

## BUS POLICY AND REGULATIONS AGREEMENT FOR PARENTS AND STUDENTS

1. Parents/Students must remit a one-time payment of \$1,000.00 and have a signed bus agreement before riding the bus that they will abide by the school bus policies and regulation rules. Students who fail to abide by the bus policies will have their riding privilege suspended. If your child is in the Elementary School, you must enroll in Kama'aina Kids (before/after school care) or have other supervision. This is due to school policy that Elementary students are not allowed on school property unsupervised before 7:30am. All payments and policy/regulation forms must be filled out and returned to Saint Francis School before riding the bus: No exceptions.

2. Be on time, which means 5 minutes before the bus arrives.

Pick up:           1st pick up Waipahu Don Quijote at approx. 5:30am.  
                      2nd pick up Pearl City Don Quijote at approx. 6:00am.  
                      3rd pick up Kam Shopping Center (McDonalds) approx. 6:25am.

Drop off:           Leave school time may vary.  
                      1st drop off Kalihi, Pearl City then Waipahu.

(Note: The DROP OFF time may vary depending on other drop offs and early dismissals.)

Note: Please be advised that we have no control over traffic situations that occur during pick up and drop off.

Wait for the bus to come to a complete stop before boarding the bus. Remain seated until the bus comes to a complete stop before you unbuckle your seat belt. Once the bus leaves its pick up point, the bus will NOT pick up riders who missed the bus.

3. When necessary students will be seated with two on a seat. Students are not allowed to save seats. All students must remain properly seated at all times. This is for your safety and safety of others.

4. Students that vandalize school buses will be charged for the damages and will be suspended. Cutting, damaging / tearing or writing on seats is prohibited. Students will not be provided transportation until the damage charge is paid in full.

5. Bus aisles must be kept clear of backpacks, gym bags and instruments. School projects or other large items may be left in the back of the bus.

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**Saint Francis School**

2707 Pamoia Road  
Honolulu, HI 96822  
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[www.stfrancis-oahu.org](http://www.stfrancis-oahu.org)

6. At no time will a student put their head, hands, or other parts of their body out of the school bus window. Shouting out the window is also prohibited. Excessive noise, loud or boisterous voices can distract the driver and could result in a serious accident. Students who bring audio/video players (MP3, iPods, iPads, smart phones), may listen to them provided they use ear buds. Students will abide by the driver's instructions regarding audio/video devices. At no time will any obscene photos, videos or language be used or displayed on the bus.

7. Throwing objects inside or out of the windows is strictly prohibited. Students caught throwing objects will be suspended without prior warnings. This also includes spitting. Also, eating and drinking are not allowed on the bus. Gum and other food items could cause a student to choke and cause a floor to become slippery. Water in capped plastic containers will be permitted.

8. It is the driver's responsibility to enforce the bus policies and to correct any student on the bus for unsafe behavior. The driver have the authority to assign a seat to any or all students for any reason and for any length of time. Assigned seats can be given for preventive reasons.

9. There will be no changes of bus stops.

10. Fighting, abusive language/gestures, damaging school equipment, throwing or spitting of any object on or out of the bus, failure to cooperate with school officials or bus personnel will result in an automatic suspension. Bringing drugs or weapons on the bus and endangerment of other students are also grounds for school bus suspension. Obscene language or inappropriate name calling directed at the driver will not be tolerated.

11. Students are not allowed to get on or off a bus at any stop than the assigned stop without pre-approval. All drivers are to advise students of this policy and report any student that disobeys this rule.

12. The usage of any tobacco products is strictly prohibited on school buses. Any student that violates this will be suspended from riding without prior warnings. Lighters, matches, or any other type of flammable devices are not allowed on the school bus.

13. Upon request by a driver, a student rider must provide his/her identification card. No student rider shall provide false or inaccurate information if requested by the driver.

14. Verbal threats will be taken seriously. Students riding the school bus shall exercise all restraint and avoid making any type of threats (jokingly or casually)

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that may be interpreted by any person as threatening. Insults, name calling or abusive language towards another, are subject to disciplinary action.

Parents/Guardians, we appreciate your assistance in supporting these practices in order to maintain a safe ride to and from school for all of our students. Discipline steps for incorrect student behavior are as follows:

**Verbal Warning:** Given by the driver instructing the student to refrain from the behavior. Driver may notify the parents.

**Driver's Report:** A written report by the driver that is turned into the Dean of Student Discipline. The driver may notify the parent before this report is mailed home. This report is for minor or serious offenses and is a warning or a notice of suspension.

**Suspensions:** Suspension occurs when a student continues a behavior that violates school bus policy and regulations or that is unsafe and may endanger the lives of others on the school bus.

**BY SIGNING THIS AGREEMENT (PARENT/GUARDIAN), I HAVE READ AND UNDERSTAND THE BUS POLICY AND REGULATIONS THAT I WILL ASSUME RESPONSIBILITY FOR THE BEHAVIOR OF MY CHILD (REN) WHILE RIDING THE BUS. SCHOOL BUS DRIVERS HAVE THE AUTHORITY TO ENFORCE ALL BUS RULES. ANY STUDENT REFUSING TO OBEY THESE RULES WILL BE REPORTED AND MAY LOSE THEIR BUS RIDING PRIVILEGE.**

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\_\_\_\_\_  
Parent/Guardian (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Emergency Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pick Up / Drop Off Location

\_\_\_\_\_ Pick up Only    \_\_\_\_\_ Drop Off Only    \_\_\_\_\_ Both Pick up & Drop Off

PLEASE SIGN AND RETURN THIS WITH PAYMENT TO THE BUSINESS OFFICE. THIS WILL SERVE AS YOUR PERMISSION TO RIDE A SCHOOL BUS. WE HAVE READ THE PREVIOUS PAGES OUTLINING EXPECTED BUS BEHAVIOR AND AGREE THAT RIDING A SCHOOL BUS IS A PRIVILEGE. UNSAFE CONDUCT COULD RESULT IN THE LOSS OF BUS PRIVILEGES. A COOPERATIVE TEAM EFFORT IS THE KEY THAT WILL MAKE IT POSSIBLE TO PROVIDE A SAFE AND MORE EFFICIENT TRANSPORTATION PROGRAM.

STUDENT SECTION:

I HAVE READ AND UNDERSTAND THE REGULATIONS AND RESPONSIBILITIES OF STUDENTS RIDING SAINT FRANCIS SCHOOL BUSES AND AGREE, AS A PASSENGER, TO ABIDE BY THESE REGULATIONS.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

Payment Amt \_\_\_\_\_ Date \_\_\_\_\_ Rcv'd by \_\_\_\_\_

NO REFUNDS WILL BE ISSUED ONCE PAYMENT IS RECEIVED AND CONTRACT IS SIGNED.

No Student will be considered for permission to ride the school bus unless his/her application has been properly signed and filed with Saint Francis School.

The Parent/Student agreement form must be signed and returned to Saint Francis School business office to receive bus service.

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