



Student Driver's Manual

SY 2025-2026

INTRODUCTION

As part of Kamehameha Schools' school-wide learning expectations for all students, this driver's manual is produced to represent and reflect the following student expectations:

"I, as a student of Kamehameha Schools, am a spiritually guided individual with a foundation in Christian values; honor value and perpetuate my Hawaiian heritage; respect diversity and live interdependently in our world; and use my knowledge and skills to be productive in society".

In doing so, all student drivers pledge to:

- Fulfill my obligations to family, school and workplace by setting appropriate goals, working diligently, and keeping commitments.
- Use appropriate strategies to make positive choices and solve problems.
- Recognize the major issues affecting my multiple communities and work effectively with others to bring about positive change.

DRIVING AND PARKING ON CAMPUS

NOTE: Student passes will be issued on a first come, first served basis and according to your driving record.

Available parking on campus is limited. Driving and parking on campus is a privilege for students: it is not a right to which students are entitled. It is important that both student drivers and their parents understand this.

PHILOSOPHY

Parents have the primary responsibility for ensuring that their sons and daughters get to and from school safely. Permission for students to drive and park on campus provides one option for meeting the need for transportation. Therefore, when the privilege of driving and parking is granted to students, it is important for him/her to safeguard that privilege by abiding by the driving/parking rules and regulations. When infractions of driving/parking rules occur, the school attempts to be consistent in applying penalties. Student drivers and their parents expect that they will similarly to all other student drivers when infractions occur. Parents are expected to support the school in regards to student driving policies and not expect that the rules and penalties that apply at the time of an infraction will be changed to suit their particular needs or circumstances.

DRIVING ON CAMPUS

Students accepting the privilege of driving and parking on campus are responsible for abiding by the following rules and regulations:

1. The student will operate a vehicle with a current safety check, registration, no-fault insurance card, and valid driver's license.
2. The student will park only vehicles registered for student parking with the High School Office in their assigned zone.
3. During school hours (7:45 a.m. to 2:40 p.m.), the student is not to loan his/her vehicle(s) or parking Student Parking Pass to another student.
4. The student will NOT drive on campus during the school day (7:45 a.m. to 2:40 p.m., or the end of any mandatory meetings/rehearsals). This includes driving to and from assemblies, large group meetings, athletic practices and competition, etc.
5. The student will obey all posted speed limit and regulatory signs on campus.
6. The student will yield the right of way to all pedestrians.
7. All parking lots and vehicles are off-limits during school hours.
8. The student will NOT transport passengers in the back of his/her pickup truck or in the trunk of his/her vehicle.
9. The student is not allowed to operate a motorcycle or moped on campus.
10. The student will submit to a search of his/her vehicle at any time upon the request of proper authorities.
11. It is understood that the responsibility for a privately-owned vehicle parked on campus lies with the individual driver/owner. UNDER NO CIRCUMSTANCES WILL THE SCHOOL REIMBURSE OWNER FOR THE COST OF REPAIR, THEFT OR VANDALISM.
12. The students should report any tampering, loss or damages to his/her vehicle that occurs on campus to Security at 982-0149.
13. Students are responsible for informing the Security Department of any changes to their registered vehicle(s), i.e., license plate numbers, vehicle color or insurance company.

STUDENT PARKING STUDENT PARKING PASS

1. Parking Student Parking Pass must be hung from the rearview mirror and be clearly

visible from the outside at all times while the vehicle is on campus. ALL EXCEPTIONS are pre-approved by the Vice Principal.

2. The parking Student Parking Pass will be used only on the vehicle(s) registered. NO EXCEPTIONS. If a student must drive a vehicle other than the two registered, the student must report to the High School Office prior to the start of the school day to secure a one-day Student Parking Pass. All current paperwork is required to register vehicle for pass,
3. Illegal use of a parking Student Parking Pass (loaning a parking Student Parking Pass to another student or using a staff Student Parking Pass) will result in the student driver losing his/her driving and parking privileges for 60 school days on the first offense and the balance of the year for the second offense. If a student uses someone else's parking Student Parking Pass or vehicle, he/she will also not be permitted to drive and park on campus for a period 60 school days for the first offense and the balance of the year for the second. No one-day passes will be issued to him/her during the revocation period.
4. Student drivers are responsible for their parking Student Parking Passs. **LOST OR STOLEN PARKING STUDENT PARKING PASSS ARE TO BE REPORTED IMMEDIATELY TO THE SECURITY DEPARTMENT OR HIGH SCHOOL OFFICE.** Failure to report a lost or stolen parking Student Parking Pass could result in the parking Student Parking Pass's owner being held liable for any fines or penalties which are assigned to a vehicle on which the parking Student Parking Pass is being illegally used.
5. A new parking Student Parking Pass to replace one that has been lost, stolen or revoked will cost \$5.00. If a parking Student Parking Pass breaks, the student driver should turn in the pieces of the broken Student Parking Pass to the High School Office and he/she will be issued a new Student Parking Pass in exchange. There will be no charge for the new Student Parking Pass in such instances.
6. Parents or family members visiting campus during the school day should check in with the High School Office or the gatehouse and park in designated visitor's stalls. Parents should also check in with the office noting time and purpose of visit for the record.
7. If a student's vehicle is being dropped off during school hours, the vehicle must be parked in his/her designated parking zone with the Student Parking Pass visibly displayed. If a student does not have an assigned zone, a one-day Student Parking Pass should be purchased in advance, and the vehicle should be parked in the Pai`ea Parking Lot with the one-day pass visibly displayed on the dashboard. Otherwise, the student driver will be responsible for any parking citation that may result from the vehicle being parked in the wrong zone.

DESIGNATED STUDENT PARKING AREAS

Students are to park and remain in their designated parking zones during school hours. The student parking areas are:

ZONE 1 - Student parking area of Pai`ea Stadium

ZONE 2 – Designated senior parking area of Koai'a Gym (designated passes only)

OFF -LIMIT PARKING AREAS FOR STUDENTS

BEFORE 2:45 P.M. - Students MAY NOT park any place on campus other than the student parking areas of Zone 1. **All other areas are off limits to student parking until after 2:25 p.m.** This also applies to vehicles being dropped off by parents for students involved in extracurricular activities and athletics. No parking in striped areas.

PARKING CITATIONS

Parking Citations will be issued for the following infractions:

1. Parking in staff, visitor, or handicapped stalls. Violations for parking in a handicapped stall will be enforced 24 hours a day, 7 days a week.
2. Parking in a "wrong" or "no parking zones", or in a "no parking before 2:25 p.m." zone.
3. No parking Student Parking Pass or one-day pass purchased.
4. Parking an unregistered student vehicle on campus without proper permission and pass.

FINES FOR PARKING CITATIONS

STUDENTS WITH A STUDENT PARKING PASS OR ONE-DAY PASS

The following consequences apply to students with Student Parking Pass who do not park in their assigned zone, are parked in a staff, handicapped, or visitor stall, have already signed a Student Parking Pass contract and/or one-day pass contract or are parked at Voc. tech without proper permission:

- 1) FIRST CITATION: Driving privileges revoked for 30 school days
- 2) SECOND CITATION: Privileges revoked for a semester
- 3) THIRD CITATION: Privileges revoked for the balance of the year
- 4) FOURTH CITATION: Parent conference and conduct probation
- 5) FIFTH CITATION: Parent conference, conduct probation, and suspension

Consequences for these infractions are severe; students are reminded that they have already been instructed to read the Student Driver's Manual that was given to them upon receiving the Student Parking Pass or one-day pass to ensure that they are aware of all driving and parking regulations on campus.

STUDENTS WHO HAVE NEVER PURCHASED A STUDENT PARKING PASS/ONE-DAY PASS

The following consequences apply to students who have never purchased a Student Parking Pass or one-day pass and should not be parked on campus or are parked in a staff, handicapped, or visitor stall without proper permission:

- 1) FIRST CITATION: Fine of \$5 and student issued the Student Driver's Manual
- 2) SECOND CITATION: Driving privileges revoked for 30 school days
- 3) THIRD CITATION: Privileges revoked for the balance of the year
- 4) FOURTH CITATION: Parent conference and conduct probation
- 5) FIFTH CITATION: Parent conference, conduct probation, and in-school restriction

Traffic Court usually meets once a month during Lunch Period and handles all **PARKING CITATIONS**. The court is comprised of the High School Vice Principal, the student body vice president and the student body secretary. Court dates are published in advance in the Weekly Calendar and the Daily Bulletin. The names of those scheduled to appear are listed in the Daily Bulletin. This list is intended to serve **only** as a reminder. Each traffic citation issued gives the date the driver should appear at Traffic Court, and **it is the responsibility of the student driver to report on the specified date**. Traffic Court appearances are **MANDATORY**; if a student fails to appear at their scheduled court time without notification, **finest will automatically be assessed. The fact that a student's name has not been listed in the Daily Bulletin will not be accepted as an excuse for failure to appear in court.** Should a student and/or parent have any questions regarding the issuing and/or status of a citation, they may call the Vice Principal's office at 982-0609.

REGULATORY CITATIONS

Citations will be issued for the following infractions:

1. Not displaying an issued Student Parking Pass or one-day pass.
2. Driving and parking a vehicle with an expired safety check sticker, an expired registration, or an expired no-fault insurance card. (NOTE: Vehicle should not be driven and parked on campus until all paperwork is current.)

Students who are issued citations for an expired safety check or registration should not drive the vehicle on campus until the matter is taken care of. Failure to do this will result in the student being responsible for all citations received. If the student has a problem, they should speak with the Vice Principal.

TRAFFIC COURT

A citation issued by a security officer will be Prima Facie evidence of guilt. If there are any questions or concerns regarding a citation, the student should contact the Vice Principal immediately.

If a student wishes to contest his/her non-moving citation, he/she must appear at the Traffic Court on the date for which he/she is scheduled. As mentioned above, failure to appear will automatically result in a fine and/or disposition, whichever is applicable.

Students are responsible for all their parking citations up until the last day of second semester final exams. The last opportunity to appeal any non-moving violations will be during Lunch Period on Monday, May 18, 2026 (except if a student had been scheduled to appear at a previous Traffic Court for a citation). **A student who receives citations in the month of May must appear at Traffic Court with his/her copy(ies) of the citation(s) on the date indicated on the ticket; regardless whether or not his/her name has appeared in the Daily Bulletin announcement for that Traffic Court. Otherwise, fines will automatically be assessed for non-appearance. Should a student receive a citation after the final Traffic Court, the student should report immediately to the Keku'iapo'iwa Student Life Center.** Citations issued during final exams of the second semester will be handled as follows:

UNDERCLASSMEN: Those who receive a traffic citation during this period may appeal their citation at the first Traffic Court of the following school year. However, he/she will not be considered for driving/parking privileges on campus until after the citation has been disposed of in Traffic Court and the fine has been paid or the disposition has been completed for each citation. The student may pay the fine(s) for the citation(s) involved and waive the right to appear in order to ensure consideration of his/her application for driving/parking privileges by the application filing deadline.

SENIORS: Those who receive a traffic citation during this period will not have an opportunity to appeal their citation. They will not receive their diplomas until their fine has been paid or their disposition has been completed for each citation.

FINES FOR ALL OTHER CITATIONS

The following outlines the schedule for fines for citations issued for the following: no Student Parking Pass or one-day pass displayed, expired safety check and/or registration. Please review this carefully, as it is your responsibility to be familiar with these arrangements:

All offenses will be decided at the discretion of the Court i.e., waived or fined. Fines for unexcused citations will be as follows:

- 1) FIRST CITATION: \$10.00
- 2) SECOND CITATION: \$15.00
- 3) THIRD CITATION: \$25.00

- 4) FOURTH CITATION: Loss of privileges for 60 school days
- 5) FIFTH CITATION: Loss of privileges for the balance of the school year

Any student who continues to drive during a revocation period risks an extension of the period of revocation and/or placement on conduct probation. The student's vehicle may also be booted, barreled, or towed, and the student will be required to pay all charges and is responsible for all citations received. If the student has a problem, they should come to the High School as soon as possible to speak to the Vice Principal.

If a student's car is towed, the student will pay for all expenses.

Copies of final dispositions will be signed by the student as acknowledgement and placed in his/her file.

If the citation is upheld by Traffic Court, **all fines must be paid by the specified deadlines as agreed upon by the Traffic Court or the Vice Principal.** Failure to meet the first payment deadline will result in the following:

- 1) FIRST MISSED DEADLINE: Fine is doubled & loss of driving privileges for 30 school days
- 2) SECOND MISSED DEADLINE: Extension of revocation period until fine is paid & placed on conduct probation

If a student should drive and/or receive a citation during a revocation period, fail to comply and/or meet obligations, the student will be referred to the appropriate grade-level Vice Principal for placement on conduct probation and/or possible suspension.

MOVING VIOLATIONS

These infractions are considered to be serious offenses and will be enforced 24 hours. 7 days a week. As a result, the circumstances involved in issuing citations will be treated in a much more serious manner. Please be sure that you understand what these violations involve.

CITATION FOR DRIVING DURING SCHOOL HOURS

As indicated earlier, a student's car is to remain in the student's designated parking zone and not to be moved anywhere during school hours (which includes mandatory activities held at the end of the school day).

MOVING VIOLATION DISPOSITIONS

Citations for driving during school hours and safety citations are handled and processed by the Vice Principal and not in Traffic Court. The violations are reviewed with the student and the final disposition is then determined.

DISPOSITION FOR DRIVING DURING SCHOOL HOURS

A student who is cited for driving during school hours may result in the loss of his/her driving privileges as follows:

- 1) FIRST OFFENSE: A period of 30 school days
- 2) SECOND OFFENSE: A period of 60 school days
- 3) THIRD OFFENSE: Balance of the year
- 4) FOURTH OFFENSE: Parent conference and conduct probation
- 5) FIFTH OFFENSE: Parent conference, conduct probation, and suspension

If a student should drive and/or receive a citation during a revocation period, fail to comply and/or meet obligations, the student will be referred to the Vice Principal for placement on conduct probation and/or possible suspension.

SAFETY VIOLATIONS

These infractions are considered to be serious offenses and **will be enforced 24 hours. 7 days a week.** As a result, the circumstances involved in issuing citations will be treated in a much more serious manner. Please be sure that you understand what these violations involve.

Examples of safety violations include:

1. Transporting passengers in the back of a pickup truck or in the trunk of a vehicle.
2. Running stop signs, driving down a one-way street, speeding, or otherwise operating a vehicle in an unsafe manner.
3. Operating a motorcycle or moped on campus.
4. Students hanging out of vehicles.
5. Reckless driving.

AT THE TIME OF THE INFRACTION, THE STUDENT WILL BE STOPPED BY A SECURITY OFFICER AND HIS/HER PARKING PERMIT WILL BE CONFISCATED. **HIS/HER DRIVING PRIVILEGES ARE AUTOMATICALLY REVOKED UNTIL THE VICE PRINCIPAL HAS MET WITH THE STUDENT AND RESOLVES THE MATTER.** IF THE STUDENT FAILS TO STOP AT THE REQUEST OF THE SECURITY GUARD AND RENDER THE PARKING STUDENT PARKING PASS, THE VICE PRINCIPAL WILL CALL HIM/HER IN AT THE FIRST OPPORTUNITY TO SECURE THE PERMIT. (NOTE: STUDENTS ARE ALSO RESPONSIBLE FOR CITATIONS ISSUED TO THEM FOR SAFETY VIOLATIONS THAT ARE REPORTED BY ADULT STAFF MEMBERS OR OTHER ADULT WITNESSES.)

IN THE EVENT STUDENT DRIVERS ARE NOT ABLE TO BE STOPPED BY SECURITY, INFORMATION (DATE, TIME, LOCATION, AND VEHICLE INFORMATION) WILL BE RECORDED AND SENT TO THE SECURITY OFFICE. (NOTE: STUDENTS ARE ALSO

RESPONSIBLE FOR CITATIONS ISSUED TO THEM FOR SAFETY VIOLATIONS THAT ARE REPORTED BY ADULT STAFF MEMBERS OR OTHER ADULT WITNESSES.). STUDENTS WILL RECEIVE THE CITATION VIA UNIT OFFICE.

SAFETY VIOLATION DISPOSITION

The following disposition(s) will result from safety violations:

1. FIRST OFFENSE: Driving and parking privileges will be revoked for 60 school days
2. SECOND OFFENSE: Loss of driving and parking privileges for the balance of the school year. The same penalty will apply to any student who continues to drive during the 60 school days suspension period.
3. THIRD OFFENSE: Parent conference and conduct probation
4. FOURTH OFFENSE: Parent conference, conduct probation and in-school restriction
5. FIFTH OFFENSE: Parent conference, conduct probation, and suspension

Students who continue to drive during the revocation period face losing driving privileges for the balance of the year and/or conduct probation or suspension.

ONE-DAY STUDENT PARKING PASSES

One-day Student Parking Passes may be purchased for \$1.00 a day (or a maximum of five days at a time) from the High School Office. A pass should be secured the day before the pass is needed. Space for one-day parking is limited. Therefore, students will be accommodated on a first come, first served basis. PLEASE NOTE: If last minute student transportation plans necessitate a one-day pass purchase on the day the pass is needed, it may be purchased on that day, provided space is still available. Normal hours at the High School Office are 7:00 a.m. to 3:30 p.m.

The following rules pertain to the purchase and use of one-day Student Parking Passes:

1. The student must present his/her driver's license, the vehicle registration card, current safety check, and the no-fault insurance card when purchasing a one day-pass for the first time. The vehicle must belong to a member of the student's immediate family (e.g., mother, father, sister, brother).
2. One- day Student Parking Passes must be clearly displayed on the dashboard at all times.
3. One-day passes are to be used only on the vehicle registered at the time the pass was purchased. It cannot be transferred to another vehicle.
4. Student drivers must adhere to all driving and parking rules and regulations as outlined in this driver's manual.

DISPOSITION FOR ONE-DAY PASS VIOLATIONS

The driving privileges of any student who alters or tampers his/her one-day pass in any way will be revoked as follows:

- 1) FIRST OFFENSE: 60 school days and placed on conduct probation
- 2) SECOND OFFENSE: The balance of the school year and placed on conduct probation
- 3) THIRD OFFENSE: Parent conference and conduct probation
- 4) FOURTH OFFENSE: Parent conference, conduct probation, and in-school restriction
- 5) FIFTH OFFENSE: Parent conference, conduct probation, and suspension

VIOLATION OF REVOCATION PERIOD

Students who drive during a no-driving period face the following consequences:

- 1) FIRST OFFENSE: Student is placed on conduct probation. Length of conduct to be determined by Vice-Principal.
- 2) SECOND OFFENSE: Parent conference and suspension from school.
- 3) THIRD OFFENSE: Parent conference, suspension and/or possible release.

LOSS OF DRIVING AND PARKING PRIVILEGES

Students who lose their driving and parking privileges may not drive and park on campus on school days from before the start of school in the morning until after 2:25 p.m. (Monday through Friday, including exam days). Their vehicles are not to be on campus during this time. If they park their vehicles off campus, they may move them onto campus after 2:25 p.m. Failure to abide by the ban on driving and parking on campus will result in the extension of the ban, possible placement on conduct probation and/or suspension, whichever applies to the situation, per the Vice Principal's discretion.

When driving privileges are revoked for a period of 30 school days, students who have a Student Parking Pass will be required to turn their Student Parking Pass in to the High School Office. Students may not drive and park on campus on school days from before the start of school in the morning until after 2:40 p.m. (Monday through Friday, including exam days). Their vehicles are not to be on campus during this time. If they park their vehicles off campus, they may move them onto campus after 2:40 PM. Failure to abide by the ban on driving and parking on campus will result in a 60 school day revocation period (see consequences below for revocation period of 60 days), possible placement on conduct probation and/or suspension, whichever applies to the situation. At the end of the 30-day revocation period, the Student Parking Pass will be returned to the student.

When driving privileges are revoked for a period of 60 days, students are required to turn in their Student Parking Pass to the High School Office. At the end of the revocation period, students may purchase one-day passes ONLY. Students may not reapply for a Student Parking Pass.

As is true with parking citations, students are responsible for their citations up until the last day of the school year. If a senior receives a citation so late in the school year that there is not sufficient time for the applicable penalty to run its course, his/her privileges will be revoked for the balance of the school year, and he/she will be assigned eight (8) hours detention per

infraction to be worked off prior to graduation. The student may not walk at commencement and will not receive his/her diploma until after the detention hours have been completed. An underclassman in a similar situation will have his/her applicable suspension of driving/parking privileges run from the current into the new school year until the period of revocation has run its course. Such a student will not be eligible to receive driving/parking privileges until after the suspension period.

NOTE: IN THE EVENT STUDENTS INCUR MULTIPLE INFRACTIONS ON A CITATION, THE CONSEQUENCES FOR THE MOST SERIOUS INFRACTION WILL BE IMPOSED.

As previously stated, driving and parking on campus is a privilege, one that is vital to many in terms of assisting family members in meeting their daily commitments. Our hope is to continue to provide students and parents with this opportunity. Review and understanding of these guidelines, as well as compliance, is a step towards ensuring that the needs of all will be met. Should you have any questions, please call 982-0609. Mahalo.

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