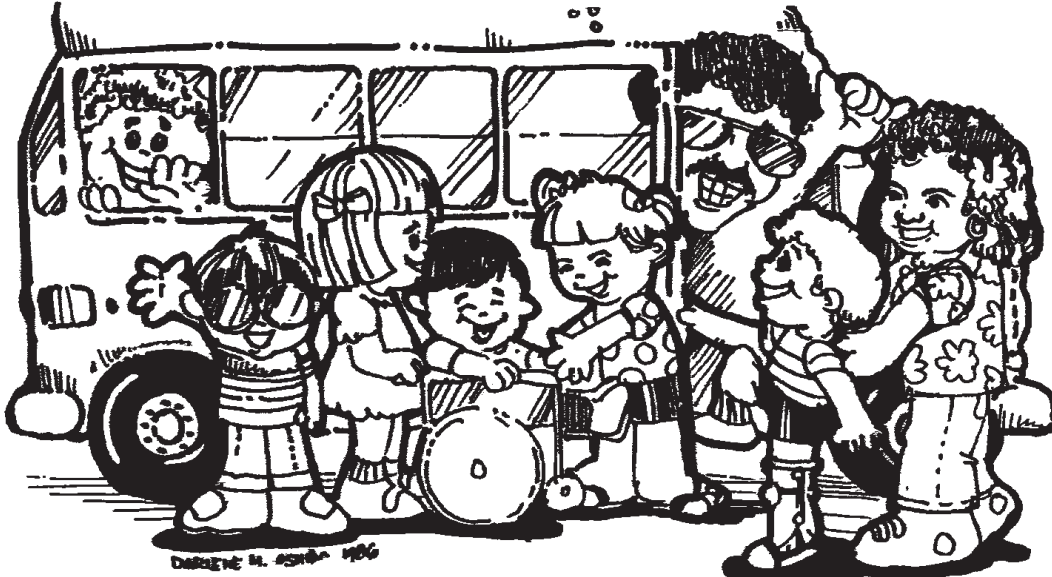
**PART I: PARENT/GUARDIAN**

**CONFIRMATION OF RECEIPT**

-----  
Cut off and give to bus driver



# Department of Education **SPECIAL EDUCATION TRANSPORTATION** **PARENT INFORMATION MANUAL**



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*Illustrated by Darlene Oshiro*

## HOW LONG WILL MY CHILD BE ON THE BUS?

### Time on the Bus

The Department of Education makes every attempt to keep travel time within reasonable limits for your child. Our goal is to transport your child to and from school within one hour each way. However, students attending a special program or school outside of their normal attendance zone may experience significantly longer ride times.

### Transfers

In order to reduce travel time, it may be necessary to transfer students to another bus along the route. In the event that your child will be involved in a transfer, we will inform you of the locations of the transfer point and the approximate times (morning and afternoon) of the transfer.

### Changes in Transfers and Time on the Bus

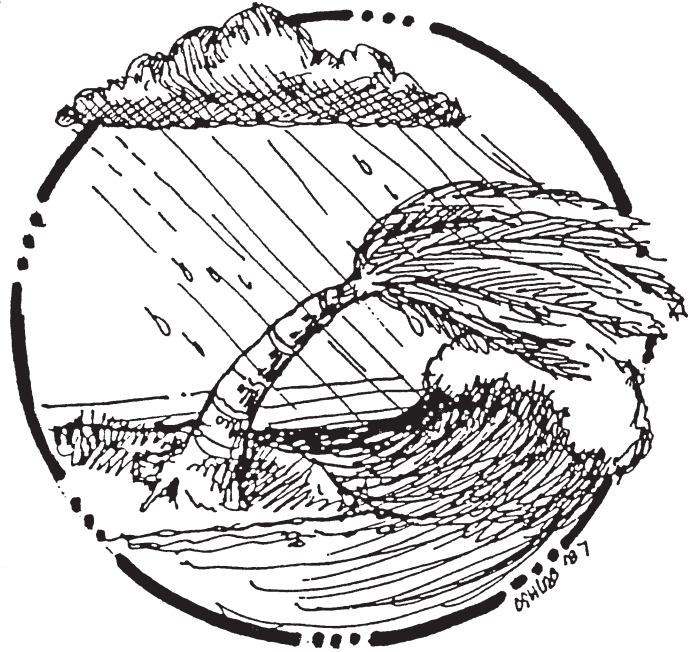
You will be informed by the bus company prior to any changes in the transfer situation or in the length of time your child will be on the bus.

# NATURAL DISASTERS AND EMERGENCY SITUATIONS

You need to stay tuned to the radio for the latest information.

If a natural disaster or an emergency situation occurs:

- \* **Before morning pick-up**  
Keep your child at home
- \* **After morning pick-up**  
You will be notified of the location of your child by the bus company staff.
- \* **While in school**  
Your child will remain in school until the all clear signal is announced or a determination is made by school officials that students may be released.



## IMPORTANT INFORMATION AND PHONE NUMBERS

This manual was prepared to provide families and students with information relating to the Student Transportation Services Program. Our goal is to provide for the health and safety of students for whom we are responsible. Please call our office when you need information or if we may be of any assistance regarding transportation services. Welcome aboard!

### District Student Transportation Services Offices and Phone Numbers

Central .....	622-0537
Honolulu .....	586-3343
Leeward .....	687-9519
Windward .....	233-3680
East Hawaii .....	974-6411
West Hawaii .....	327-9500
Maui/Lanai/Molokai .....	243-1171
Kauai .....	241-7120

Bus Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Bus Driver's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Bus Aide's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Drivers and aides may change due to unforeseen circumstances.

## BUS RULES

Please discuss these rules with your child:

1. Remain seated while on the bus.
2. Keep your seat belt on until you reach your destination.
3. Keep your hands to yourself, feet on the floor, and all parts of the body inside of the bus.
4. Talking quietly is permitted.
5. Eating and gum chewing are not allowed.
6. Be courteous to others.
7. Show respect to and obey the bus driver and bus aide.
8. Buses may be equipped with cameras to record activity on the bus.

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- The following steps will be taken whenever your child is left unsupervised during pick-up and/or no responsible adult is present to receive him or her at the designated drop-off time and place:
1. On first instance, you will receive a verbal warning and a copy of the School Bus Incident Report;
  2. On second instance, an investigation will be conducted by the school principal;

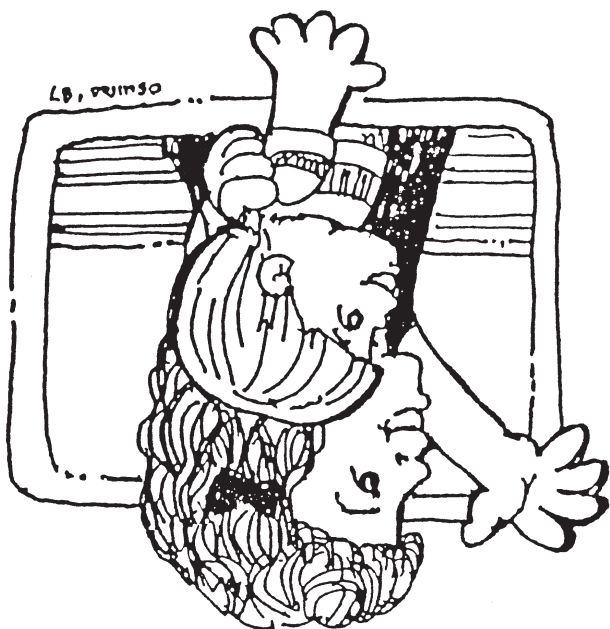
## WHAT IF I HAVE A CONCERN OR A COMPLAINT?

### Bus Safety and Bus Service Complaints

Safety concerns should be reported to your District Student Transportation Services Office. Service complaints should be shared with the school and the District Student Transportation Services Office. Refer to the front of this brochure for phone numbers.

### Mediation and Due Process Hearing

For students receiving transportation as a related service, parents may request that unresolved issues be settled through mediation or a due process hearing. These rights are explained to you at the IEP meeting and are in the *Parents' Rights* brochure.



## WHEN NO ONE IS HOME TO RECEIVE YOUR CHILD

Parents or a designated responsible adult must be present to deliver and receive their child at the designated pick-up and drop-off points unless the parent receives written approval from the school principal for their child to be picked-up and dropped-off without an adult in attendance. Failing to deliver or receive your child at the designated pick-up and drop-off location will disrupt his or her bus service. Any disruption in bus service can be a traumatic experience for your child.

In emergency situations when you or the designated adult is unable to meet the bus, you must arrange for another responsible adult to meet your child at the drop-off point. Call the school (not the bus company) and provide them

with the name of the authorized person and, when needed, the alternate drop-off point in proximity to the designated drop-off point. The bus driver will not release your child unless these arrangements have been confirmed by the school.

In non-emergency situations, the driver will try to contact you by phone to establish your whereabouts. If practical, the bus driver may continue the route and return later at the end of the route. If you or the designated responsible adult is still not present to receive the child, and the bus driver has not been able to contact you, the bus driver will attempt to return the child to the school. If the school is no longer open, the child may be taken to the nearest police station. In either case, you will be expected to pick up your child yourself.

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### FOLLOW-UP PROCEDURES

If your child is reported for misconduct, the following may occur:

- \* The school will conduct an investigation
- \* Parents will be informed of the incident and any findings.

### DISCIPLINE

1. Help your child to learn appropriate bus riding behaviors by reviewing the rules.
2. Discuss your child's unique needs with the principal, teacher, bus driver and bus aide.



## PARENT RESPONSIBILITIES INCLUDE

### MORNING PICK-UP

Have your child at the pick-up point five minutes before the scheduled pick-up time. Your child is expected to be at the curb. Drivers are instructed not to wait past the scheduled pick-up time. If your child will not be going to school, please notify the driver or the bus company as soon as possible.

### ILLNESS

If your child becomes ill at school, you will be asked to transport him or her home. Please inform the bus company or driver when you pick up your child from school. A child with a communicable disease must have a medical clearance to resume transportation service and return to school.

### SUSPENDING AND RESUMING SERVICES

If you anticipate not using transportation service for an extended period of time, please notify the bus company so the bus doesn't continue coming to your home. When your child is ready to return to school after such a break in service, call the bus company to arrange for re-engaging service. Otherwise the driver will not resume picking up your child.

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### TRANSPORTATION REQUEST PROCEDURE

Transportation arrangements for your child takes approximately two weeks from the date the request is made by the school. To arrange for special education transportation, the following procedures need to be completed:

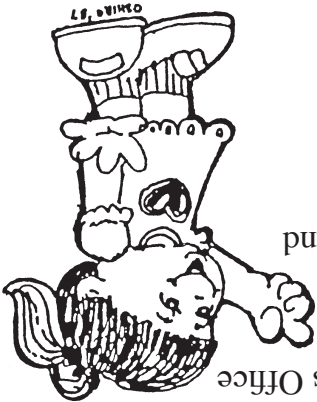
1. School submits a request for transportation to the respective District Student Transportation Services Office.

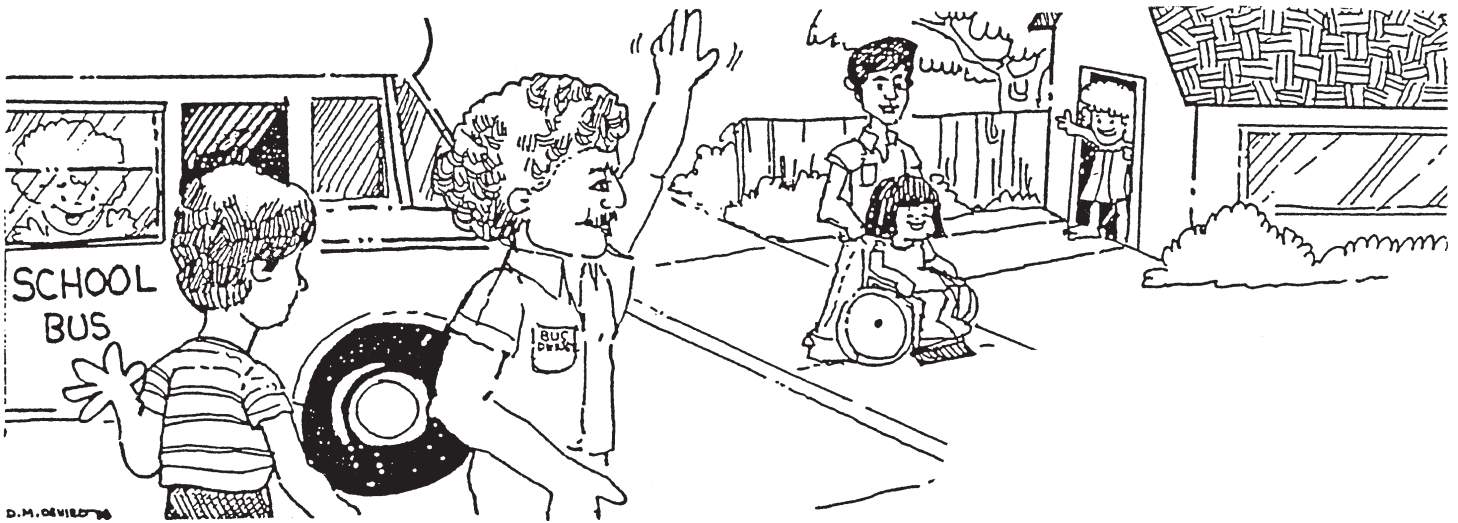
2. Student Transportation Services Office reviews the request and assigns it to the appropriate bus company.

3. Bus company and/or the Student Transportation Services Office assigns student to a specified bus route and determines pick-up and drop-off time.

4. Bus company informs parents of start date and pick-up and drop-off time as soon as bus route is established.

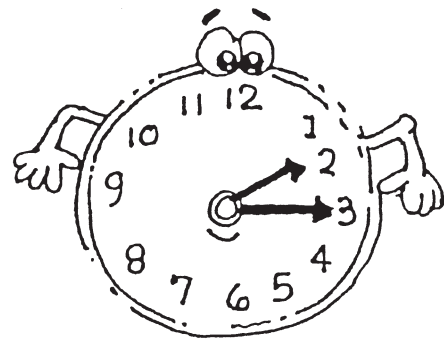
5. Bus company informs parents of estimated length of travel time and transfers, if any.





## DELAYS OF FIFTEEN (15) MINUTES OR LONGER

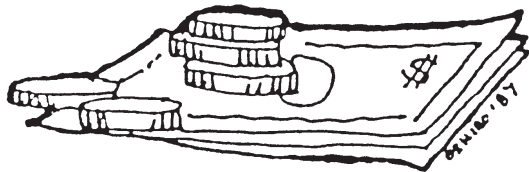
If there is an unexpected delay of 15 minutes or longer, you will be notified by the bus company and given an estimated delivery time.



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## MEDICATION

Parents should give all medications directly to school personnel. Drivers and the bus company will not be responsible for transporting medication between home and school.



## LOST ITEMS

You may call the bus company to inquire about lost items. However, bus personnel are not responsible for personal belongings such as money and other valuables.

## MOVING

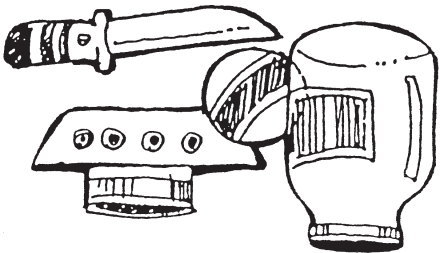
Notify the school at least **two weeks** in advance if you are moving to a new address so proper documents can be prepared and submitted to the respective district Student Transportation Services Office for processing.

Until transportation has been arranged, you are responsible for transporting your child to and from school.



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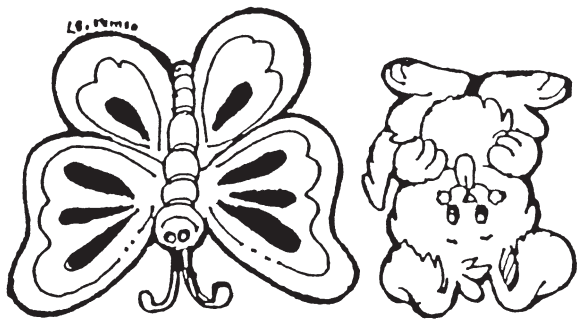
**PERSONAL ARTICLES**



**IDENTIFICATION**

It is highly recommended that your child have an identification bracelet and/or name tag. The information should include:

- \* Child's name
- \* Address
- \* Name of school
- \* Parents' or guardians' names and phone numbers
- \* Emergency phone numbers or cell numbers
- \* Emergency contact person



**INSECTS**  
**ANIMALS**  
**PLASTIC BAGS**

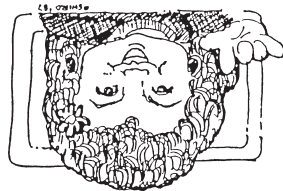
**LARGE TOYS**  
**GLASS BOTTLES**  
**KNIVES**

For safety reasons, students will not be permitted to carry items which may cause injury to themselves or others. These include items such as:

**SAFETY**

**SCHOOL BUS DRIVERS LICENSING**

All bus drivers are required to pass a physical examination, obtain traffic and criminal clearances and have the appropriate class of driver's license. Bus drivers are trained to transport students with disabilities.



**SCHOOL BUS EQUIPMENT**

All school buses are inspected daily by the bus driver.

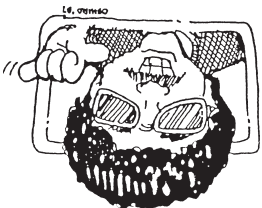
**SAFETY AND BUS SERVICE COMPLAINTS**

All safety and service complaints and concerns should be reported to the respective District Student Transportation Office. Refer to first page for the district Student Transportation Services Office phone numbers.

**WHEELCHAIRS/PERSONAL MEDICAL EQUIPMENT**

Bus aides are provided on buses which transport one or more students who require an aide. The aides are required to have a first aid certificate and criminal clearance. They also participate in training sessions.

**SCHOOL BUS AIDES TRAINING**



Wheelchairs, gurneys and other personal medical equipment must be inspected in advance by the bus company to insure your child's safe transport. If your child requires the use of such equipment for transport, please contact the bus company in advance to arrange for a safety inspection.



### **EMERGENCY INFORMATION**

**Notify the school whenever there is a change in the Emergency Contact Information such as telephone numbers, morning and/or afternoon caregiver, physician, medical facility.**

**DON'T FORGET TO RETURN THE  
CURB-TO-CURB TRANSPORTATION SERVICES  
STUDENT EMERGENCY INFORMATION CARD  
TO THE BUS DRIVER.**

**CURB-TO-CURB TRANSPORTATION SERVICES**

**STUDENT EMERGENCY INFORMATION FORM (MANDATORY)**

Date: \_\_\_\_\_

SY: \_\_\_\_\_

Child's Name \_\_\_\_\_ Name child is usually called \_\_\_\_\_ School \_\_\_\_\_

Nature of Disability \_\_\_\_\_

Description (What does this mean in terms of how child functions?) \_\_\_\_\_

Does he/she have seizures?  Yes  No If "Yes," what should be done if he/she has a seizure on the bus? \_\_\_\_\_

Does your child have allergies?  Yes  No If "Yes," describe triggering items such as food, environment, medication, etc. \_\_\_\_\_

Is there a specific response for this allergic reaction? \_\_\_\_\_

Does your child have physical limitations and/or health problems (can't walk, asthma, etc.)? What accommodations are required for his or her comfort? \_\_\_\_\_

Does your child have communication limitations (can't talk, difficulty expressing needs, etc.)? What means of communication works best? \_\_\_\_\_

Does your child have any behavior concerns? How should driver or aide manage child if he/she misbehaves? \_\_\_\_\_

List any special equipment that is required to be transported with your child: \_\_\_\_\_

Special appliances:  Bladder Bag  Braces  Catheter  Colostomy  Crutches  Glasses  Hearing Aid  Ileostomy  Wheelchair

Special precautions that need to be considered: \_\_\_\_\_

Other useful information: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Father's Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Alternate Emergency Contact: Persons to call in an emergency when parents are not available by phone. \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Student's Physician's Name \_\_\_\_\_ Physician's Phone \_\_\_\_\_

Preferred Medical Facility \_\_\_\_\_

**PLEASE REMOVE THIS PAGE AND RETURN IT TO THE BUS DRIVER!**