



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
KA 'OIHANA HO'ONA'AUAO  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF FACILITIES AND OPERATIONS

May 31, 2024

TO: O'ahu and Kaua'i Complex Area Superintendents  
O'ahu and Kaua'i High School Principals  
O'ahu and Kaua'i High School Vice Principals  
O'ahu and Kaua'i High School Student Services Coordinators  
O'ahu and Kaua'i High School Administrative Services Assistants

FROM: Audrey Hidano *Audrey Hidano*  
Interim Assistant Superintendent

SUBJECT: School Year 2024-2025 EXPRESS Program Updates

The Office of Facilities and Operations, Student Transportation Services Branch (STSB) would like to provide the Hawai'i State Department of Education (Department) Leadership and stakeholders an update on the Expanding Ridership to Educate Students in Schools (EXPRESS) for the school year 2024-2025.

The online application portal at <http://portal.k12.hi.us/EXPRESS> will be open from July 15, 2024 to May 18, 2025.

**EXPRESS ELIGIBILITY UPDATES**

With the continual downtrend of school bus driver availability, the Department will continue the EXPRESS program with modifications. Starting school year 2024-2025, students must meet transportation eligibility requirements as per Hawai'i Administrative Rule § 8-27-5 in order to receive a free annual county bus pass for the school year.

**EXPRESS eligibility include:**

- Student attending grades 9-12; and
- Student must attend their home school; and
- Student must reside 1.5 miles or more from school in their public school attendance area.

If students have an Individualized Education Plan or Modified Plan that includes transportation as a related service (special needs only), please reach out to your District Educational Specialist for more information.

County bus websites have information on how to purchase a youth bus pass. Please refer them to the [EXPRESS website](#) for links to their respective county transportation office sites for more information on purchasing a youth pass.

### **APPLICATION INSTRUCTIONS**

Department students may only use one (1) transportation option at a time. If a student has an existing regular school bus pass, they will have to discontinue this service if they choose to apply for an EXPRESS pass. EXPRESS applications will be approved on an annual basis (one time per school year). Once a student chooses to cancel their EXPRESS pass, they cannot re-apply for the remainder of the school year due to purchasing restrictions.

Families will be instructed to complete the online application at <http://portal.k12.hi.us/EXPRESS>. The following items will be required for the application in order to verify the student's information and program eligibility:

- DOE Student ID number (10-Digit)
- Island
- School
- Grade
- Parent/Guardian Information

Transportation eligibility information is infused from Infinite Campus to the online application portal. Approved applications will be processed. Ineligible applicants will be notified in this process.

#### For Kaua'i only:

Upon application approval and submission, school staff will notify students when Kaua'i Bus monthly passes are available for pick up at the office.

#### For O'ahu only:

Upon application approval and submission, HOLO cards will be sent to the school office for distribution. Please note that the HOLO ID cards used during school year 2023-2024 are invalid for use on TheBus after May 31, 2024.

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For lost or stolen HOLO cards (O'ahu only):

- Please call the HOLO help line - (808) 768-4656.
- You must present a photo ID for verification and pay the \$2.00 replacement card fee.

### **RESOURCES FOR INFORMATION**

For **DOE employees**, please [click here](#) for program details and information ([employeeid@k12.hi.us](mailto:employeeid@k12.hi.us) is required).

For families inquiring about program details, please refer them to the public website [here](#).

Please thoroughly read through the resources provided in the links above. Should you have any questions, please contact the Student Transportation Services Branch at [stsb@k12.hi.us](mailto:stsb@k12.hi.us). Please note response may take time depending on the volume of questions received.

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c: Superintendent  
Deputy Superintendents  
Hawai'i State Department of Transportation  
O'ahu Transit Services, Inc.  
County of Kaua'i Transportation Agency  
Student Transportation Services Branch