

# KWOON CHUNG MOTORS COMPANY LIMITED

Add: 3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG | TEL: KCM – 3193 9358 | EMAIL: [bjs@kcm.com.hk](mailto:bjs@kcm.com.hk) |

Online registration: <https://school.kcm.com.hk/bradbury>



## BRADBURY SCHOOL BUS INFORMATION [ 2024/2025 ]

ESF 英基 BRADBURY SCHOOL

**KWOON CHUNG MOTORS CO. LTD. (KCM)** at 3rd Floor, No. 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9358; Email: [bjs@kcm.com.hk](mailto:bjs@kcm.com.hk)) will provide school bus service for Bradbury School children on a contract basis for the 2024-2025 school year.

### BUS SERVICE

This application is made, based on an annual 10.5 months contract, from mid-August 2024 to last day of the school year in June 2025. 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 (bus mother) on the bus. The cost of bus escorts is included in the bus fees.

Since the core duty of the Bus Escort will be responsible for students' safety on board as well as the boarding/alighting process etc., and to respect the time schedule for others, keep the traffic flows and the private time of the bus escort, for any queries or concerns regarding the bus service or your child(ren)'s behavior(s), parents are welcome to email to KCM at [bjs@kcm.com.hk](mailto:bjs@kcm.com.hk) and/or Bradbury School Office at [bus@bradbury.edu.hk](mailto:bus@bradbury.edu.hk)

### 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.

If bus escort observes any child(ren) not complying for more than two times on the same journey, bus escort is required to report to both KCM and Bradbury School to contact parents for follow up as one of the work protocols.

### 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 <sup>st</sup> installment	From mid-Aug 2024 to Jan 2025 (5.5months)	In Jun/Jul
2 <sup>nd</sup> installment	From Feb 2025 to Jun 2025 (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\$60/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 1<sup>st</sup> 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 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.*
- 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 1<sup>st</sup> each calendar month.**  
e.g. *The service was cancelled/refunded from 1<sup>st</sup> of Dec, and would like to re-join the service again 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/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/bradbury>) – “Notify Kwoon Chung” and/or email to: [bjs@kcm.com.hk](mailto:bjs@kcm.com.hk) with official proof of Bradbury 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/bradbury>) – “Notify Kwoon Chung” by serving **ONE calendar month** advance notice. Billing cycle starts from the 1<sup>st</sup> 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 1<sup>st</sup> day of the **next** calendar month.

*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. 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 1<sup>st</sup> 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 1<sup>st</sup> February, written notice must be given on or before 31<sup>st</sup> 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.
4. All students are **not** allowed to change bus to school/home on ad-hoc basis. Students should take the designated bus route only, but **change of current pick up and/or drop off point within same bus route will be allowed.**

### RELOCATION POLICY

1. Some of the bus routes may find frequently full throughout the school year and subsequently alternative arrangement may be required for KCM and/or parents. For better planning and arrangement, parents may inform KCM via Kwoon Chung Online Registration Webpage (<https://school.kcm.com.hk/bradbury>) – “Notify Kwoon Chung” and/or email to: [bjs@kcm.com.hk](mailto:bjs@kcm.com.hk) to inform the new address and the effective date of the address and the bus arrangement asap, and ideally 14 working days in advance.

### 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 [bjs@kcm.com.hk](mailto:bjs@kcm.com.hk). Student/parent has to pay HK\$60 for one replacement card. KCM will responsible for the 1<sup>st</sup> 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/bradbury> after login or via mobile app. More details on the mobile app will be provided in the confirmation.

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### DAILY BUS ARRANGEMENT

Parents should inform **Bradbury School via ESF apps** for the followings:-

- Daily bus arrangement – e.g. walker, absent

Parents should inform **KCM's Office** (via [bjs@kcm.com.hk](mailto:bjs@kcm.com.hk)) for the followings:-

- ad-hoc changing drop off location within same bus with 3 workings day advance notice and received confirmation from KCM

### ADMINISTRATIVE CONTACT

Parents should contact **KCM's Office** (via [bjs@kcm.com.hk](mailto:bjs@kcm.com.hk)) for the followings:-

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

Parents should contact both **Bradbury School Office/Homeroom Teacher** (via [bus@bradbury.edu.hk](mailto:bus@bradbury.edu.hk)) and **KCM's Office** (via [bjs@kcm.com.hk](mailto:bjs@kcm.com.hk)) for the followings:-

- Discipline issues with students

### 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. Kwoon Chung reserves the right to allocate a specific seat to students. Usually young children (Year 1-2) will be assigned to be seating in the front part of the bus. Young children with siblings and (Year 3- 4) students will be in the middle part and elder students (Year 5- 6) will be at the back of the bus.
4. Students must remain seated with seat belt at all times. Standing or sitting on the floor is strictly prohibited
5. Arms, legs, heads, etc. must remain well inside the bus and the seat at all times.
6. No objects of any kind are allowed to be thrown in the bus or out of the windows.
7. Students are to be courteous to drivers, bus escort and fellow students.
8. No food or drinks are allowed on the bus.
9. Upon reaching their destinations, students are to remain seated until the bus comes to a complete stop.
10. The following behavior(s) will not be tolerated:-
  - use of bad languages or obscene gestures
  - fighting or bullying
11. No interfering with the bus driver or any bus equipment is allowed.
12. 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.
13. Parents/Guardians are to meet all students at the bus stop or they should make other suitable arrangements. Year 4 to Year 6 students will have the option to go home by him/herself with parents' consent. Any students who is not met at the stop with the parents/guardians, except for those who have parents' consent, parents/guardians will be contacted and the bus journey will be continued after the schedule time. Parents/Guardians may meet the students at the last stop of the route or to be discussed. If parents/guardians are unable to contact, students may send back to Bradbury School or to KCM's office, located in Chai Wan.
14. The bus company will keep the Bradbury School Office informed of any 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 escort or driver, a rule has been broken, the matter must be referred to the Bus Company and Bradbury School, parent will be contacted.
2. The general guidelines for matters referred to the Bus authorities are:
  - a) On the same journey, if three times verbal warning were given to the student by bus escort on board, it will consider as first offence. Parents will be notified and Bradbury School will be informed.
  - b) The second offence will result in a suspension of bus privileges for **THREE** consecutive school days at the discretion of the bus company and Bradbury School. No refund will be available under this circumstance.
  - c) Repeated offence will result in a suspension of bus privileges for **FIVE** consecutive school days at the discretion of the bus company and Bradbury School. No refund will be available under this circumstance.
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

##### Parents' Action

1. **SUBMIT** bus application before the deadline
2. **PAY** according to the invoice due date

##### KCM's action

1. **PROCESS** the routings and assign & train drivers and escorts (*June to August*)
2. **CONTACT** parents soonest if any issues / difficulties encountered e.g. insufficient no. of students registered of any particular route/stop (*by July*)
3. **EMAIL** parents of latest bus schedule (confirmation of the service) (*by early August*)
4. **MAILING** the bus card to parents' registered home address (*by early August*)

##### Parents' Action

1. **CONTACT** KCM if any uncertainties about the bus stop or pickup/drop off time
2. **EMAIL/NOTIFY** KCM (*before the commencement of the school year*) to cancel the service (if necessary) and no payment is required or all paid bus fee will be refunded in full.

Service confirmed and starts!

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

##### Parents' Action

1. **CHECK** the route and seat availability with KCM or **SUBMIT** bus application online
2. **PAY** according to the invoice due date

##### KCM's action

1. **PROCESS** the application received
2. **Subject to seat/stop availability** and will **INFORM** parents soonest if any issues/difficulties encountered e.g. insufficient seat and will try the best possible alternative for parents' consideration
3. **EMAIL** parents of latest bus schedule (confirmation of the service)
4. Bus card will be **GIVEN** by afterschool's bus escort or via Bradbury School's Office

*P.S. If bus is full, students will be on the waiting list.*

Service confirmed and starts!

#### 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): <https://bit.ly/3dJzcBr>

For existing user (for family use Kwoon Chung' service in the past): <https://bit.ly/2RV6IS4>

##### 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.