

KWOON CHUNG MOTORS COMPANY LIMITED

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KELLETT SCHOOL (POKFULAM CAMPUS) SCHOOL BUS SERVICE INFORMATION [2022-2023]

KWOON CHUNG MOTORS CO. LTD. of 3rd Floor, 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 29 798 798 Email: kellett@kcm.com.hk Website: <http://www.kcm.com.hk>) will provide school bus service for the **Kellett School (Pokfulam Campus)** students for the **2022-2023** school year.

BUS SCHEDULE

The school bus routes are timed to fit the school schedule. All bus schedule and time will be finalized before the opening of school year and fixed for one academic year.

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.

SEAT BELT

For safety purposes, children 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.

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 Government's Transport Department.

PAYMENT

The fee is calculated on a **10.5-month basis** commencing from mid-August 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.

Instalment	Payment Period	Bus Fee		Payment to be made
		Round Trip	Single trip	
Whole Year	Mid Aug 2022 to Jun 2023 (10.5 months)	HK\$18,060	HK\$12,075	In Jun/Jul 2022
1st Term &	Mid Aug 2022 to Jan 2023 (5.5 months)	HK\$9,460	HK\$6,325	In Jun/Jul 2022
2nd Term	Feb to Jun 2023 (5 months)	HK\$8,600	HK\$5,750	In Nov/Dec 2023

Individual bus card will be issued and mailed to the residential address submitted online. Any replacement of bus card will be incurred HK\$50/per card.

IMPORTANT NOTES

- Once student has signed up to the service, **it constitutes a continuous 10.5-month contract of the bus service for the entire academic year.** Subsequently, no selective month(s) of usage will be allowed.
- Joining the service** after the school year/term has been started for new joiner is possible, subject to seat/stop availability. Bus fees will be calculated on a monthly pro-rata basis from 1st of each calendar month, except for August.

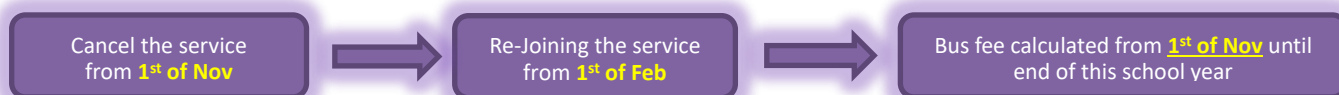
e.g. Joining the service from the 9th of Oct, bus fee will be calculated from 1st Oct, with the remaining months of the term/whole year.



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3. **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 of each calendar month, except for August.

e.g. The service was cancelled/refunded from 1st of Nov 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.

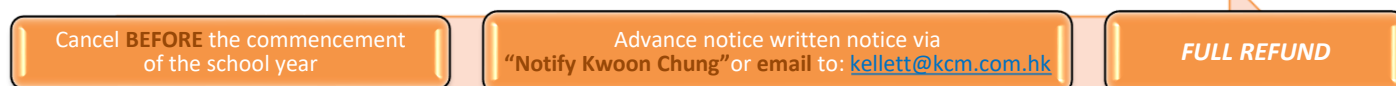


4. **Bus fee will be levied as normal and/or no refund will be made if:-**

- 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 or above is hoisted;
- no school for students according to school policy or HKSAR Education Bureau (EDB) announcement on school closure;
- any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.

CANCELLATION/REFUND POLICY

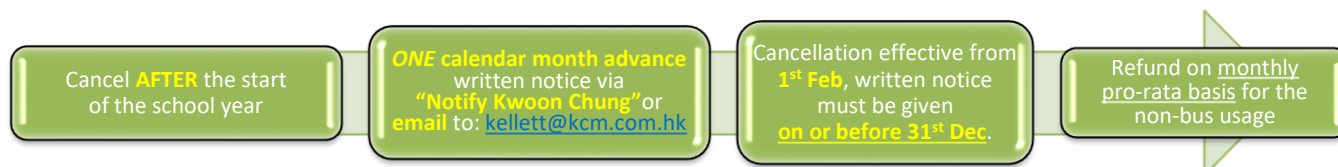
- ✧ For cancellation **before** the commencement of the school year, full refund will be provided if advance notice was made in “Notify Kwoon Chung” after login to the registration system or email to: kellett@kcm.com.hk



- ✧ 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 kellett@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 Feb, written notice must be given on or before 31st Dec.

- ✧ **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 stated under “**Important Notes**” above.

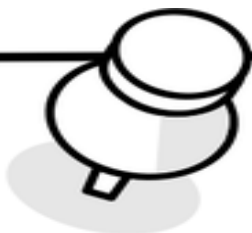




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BUS POLICY



1. Bus schedules are tentative and subject to change according to applications. KCM 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 required 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.
4. While bus registration is open for the whole academic year, all routings, no. or size of the buses to be used for each route will be fixed, therefore, KCM is unable to guarantee availability of seats and stops after the application deadline.
5. Bus company will send SMS to the registered phone number if more than 15 mins delay or for any ad-hoc/emergency notice requiring immediate attention.
6. A bus card will be issued for students who enrolled for the service. Any replacement of bus card will be incurred HK\$50/per card.

BUS NOTE & NON-SCHOOL BUS RIDERS

1. For daily changes (e.g. not be traveling on the bus home, playdate etc.), please send bus note to Kellett School's bus coordinator via <https://www.kellettschool.com/portal-page/bus-forms>
 - a. Student should be picked up by parents or helper or any guardian when get off the bus, except permission was given for their child to walk home unaccompanied.
 - b. 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\$50 per single journey, subject to seat availability. This service is not for permanent usage and KCM reserves the rights to refuse any non-school bus riders using this service. To arrange, please send bus note to Kellett School's bus coordinator via the web address above.

BUS RULES

- For Student's Code of Conduct and other details, please refer to transportation section via <https://www.kellettschool.com/portal-page/new-parent-portal/transportation-pfl-prep/school-bus-pfl>