

**ESF INT'L KINDERGARTEN (HILLSIDE CAMPUS)****SCHOOL BUS INFORMATION [2025 / 2026]**

KWON CHUNG MOTORS COMPANY LIMITED of 3/F, Chong Fu Road 8, Chai Wan, Hong Kong (Tel: 3193 9360); Email: esfhs@kcm.com.hk will provide school bus service for ESF (Hillside) Kindergarten children on a contract basis for the 2025-2026 school year.

BUS SERVICE

The school bus routes are timed to fit the school schedule for AM class and PM class. Schedule time will be finalized at the opening of the school year but subjects to necessary alterations at the sole discretion of KCM.

BUS ESCORT

For reasons of safety it has been the practice to have a bus escort on the bus. The cost of bus escort will be 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.

INSURANCE

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

BUS POLICY

1. Bus schedules are tentative and subject to change according to applications. We reserve the right to cancel any route if applications are insufficient.
2. We will notify the parents of the bus schedules one week before the school starts.
3. This transportation service may **NOT** be a door-to-door one, but safe and convenient stops deemed by KCM would be assigned to parents.
4. All parents/helpers are advised to be at the bus stop at least five minutes before the scheduled pick up/drop off times.

SCHOOL BUS & ESCORT FEE

School Bus Fees (for K1-K2 students)	Installment		Payment to be made	Round Trip
Hong Kong Island (except Island Road, Repulse Bay, Stanley, Tai Tam)	1 st : mid-Aug 2025 to Jan 2026	(5.5 months)	In Jun/Jul	HK\$ 10,395
	2 nd : Feb to Jun 2026	(5 months)	In Nov/Dec	HK\$ 9,450

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 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.
3. 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.
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) the day with Red/Black Rainstorm or Typhoon no. 8 or above is hoisted;
 - c) no school for students according to school policy or HKSAR EDB announcement on school closure;
 - d) any selective month(s) of the service throughout the academic year, unless complete cancellation of the service
5. For cancellation/refund 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/esfhs>) – “Notify Kwoon Chung” and/or email to: esfhs@kcm.com.hk.

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SCHOOL BUS INFORMATION [2025 / 2026]**IMPORTANT NOTES (Con't)**

- For cancellation/refund **after** the commencement of the school year in August, parents must apply via Kwoon Chung Online Registration Webpage (<https://school.kcm.com.hk/esfhs>) – “**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/refund effective from 1st February, written notice must be given on or before 31st December.
- Cancellation notices communicate through phone calls or other channels will not be considered as service cancellation.
- 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.

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 esfhs@kcm.com.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 will collect from the respective bus escort three working days upon replacement card fee received.

Student will 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/esfhs> 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 **KCM's Office** for the followings:-

- Daily bus arrangement (via Mobile App – Notify Kwoon Chung)
– e.g. no bus home-bound or school-bound, ad hoc changing drop off location etc.
- Comments and feedback about the bus service
- Replacement bus card
- Lost and found on school buses

Parents should contact both **ESF(Hillside) Kindergarten and KCM's Office** for the followings:-

- Discipline issues with students
- Escalation of the comments and feedback about the bus service

CHANGING BUSES

All students are **not** allowed to change bus on the home-bound journey on ad-hoc basis. Students should take the designated bus route only, but change of pick up and/or drop off point within same bus route will be allowed.

SCHEDULE TIME & PROCEDURES for handling situations when NO ADULT is present at the drop-off point

For morning pickups: Students are expected to be ready at the designated stop **FIVE minutes prior** to the schedule time. Out of respect for others, school bus will NOT wait for any late arrivals.

For afterschool dismissals: All students **MUST** be picked up by an authorized adult at the designated drop-off point. Parents or guardians should arrive at the designated stop FIVE minutes prior to the schedule time.

In the event of a delay by parents or guardians, the bus will NOT wait or will continue its route after a maximum waiting of five minutes, depending on traffic conditions. In such cases, the bus company will contact parents and ESFHS regarding alternative arrangements, which may include parents picking up their child(ren) at the end of the route, or at ESFHS or at KCM's office.

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SCHOOL BUS INFORMATION [2025 / 2026]**NON-SCHOOL BUS RIDERS**

Non school bus riders (including ESFHS students, parents or helpers) who wish to take the school bus may pay HK\$60.00 per single journey, subject to seat availability. Please note that this service is not for permanent, regular, or recurring usage and is offer at the sole discretion of KCM.

To do so, please register one-time via <http://school.kcm.com.hk/esfhs> for school year 2025/2026 and email to esfhs@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.

***N.B.** For the first two weeks of the beginning of the school year in Aug/Sep, we are unable to offer single journey for non-school bus riders due to limited seat available to accommodate all the requests. Thank you for your kind attention and understanding.*

SAFETY RULES FOR ALL BUS RIDERS

1. Students must remain seated at all times.
2. Arms, legs, heads, etc. must be kept inside the bus at all times.
3. No objects of any kind are allowed to be thrown about in the bus or out of the windows.
4. Students are to be courteous to drivers, bus escorts and fellow students.
5. No food or drinks are allowed on the bus.
6. Upon reaching their destinations, students are to remain seated until the bus comes to a complete stop.
7. K1 students are expected to be seated in the front part of the bus, siblings and K2 students are expected to be the middle part or end of the bus. If necessary, KCM or ESFHS will assign seats for students.
8. Obscene language is not permitted.
9. After getting off the bus, students are to wait for the bus to leave before crossing the street to allow for a full view of on-coming traffic.
10. No interfering with the bus driver, the bus escort or any bus equipment is allowed.
11. Parents/Guardians are responsible to send children to the designated bus stop for school-bound/home-bound journey.
12. Bus Company will keep the ESFHS's Office informed of any bus disciplinary issues and accidents with the involvement of School Leadership Team.

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 violated, the matter will be referred to the Bus Company. KCM office will contact the parent and the school.
3. The general guidelines for matters referred to the Bus authorities are:
 - a) On the first offence with three minor rules broken during the bus journey, e.g. not fasten seat-belt, stood up when the bus was in motion etc., students will receive a verbal warning and the parents and the school will be notified.
 - b) The second offence with another three minor rules broken, students will receive a written warning and the parents and the school will be notified.
 - c) Repeated/Major offences will result in a suspension of bus privileges for 3 days at the discretion of the bus company without any refund of school bus fees. The parents and the school will be notified.