

KWOON CHUNG MOTORS COMPANY LIMITED

Add: 3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG | TEL: 3193 9382 | EMAIL: peakschool@kcm.com.hk |
Online registration: <https://school.kcm.com.hk/peakschool>



PEAK SCHOOL BUS INFORMATION [2022/2023]

KWOON CHUNG MOTORS CO. LTD. (KCM) at 3rd Floor, No. 8 Chong Fu Road, Chai Wan, Hong Kong has been providing a school bus service for the **Peak School** students in the past years through PTA. Starting next school year 2022/2023, KCM will continue to provide the bus service, however, the PTA will no longer be managing this service and parents will need to directly apply for the bus online through Kwoon Chung.

BUS SERVICE

This application is made, based on an annual 10.5 months contract, from mid-August 2022 to last day of the school year in June 2023. The school bus routes are planned to fit the school schedule for Year 1 to Year 6 students.

BUS ESCORT

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

SEAT BELTS

For safety purposes, children are required to put on a seat belt when they are riding on the bus. They will be told, by the bus escorts, to put on a seat belt when boarding. However, we would be grateful if parents could 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. are under insurance coverage and in accordance to the law of Hong Kong Transport Department.

PAYMENT / INSTALLMENT OF THE SERVICE

Advance payment is required according to the invoice date and bus fee will be charged on monthly pro-rata basis from 1st day of each calendar month. No day/week/half fee will be calculated, except mid-August with half month.

Installment	Period	Payment to be made
1 st installment	From mid-Aug 2022 to Jan 2023 (5.5months)	In Jun/Jul
2 nd installment	From Feb 2023 to Jun 2023 (5 months)	In Nov/Dec

* A bus card will be issued for students who enrolled for the service. Any replacement bus card will incur a fee of HK\$50/per card.

* No Single Trip fare will be provided

IMPORTANT NOTES

- Once a 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 started as a new joiner is possible, subject to seat/route availability. Bus fees are paid for full month from 1st day of each calendar month and no pro-rata fee on day/week/half month basis will be applicable (except August will be charged at 50%).

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/route availability and **the settlement of the period or months of service being cancelled/refunded. Bus fees will be calculated on a month pro-rata, including the month of cancelled/refunded service till the remaining term(s)/month(s) of the school year, from 1st each calendar month.**

e.g. *The service was cancelled/refunded from 1st of Dec, and would like to re-join the service again from 1st of Feb, bus fee will be calculated from 1st Dec, with the remaining months of the term/school year.*

- 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);
 - the day with Red/Black Rainstorm or Typhoon no. 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.
- If the online learning 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.*

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CANCELLATION / REFUND

For cancellation **before** the commencement of the school year in August, full refund will be provided if advance notice was made via Kwoon Chung Online Registration Webpage (<https://school.kcm.com.hk/peakschool>) – “Notify Kwoon Chung” and/or email to: peakschool@kcm.com.hk

For cancellation **after** the commencement of the school year in August, parents must apply via Kwoon Chung Online Registration Webpage (<https://school.kcm.com.hk/peakschool>) – “Notify Kwoon Chung” by serving **ONE calendar month** advance notice. Billing cycle starts from the 1st day of a calendar month, and one-month advance notice **before** the effective date of termination of service is required. If cancellation notice is made during any day(s) of the calendar month, the advance notice will be effective from the 1st day of the next calendar month.

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. 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 1st 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 1st February, written notice must be given on or before 31st December.

BUS POLICY

1. Seat will be allocated on a first-come, first-served basis. Waiting lists will be maintained once buses are full and parents will be informed if their child(ren) is(are) on the waiting list.
2. The proposed schedule is for application and reference used only, and is subject to change to the final no. of applications received before commencement of the school year. KCM reserves the right to make changes to accommodate change in applications and/or traffic conditions throughout the school year. Parents might consult with KCM’s Office of the latest seat’s availability and bus stops when completing the application after the commencement of the school year.
3. The bus service is not a ‘door-to-door’ service. Routes and stops will be determined based on student safety, practicality and efficiency. Requests for changes to routes and stops will be considered only with least impacts on the overall journey time for everyone on board.

BUS CARDS

An annual bus smart (NFC) card will be issued and to be used for verification of student’s identity and payment validity. In the event a bus card is lost, a replacement bus card must be obtained immediately by emailing to peakschool@kcm.com.hk. Student/parent has to pay HK\$50 for one replacement card. KCM will responsible for the 1st mailing of bus card and **any replacement bus card will be either distribute by afterschool’s Bus Escort or by School Office.**

Student MUST SWIPE the bus card when boarding and alighting the bus for verification and safety tracking. Bus Escort will assist student on the swipe on board.

SMS SYSTEM

For efficient and prompt communication, a SMS will be sent to parents if the bus delay is expected to be more than 15mins or any emergency information. This service is a one-way communication. If parents have any comments/suggestions, parents please contact the bus company by phone or email.

INSTANT BUS LOCATION

To provide quality service, instant bus location will provide both parents and School Office of the student boarding records 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 tracking is available at <https://school.kcm.com.hk/peakschool> after login or via mobile app. More details on the mobile app will be provided in the confirmation.

DAILY BUS ARRANGEMENT / ADMINISTRATIVE CONTACT

Parents should notify via **ESF apps** for:

- Daily bus arrangement – e.g. walker, absent, ad-hoc changing drop off location, playdate with students etc.

Parents should contact **KCM’s Office** (via peakschool@kcm.com.hk) for the followings:-

- Collection of replacement bus card
- Lost and found on school buses
- Comments and feedback about the bus service

Parents should contact both **Peak School Office** (bus@peakschool.edu.hk) and **KCM’s Office** (via peakschool@kcm.com.hk) for the followings:-

- Discipline issues with students
- Comments and feedback about the bus service – *escalation of the school bus matters to Peak School*



PEAK SCHOOL BUS INFORMATION [2022/2023]

SAFETY RULES FOR ALL BUS RIDERS

1. Students are to board buses immediately after school and remain on the bus.
2. Students MUST swipe-in and swipe-out the bus for daily bus attendance record and verification of payment validity.
3. Students must remain seated with seat belt at all times. Standing or sitting on the floor is strictly prohibited.
4. Arms, legs, heads, etc. must remain well inside the bus at all times.
5. No objects of any kind are allowed to be thrown in the bus or out of the windows.
6. Students are to be courteous to drivers and fellow students.
7. No food or drinks are allowed on the bus.
8. Upon reaching their destinations, students are to remain seated until the bus comes to a complete stop.
9. The following behavior(s) will not be tolerated:-
 - use of bad languages or obscene gestures
 - fighting or bullying
10. Kwoon Chung reserves the right to allocate a specific seat to students.
11. 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.
12. No interfering with the bus driver or any bus equipment is allowed.
13. The bus company will keep the Peak School Office informed of any serious bus disciplinary issues and accidents with the involvement of School Principal/Vice Principal.

ENFORCEMENT OF BUS RULES

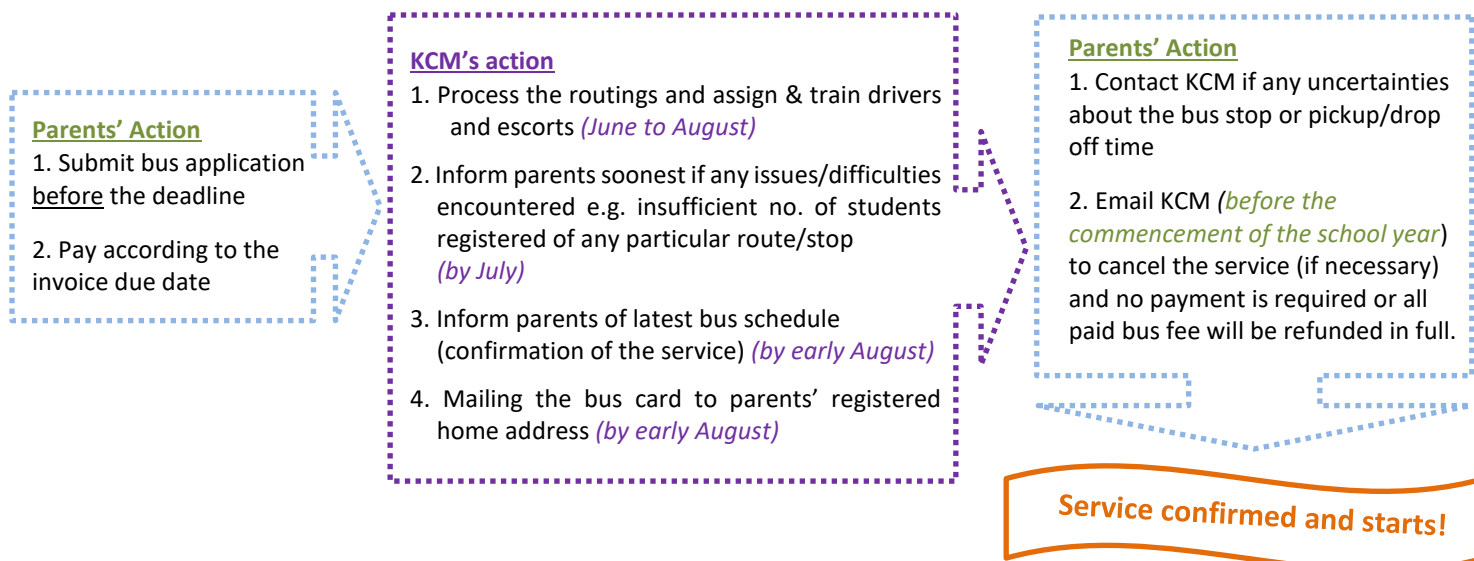
1. When, in the opinion of the bus driver or escort, a rule has been broken, the matter must be referred to the Bus Company and parent will be contacted.
2. The general guidelines for matters referred to the Bus authorities are:
 - a) On the first offence, students will receive a warning and the parents will be notified.
 - b) The second offence will result in a suspension of bus privileges for FIVE consecutive 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 paid school bus fees.
3. For Major Offences (fighting; vandalism; etc.) students will be suspended from bus use without warning (FIVE consecutive school days minimum) and parents contacted. No refund will be available under this circumstance.
4. Parents / guardians are responsible for reimbursing Kwoon Chung 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.



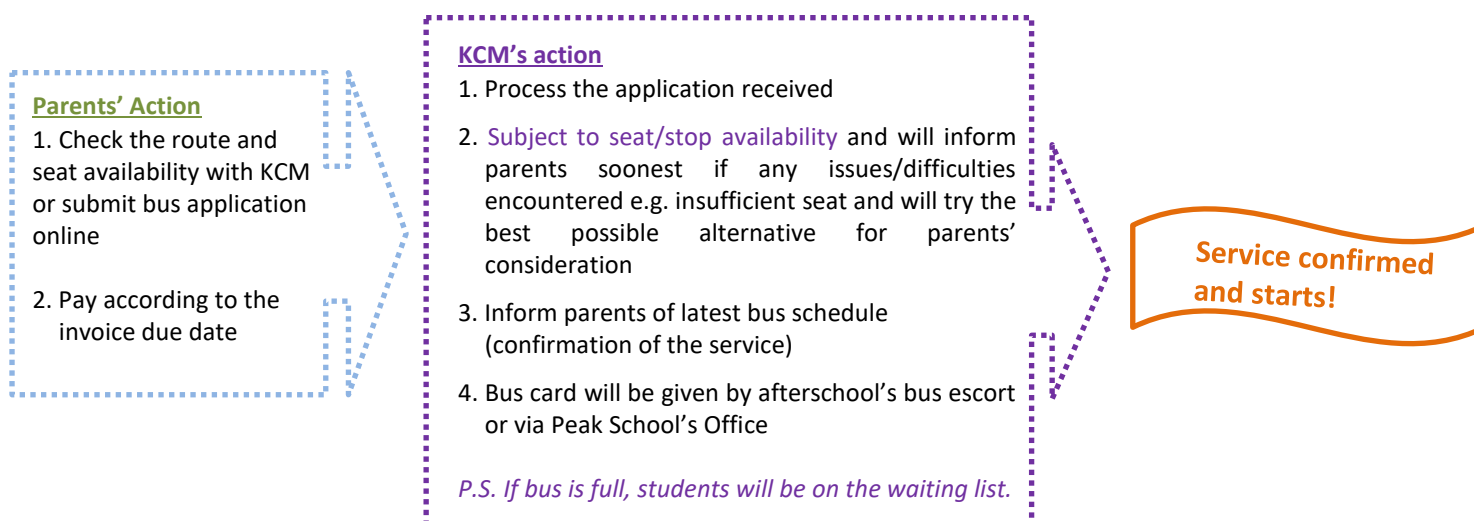
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Application timeline & steps and procedure throughout the school year:

1. **BEFORE** the application deadline and commencement of the school year



2. **AFTER** the application deadline and throughout the school year



3. **HOW** to submit the bus application online

Steps to submit online bus application

For new user (for family never use Kwoon Chung' service before):

For existing user (for family use Kwoon Chung' service in the past):

Please note:

1. Each family will use ONE/SAME login account
2. Same login will be used for every family members, even if student promoted to other KCM's serving school or siblings are in different schools via the specific school's bus website.