

RULES RELATING TO ADMINISTRATIVE PROCEDURES
FOR THE
DEPARTMENT OF TRANSPORTATION SERVICES
CITY AND COUNTY OF HONOLULU

Amendment to Rule 6, Section F of the
Department of Transportation Services
City and County of Honolulu

Section 1

Pursuant to the authority of Section 6-1202 (e) of the Revised Charter, the Department of Transportation Services of the City and County of Honolulu, hereby amends Rule 6, Section F by adding Item No. 4 to its rules to read as follows:

4. Passenger Baggage on the Bus.

Pursuant to the provisions of R. O. Section 28-2.4, the following shall be applicable to all persons utilizing TheBUS throughout the City and County of Honolulu.

- a) Any personal article that can be stored under a passenger's seat or on a passenger's lap without interfering with the comfort of or endangering the safety of other passengers shall be allowed on board. Such articles shall include, but not be limited to:
 - briefcase, purse, cosmetic bag, airline handbag,
 - rucksack or knapsack, camera bag, shopping bag,
 - umbrella type baby stroller.

- b) Personal articles prohibited from being carried onto a bus shall include but not be limited to:
 - shopping carts, backpack with metal frame, surfboard,

boogie board, duffel bag, golf clubs, non-umbrella type baby strollers, suitcases not capable of being placed under the seat or on a passenger's lap and which is not in conformance with 4(a) .

- c) All personal articles allowed and carried onto the bus shall be stowed and secured under a seat or on a passenger's lap in a manner which shall assure:
- (1) unrestricted freedom of movement to the driver and his operation of the bus;
 - (2) unobstructed access to all exits by any occupant of the bus;
 - (3) protection of occupants of the bus against injury resulting from falling, moving, or protruding articles transported in the bus.
- d) Personal articles allowed on the bus shall not be stored in the aisles or on the seats at any time .
- e) Passengers in possession of personal articles which are prohibited from being carried onto the bus shall be denied entry by the bus operator .

This Amendment shall take effect ten (10) days after filing with the City Clerk .

CERTIFICATION

I AKIRA FUJITA, Acting Director,

Department of Transportation Services of the City and County of Honolulu, do hereby certify:

1. That the foregoing is a full, true and correct copy of the Amendment to the Department of Transportation Services Rules adopted by the department on Nov. 20, 1978; and
2. That notice of the public hearing on the foregoing Amendment to the Rules of the Department of Transportation Services was published in the Star Bulletin and the Advertiser on November 21, 1978, and that a public hearing was held December 13, 1978.



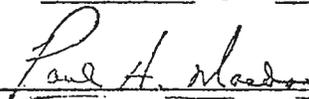
Acting Director, Department of
Transportation Services
12/17/78

APPROVED AS TO FORM:

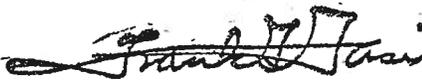
JOHN S. NISHIMOTO
Deputy Corporation Counsel

Approved This 8th day of JAN., 1979.

Received this 16th day of January, 1979



City Clerk



FRANK F. FASI, Mayor
City and County of Honolulu

REVISED
RULES RELATING TO ADMINISTRATIVE PROCEDURES
FOR THE
DEPARTMENT OF TRANSPORTATION SERVICES
CITY AND COUNTY OF HONOLULU

RULE 1. AUTHORITY

Pursuant to the authority of Section 6-1202 (e) of the Revised Charter of the City and County of Honolulu, the revised rules hereinafter contained are established.

RULE 2. PURPOSE AND OBJECTIVE

These rules govern procedures to be followed in processing application for services rendered to the general public and other government agencies by the Department.

RULE 3. DEFINITIONS

For the purpose of these rules, unless it is plainly evident from the context that a different meaning is intended, words and phrases used herein are defined as follows:

- a) "Department" means the Department of Transportation Services, City and County of Honolulu.
- b) "Director" means the Director, Department of Transportation Services.
- c) "City Charter" means the Charter of the City and County of Honolulu as revised by the Charter Commission, effective January 2, 1973.
- d) "City" means the body politics and corporate by the name "City and County of Honolulu."
- e) "City Council" means the City Council of the City and County of Honolulu.
- f) "MTL" means the Mass Transit Lines, Inc., a private management firm under contract to the City and County of Honolulu for the management of the City's public transportation system.

RULE 4. METHODS WHEREBY THE PUBLIC
MAY OBTAIN INFORMATION

The public may obtain information as to matters within the jurisdiction of the Department by inquiring at:

- a) The Office of the City Clerk, City Hall, where there are on file all rules of the Department.
- b) The Office of the Department, First Floor, Honolulu Municipal Building, 650 South King Street, Honolulu, Hawaii, regarding street use permits.
- c) The Office of the Department, Third Floor, Honolulu Municipal Building, 650 South King Street, Honolulu, Hawaii, regarding policies, bus-rail transit planning, bus systems, public information and free bus passes for the handicapped and elderly.

- d) The Office of the Department, Fourth Floor, Honolulu Municipal Building, 650 South King Street, Honolulu, Hawaii, regarding signs, markings, traffic signals, street lights, fire alarm, and traffic education.
- e) MTL Office, First Floor, Honolulu Municipal Building, 650 South King Street, Honolulu, Hawaii, regarding lost and found, bus schedules, bus passes for the elderly and handicapped.

RULE 5. SUBMITTALS OR REQUESTS FOR INFORMATION

Inquiry may be made in person, telephone, or by submitting a request for information to the Director, Department of Transportation Services, in writing.

RULE 6. TYPES OF INFORMATION AND SERVICES AVAILABLE TO THE GENERAL PUBLIC AND OTHER GOVERNMENT AGENCIES

Service	Where to Apply
<p>A. <u>Street Usage Permit</u></p> <p>A permit is required for:</p> <ul style="list-style-type: none"> 1. All construction work performed on City & County streets, highways, roads, lanes, paths, alleyways, driveways and/or sidewalks for the purposes of installing: <ul style="list-style-type: none"> a) Utility duct lines b) Sewer lines c) Water lines d) Storm drain lines e) Construction, reconstruction and/or repair of roads and sidewalks 2. Parking on City and County roads for: <ul style="list-style-type: none"> a) Trucks to load and unload building materials at job sites. b) Use or prohibit use of parking meter stalls in areas where construction work is in progress. c) To prohibit parking to provide the necessary space and clearance for the movement of trucks and equipment into and out of the construction sites. d) To ban parking in the areas where safety and precaution are necessary for the protection of the general public and property. 3. Street closure (requires ordinance if longer than 30 days) <ul style="list-style-type: none"> a) During excavation on roadways (5 days advance notice is required) b) During road construction or reconstruction (5 days advance notice is required) 	<p>Permit Office, 1st Floor, Hon. Municipal Bldg.</p>

Service

Where to Apply

- c) During demolition of a building
(5 days advance notice is required)
- d) During special community-wide events
(City Council approval is required)

B. Parade/Motorcade Permit

Permit Office, 1st Floor,
Hon. Municipal Bldg.

A permit is required for any march, procession or assembly consisting of persons, animals, bicycles, or vehicles or a combination thereof, upon any public street, sidewalk or alley, which does not comply with normal and usual traffic regulations or controls.

Requirements for Permit

1. Application for a permit shall be made not less than 30 and not more than 325 days prior to the intended date of the parade, unless waived by this office.
2. Arrangements should be made with the Police Department for police escort by the applicant.
3. All requests for parades will be reviewed by the Police and Transportation Departments and other concerned departments before approval is given.
4. Major parades containing 500 or more persons and vehicles, such as "Aloha Week," "Kamehameha Day," and "Fourth of July" will require six months advance notice for processing.

Restrictions

1. No procession or parade, excepting funerals, the Armed Forces of the United States, the military forces of the State of Hawaii, and the forces of the police and fire departments, shall occupy, march or proceed along any street except in accordance with the permit issued by this office and other rules as are set forth herein which may apply.
2. Parade route and time may be changed or altered in order to minimize traffic congestion.
3. Permits will not be approved for a parade if any portion of the theme of the parade is directed at solicitations of funds, sale of merchandise, tickets or any other exploitation of the crowd.
4. Parades utilizing sound amplifying devices require prior City Council approval before they can be used.

Service

Where to Apply

C. House Moving, Movement of Oversize and/or Overweight Vehicles and Loads Permit

Permit Office, 1st Floor,
Hon. Municipal Bldg.

A permit is required if:

1. Width exceeds 9 feet including load.
2. Height exceeds 13½ feet including load.
3. Length exceeds: single vehicle - 40 feet including load.

Truck-tractors and semi-trailers - 55 feet including load
combination of two units, 65 feet including load.

A permit from the Joint Pole Committee is required if
the overall vehicle or load height exceeds 13½ feet.

In case of loads of such excessive widths, the applicant shall have filed with the issuing officer a certificate of any insurance carrier certifying that there is a Comprehensive Automobile Liability Insurance Policy covering said applicant, and his authorized agents, executors, administrators, heirs and assigns for liability in the minimum amount of \$100,000 for bodily injury to or death of one person in any one accident, and in the amount of \$300,000 for bodily injury to or death of two or more persons in any one accident, and in the amount of \$50,000 because of damage to or destruction of property of others in any one accident.

Loads of 14 feet in width or greater shall be moved only during the hours between 1:00 a.m. and 6:00 a.m. except in certain rural areas the issuing officer may, in his discretion, permit movements between the hours of 10:00 a.m. and 3:00 p.m. where traffic may be diverted over an alternate route and where the flow of traffic will not be unduly impeded by such movement.

Loads of less than 14 feet in width may be moved at any time except during peak hour periods of 6:30 a.m. to 8:30 a.m. and 3:30 p.m. to 5:30 p.m.

Exceptions: The foregoing limitations upon length shall not apply to vehicles transporting pipe, poles, timbers, reinforcing steel, structural steel, or other objects of a structural nature which cannot be readily dismembered.

D. Issue of Parking Permits to Disabled Persons

Permit Office, 1st Floor
Hon. Municipal Bldg.

Parking permits are issued to disabled persons or to the spouse or attendant of such disabled persons to park or leave their motor vehicles standing in any public parking space, area or zone without payment of a parking charge and in excess of any limitation of time established for such parking space, area or zone when it is otherwise lawful to do so; provided that the following requirements are complied with:

1. Driver of Vehicle. A disabled person, as used in this section, shall mean and include any person who has a valid Hawaii State driver's license issued to him or her, despite suffering the complete loss of use of one or both of his or her hands, feet or legs, or who has had one or both hands, feet or legs amputated.
2. Non-driver of Vehicle. Any person possessing serious permanent physical or mental disability or incapacity which requires the use of a wheelchair and the services and attention of a spouse or attendant, on a full-time basis, as evidenced by a medical certificate issued by a licensed practicing physician, either in private or with a governmental agency.
3. Such disabled person shall carry on his person, for exhibition to any police officer upon request, a card issued by the Director, of Transportation Services, properly identifying such disabled person and bearing a certification by the Director of Transportation Services, that such person has qualified as a disabled person within the meaning of this section.
4. A special parking permit issued by the Director, Transportation Services, shall be displayed, subject to any exception hereinbelow, on the inside of the vehicle on the lower right-hand corner of the windshield by such duly licensed disabled person at all times when so parked or standing as above permitted.
5. For disabled persons falling within the category of being wheelchair bound and being ineligible or unqualified to obtain a driver's license, the special parking permit shall only be displayed on the inside of the vehicle on the right-hand corner of the windshield at the time the "disabled person" is actually a passenger on the vehicle. The special parking permit shall be kept concealed from view in the vehicles front compartment at all other times.

6. The special parking permit and the identification card shall be subject to re-application and review by the Director of Transportation Services every three years. The re-application requirements shall be identical to that governing the initial application for the special permit and identification.
7. Violation or non-compliance by such disabled person of any requirements, condition or limitation above set forth shall constitute sufficient grounds for the immediate suspension of such parking privileges by the Director of Transportation Services for a period not exceeding six months or for the revocation of all privileges herein granted to such disabled person for a period of not less than one year.

Application forms may be obtained to apply for this type of parking privilege from one of the following agencies:

Department of Transportation Services Office
First Floor, 650 South King Street
Honolulu, Hawaii Phone 523-4021

Veterans Administration Office
300 Ala Moana Boulevard
Honolulu, Hawaii Phone 546-8962

Rehabilitation Hospital of the Pacific
226 N. Kuakini Street
Honolulu, Hawaii Phone 531-3511

Satellite City Halls:

Ewa Beach	91-923 Fort Weaver Road	Phone 689-7914
Hauula	54-316 Kam Highway	Phone 293-8551
Hawaii Kai	Koko Marina Shopping Center	Phone 395-4418
Kailua	303 Kuulei Road	Phone 261-8575
Kalihi-Palama	1865 Kam IV Road	Phone 847-4688
Kaneohe	46-024 Kam Highway	Phone 235-4571
Wahiawa	830 California Avenue	Phone 621-0791
Waianae	85-670 Farrington Highway	Phone 696-6371
Waipahu	94-300 Farrington Highway after working hours	Phone 671-5638 Phone 621-0791

Service

Where to Apply

E. Traffic Code

Dept. of Finance
2nd Floor, City Hall

The provisions of the Traffic Code are to provide for the regulation of traffic upon the public streets of the City and County of Honolulu; and such private streets, highways, or thoroughfares which for six months or more have been continuously used by the general public or which are intended for dedication to the public use as permitted in Section 264-1 HRS and are open for public travel but have not yet been accepted by the City, except private roads used primarily for agricultural purposes; and for bicycle paths constructed on easements granted to the City and County of Honolulu. The Traffic Code was prepared in compliance with Act 46, SLH 1970 and Section 3.205 of the City Charter.

Amendments to changes in the Traffic Code effected by the preparation and submission to the City Council of a draft Ordinance prepared by the Department of Transportation Services for approval. After approval, amendments are made part of the Traffic Code.

F. Traffic Safety Education

Office of the Department
4th Floor, HMB

Traffic Safety Education is available to the general public and other government agencies via safety classes, lectures, brochures, charts, posters, films and the communication media.

G. Bus Systems

MTL Office, 1st Floor
Hon. Municipal Bldg.

1. Free Bus Passes: Free bus passes are issued to the following:

a. Senior Citizens

Free bus passes are issued to senior citizens under the following conditions:

- Applicant must be 65 years or older. However, applicants are eligible to apply for passes three (3) weeks prior to their 65th birthday.
- Applicant must appear in person since a photograph must be taken with a City-owned camera.
- Applicant must present official documentation showing proof of age.

NOTE: A Medi-care Card or Social Security Card will not be accepted as identification.

<u>Example</u>	State Identification Card Driver's License Birth Certificate Passport Baptismal Paper with Seal
----------------	---

-- U.S. addresses and zip code must be used when out-of-state residents apply for a pass. Out-of-state resident passes expire on December 31 of the year issued and one must reapply in person for a new pass.

-- Passes may be obtained at the MTL Office, First Floor, Honolulu Municipal Building, Hours of operation are 7:30 a.m. to 4:00 p.m., Monday through Friday (except holidays).

-- Photo I.D. card type pass will be mailed to applicant approximately 3-4 weeks after application.

-- There is no charge for obtaining these passes.

-- When a pass is lost, destroyed, damaged or stolen, it shall be reported to the Office of the Department of Transportation Services, Third Floor, Honolulu Municipal Building, 650 South King Street, for a replacement.

b. Handicapped Persons (as defined in Sec. 28.2.2(b) Chapter 28, Revised Ordinance, Honolulu, 1969, as amended).

Office of the Dept.
3rd Floor, HMB

-- Definition -- For the purpose herein "handicapped person" shall mean any individual who, by reason of illness, injury, advanced age, congenital malfunction, or other permanent or temporary incapacity or disability, including those who are non-ambulatory wheelchair-bound and those with semi-ambulatory capabilities, is unable without special facilities or special planning or design to utilize the public transit system as effectively as persons who are not so affected. It shall include physical or mental disability which clearly demonstrates that the person suffering from such disability is unable, without difficulty or assistance, to utilize the public transit system with or without the aid of an attendant.

"Handicapped" shall also be deemed to include any incapacity or disability which results in the inability of a person to perform one or more of the following functions necessary for the effective use of public transportation facilities without significant difficulty:

Service

- negotiating a flight of stairs, escalator or ramp;
- boarding or alighting from a public transit vehicle;
- standing in a moving public transit vehicle;
- reading informational signs; and
- walking more than 200 feet.

- Supporting Evidence of Handicapped. In the event the physical or mental disability of a person is not readily observable or discernible and cannot be adequately ascertained without supporting evidence for purposes herein, the applicant shall be required to submit proof of such disability by a licensed physician or any governmental agency involved in physical or mental handicapped programs and recognized by the Department of Transportation Services.

- Issuance of Bus Passes. Any person who falls within the definition of a handicapped person as such term is defined in Section 28-2.2(b) and who applies for a free bus pass at the Department of Transportation Services shall be issued the same without charge. The owner of a bus pass, upon the display of such pass to the bus operator, shall be entitled to ride the bus without payment of any fare.

Handi-Van Service -- (Ord. No. 77-43) This service is limited to the semi- and non-ambulatory handicapped who are prevented or severely restricted from riding TheBus. Also, the totally blind or those whose vision is 20/200 (or worse) with corrective lens in the good eye. Application forms, appeals, hearing procedures and final decisions are the same as applied to handicapped persons.

A handicapped person may obtain an application for a free bus pass or a van pass (fare is 50 cents) and certification from one of the following agencies:

Department of Transportation Services Offices
Third Floor, 650 South King Street Phone: 523-4581

Honolulu Community Action Program
838 S. Beretania Street, Room 202
Honolulu, Hawaii 96813 Phone: 521-4531

Lanakila Crafts, Inc.
1809 Bachelot Street
Honolulu, Hawaii Phone: 531-0555

Hawaii Association to Help Retarded Children
245 N. Kukui Street, Honolulu, Hawaii 96817
Phone: 536-2274

Waimano Training Home and Hospital
Waimano Home Road
Pearl City, Hawaii Phone: 456-6240

Service

Veterans Administration
P. O. Box 3198, Honolulu, Hawaii 96801
Phone: 546-8962

Vocational Rehabilitation
P. O. Box 339, Honolulu, Hawaii 96809
Phone: 548-4640

Easter Seal Society of Hawaii
1350 Hunakai Street, Honolulu, Hawaii
Phone: 735-1747

University of Hawaii Kokua Program
Bachman Annex 12
University of Hawaii Campus
Honolulu, Hawaii Phone: 948-7511

Applications for bus or van passes for the handicapped may also be obtained from Satellite City Halls (island-wide).

Upon completion of the application, it will be forwarded by the applicant or the servicing agency to the Department of Transportation Services, Third Floor, Honolulu Municipal Building, 650 South King Street, for processing.

Upon approval of the application, the Department will issue a permanent or temporary type pass to the applicant.

The bus or van pass shall be effective up to the expiration date shown on the pass. It may be renewed thereafter upon the expiration of the prior term; provided the person requesting such renewal demonstrates at each renewal date that his mental or physical condition warrants his continued status as a handicapped person as defined in this section. Notwithstanding the above-mentioned provision, a handicapped person who presents a medical certificate certifying that his disability or incapacity is of a permanent nature may be issued a permanent pass at the discretion of the Director of Transportation Services.

A bus pass effective for less than a year is considered temporary and may be issued to a handicapped person whose disabling condition is not expected to remain for a full year. Such pass shall be effective for any appropriate period equal to the expected duration of the person's disabling condition. Such pass may also be renewed, if warranted, for any additional period equal to the expected disabling condition.

Any person issued a bus pass under this subsection who is convicted under Section c., Non-transference of Bus Passes and Penalty, Page 11 of this document, shall be denied the use of the free bus pass for one year from the date of such conviction.

Service

- Attendant of Handicapped Person. A handicapped person unable to board, ride and alight from City buses must be accompanied and assisted by an attendant to board, ride, and alight from these buses to prevent injury and harm to himself and other passengers. An attendant who accompanies and assists the handicapped bus patron to board, ride, and alight from the bus shall pay no fare when performing this service.
- Additional Information. Any application containing insufficient information or justification will be returned to the applicant with an appropriate request for additional information and/or recertification by a licensed physician.
- Appeal. A person denied a free pass shall receive a notice in writing from the Department of Transportation Services stating the reasons for denial. Within 30 days of receipt of such notice or such additional time as may be permitted by the Director of Transportation in his discretion, such person may appeal the decision to said Director or to a hearings officer appointed by the Director. The appeal shall be effected by filling out the notice of appeal in a form prescribed by the Department of Transportation Services and filing the same with the Department.
- Hearing. Within twenty working days from the filing of such notice of appeal, the Director or his appointed hearings officer shall conduct a hearing at which time the appellant shall be entitled to be heard in person or through counsel and shall be given a full and fair opportunity to present any fact showing the reason why the denial was in error.

The Director or his appointed hearings officer shall have the power to affirm, reverse or modify the decision of the departmental staff based upon findings of facts which justify his decision. This decision shall be the final decision of the City.

The notice of hearing requirements shall conform to the applicable provisions of HRS, Chapter 91.

All Findings of Fact, conclusions of law and decisions and orders of the Director or his appointed hearings officer shall be in written form, kept on file and open to public inspection.

c. Non-transference of Bus Passes and Penalty

(Reference Section 28.2.7 in Chapter 28, Revised Ordinance, Honolulu, 1969, as amended.)

Any bus pass issued under this article is non-transferable and shall not be used by any person other than

Service

by the person to whom it was issued. Any person issued such bus pass based upon false application/certification or who knowingly permits another to use the bus pass or who alters his bus pass shall be penalized by having his bus pass revoked for a period of one year from the date of conviction. The penalty for any person who uses such bus pass issued to another shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in an amount not exceeding twenty-five dollars (\$25.00) or be imprisoned for a period not exceeding ten (10) days or be both so fined and imprisoned.

NOTE: When a pass is lost, destroyed, damaged, or stolen, the loss will be reported to the office of Transportation Services, Third Floor, Honolulu Municipal Building, 650 South King Street, and a replacement requested.

2. Passenger Baggage on the Bus

Pursuant to the provisions of R.O. Section 28-2.4, the following shall be applicable to all persons utilizing TheBUS throughout the City and County of Honolulu.

-- * Any personal article that can be stored under a passenger's seat or on a passenger's lap without interfering with the comfort of or endangering the safety of other passengers shall be allowed on board. Such articles shall include, but not limited to:

briefcase, purse, cosmetic bag, airline handbag, rucksack or knapsack, camera bag, shopping bag, or umbrella type baby stroller.

-- Personal articles prohibited from being carried onto a bus shall include but not be limited to:

shopping carts, backpack with metal frame, surfboard, boogie board, duffel bag, golf clubs, non-umbrella type baby strollers, suitcases not capable of being placed under the seat or on a passenger's lap and which is not in conformance with --* above.

-- All personal articles allowed and carried onto the bus shall be stowed and secured under a seat or on a passenger's lap in a manner which shall assure:

- unrestricted freedom of movement to the driver and his operation of the bus;
- unobstructed access to all exits by any occupant of the bus;

Service

- protection of occupants of the bus against injury resulting from falling, moving, or protruding articles transported in the bus;
 - personal articles allowed on the bus shall not be stored in the aisles or on the seats at any time;
 - passengers in possession of personal articles which are prohibited from being carried onto the bus shall be denied entry by the bus operator.
3. Information concerning the operation of the bus system (including bus schedules and timetables) can be obtained by calling 531-1611, seven days a week from 5:30 a.m. to 10:00 p.m.
 4. Information concerning the operation of the Handi-Van service can be obtained by calling 955-2296, Monday through Friday, 7:45 a.m. to 4:30 p.m.

RULE 7. VALIDITY

If any section or part of these Rules is held to be invalid for any reason whatsoever, such invalidity shall not affect the validity of the remaining sections or part of these Rules.

RULE 8. EFFECTIVE DATE OF THESE RULES

These Rules shall become effective upon their approval by the Mayor of the City and County of Honolulu.

APPROVED AS TO FORM
AND LEGALITY:

John S. Nishimoto
Deputy Corporation Counsel

Robert R. Way
ROBERT R. WAY, Director

DATE: 5/14/79

Notice of Public Hearing --
Honolulu Star Bulletin and
Advertiser, May 25, 1979
Public Hearing Held at:
City Planning Conference Room.
June 15, 1979

Given into my hand and affixed with the
Seal of the City and County of Honolulu
this 29th day of June, 1979.

APPROVED:

Frank F. Fasi
FRANK F. FASI, Mayor
City and County of Honolulu

Paul H. Maeda
PAUL H. MAEDA, City Clerk

DATE: 6/26/79