

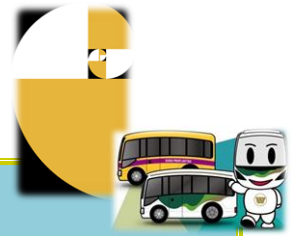
# KWOON CHUNG MOTORS COMPANY LIMITED

3/F, No. 8 Chong Fu Road, Chai Wan, Hong Kong

Tel: (852) 3193 9336

Website: <http://school.kcm.com.hk/rchk>

Email: [rchk@kcm.com.hk](mailto:rchk@kcm.com.hk)



## RENAISSANCE COLLEGE 2022-2023 SCHOOL BUS SERVICE INFORMATION

**KWOON CHUNG MOTORS CO. LTD.** of 3<sup>rd</sup> Floor, 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9336 Email: [rchk@kcm.com.hk](mailto:rchk@kcm.com.hk) Website: <http://school.kcm.com.hk/rchk>) will provide a school bus service for the Renaissance College students for the 2022 – 2023 school year.

### 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 Primary and Secondary students. All routings are subject to change according to the no. of actual applications and **the latest EDB and RCHK' announcement on the face-to-face classes for the commencement of 2022/2023 in August and throughout the school year.**

### SCHOOL SCHEDULE & ROUTING

Primary School Regular Hours: 08:30 – 15:00  
Middle & Senior School Regular Hours: 08:30 – 15:10, Friday 08:30 – 13:00

The school bus routes are timed to fit the school schedule. The estimated afternoon departure time for Primary School, Middle & Senior Schools will be the same at 15:20.

On Fridays, secondary school buses have a different number and will depart at 13:20.

**For Y12 and Y13**, some days of the week will finish at 15:30, therefore by default, bus service will be only available for morning pick up. If some day afterschool service are required, parent/student may consider to apply the round trip service. Please send a separate email to inform the bus company.

The bus company reserves the right to add/not to add new stops for students who join the school bus service during the middle of the term.

### BUS ESCORT

For reasons of safety it has been the practice to have a bus escort on the bus. The cost of this extra service 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 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. have insurance coverage as mandated by the Transport Department of the Hong Kong Government.

### PAYMENT

The fee is calculated on a 10.5-month basis commencing from mid-August to June next year, from 1<sup>st</sup> day of each calendar month. No day/week/half month fee will be calculated, except for August. 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
1st Term: mid-Aug 2022 to Jan 2023 (5.5 months) or	In Jun/Jul
Whole Year: mid-Aug 2022 to Jun 2023 (10.5 months)	
2nd Term: Feb to Jun 2023 (5 months)	In Nov/Dec

Bus card will be issued for students who enrolled for the service. Any replacement of bus card will be incurred HK\$50/per card.

**\* IMPORTANT NOTES – on Page 2**

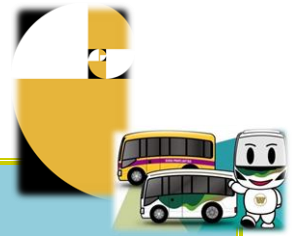
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## RENAISSANCE COLLEGE 2022-2023 SCHOOL BUS SERVICE INFORMATION

### IMPORTANT NOTES

1. 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.
2. 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 1<sup>st</sup> of each calendar month, except for August.  
*e.g. Joining the service from the 9<sup>th</sup> of Oct, bus fee will be calculated from 1<sup>st</sup> Oct, with the remaining months of the term/whole year.*
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 1<sup>st</sup> of each calendar month, except for August.  
*e.g. The service was cancelled/refunded from 1<sup>st</sup> of Dec and re-joining the service from 1<sup>st</sup> of Feb, bus fee will be calculated from 1<sup>st</sup> 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:-
  - 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 1<sup>st</sup> of the calendar month;
  - d. 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: [rchk@kcm.com.hk](mailto:rchk@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 [rchk@kcm.com.hk](mailto:rchk@kcm.com.hk) with **ONE calendar month in advance**, starting from the 1<sup>st</sup> day of a calendar month, in advance of the effective date of termination of service.

*e.g. For cancellation effective from 1<sup>st</sup> February, written notice must be given on or before 31<sup>st</sup> 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 stated under “Important Notes” above.

### COMMUNICATION

**By Email:** The bus company will notify parents of any changes of bus schedule via email. Parents are advised to notify the bus company ASAP if they are changing their email address.

**One Way SMS System:** Should there be any ad-hoc / emergency notice (including but not limited to traffic jams etc.) requiring immediate attention of parents, the bus company will send an SMS to the registered phone number. Parents however, should not reply or send any messages to this SMS number. The bus company is not liable for any communication failure due to network breakdown.

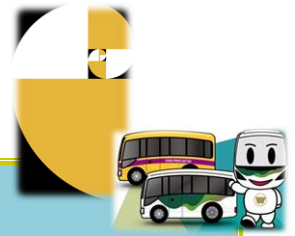
### NON-SCHOOL BUS RIDERS

Non school bus riders who wish to take the school bus for visiting friends or when parents are away, etc, may do so by paying HK\$50 per single journey (HK\$100 for Hong Kong Island), **subject to seat availability**. Please note that this service is not for permanent usage. Parents must inform the bus company **at least ONE working day in advance** every time. The bus company reserves the right to refuse any non-school bus riders using this service.

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## RENAISSANCE COLLEGE 2022-2023 SCHOOL BUS SERVICE INFORMATION

### CHANGING BUSES

Under no circumstances can a student (both Primary and Secondary students) change buses. They must travel on their **assigned buses** to their designated stops.

### STUDENTS ARE EXPECTED TO:

- 5 minutes before the schedule time at the appropriate pick-up point;
- board the bus as directed at the pick-up point and remain on the bus once boarded;
- sit in seats on a first come, first served basis, however, the bus company reserves the right to allocate seats in the interests of safety;
- remain seated at all times wearing a seatbelt;
- keep hands, arms and heads inside the bus if the window is open;
- keep all items brought onto the bus within & on the bus;
- place all personal belongings on their laps, stowed under the seats or given to the bus escort for appropriate storage, keeping aisles clear;
- be courteous and use inclusive language to all bus users;
- talk at an appropriate level and act in an appropriate way so as not to disturb other bus users;
- put all litter carefully in the appropriate bin or take it off the bus on departure;
- drink water, if necessary, but only when the bus is stationary;
- remain seated until bus has reached its destination and come to a complete stop;
- wait for the bus to leave after getting off the bus to allow for a full view of on-coming traffic before crossing the street.

### CONSEQUENCES FOR STUDENTS NOT MEETING ABOVE EXPECTATIONS

1. The bus escort is responsible for upholding discipline and seeing that bus rules are followed.
2. When, in the opinion of the bus escort, a student is not meeting expectations, KCM will implement the following measures:
  - a. On the first occurrence, and depending on the seriousness of the situation, the offending student will receive a verbal warning; the parents and the College will be notified by KCM;
  - b. On the second occurrence, or if the first occurrence is serious enough to warrant a stronger consequence, the offending student will issued a written warning by KCM and the parents and College notified; the College will be expected to follow up as necessary;
  - c. Upon a third occurrence, the offending student will be suspended from bus privileges by KCM for one or more school days. The length of the suspension will be determined by KCM in consultation with the respective Senior Leadership teams at College;
  - d. Any further occurrences or any one occurrence that is considered dangerous to the student and/or others will result in a permanent cancellation of bus privileges at the discretion of KCM without any refund of the school bus fees.

### PARENTS ARE EXPECTED TO:

- ensure their child/children understand what is expected of them when traveling on the school bus;
- drop-off and collect small children at the appropriate bus stop and time.
- inform the bus company when their child will not be traveling on the school bus on one or more days; this information is also to be communicated to the Primary school office (3556 3308) or the Secondary school office (3556 3438).