

IMPORTANT BUS CHANGES

*****ALL RIDERS NEED A TEMPORARY BUS PASS BEFORE SCHOOL STARTS.**

-Applications can also be accessed and submitted online starting on **July 17, 2023.**

(<https://hi.etrition.com/busapplication>)

ALL RIDERS MUST REAPPLY EVERY QUARTER!!

Application periods for School Year 2023-2024

Quarter 1: **July 17, 2023 – August 31, 2023**

Quarter 2: **September 18, 2023 – October 31, 2023**

Quarter 3: **November 27, 2023 – January 31, 2024**

Quarter 4: **February 19, 2024 – April 30, 2024**

****IMPORTANT UPDATE – BUS PASS PROCEDURES****

-All students are expected to display their bus pass to the bus driver upon entering the bus and on demand.

-For both AM and PM services, if a student is unable to display their valid pass because it was lost/misplaced/forgotten, the bus driver is expected to check the rider manifest to confirm the student's eligibility status (Hawaii Administrative Rules §8-28-3).

-If the student is found to be riding in the AM with only a one-way PM pass, they will be reported by the driver to the school and Student Transportation Administrative Office.

-If the student does not have their pass for the PM trip and is not on the rider manifest, they may be denied service.

-If any student attempts to ride without a valid pass, no matter the grade level, up to three (3) times consecutively, the Department reserves the right to revoke rider privileges up to a semester or for the rest of the year if applicable.

-Further bus pass procedure updates are listed below:

High School Students:

- If a student fails to display a valid bus pass in the morning, the driver may refuse bus service.
- If a replacement pass is required, the student must provide proper identification for name verification on the rider manifest and will be required to purchase a replacement pass at school.
- The receipt will act as the temporary pass until the hard pass is made available at the school.
- If the student is not on the rider manifest, they will be denied service.
- If the student needs to upgrade their current PM one-way pass to a round-trip pass, this will need to be taken care of before the end of the school day or the parent/guardian will be responsible for taking their student to school the next day.

No Grace Period

There will be no grace period as all riders will need to show their temporary bus pass (receipt) to the drivers prior to riding the bus at the start of the school year.

STSB CALL CENTER

General inquiries from schools and families, please give us a call after **August 1, 2023.**

Main Line – (808) 784-6870

For any questions regarding this memo, please email stsb@k12.hi.us