



**KWOON CHUNG MOTORS COMPANY LIMITED** of 3/F, 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9383; Email: [hkis@kcm.com.hk](mailto:hkis@kcm.com.hk)) has been providing school bus service for HKIS students on a contract basis for the past years, and will be handling this for the 2025-2026 school year.

### Pick Up / Drop Off Information

The school bus routes are timed to fit the school schedule including after school activities. Pick up times will be finalized at the opening of the school year.

Return bus available at school to home **departure at 15:15**; combined routes with limited drop-off for return buses **departure at 16:20 and 1700**.

- ♦ For reasons of safety it has been the practice to have a supervisor on all Primary buses. For Middle School, bus escort will be provided for big coach afternoon runs only. The cost of the supervisor will be included in the bus fee. Parents are advised that the HKIS Group Accident Policy provides 24 hour coverage for all students.

### BUS POLICY

1. Bus schedules are tentative and subject to change according to applications. Bus Company reserves the right to cancel any route if applications are insufficient.
2. This transportation service will **NOT** be a door-to-door one, but safe and convenient stops will be assigned.
3. All students/parents/helpers are requested to be at the stop at least 5 minutes prior to the scheduled time. Out of respect for other students, bus will NOT wait for late arrival.

### INSURANCE

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

### PAYMENT OF SCHOOL BUS FEE

**Payment is required for registration process** and the bus service contract is for one academic year (normally from August to June, 10 months). For students who join the service after the school of the school year, bus fee will be calculated on monthly pro-rata by instalment start from 16<sup>th</sup> of each calendar month. No day/week/half month fee will be calculated. Failure of full payment will result in suspension of the service until fully settled.

### IMPORTANT NOTE

1. All application should be submitted online at <http://school.kcm.com.hk/hkis/>
2. Once student has been signed up to the service, **it constitutes an offer of a 10-month contract of the bus service for the entire academic year**. Subsequently, no selective month(s) of usage will be allowed, nor resumption of service upon withdrawal / cancellation / cancellation / refund of the service within the academic year.
3. Joining the service after the term/school year has been started for new joiner is possible, if seat/stop is available.

*E.g. joining the service from the 18<sup>th</sup> of Oct, bus fee will be calculated from 16<sup>th</sup> of Oct, with the remaining months of the term/whole year.*

### MORE IMPORTANT NOTES (please refer to Page 2)



### IMPORTANT NOTE (Con't)

4. Re-joining the service after the cancellation/refund of service within this academic year is possible, if seat/stop is available and the settlement of the period (month(s)) of the service being cancelled/refunded. Bus fee will be calculated from the month of the service being cancelled/refunded till the remaining of the term(s)/month(s) of the school year.

*E.g. Re-joining the service from 1<sup>st</sup> of Feb, while the service was cancelled/refunded from 16<sup>th</sup> of Dec, bus fee will be calculated from 16<sup>th</sup> Dec, with the remaining months of the term/whole year.*

5. Bus Fee will be levied as normal or No refund will be made if:-
- Student/parent chose not to take the bus at any enrolled trip on any day(s)/date(s);
  - Any day(s) with Red/Black Rainstorm or Typhoon no. 3/8 is hoisted;
  - No school for students according to school policy or HKSAR EDB announcement on school closure with a complete month from 1<sup>st</sup> of the calendar month;
  - Any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.
6. If the school closure is prolonged, bus fee will be charged or no refund will be available on the month of the announced school closure and the next/first complete calendar month. Bus fee will be charged less or Credit/Rebate will be available on the second complete month at 25% from 16<sup>th</sup> day of calendar month and at 50% on the third complete month (from 16<sup>th</sup> day of calendar month) onwards.

*E.g. EDB announces delay in school resumption/school closure on Jan 25<sup>th</sup>, 25% credit/reduction on bus fee will be applicable for Mar 16<sup>th</sup> to Apr 15<sup>th</sup> and 50% credit/reduction will be applicable for Apr 16<sup>th</sup> to May 15<sup>th</sup> onwards.*

### CANCELLATION / REFUND POLICY

For cancellation **before** the commence of the school year in mid-August, full refund will be provided if advance notice was made in “Notify Kwoon Chung” after login to the registration system and/or email with official proof is given to KCM for students who withdrawn from HKIS.

For cancellation **after** the commence of the school year in mid-August, parents must input in “Notify Kwoon Chung” after login to the registration system with **ONE calendar month** in advance, starting from the 16<sup>th</sup> day of a calendar month, in advance of the effective date of termination of service. Otherwise, bus fee will be charged with the month and additional month of notification.

*E.g. For cancellation effective from 16<sup>th</sup> Feb, written notice must be given on or before 15<sup>th</sup> Jan.*

Refund, on a monthly pro-rata basis, is allowed for cancellation of the bus service. To apply, the parent must give **ONE calendar month advance notice** by inputting in “Notify Kwoon Chung” after login to the registration system – starting from the 16<sup>th</sup> day of a calendar month, in advance of the effective date of termination of service. Refund can only be given for a complete month's/installment's non-bus usage.

*E.g. For refund effective from 16<sup>th</sup> Feb, written notice must be given on or before 15<sup>th</sup> Jan.*

### 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\$60 per single journey for HK Island, or HK\$120 per single journey for Kowloon subject to seat availability. Please note that this service is for temporary usage only and is only granted on a space available basis.

To do so, please register via <http://school.kcm.com.hk/hkis> and email to [hkis@kcm.com.hk](mailto:hkis@kcm.com.hk) at least THREE working days in advance. No payment is required, until the arrangement is confirmed.



### SAFETY RULES FOR ALL BUS RIDERS

1. Students are to board their buses immediately after school and remain on the bus;
2. Once the doors are closed, no one will be allowed to board the bus;
3. Students must remain seated at all times;
4. Arms, legs, hands, etc. must well remain inside the bus at all times;
5. No objects of any kind are allowed to be thrown on the bus or out the windows;
6. Students are to be courteous to drivers, bus supervisor and fellow students;
7. Smoking is not allowed at any time on the bus;
8. No food or drinks are allowed on the bus;
9. Pets are not allowed on the bus for any reason;
10. When getting off the bus, students are to remain seated until the bus comes to a complete stop;
11. Fighting is not permitted;
12. Middle School students are expected to sit in the front half of the bus and High School students in the back half.
13. Obscene language is not permitted;
14. When getting off the bus; students are to wait for the bus to leave before crossing the street to allow a full view of oncoming traffic;
15. No interfering with the bus driver or bus equipment or to the bus supervisor;
16. Parents are to meet small children at the bus stop in the afternoon and bring them to the bus stop in the morning - or make suitable arrangements;
17. Toys and games are not to be brought on the bus.

### ENFORCEMENT OF BUS RULES

1. The bus supervisor is responsible for upholding discipline and seeing that bus rules are followed;
2. When, after one or two warnings and in the opinion of the bus supervisor, the matter must be referred to the bus director, the bus director will then talk to the student and also contact the parent;
3. The general guidelines for matters referred to the bus director are as follows:
  - i. On the first offense which goes to the bus director students will receive a warning and the parents notified;
  - ii. The second offense will result in a suspension of bus privileges for not more than FIVE school days;
  - iii. Repeated offense will result in a suspension of bus privileges at the discretion of the administration (without refund); under this circumstance.
4. For Major Offenses (smoking; fighting; vandalism; obscene language or gestures, throwing things out of windows, etc.) students will be suspended from bus use without warning (FIVE days minimum) and parents contacted. No refund will be available under this circumstance.
5. Students are responsible for any damage incurred while using the school bus. In the event of damage occurring and culprits not identifying themselves, all students riding that bus will contribute to the cost of repairs.