#### 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

#### **ISF Academy / Pre School**

## **Guidelines for bus application submission**

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

#### Step 1 - Login



## 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 Current Kwoon Chung users New Kwoon Chung User **OGIN** To Submit Application - To View Bus Schedule To download Invoice/Receipt To Notify Kwoon Chung Contact Us Email: isf@kcm.com.hk **Login/Technical Support** Email: 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 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

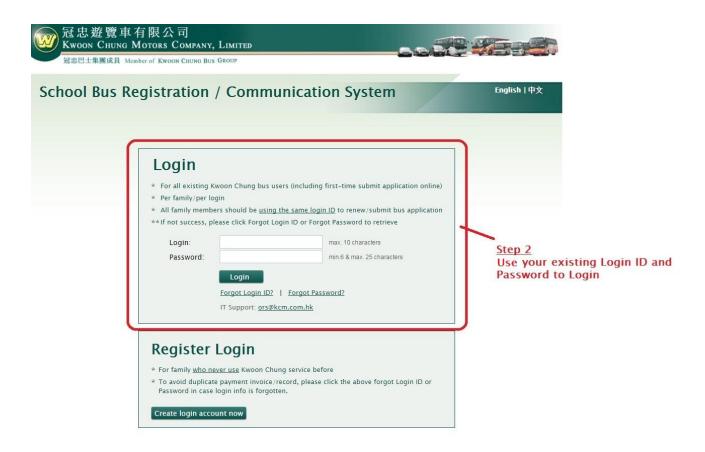
Bus registration is open throughout the school year as we recognize that new students will register after he/she has been accepted to

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.

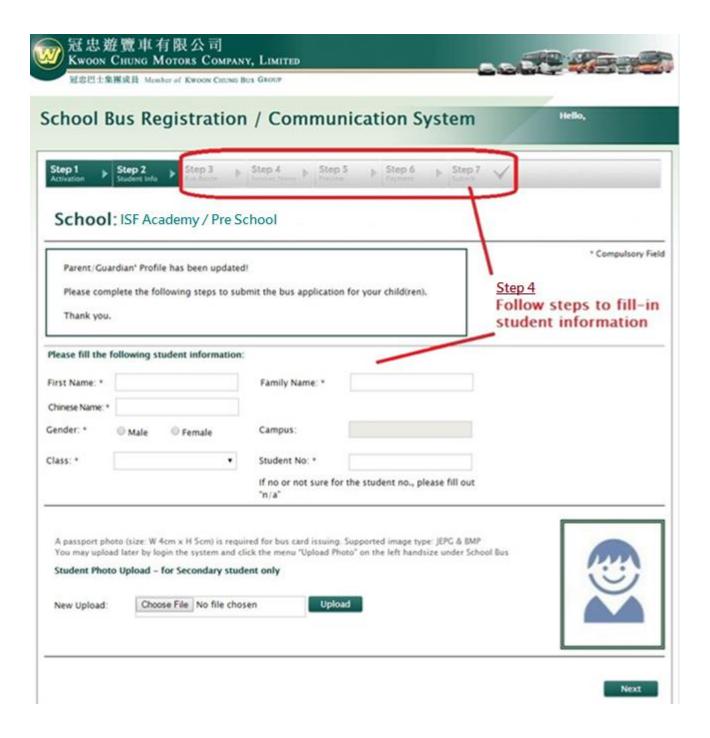
## Step 2 - Login



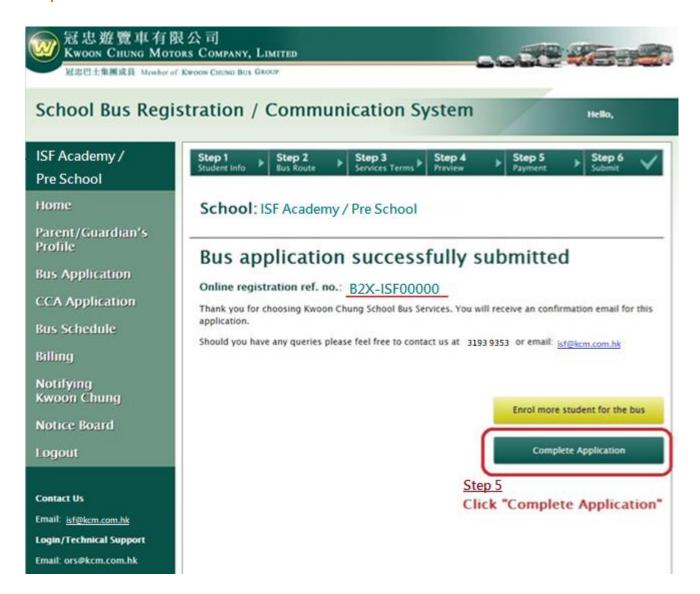
## Step 3 - Change password & confirm parent/ guardian's contact



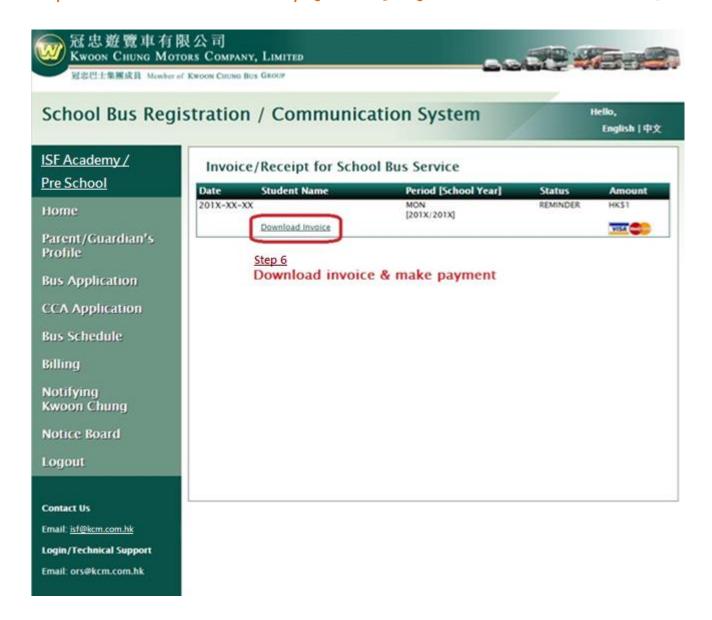
## Step 4 - Follow steps to fill-in student information



## Step 5 - Successful submission



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



# Step 7 – Continue submit application [Two or more students who never use Kwoon Chung service before]



#### 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.