



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF FACILITIES AND OPERATIONS

March 17, 2021

TO: Deputy Superintendent
Complex Area Superintendents
Principals (All)
District Education Specialists
Resource Teachers
Special Education Department Chairs
Student Services Coordinators

FROM: Randall M. Tanaka
Assistant Superintendent

SUBJECT: **2021 Spring Semester Student Transportation Guidance for Parents**

The purpose of this memorandum is to provide school administrators with a reference guide for parents on student transportation services for the 2021 Spring semester.

Student Safety

The Hawaii State Department of Education (Department) has implemented a number of safety measures designed to mitigate student exposure to the COVID-19 virus, including:

- Bus drivers will participate in daily wellness checks prior to starting their routes;
- Bus drivers will be required to wear face coverings at all times;
- Students will be required to wear face masks at bus stops and on the school bus at all times;
- Bus drivers will be furnished with an emergency supply of face masks to replace broken or soiled masks;
- Buses will be sanitized using approved products at the end of each morning and afternoon run with special emphasis on high touch surfaces;
- Vehicles will be pulled from service and professionally sanitized in the event of a suspected or confirmed exposure;
- Bus drivers suspected of possible exposure will be removed from service and required to self-quarantine for 10 days and;

- Bus drivers who test positive for the virus will be required obtain physician clearance before being allowed to return to work;
- Windows will be open to the extent that is possible and safe;
- All students will be assigned to sit in a specific seat in order to promote contact tracing whenever possible;
- Students from the same household are required to sit together;
- Bus capacities will be adjusted/limited to follow current Department of Health guidelines (currently 2 students per seat), however, no student will be left behind. In this instance, students will be distanced to the greatest extent possible; and
- Students who appear to be overtly ill will be isolated on the front seat of the bus adjacent to the driver and released to the immediate care of a school official upon arrival at the school.

Bus Routes, Bus Stops and Route Schedules

School bus routes and designated stop locations will remain the same. To search for the school bus stop nearest to a home address visit <https://www.infofinder.com/tfi/>. Time schedules may have to be adjusted based on the school's instructional model and final bell schedule. Please contact your child's school office or your local transportation office for more information (contact information below).

Bus Pass Applications and Plan Options

If students have previously purchased a bus pass for first, second, or third quarter of the 2020/2021 school year, that pass can be used for the fourth quarter. If students have not yet purchased a bus pass for any quarter of the 2020/2021 school year, they can be purchased online at <https://hi.etrition.com/busapplication> or paper applications will continue to be made available at your child's school office. Due to the uncertainty of keeping school campuses open all year long, we temporarily eliminated the annual pass option. Quarterly bus passes (one-way or roundtrip) and one-time-use bus coupons are being offered.

Bus Pass Payments

If your child is approved for free bus service, you will receive a follow up email with instructions on how to print your child's temporary bus pass at home. Those who must pay can use the EZSchoolPay mobile application or EZSchoolPay website. Click on the Online Store link to view the fee amount and to make a payment. Quarterly bus pass plan members will be given a PDF receipt and temporary bus pass which you can print at home. The permanent bus pass card, which replaces the temporary pass, will be issued directly to your child at school. There is a \$5.00 fee to replace lost or stolen permanent bus pass cards. Temporary bus passes for free and paying customers can be reprinted at home at any time. Bus pass payments will continue to be accepted at the school office. Coupons cannot be printed at home. The school will issue bus coupons directly to your child.

Deputy Superintendent, et al.
March 17, 2021
Page 3

Discipline

Students who do not comply with school bus safety rules will be referred to the school principal for appropriate disciplinary action which may include counseling, warning, temporary suspension of bus privileges, or permanent removal.

Should you have any questions, please contact your local transportation office and speak with your District Transportation Officer (DTO) at:

Location	DTO	Phone
Oahu – Honolulu District Schools	Hayley Yano	(808) 784-6864
Oahu – Central District Schools	Blossom Kawahakui	(808) 622-0537
Oahu – Leeward District Schools	Stefanie Naone	(808) 687-9518
Oahu – Windward District Schools	Janice Olson	(808) 233-3680
Kauai – All Schools	Pualani Foster	(808) 241-7120
Maui/Molokai/Lanai– All Schools	Robert Joseph	(808) 243-1171
East Hawaii – All Schools,	Burgandy Pacheco-Haili	(808) 974-6411
West Hawaii – All Schools	Paula Telles	(808) 327-9500

RMT:ee

c: Student Transportation Services Branch