



## CANADIAN INTERNATIONAL SCHOOL OF HONG KONG SCHOOL BUS SERVICE INFORMATION & REGULATIONS 2024/2025

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**KWOON CHUNG MOTORS CO. LTD. (KCM)** at 3rd Floor, 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9363 | Email: [cdnis@kcm.com.hk](mailto:cdnis@kcm.com.hk)) will provide a school bus service for the **CANADIAN INTERNATIONAL SCHOOL OF HONG KONG (CDNIS)** students for 2024-2025 school year.

### BUS REGISTRATION

Transportation to and from CDNIS is the responsibility of parents. CDNIS, assists parents by offering a bus service through Kwoon Chung Motors Co., Ltd (KCM), but does not carry responsibility for any liability incurred through the bus transportation. Application for the use of school bus service must be completed by KCM online registration system via <https://school.kcm.com.hk/cdnis>

### BUS SERVICE

The school bus routes are timed to fit the normal school schedule for EY2(Full Day) to G12. Pick up and unload time will be finalized at the beginning of the school year and all routings are subject to change according to the no. of actual applications and with reference to actual traffic and conditions.

Please note that while bus registration is open for the whole academic year, all routings and size of the buses to be used for each route will be fixed after the application deadline for the academic year. Therefore, KCM is unable to guarantee availability of seats and stops after the application deadline, but will suggest the alternative possible stops for parents' consideration.

#### FOR EARLY YEAR 2 (Full day (FD)) and LOWER SCHOOL

Early Years 2 (FD) children will travel with the Lower school children both in the morning to school and when going home. Morning bus to school and dismissal bus at 1435pm will be available.

#### FOR UPPER SCHOOL

Morning bus to school and dismissal bus at 1545pm and 1610pm will be available.

#### AFTER SCHOOL ACTIVITIES BUS SCHEDULE

- 1545pm** – Lower School (except EY2) children will travel with Upper School students with bus escorts provided.
- 1610pm** – Limited service by 3 routings including Pokfulam Road, Central Pier, GPO, Admiralty, Ocean Park MTR, Taikooshing, Wong Nai Chung Road, Morrison Hill Road, Leighton Road and Tin Hau MTR
- 1710pm** – Limited service by 4 routings including but not limited to South Horizons, Pokfulam Rd, Central Pier, GPO, Admiralty, Leighton Rd, Tin Hau, City Garden, Taikoo Shing, Repulse Bay, Stanley, Tai Tam

### BUS ESCORT

For reasons of safety it has been the practice to have a bus escort on all students' buses (except morning Upper School's buses). The extra cost of the bus escort is included in the bus fees.

### SAFETY SEAT BELTS

All buses are equipped with seat belts. Parents are advised to encourage their child(ren) to fasten the seat belts when they are on the bus.

### INSURANCE

Parents are advised that all school buses of Kwoon Chung Motors Co. Ltd. are under insurance coverage in accordance to the law of Hong Kong Transport Department.

### ENQUIRIES

Parents are advised to contact Kwoon Chung directly for any matters regarding the school bus service. The bus company will keep in touch with the parents via email.

### PAYMENT OF SCHOOL BUS FEE

The fee is calculated on a **10-month** basis commencing from 16<sup>th</sup> August to 15<sup>th</sup> June. Each month is determined to commence on the 16<sup>th</sup> of the month running to the 15<sup>th</sup> of the following 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.

### IMPORTANT NOTES (please refer to Page 2)

**CANADIAN INTERNATIONAL SCHOOL OF HONG KONG  
SCHOOL BUS SERVICE INFORMATION & REGULATIONS 2024/2025****IMPORTANT NOTES**

1. Once student has signed up to the service, it **constitutes a continuous 10-month contract for 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 has started as a new joiner is possible, subject to seat/bus stop availability. Bus fees are paid for full month from 16<sup>th</sup> of each calendar month. No day/week/half month fee will be calculated.  
*e.g. Joining the service from the 20<sup>th</sup> of Oct, bus fee will be calculated from 16<sup>th</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/bus 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 16<sup>th</sup> of each calendar month. No day/week/half month fee will be calculated.  
*e.g. Service was cancelled/refunded effective from 16<sup>th</sup> of Dec and would like to re-join the service 16<sup>th</sup> of Feb, while the bus fee will be calculated from 16<sup>th</sup> Dec, with the remaining months of the term/whole year.*
4. Bus fee will be levied as normal and agreed 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 is hoisted;
  - c) no school for students according to school policy or HKSAR EDB announcement on face-to-face class suspension;
  - d) any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.
5. If the face-to-face class suspension is prolonged, bus fee will be charged or no refund will be available on the month of the announced face-to-face class suspension and the next/first complete calendar month. Bus fee will be charged less or credit/rebate will be available on the second complete month at 25% from 1<sup>st</sup> day of calendar month and at 50% on the third complete month (from 16<sup>th</sup> day of calendar month) onwards.  
*e.g. EDB announces delay in school resumption/face-to-face class suspension on Jan 25<sup>th</sup>, 25% credit/reduction on bus fee will be applicable for Mar 16<sup>th</sup> and 50% credit/reduction will be applicable for Apr 16<sup>th</sup> onwards.*

**CANCELLATION/REFUND POLICY**

**For cancellation**, parents are required to inform the bus company in written notice via Kwoon Chung's online registration webpage (<https://school.kcm.com.hk/cdnis>) – “**Notify Kwoon Chung**” after LOGIN or email to [cdnis@kcm.com.hk](mailto:cdnis@kcm.com.hk) with **ONE billing month (as every 16<sup>th</sup> of a month to the 15<sup>th</sup> of the following month)** in advance from the effective date of termination of service.

**For refund**, this is calculated on a pro-rata basis of a **billing month** from the 16<sup>th</sup> to the 15<sup>th</sup> of the following month. Any usage of our service that falls within the 16<sup>th</sup> to the 15<sup>th</sup> of that month will not be refunded. To apply, parents must send written notice via Kwoon Chung's online registration webpage (<https://school.kcm.com.hk/cdnis>) – “**Notify Kwoon Chung**” after LOGIN or email to [cdnis@kcm.com.hk](mailto:cdnis@kcm.com.hk) with **ONE billing month (as every 16<sup>th</sup> of a month to the 15<sup>th</sup> of the following month)** in advance from the effective date of the change in route or cancellation *with details of student name, bank name, bank a/c no. and bank a/c holder's name for deposit.*

*E.g. 1: If the last day of bus service to be February 9<sup>th</sup>, parents MUST inform us on or prior to January 15<sup>th</sup>, and the refund portion will be from February 16<sup>th</sup> to June 15<sup>th</sup>.*

*E.g. 2: If the last day of bus service to be February 18<sup>th</sup>, parents MUST inform us on or prior to February 15<sup>th</sup>, and the refund portion will be from March 16<sup>th</sup> to June 15<sup>th</sup> (usage from Feb 16<sup>th</sup> and onward is counted as another calendar month).*

**RELOCATION POLICY (within the calendar month from 16th)**

1. For relocation from Hong Kong Island to Kowloon / New Territories, there will be no difference in bus fare involved for that calendar month from 16<sup>th</sup>.
2. For relocation from Kowloon / New Territories to Hong Kong Island, there will be no refund involved for that calendar month from 16<sup>th</sup>.



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### NON-SCHOOL BUS RIDERS

Non school bus riders who wish to take the school bus for visiting friends or when parents are away, etc, are permitted to ride the bus by paying HK\$60 (HK Island) or HK\$120 (Kowloon & New Territories) per single journey (subject to seat availability). Please note that this service is not for regular or recurring usage and the final decision is at the discretion of KCM.

To do so, please register one-time via <http://school.kcm.com.hk/cdnis> for school year 2024/2025 **and** email to [cdnis@kcm.com.hk](mailto:cdnis@kcm.com.hk) every time when the service is required with at least **THREE** working days in advance. No payment is required, until the arrangement is confirmed. **The bus company reserves the right not to offer any non-school bus riders using this service.**

### CHANGING BUSES

Early Years 2 students are **NOT ALLOWED** to change bus.

Prep, G1 to G5 students will not be allowed to ride buses other than their assigned buses unless they have a parent's written notice to the bus company by email at least **THREE working days** prior to boarding the bus (subjects to seat availability with priority to regular bus riders of that route). Any late notice will not be accommodated, as for the safety measure and a prevention of overloading.

**For changing bus, parents are required to email [cdnis@kcm.com.hk](mailto:cdnis@kcm.com.hk)**

### COMMUNICATION

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

Notify Kwoon Chung: Parents may LOGIN to the registration and notify Kwoon Chung with the daily bus arrangement and other service change request e.g. change of address, round trip to single trip or vice versa, or cancellation and refund etc.

One Way SMS System: Should there be any ad-hoc / emergency notice (including but not limited to traffic jams, outstanding invoices etc.) requiring immediate attention from the parents, the bus company will send an SMS to the registered phone number. However, parents 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.

Instant Bus Location Tracking (Mobile App): The bus company has developed a mobile app for parents to trace the location of the bus and the boarding/alighting time record of the day, once student board on the bus at the pickup point or at school. To do so, students are required to SWIPE-IN and SWIPE-OUT on card reader installed on the bus, with the assistance by our bus escort (if any).

### SAFETY RULES FOR ALL BUS RIDERS

1. Students are to board buses immediately after school and remain on the bus.
2. Fighting and shouting is not permitted. Students must remain seated at all times.
3. Students should not communicate or distract the driver during the journey.
4. Arms, legs, heads, etc. must remain well inside the bus and the seat 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, bus escort and fellow students.
7. No food or drinks are allowed on the bus. Smoking is prohibited on the bus.
8. Upon reaching their destinations, students are to remain seated until the bus comes to a complete stop.
9. Young children (EY2, Prep, G1) will be assigned to be seating in the front part of the bus. Young children with siblings and G2-G3 students will be in the middle part and elder children (G4-G5 or Upper Students (if any)) will be at the back of the bus.
10. Obscene language is not permitted.
11. Students should not open or use laptops on the bus. Toys and games are not permitted on the bus.
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. No interfering with the bus driver, any bus equipment or bus escort is allowed.
14. Parents are to meet all Lower School students at the bus stop or they should make other suitable arrangements and G3 to G5 students will have the option to go home by him/herself with parent' consent. Any Lower School student (except with parent' consent to go home by him/herself) who is not met at the stop with an adult will be sent back to CDNIS or to the bus company's office, located in Chai Wan.
15. Anyone who breaks the above rules shall be reported to the parent and CDNIS Bus Coordinator/CDNIS SLT.
16. To respect the time schedule for others and keep the traffic flows, parents are not permitted to board the student buses and communicate to bus driver, escort or any student(s) on board. For any queries or concerns, parents are welcome to email to Bus Company ([cdnis@kcm.com.hk](mailto:cdnis@kcm.com.hk)) or CDNIS Bus Coordinator ([bus@cdnis.edu.hk](mailto:bus@cdnis.edu.hk)) for assistance.



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**ENFORCEMENT OF BUS RULES**

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 rule has been broken, the matter must be referred to the Bus Company and kept CDNIS Bus Coordinator informed. Bus escort will try to speak to the student on board and further details will be communicated between the Bus Company and the parent.
3. The general guidelines for matters referred to the Bus Company and CDNIS 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. Parent will be notified and CDNIS Bus Coordinator will be informed.
  - b) The second offence will result in a suspension of bus privileges for one school days at the discretion of the bus company and CDNIS without any refund of the school bus fees.
  - c) Repeated offence will result in a suspension of bus privileges for five school days at the discretion of the bus company and CDNIS without any refund of the school bus fees.
4. For major offences (smoking; fighting; vandalism; obscene language or gestures; or actions that compromise safety) students will be suspended from the bus without warning and parents contacted. CDNIS will also be informed.
5. The bus company will keep the CDNIS informed of any serious bus disciplinary issues and accidents with the involvement of School Principal and/or Vice Principal where deemed necessary.
6. Parents will be liable for any damage caused to a bus by their child(ren).