

KWOON CHUNG MOTORS COMPANY LIMITED

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CANADIAN INTERNATIONAL SCHOOL OF HONG KONG SCHOOL BUS SERVICE INFORMATION & REGULATIONS 2018-2019

KWOON CHUNG MOTORS CO. LTD. of 3rd Floor, 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 29 798 798 | Email: cdnis@kcm.com.hk) will provide a school bus service for the **CANADIAN INTERNATIONAL SCHOOL OF HONG KONG (CDNIS)** students for 2018-2019 school year.

BUS REGISTRATION

Transportation to and from CDNIS is the responsibility of parents. CDNIS, assists parents by offering a bus service through Kwoon Chung Motors Co., Ltd (KCM), but does not carry responsibility for any liability incurred through the bus transportation. Application for the use of school bus service must be completed by KCM online registration system via <https://school.kcm.com.hk/cdnis>.

The school bus routes are timed to fit the school schedule for G1 to G12. Pick up and unload time will be finalized at the opening of the school year and all routings are subjected to change according to the no. of actual applications throughout the school year.

Bus registration is open for the whole academic year. However, after the application deadline, all routings and size of the buses will be fixed for one academic year, in which stops and seats availabilities are not guarantee.

BUS SERVICE FOR PRE-RECEPTION & RECEPTION (AM & PM)

Pre Reception and Reception (AM) children will travel with the lower/upper school children in the morning to school and finish at 1020am. Children will travel on separate buses to go home.

Pre Reception and Reception (PM) children pick up time and stops to school are planned according to applications. Children will travel with lower/upper school children when going home.

*** For HK Island riders, bus fee will be same as lower/upper school. For Kowloon or New Territories riders (e.g. Clearwater Bay, Shatin, Ma On Shan), an extra 30% surcharge will be imposed ***

ADDITIONAL 1500PM BUS SCHEDULE

1500PM - Limited service by 3 routings provided for **G11-G12**, without bus escorts

*** 20% discount will be offered for round trip and single trip unload users. Please refer to the tentative schedule for details. ***

AFTER SCHOOL ACTIVITIES BUS SCHEDULE

1620pm – Limited service by 17 routings with bus escorts provided (early departure for Pier bus)

1720pm – Limited service by 4 routings including but not limited to South Horizons, Pokfulam Rd, Central Pier, GPO, Admiralty, Leighton Rd, Tin Hau, City Garden, Taikoo Shing, Repulse Bay, Stanley, Tai Tam

*** Detail schedule will be provided before the start of after school activities.*

BUS ESCORT

For reasons of safety it has been the practice to have a bus escort on most of the buses (**exception for the 1500pm routes**). The extra cost of the bus escort will be included in the bus fees.

INSURANCE

Parents are advised that all school buses of Kwoon Chung Motors Co. Ltd. are under insurance coverage in accordance to the law of Hong Kong Transport Department.

SAFETY SEAT BELTS

All buses are equipped with seat belts. Parents are advised to encourage their child(ren) to fasten the seat belts when they are on the bus.

ADMINISTRATIVE CONTACT

Parents are advised to contact Kwoon Chung directly for any matters regarding the school bus service. The bus company will keep in touch with the parents via email.

PAYMENT OF SCHOOL BUS FEE

Yearly bus fee must be settled according to the given time period found on the invoice we issue for the new academic year. The fee is calculated on a **10-months** period from Mid-August to Mid-June with a cycle of **calendar month count as every 16th of a month to the 15th of the following month**. Failure of full payment may result in suspension of bus service until fully received.

CANCELLATION POLICY

For cancellation, parents are required to inform the bus company in written notice **ONE calendar month (as every 16th of a month to the 15th of the following month)** in advance from the effective date of termination of service.

For refund, is calculated on a pro-rata basis of a **calendar month** from the 16th to the 15th of the following month. Any usage of our service that falls within the 16th to the 15th of that month will not be refunded. To apply, parents must send written notice to us **ONE calendar month (as every 16th of a month to the 15th of the following month)** in advance from the effective date of the change in route or cancellation *with details of student name, bank name, bank a/c no. and bank a/c holder's name for deposit*.

E.g. 1: If you wish your last day of bus service to be February 9th, you MUST inform us on or prior to January 15th, and the refund portion will be from February 16th to June 15th.

E.g. 2: If you wish your last day of bus service to be February 18th, you MUST inform us on or prior to February 15th, and the refund portion will be from March 16th to June 15th (usage from Feb 16th and onward is counted as another calendar month).

RELOCATION POLICY (within the above calendar month)

1. For relocation from Hong Kong Island to Kowloon / New Territories, there will be no difference in bus fare involved for that calendar month.
2. For relocation from Kowloon / New Territories to Hong Kong Island, there will be no refund involved for that calendar month.

NON-SCHOOL BUS RIDERS

Non school bus riders who wish to take the school bus for visiting friends or when parents are away, etc, are allowed by paying HK\$50.00 (HK Island) or HK\$100.00 (Kowloon & New Territories) per single journey (subject to seat availability). Please note that this service is not for regular or recurring usage and the final decision is at the discretion of KCM. Parents must inform the bus company at least **TWO working days** in advance every time. **The bus company reserves the rights to refuse any non-school bus riders using this service.**

CHANGING BUSES

All Pre-Reception, Reception, and Prep students are **NOT ALLOWED** to change bus.

G1 to G6 students will not be allowed to ride other than their assigned buses unless they have a parent's written notice to the bus company by email at least **TWO working days** prior to boarding the bus (subjects to seat availability given priority to regular bus riders of that route.) Any late notice will not be accommodated, as for the safety measure and a prevention of overloading.

COMMUNICATION

By Email: The bus company will notify parents for any changes of bus schedule via email. Parents are advised to notify the bus company if they have changed their email address.

One Way SMS System: Should there be any ad-hoc / emergency notice (including but not limited to traffic jams, outstanding invoices etc.) requiring immediate attention from the parents, the bus company will send an SMS to the registered phone number. However, parents should not reply or send any messages to this SMS number. The bus company is not liable for any communication failure due to network breakdown.

SAFETY RULES FOR ALL BUS RIDERS

1. Students are to board buses immediately after school and remain on the bus.
2. Fighting and shouting is not permitted. Students must remain seated at all times.
3. Students should not communicate or distract the driver during the journey.
4. Arms, legs, heads, etc. must remain well inside the bus at all times.
5. No objects of any kind are allowed to be thrown in the bus or out of the windows.
6. Students are to be courteous to drivers, bus escort and fellow students.
7. No smoking is allowed on the bus. No food or drinks are allowed on the bus.
8. Upon reaching their destinations, students are to remain seated until the bus comes to a complete stop.
9. There is no assigned seating. All seats are on first come first serve basis.
10. Obscene language is not permitted.
11. Students should not open or use laptops on the bus. Toys and games are not permitted on the bus.
12. After getting off the bus, students are to wait for the bus to leave before crossing the street to allow a full view of on-coming traffic.
13. No interfering with the bus driver, any bus equipment or bus escort is allowed.
14. Parents are to meet younger children at the bus stop or they should make other suitable arrangements. Any younger children who is not met at the stop with an adult will be returned to the bus company.
15. Anyone who breaks the above rules shall be reported to the School Authorities.

ENFORCEMENT OF BUS RULES

1. The bus escort is responsible for upholding discipline and seeing that bus rules are followed.
2. When, in the opinion of the bus escort, a rule has been broken, the matter must be referred to the Bus Company. She will then talk to the student and also contact the parent.
3. The general guidelines for matters referred to the Bus Authorities are:
 - a) On the first offence, students will receive a warning and the parents will be notified.
 - b) The second offence will result in a suspension of bus privileges for one school day.
 - c) Repeated offence will result in a suspension of bus privileges at the discretion of the bus company without any refund of the school bus fees.
4. For major offences (smoking; fighting; vandalism; obscene language or gestures; or actions that compromise safety) students will be suspended from the bus without warning and parents contacted.
5. The bus company will keep the school administration informed of any serious bus disciplinary issues and accidents with the involvement of School Principal and/or Vice Principal where deemed necessary.
6. Parents will be liable for any damage caused to a bus by their child(ren).