

**FRENCH INTERNATIONAL SCHOOL BUS INFORMATION [2021/2022]****JARDINE'S LOOKOUT CAMPUS**

KWOON CHUNG MOTORS CO. LTD. of 3rd Floor, No. 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193-9373) will provide a school bus service for the **French International School** students at Jardine's Lookout Campus on a contract basis for **2021–2022** school year.

BUS SCHEDULE

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

Please note that while bus registration is open for the whole academic year, all routings and size of the buses to be used for each route will be fixed after the application deadline for the academic year. Therefore, KCM is unable to guarantee availability of seats and stops after the application deadline.

BUS ESCORT

For reasons of safety it has been the practice to have a bus escort on the bus. The cost of bus escort is included in the bus fees.

INSURANCE

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

SEAT BELT

For safety purposes, students are required to put on a seat belt when they are riding on the bus. We would be grateful if parents would remind their children regularly about the importance of wearing a seat belt.

PAYMENT

The fee is calculated on a 10-month basis commencing from September to June next year, from 1st day of each calendar month. No day/week/half month fee will be calculated. Failure to settle the bus fee may result in suspension of bus service.

The invoice for the School Bus Fee will be issued upon application submitted and should be settled by the invoice due date.

Installment			Payment to be made
1 st Term:	Sep 2021 to Jan 2022 (5 months)	<u>or</u>	In Jun/Jul
Whole Year:	Sep 2021 to Jun 2022 (10 months)		
2 nd Term:	Feb to Jun 2022 (5 months)		In Nov/Dec

Single trip is allowed on two-third of the round trip fare, rounding up to the nearest five dollars.

NON-SCHOOL BUS RIDERS

Non school bus riders (including students, parents or helpers) who wish to take the school bus are allowed by paying HK\$50.00 per single journey (HK Island), subject to seat availability. Please note that this service is not for permanent usage. Parents must inform the bus company in advance by email every time.

**** N.B. **** *Single trip bus service for non-riders (if seat available) can only be provided starting from the third week of September, due to limited seat available to accommodate all the requests. Thank you for your kind attention and understanding in advance.*

IMPORTANT NOTES

- Once student has signed up to the service, it constitutes a **continuous 10-month contract** of the bus service for the entire academic year. Subsequently, no selective month(s) of usage will be allowed. Bus fees will be calculated on a monthly pro-rata basis from 1st of each calendar month. No day/week/half month fee will be calculated.
- Joining the service after the school year/term has been started for new joiner is possible, subject to seat/stop availability. Bus fee will be calculated on a monthly pro-rata with 1st day of each calendar month and no day/week/half month will be calculated.
e.g. Joining the service from the 9th of Oct, bus fee will be calculated from 1st Oct, with the remaining months of the term/whole year.
- Re-joining the service after the cancellation/refund of service within this academic year is possible, subject to seat/stop availability 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, from 1st day of each calendar month.
e.g. The service was cancelled/refunded from 1st of Dec and re-joining the service from 1st of Feb, bus fee will be calculated from 1st Dec, with the remaining months of the term/whole year.

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JARDINE'S LOOKOUT CAMPUS**IMPORTANT NOTES – Con't**

4. Bus fee will be levied as normal and/or no refund will be made if:-
- a) student/parent chose not to take the bus at any enrolled trip on any day(s)/date(s);
 - b) any day(s) with Red/Black Rainstorm or Typhoon no. 3/8 or above is hoisted;
 - c) no school for students according to school policy or HKSAR Education Bureau (EDB) announcement on school closure with a complete month from 1st of the calendar month;
 - d) any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.
5. If the school closure is prolonged, no refund will be available on the month of the announcement made, and the next/first complete calendar month. Credit/Rebate will be available on the second complete calendar month at 25%. 50% will be applicable on the third complete calendar month onwards.
- e.g. EDB announces delay in school resumption/school closure on Jan 10th, 25% credit/reduction on bus fee will be applicable for Mar 1st to Mar 31st. 50% credit/reduction will be applicable for Apr 1st to Apr 30th onwards.*

CANCELLATION / REFUND

For cancellation **before** the commencement of the school year, full refund will be provided if advance notice was made in “Notify Kwoon Chung” after login to the registration system or email to: fis@kcm.com.hk

For cancellation **after** the commencement of the school year, parents must input in “Notify Kwoon Chung” after login to the registration system or email to fis@kcm.com.hk with **ONE calendar month in advance**, starting from the 1st day of a calendar month, in advance of the effective date of termination of service.

e.g. For cancellation effective from 1st February, written notice must be given on or before 31st December.

Refund, on a monthly pro-rata basis, is allowed for cancellation of the bus service. Refund can only be given for a complete month's/installment's non-bus usage.

No refund is available as point # 4 and # 5 stated under “Important Notes” above. Credit/rebate available if school closure is prolonged, as stated point # 5 above.

POLICY IN CHANGING BUSES

All reception or primary students are not allowed to change bus after school. Students could take the designated bus route only. If students are having afterschool activities (e.g. taken late bus at 1630pm), or being picked up by parents/guardians directly at school, or sick leave that day, please inform both the school and bus company via email at fis@kcm.com.hk

BUS CARD

A bus card will be issued and to be used for verification of student's identity and payment validity. It will be used for instant bus location by student's swiping-in and swiping-out with the NFC device/bus escorts mobile phone, for accurate bus attendance and instant bus location for parents/FIS.

Students should maintain the bus card in good conditions at all time, with clear visibility on the student's info printed on the card. In the event a bus card is lost, a replacement bus card should be obtained immediately by emailing to fis@kcm.com.hk. Any replacement of bus card will be incurred HK\$50/per card. **Fail to present the bus card could be result with refusal of the bus travel even the bus payment is being settled.**

INSTANT BUS LOCATION

To provide quality service, instant bus location will provide to both parents and School Office of the student boarding records with the current/last information of the student SWIPE-IN and SWIPE OUT with the current/last boarding and alighting time, pick up and drop off location with map for journey to school or home. Instant bus location is available after login to <https://school.kcm.com.hk/fis> on the left menu or in the IOS/Android App – Kwoon Chung School Bus, after the start of the school year.

SMS SYSTEM

For efficient and prompt communication, a SMS will be sent to parents if the bus is delayed by 15mins or more or any emergency information. It will be one-way communication, for any comments/suggestion, parents may call or email to fis@kcm.com.hk.

If parents would like to enquire about the arrival/instant bus status of the bus in the morning, please contact us at 3193-9373.

**FRENCH INTERNATIONAL SCHOOL BUS INFORMATION [2021/2022]****JARDINE'S LOOKOUT CAMPUS****BUS RULES & GUIDELINES FOR ALL BUS RIDERS****➤ FOR BUS BOARDING / STUDENT AT DROP OFF POINT**

1. Students must board the bus immediately after school and remain on the bus for their entire scheduled journey, under adult supervision.
2. In the morning, children must be at the bus stop at least 5 mins before the pickup time. Bus will depart on time and not earlier than scheduled time. It cannot wait for late arrivals.
3. In the afternoon, an adult parent/guardian must be at the bus drop off stop to collect their children 5 mins before announced arrival time, and on arrival of the bus, advance to the bus door on to collect children. Unless having specified in the application form under "Drop-off arrangement" or via separate email that the student can walk home independently (from Y03,CE1) or with an older sibling (the sibling being Y03, CE1 or above), children with no one pick up at the drop off time will stay on the bus until KCM has made contact with the parent or guardian. They will then be picked up at another stop or the end of the bus route or liaison with KCM alternatively.

✓ DURING THE BUS JOURNEY

1. Passengers must put on their seat belt. Upon reaching their destinations, they must remain seated until the bus completely stops. No changing of seats is allowed during the journey, even during stops.
2. Lower Primary students (RC, Y1, Y2, MS, GS, CP) must be sat in the front half of the bus, Upper Primary students in the back half, and Secondary students at the very back. Siblings may sit together in the middle of the bus, as long as they behave appropriately. Bus mothers or drivers can allocate a specific seat to students.
3. No food, candies or drinks (except water) are allowed to be consumed on the bus.
4. No pets/animals are allowed on the bus
5. No smoking is allowed on the bus.
6. No objects are to be thrown in the bus or out of the windows. Arms, legs, heads etc. must remain well inside the bus, and the aisles free from obstruction at all times.
7. No interfering with the bus driver or any bus equipment or bus escort is allowed.
8. The following behaviour(s) will not be tolerated: -
 - a) Use of bad language or obscene gestures
 - b) Fighting or bullying, mocking or hurting each other
9. Mobile electronic devices such as phones, tablets and smart watches must be used appropriately, respecting other passengers' privacy. Where applicable the bus mother may confiscate any device for the remainder of the bus journey.
10. Students are to be courteous to drivers, bus escort and fellow students. This will foster a supportive bus culture.
11. 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.
12. The bus company will keep the school administration informed of any serious bus disciplinary issues and accidents with the involvement of school principal and headmasters.

➤ AFTER DROPPING OFF THE BUS

1. 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.

ENFORCEMENT OF BUS RULES

1. When, in the opinion of the bus driver (or escort, if any), a rule has been broken, the matter must be referred to the Bus Company and parent will be contacted.
2. 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 FIVE school days.
 - 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.
3. For Major Offences (smoking; fighting; vandalism; etc.) students will be suspended from bus use without warning (FIVE days minimum) and parents contacted. No refund will be available under this circumstance.
4. 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.

**FRENCH INTERNATIONAL SCHOOL BUS INFORMATION [2021/2022]****JARDINE'S LOOKOUT CAMPUS****BUS POLICY [Reviewed by FIS-Parent Bus Committee (PBC), FIS (JL, CW) Principals & KCM]****RULES FOR ALL BUS RIDERS – ABBREVIATED VERSION**Full version available here: <http://school.kcm.com.hk/fis>

1. Reception or primary students **are not allowed** to change bus after school.
2. Students must board the bus immediately after school and remain on the bus for their entire scheduled journey, under adult supervision.
3. Passengers must put on their seat belt. Upon reaching their destinations, they must remain seated until the bus completely stops. No changing of seats is allowed during the journey, even during stops.
4. No objects are to be thrown in the bus or out of the windows. Arms, legs, heads etc. must remain well inside the bus, and the aisles free from obstruction at all times.
5. No food, candies or drinks (except water) are allowed to be consumed on the bus.
6. Students are to be polite and helpful to drivers, bus mothers, and fellow students. This will foster a supportive bus culture.
7. Lower Primary students (RC, Y1, Y2, MS, GS, CP) must be sat in the front half of the bus, Upper Primary students in the back half, and Secondary students at the very back. Siblings may sit together in the middle of the bus, as long as they behave appropriately. Bus mothers or drivers can allocate a specific seat to students.
8. The following behaviour(s) will not be tolerated: -
 - a. Use of bad language or obscene gestures
 - b. Fighting or bullying, mocking or hurting each other
9. Mobile electronic devices such as phones, tablets and smart watches must be used appropriately, respecting other passengers' privacy. Where applicable the bus mother may confiscate any device for the remainder of the bus journey.
10. In the morning, children must be at the bus stop at least 5 mins before the pickup, and where applicable parents/guardians at least 5 mins before drop-off in the afternoon.
11. If no one is available for pick-up then children will stay on the bus until the bus company can contact the parent or guardian and arrange pick-up.

Students can walk home independently from Y03, CE1 (or with an older sibling). Parents must apply in writing to the Bus Company, and copy-in Vie Scolaire. This arrangement can only start once confirmation has been received from the bus company.

ENFORCEMENT OF BUS RULES

- I. The bus escort (mother or driver) is responsible for upholding discipline and seeing that bus rules are followed.
- II. When in the option of the bus escort, a rule has been broken, they will issue the student a warning, and report the student to the bus company supervisor.
- III. The general guidelines for matters referred to the Bus authorities are:
 - a) On the first and second offences, students will receive a verbal warning by the bus escort.
 - b) A Yellow Card will be issued on the 3rd violation, or a first offence for quite serious offence. Both the parents, school and PBC will be notified by email.
 - c) A Red Card will be issued on the 4th violation, or a first offence for totally unacceptable behavior. Both the parents, school and PBC will be notified by email.
 - d) Repeated or Major offences (smoking; fighting; vandalism etc.,) will result in a suspension of bus privileges and detention/community service, at the discretion of the school and bus company.
 - e) No refund of fees will be given for any period as a result of suspension.
 - f) A Green Card will be issued to recognize contributions of positive behavior by each month, school and PBC will be acknowledged with the student lists.
- IV. Students are responsible for any damage incurred while using the school bus.

FIS (PBC) NOTES FOR PARENTS

- Please notify any exceptional changes well in advance to Vie Scolaire, Bus Company and Teacher/s.
- Notifications after 12:00 PM for the afternoon service may not be noted, which may impact the service.
- For any feedback related to the bus service, please contact the Parents' Bus Committee at: bus-feedback@lfs.edu.hk