

# KWOON CHUNG MOTORS COMPANY LIMITED

3/F, No. 8 Chong Fu Road, Chai Wan, Hong Kong

Tel: 3193 9353

Website: <https://school.kcm.com.hk/isf>

Email: [isf@kcm.com.hk](mailto:isf@kcm.com.hk)

## ISF Academy / Pre School

### Guidelines for bus application submission

[ For family / sibling(s) is(are) currently using Kwoon Chung service ]

#### Step 1 – Login

**冠忠遊覽車有限公司**  
KWOON CHUNG MOTORS COMPANY, LIMITED  
冠忠巴士集團成員 Member of KWOON CHUNG BUS GROUP

### School Bus Registration / Communication System

**Bus Information Download**  
This system will be used for bus application submission and communication channel between parents/guardian and Kwoon Chung.  
For the general information about the bus service and tentative bus schedule, please download below:

**Bus Information**

- [Bus Info 20XX / 20XX](#)
- [Tentative Schedule 20XX / 20XX](#)

**Steps to submit application**

1. [Current Kwoon Chung users](#)
1. [New Kwoon Chung User](#)

**LOGIN**

- To Submit Application
- To View Bus Schedule
- To download Invoice/Receipt
- To Notify Kwoon Chung

**Contact Us**

Email: [isf@kcm.com.hk](mailto:isf@kcm.com.hk)

**Login/Technical Support**

Email: [ors@kcm.com.hk](mailto:ors@kcm.com.hk)

### ISF Academy / Pre School

#### SCHOOL BUS SERVICE 20XX / 20XX

KWOON CHUNG MOTORS COMPANY LIMITED of 3/F 8 Chong Fu Road, Chai Wan, Hong Kong tel: 3193 9353, email: [isf@kcm.com.hk](mailto:isf@kcm.com.hk) will provide school bus services for ISF Academy / ISF Pre School student on a contract basis for the 20xx-20xx school year.

#### ONLINE REGISTRATION & COMMUNICATION SYSTEM

To provide parents with a more effective and efficient bus application process, all bus riders will be expected to register online. There will no longer be paper registration.

#### ONLINE REGISTRATION DEADLINE

In order to allow sufficient time to prepare the various bus routes, to schedule pick up/drop off times, to process bus cards and to coordinate school buses to avoid overcrowding, parents should submit the application on or before the deadline below for all ISF Academy / Pre School students.

Please note that students are required to submit new bus application for EACH new school year and the services will **NOT** be automatically renewed.

**Application Deadline:**

**Step 1**

**Login**

Bus registration is open throughout the school year as we recognize that new students will register after he/she has been accepted to

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 INFORMATION & BUS FEE

Bus information, tentative schedule and bus fee is available. Please download from the left menu.

ISF Academy / Pre School

Guideline for bus application submission

[ For family / sibling(s) is(are) currently using Kwoon Chung service ]

## Step 2 – Login



### School Bus Registration / Communication System

English | 中文

#### Login

- \* For all existing Kwoon Chung bus users (including first-time submit application online)
- \* Per family/per login
- \* All family members should be using the same login ID to renew/submit bus application
- \*\* If not success, please click Forgot Login ID or Forgot Password to retrieve

Login:  max. 10 characters  
Password:  min. 6 & max. 25 characters

Login

[Forgot Login ID?](#) | [Forgot Password?](#)

IT Support: [ors@kcm.com.hk](mailto:ors@kcm.com.hk)


**Step 2**  
Use your existing Login ID and  
Password to Login


#### Register Login

- \* For family who never use Kwoon Chung service before
- \* To avoid duplicate payment invoice/record, please click the above forgot Login ID or Password in case login info is forgotten.

Create login account now

## Step 3 – Change password & confirm parent/ guardian's contact

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### School Bus Registration / Communication System

Hello,

Step 1  
Activation

Step 2  
Basic Info

Step 3  
Bus Profile

Step 4  
Contact Person

Step 5  
Payment

Step 6  
Payment

Step 7  
Confirm

#### Update Parent/Guardian' Profile

\* Compulsory Field

You may change your password if necessary.

Login Name and Password:

Login Name: \*  (max. 10 characters)

Password: \*  (min. 6 & max. 25 characters)

Re-confirm Password: \*

**Step 3**  
1. Change your password if necessary.  
2. Confirm the following information below.

#### Parent / Gardian's Contact

Please confirm the following information below.

##### Primary Contact

☐ Father/Guardian1 ☐ Mother/Guardian2 ☒ Both

##### Father / Guardian 1

Name: \*

Mobile No: \*

☐ no HK mobile number available yet/not applicable

Office No:

Email Address: \*

For two or more emails, please separate by semi-colon ";"

##### Mother / Guardian 2

Name: \*

Mobile No: \*

☐ no HK mobile number available yet/not applicable

Office No:

Email Address: \*

For two or more emails, please separate by semi-colon ";"

##### Helper

Name:

Mobile No:

Email Address:

For two or more emails, please separate by semi-colon ";"

##### Primary Contact Info

SMS Number: \*

☐ no HK mobile number available yet/not applicable

Home Number:

☐ no HK address available yet/not applicable

Home Address:

Flat/Floor/Tower no: \*

Building Name:

Street No., Name: \*

District:

##### Billing Info

☒ Same as Home Address?

Company: \*

Contact Email: \*

Contact Tel:

Billing Address:

Flat/Floor/Tower no: \*


Building Name:

Street No., Name: \*


District:

Attention: \*

## Step 4 – Follow steps to fill-in student information



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**School Bus Registration / Communication System**Hello,

**Step 1**  
Activation

**Step 2**  
Student Info

**Step 3**  
Bus Route

**Step 4**  
Services Terms

**Step 5**  
Payment

**Step 6**  
Payment

**Step 7**  
Submit

**School:** ISF Academy / Pre School

Parent/Guardian\* Profile has been updated!

Please complete the following steps to submit the bus application for your child(ren).

Thank you.

\* Compulsory Field

Please fill the following student information:


First Name: *	<input type="text"/>	Family Name: *	<input type="text"/>
Chinese Name: *	<input type="text"/>		
Gender: *	<input type="radio"/> Male <input type="radio"/> Female	Campus:	<input type="text"/>
Class: *	<input type="text"/>	Student No: *	<input type="text"/>

If no or not sure for the student no., please fill out "n/a"

A passport photo (size: W 4cm x H 5cm) is required for bus card issuing. Supported image type: JPEG & BMP  
You may upload later by login the system and click the menu "Upload Photo" on the left handsize under School Bus


**Student Photo Upload – for Secondary student only**

New Upload:  No file chosen




**Step 4**  
Follow steps to fill-in  
student information

## Step 5 – Successful submission



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### School Bus Registration / Communication System

Hello,

ISF Academy / Pre School

Home

Parent/Guardian's Profile

Bus Application

CCA Application

Bus Schedule

Billing

Notifying Kwoon Chung

Notice Board

Logout

Contact Us

Email: [isf@kcm.com.hk](mailto:isf@kcm.com.hk)

Login/Technical Support

Email: [ors@kcm.com.hk](mailto:ors@kcm.com.hk)

Step 1 Student Info ▶ Step 2 Bus Route ▶ Step 3 Services Terms ▶ Step 4 Preview ▶ Step 5 Payment ▶ Step 6 Submit ✓

School: ISF Academy / Pre School

### Bus application successfully submitted

Online registration ref. no.: B2X-ISF00000

Thank you for choosing Kwoon Chung School Bus Services. You will receive an confirmation email for this application.

Should you have any queries please feel free to contact us at 3193 9353 or email: [isf@kcm.com.hk](mailto:isf@kcm.com.hk)


Enrol more student for the bus

Complete Application


Step 5  
Click "Complete Application"



## Step 6 – Download invoice and payment [Only one student take school bus]



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Email: [ors@kcm.com.hk](mailto:ors@kcm.com.hk)

#### Invoice/Receipt for School Bus Service

Date	Student Name	Period [School Year]	Status	Amount
201X-XX-XX		MON [201X/201X]	REMINDER	HK\$1

[Download Invoice](#)

Step 6  
**Download invoice & make payment**



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ISF Academy / Pre School

Guideline for bus application submission

[ For family / sibling(s) is(are) currently using Kwoon Chung service ]

## Step 7 – Continue submit application

[Two or more students who never use Kwoon Chung service before]

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### School Bus Registration / Communication System

Hello,  
English | 中文

**Thank you for logging-in our system.**

You may now register your child(ren) bus service and/or notifying Kwoon Chung for any change of bus arrangement.

**Step 7**  
Select "Bus Application" -> "New Application" ->  
Follow our system steps to submit application

**Bus Information**

**Bus Registration**

Students need to renew/register for bus service every school year.

Bus service will **NOT** automatically renew from last academic year.

To renew/register for the bus, steps are as followed:-

**Step 1:** Click "Parent/Guardian's Profile" to view and update your contact/emergency contact info

**Step 2:** Click "Bus Application" to view and renew/register your child(ren) for the bus service.

For new bus user, please click "New Application" to register the bus service.

For existing bus user, please click the icon "Renew Bus Service" under your child's name to renew the bus service.

For successful renew/application, status = Application Submitted

Application has not been submitted, status = Waiting to renew

### Please note:

1. Follow system steps to submit application for procedures afterwards.
2. Parents will receive system generated auto-email notification after successful application.
3. **Please repeat step 7, if two or more students require school bus service.**
4. For invoice, please download in our system -> Invoice/ Receipt.
5. Should you have any login/ technical/ route enquires, kindly please contact us during office hours.

Thanks for using our School Bus Registration/ Communication System.