



KWOON CHUNG MOTORS COMPANY LIMITED of 3/F, 8 Chong Fu Road, Chai Wan, Hong Kong (Effective from mid-July 2026: Office address will change to 22/F, Tower 2, Ever Gain Plaza, 88 Container Port Road, Kwai Chung) (Tel: 3193 9383; Email: hkis@kcm.com.hk) has been providing school bus services for HKIS students on a contract basis for the past years, and will be handling this for the 2026-2027 school year.

MANDATORY BUS POLICY

HKIS requires all Lower and Upper Primary students to ride the bus to and from school.

PICK UP / DROP OFF INFORMATION

R1 - G5 children will travel together to school to begin class at 8am.

R1 & R2 children will travel together home at 13:50.

For return travel home, **G1 - G5** children will travel at 14:50.

Pick up times will be finalized at the opening of the school year.

Following the 3pm activities, students will have the option of taking the 4pm school bus home or being picked up by private car.

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 would be assigned to parents.
3. All students/parents/helpers are requested to be at the stop at least five minutes prior to the schedule 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 16th day 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 / refund of the service within the academic year
3. Joining the service after the term has been started for new joiner is possible, if seat/stop is available
E.g. joining the service from the Oct 18th, bus fee will be calculated from Oct 16th, with the remaining months of the term/whole year.
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 fees will be calculated on a monthly pro-rata basis, including the month of cancelled/refunded service till the remaining term(s)/month(s) of the school year.
e.g. Re-joining the service from 1st of Feb, while the service was cancelled/refunded from 16th of Dec, bus fee will be calculated from 16th of Dec, with the remaining months of the term/whole year.

MORE IMPORTANT NOTES (please refer to Page 2)



IMPORTANT NOTE (Con't)

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 1st 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 16th day of calendar month and at 50% on the third complete month (from 16th day of calendar month) onwards.

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

CANCELLATION / REFUND POLICY

For cancellation **before** the commencement 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 commencement 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 16th of a calendar month, in advance of the effective date of service termination. Otherwise, bus fee will be charged with the month and additional month of notification.

E.g. For cancellation effective from 16th Feb, written notice must be given on or before 15th 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 16th of a calendar month, in advance of the effective date of service termination. Refund can only be given for a complete month's/installment's non-bus usage.

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

CHANGING BUSES

G1-G5 Students will be allowed to change their assigned bus if there are available seats. Please submit the request **with minimum 48-hour (2 working days)** in advance via:

[LP/UP End of School Day Bus Change \(hkis.edu.hk\)](http://school.kcm.com.hk/hkis)

A separate email from HKIS Bus Coordinator will confirm the request.

- ** CHANGES ARE ONLY MADE IF THERE IS SPACE AVAILABLE AND ARE NOT GUARANTEED.
- ** NO CHANGES WILL BE MADE ON THE LAST DAY BEFORE A HOLIDAY.
- ** NOTICE GIVEN WITHIN 48 HOURS WILL NOT BE ACCEPTED.

SINGLE BUS JOURNEY FOR WALKERS

Walkers (defined by the walkers guidelines for neighborhood) may ride the bus on rainy days for a fee of HK\$70 per ride for HK Island bus and HK\$140 per ride for Kowloon. This is the only alternative way to get to school on rainy days if your child is a walker 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 at least **THREE working days in advance**. No payment is required, until the arrangement is confirmed.



SCHEDULE TIME & PROCEDURES when NO ADULT is present at the drop-off point

For morning pickups: Students are expected to be ready at the designated stop **FIVE minutes prior** to the schedule time. Out of respect for others, school bus will NOT wait for any late arrivals.

For afterschool dismissals: All kindergarten, Reception to G5 students **MUST** be picked up by an authorized adult at the designated drop-off point. Parents of students in G3-G5 may make request to HKIS for their child to self-release at the designated stop. Parents or guardians should arrive at the designated stop **FIVE minutes prior** to the schedule time. When picking up a student, please approach the bus door to allow bus escort to verify for safe handover process.

In the event of a delay by parents or guardians, the bus will NOT wait or will continue its route after a maximum waiting of five minutes, depending on traffic conditions. In such cases, the bus company will contact parents and HKIS regarding alternative arrangements, which may include parents picking up their child(ren) at the end of the route, or at KCM's office in Chai Wan (or Kwai Chung from July 2026 onwards).

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. On buses with Lower and Upper Primary students, Lower Primary students are expected to sit in the front half of the bus and Upper Primary 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.