

KWOON CHUNG MOTORS COMPANY LIMITED

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SOUTH ISLAND SCHOOL BUS INFORMATION [2024-2025]

KWOON CHUNG MOTORS CO. LTD. (KCM) at 3rd Floor, No. 8 Chong Fu Road, Chai Wan, Hong Kong will provide a school bus service for the **South Island School** students on a contract basis for **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 timed to fit the school schedule and will be finalized at the beginning of the school year. All routings are subject to change according to the no. of actual applications.

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.

BUS FEE

Year	1 st installment – mid Aug 2024 to Jan 2025 (5.5 months)	2 nd installment – Feb 2025 to Jun 2025 (5 months)	Or	Whole Year – Mid Aug 2024 to Jun 2025(10.5 months)
7-12	HK\$ 7,330	HK\$ 6,665		HK\$ 13,995
13	HK\$ 7,330	HK\$ 5,335 (4 months from Feb to May 2025)		HK\$ 12,665 (9.5 months from mid Aug 2024 to May 2025)

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, except for mid-August. Fees are for the regular round trip service (morning to school and afterschool) and no single trip fare will be provided. Additional complimentary fixed bus service on Tuesday morning and After-school Activities Bus is provided exclusively for valid bus card holders. Only users with valid bus cards are allowed to take the complimentary Activity Buses on a first-come-first-serve basis.

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 term has started as a new joiner is possible, if seat/route is available. Bus fees is paid for full month and no pro-rata fee 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, if seat/route is available and the settlement of the period or months of service being cancelled/refunded. Bus fees will be calculated from the month of the service being cancelled/refunded till the remaining term(s)/month(s) of the school year.
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 agreed even 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 EDB announcement on school closure;
 - any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.
- No refund will be made as the above listed # 4 a) to d).

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/sisland>) – “Notify Kwoon Chung” and/or email to: sisland@kcm.com.hk with official proof of SISLAND 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/sisland>) – “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.



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CANCELLATION / REFUND (Con't)

Timeline for the refund: 4-8 weeks upon the cancellation notice in effect under normal conditions. If the cancellation involving prolonged school suspension with massive volume on the cancellation/rebate, the refund processing timeline may extend subject to agreement with the school.

BUS CARDS

An annual bus 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 sisland@kcm.com.hk and schoolbus@sis.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 Office (School Bus Administrator) by student/parent in person.

Student MUST SWIPE the bus card when boarding and alighting the bus for verification and safety tracking. Failure to present the bus card will result in refusal of the bus travel even if the bus payment is settled.

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 School Office 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/sisland> after login.

ADMINISTRATIVE CONTACT

Parents should contact School Office (School Bus Administrator) for the followings:-

- Comments and feedback about the bus service
- Discipline issues with students
- Issuance of temporary bus pass
- Lost and found on school buses
- Collection of replacement bus card etc.

Other important notes for users of South Island School bus service:-

APPLICATION:

1. One login per family. Applications are taken strictly in order of receipt but priority will be given to new arrivals and YEAR 7 students.
2. By submitting the bus application online means parents will:-
 - accept that if the registered child(ren) is/are found travelling without a bus card, the child(ren) will not be permitted to board.
 - accept that if the registered child(ren) breaches/breach the Behaviour Rules listed below, the bus card may be withdrawn without refund.
 - accept responsibility for any damage to the bus(es) caused the registered child(ren) and share of collective damage caused by South Island School bus users where the actual culprit cannot be identified.

ROUTES:

Bus routes are posted on Kwon Chung's website <https://school.kcm.com.hk/sisland>. The Bus Routes are subject to change depending on demand without further notice.

Every effort will be made to accommodate students on their preferred bus route; however this may not always be possible. The bus service is not door-to-door and the routes/stops have been chosen to ensure safe pickup and drop-off and to accommodate the majority.

BEHAVIOR RULES:

- Students should be at the designated pick-up point **5 minutes before** the scheduled time in the morning due to density and fluctuations in traffic flow. Bus driver **is unable to wait** for anyone who is late.
- Students are expected to behave in a responsible manner whilst on the buses. These include but are not limited to: **NO TALKING/SHOUTING LOUDLY, NO USE of OFFENSIVE or BAD LANGUAGE and OBSCENE GESTURES. NO FIGHTING or BULLYING. NO THROWING** of objects on the bus or out of the window/aisle.
- Students should be seated at all times; bags etc. must not be placed on a seat. No reservation of seat is allowed.
- Each student is only allowed to occupy one seat.
- **Drinking and Eating is prohibited** on the bus.
- The use of Laptop on the bus is prohibited when the bus is moving.
- Follow any additional measures as stipulated by School and the bus company. E.g. Wearing mask
- Bus card **must be SWIPED** for bus boarding and alighting record.
- Any incident happened on the bus must be reported to the SISLAND School Bus Administrator and KCM immediately.

Students who do not act responsibly may be subject to disciplinary action. In serious cases this may result in suspension from the bus service. NO REFUND will be given in such cases. Parents are liable for any damage to a bus caused by their children.