

KWOON CHUNG MOTORS COMPANY LIMITED

Add: 3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG | TEL: KCM - 3193 9366 | EMAIL: kennedy@kcm.com.hk |
Online registration: <https://school.kcm.com.hk/kennedy>

KENNEDY SCHOOL BUS INFORMATION [2023/2024]

KWOON CHUNG MOTORS CO. LTD. (KCM) at 3rd Floor, No. 8 Chong Fu Road, Chai Wan, HK (Tel: 3193 9366; Email: kennedy@kcm.com.hk) will provide a school bus service for **Kennedy School** on a contract basis directly with parents or guardians for the 2023-2024 school year.

BUS SERVICE

This application is made, based on an annual 10.5 months contract, from mid-August 2023 to last day of the school year in June 2024. The school bus routes are planned to fit the school schedule for Year 1 to Year 6 students. All routings are subject to change according to the no. of actual applications.

BUS ESCORT

For reasons of safety it has been the practice to have a bus escort on the bus. 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 2023 to Jan 2024 (5.5months)	In Jun/Jul
2 nd installment	From Feb 2024 to Jun 2024 (5 months)	In Nov/Dec

* A bus card will be issued for students who enrolled for the service. Any replacement of bus card will be incurred HK\$60/per card.

* No Single Trip fare will be provided.

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 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.

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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/kennedy>) – “Notify Kwoon Chung” and/or email to: kennedy@kcm.com.hk with official proof of Kennedy School withdrawal.

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/kennedy>) – “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 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 both kennedy@kcm.com.hk and bus@kennedy.edu.hk. Student/parent has to pay HK\$60 for one replacement card. KCM will responsible for the 1st mailing of bus card and **any replacement bus card must be collected from School’s Office by student/parent in person.**

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/kennedy> 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 contact both **Kennedy School and KCM’s Office** for the followings:-

- Daily bus arrangement – e.g. no bus home, ad hoc changing drop off location, playdate with students etc.
- Comments and feedback about the bus service
- Discipline issues with students
- Collection of replacement bus card
- Lost and found on school buses

CHANGING BUSES

Students will be allowed to change their assigned bus if there are available seats. Please submit the request to both bus@kennedy.edu.hk and kennedy@kcm.com.hk with **minimum 48-hour (2 working days) in advance** via: A separate email from Kennedy School Office or KCM office will confirm the request.

** Changes are only made if there is seat available and are not guaranteed.

** No changes will be made on the first two weeks of the commencement of the school, last day before a holiday or on half days.

** Notice given within 48 hours will NOT be accepted.

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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 Kennedy 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, 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.

KENNEDY SCHOOL BUS INFORMATION [2023/2024]

FAQ for Bus Users

Q1. Can the bus wait at the stop if the bus arrives prior to the schedule or the student(s)/parent(s)/guardian(s) late at the stop?

Normally, our bus will not arrive prior to the pickup time. However, traffic sometime is difficult to manage to arrive in exact minute/second or to wait on the road, KCM thanks parents and students to be at the designated pick-up/drop-off point **at least 5minutes prior to the schedule time** and bus will leave the stop on time or once the registered nos. of students are boarded or to leave if parents/guardians are not ready at the drop off point to avoid traffic disruption for other road users. Parents may keep track on the instant bus location via “**Kwoon Chung School Bus**” iphone/android apps or to call **3193 9366** for assistance.

In case parents/guardians are not at the stop for student(s) after the schedule time given, for safety, student(s) will be remained on board and the bus will continue the rest of journey. Kwoon Chung will contact parents and decide necessary arrangement(s) - either parent pickup at the last stop or student(s) will be sending back to school/Kwoon Chung's office, and student(s) will never be left unattended on the road.

Q2: Why school bus service only have round trip option but no single trip?

Since the service is shared by the registered students with the lowest costs possible for all parents, KCM maintains KSPTA structure from academic year 2020/2021 with the service option (round trip service only) and long/short route fees without significant change for service consistency and stability.

Q3. Why no afterschool activities bus service is available?

Similar to Q2 above, KCM keeps the former KSPTA service structure from academic year 2020/2021– without afterschool activities to be provided. KCM believes the rationale for no afterschool activities buses available by KSPTA at that time was due to insufficient no. of students to form the bus route with scattered bus stops. It might also due to additional bus fee require for afterschool activities buses for additional batch of buses, drivers and escorts in which might not cost-effective for parents. KCM could constantly review with parents and Kennedy School if change required to convenience parents at reasonable costs for parents and KCM.

Q4. There are no proposed stop near to my residential address, can I make a request for a new stop?

This transportation service is NOT a door-to-door one, but safe and convenient stops would be suggested for parents' consideration. Parents may submit the suggested pick-up and unload via the bus registration system and KCM will review and try the very best and see if the additional stop(s) could be made. Usually, if the suggested point(s) is(are) along the existing route, will have higher chance for creating a new stop and all the current and existing stops are based on Kennedy School's catchment areas, which are mutually agreed by KCM/Kennedy School since 2020/2021 academic year.

Bus routings and no. or size of the buses will be determined by the actual applications parents submitted. For each new school year, after the application deadline, KCM will work on the final schedule with the actual no. of applications and the latest request on school hour(s) by Kennedy School to make necessary arrangement on the pick-up time and unload time etc., and the routings usually will be maintained throughout the academic year unless massive change on the no. of bus users.

Q5. Can students change buses afterschool for playdate?

For safety of all students (both walker and bus users) and punctuality of the bus users, with limited 15mins dismissal time for students bus boarding, KCM and Kennedy School mutually agreed that to avoid potential bus delay for departures with any uncertainties of the bus number by students/parents, or if consent was given by parents/guardians regarding bus change etc., and to respect all bus families might have personal/family afterschool arrangement based on the drop off time given, all registered students are only allowed to take the designated bus route and KCM thanks parents kind understanding on no change of buses policy for students afterschool will be allowed (e.g. for playdate etc.).

Q6. Can parents take school bus to school for parent meeting/volunteer?

KCM and Kennedy School mutually agreed that no parents will be allowed to board the bus with students as most of the buses are full and better management by escorts.

Q7. Will students have a designated seat on board?

All students will have a designated seat assigned by escorts from the beginning of the school year.