



## GLENEALY SCHOOL - SCHOOL BUS INFORMATION [ 2025 / 2026 ]

KWOON CHUNG MOTORS COMPANY LIMITED of 3/F, 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9370); Email: [gjs@kcm.com.hk](mailto:gjs@kcm.com.hk) will provide school bus service for Glenealy School children on a contract basis for the 2025/2026 school year.

### BUS SERVICE

The **school bus routes** are planned to fit the school schedule for Year 1 to Year 6. Schedules will be finalized prior to the beginning of the school year.

### BUS ESCORTS

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. 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. have insurance coverage and in accordance with Hong Kong law and the regulations of the of Hong Kong Transport Department.

### PAYMENT

The fee is calculated on a 10.5-month basis commencing from mid-August to June next year, from 1<sup>st</sup> day of each calendar month. No day/week/half month fee will be calculated, except for August. 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.

Installment	Period	Payment to be made
Whole Year:	Mid-August 2025 to June 2026 (10.5 months)	In June/July
1 <sup>st</sup> Term:	Mid-August 2025 to January 2026 (5.5 months) or	
2 <sup>nd</sup> Term:	February to June 2026 (5 months)	In November/December

- **Single trip** is allowed and can be only either morning pick up or afternoon drop off.

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

### 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 been started for new joiner is possible, subject to seat/stop availability. Bus fees will be calculated on a monthly pro-rata basis from 1<sup>st</sup> of each calendar month.  
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/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 1<sup>st</sup> of each calendar month.  
e.g. *The service was cancelled/refunded from 1st of Dec and re-joining the service from 1st of Feb, bus fee will be calculated from 1st Dec, with the remaining months of the term/whole 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);
  - any day(s) with Red/Black Rainstorm or Typhoon no. 3/8 or above is hoisted;
  - no school for students according to school policy or HKSAR Education Bureau (EDB) announcement on school closure with a complete month from 1st day of the calendar month;
  - any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.

### CANCELLATION / REFUND

For cancellation **before** the commencement of the school year, full refund will be provided if advance notice was made in "Notify Kwoon Chung" after login to the registration system or email to: [gjs@kcm.com.hk](mailto:gjs@kcm.com.hk)

For cancellation **after** the commencement of the school year, parents must input in "Notify Kwoon Chung" after login to the registration system or email to [gjs@kcm.com.hk](mailto:gjs@kcm.com.hk) with ONE calendar month in advance, starting from the 1<sup>st</sup> day of a calendar month, in advance of the effective date of termination of service.

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. Refund can only be given for a complete calendar month's/installment's non-bus usage.

**No refund is available as point # 4 stated under "Important Notes" above.**

**GLENEALY SCHOOL - SCHOOL BUS INFORMATION [ 2025 / 2026 ]****BUS POLICY**

1. **Bus schedules** are tentative and subject to change according to applications. We reserve the right to modify any route and pick up times if applications are insufficient, or after the new school term has started in August. Bus users will be notified regarding any change involved.
2. **We will notify parents** of the confirmed bus schedules approximately one week before school starts.
3. **This transportation service is NOT** a door-to-door one, but safe and convenient stops will be assigned.
4. **We request** that all parents/helpers be at the stops five minutes before the scheduled pick up/drop off times.
5. **The bus service** registration should be completed by the deadline set, which allows ample time for planning should there be any routing modifications.

**\*For points 6-8, a written request by email must be given to the bus company by 9am, or by calling the bus company before 1200 noon on the day in question. Please note that it may not be possible to provide a seat on a bus, and parents should not presume that one will be available. This could be:**

6. **If a child** is not taking the bus home on any particular day, a note should be given to the specific bus mother, or an email to the bus company in advance. (If this is a regular occurrence of an after school activity, one note at the beginning of the term would suffice)
7. **If an extra seat** is requested on a bus because a child who is a bus user wants to travel on a different bus to visit the home of a friend, OR
8. **If a child** who uses the school bus wants to invite a child (who is not a bus user) home with him/her.
9. Non school bus riders (including students, parents or helpers) who wish to take the school bus are allowed by paying HK\$60.00 per single journey (HK Island), 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/gjs> for school year 2025/2026 and email to [gjs@kcm.com.hk](mailto:gjs@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.

**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 P1-P3 students **MUST** be picked up by an authorized adult at the designated drop-off point. Parents of students in P4-P6 may provide consent to the bus company for their child to self-release at the designated stop. 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 Glenealy School regarding alternative arrangements, which may include parents picking up their child(ren) at the end of the route, or at Glenealy School or at KCM's office.

**SAFETY RULES FOR ALL BUS RIDERS**

1. Students are to board buses immediately after school and remain on the bus.
2. Students must remain seated at all times.
3. Arms, legs, heads, etc. must be kept inside the bus at all times.
4. No objects of any kind are allowed to be thrown about in the bus or out of the windows.
5. Students are to be courteous to drivers, bus escorts and fellow students.
6. No smoking is allowed on the bus.
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. Fighting is not permitted.
10. There is no assigned seating. All seats are on first come first served basis.
11. Obscene language is not permitted.
12. 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.
13. No interfering with the bus driver, the bus escort or any bus equipment is allowed.
14. Parents are to take/meet small children at the bus stop in the morning/afternoon or they should make other suitable arrangements.
15. Anyone who breaks the above rules shall be reported to the School Authorities.

**GLENEALY SCHOOL - SCHOOL BUS INFORMATION [ 2025 / 2026 ]****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 warning and the parents and the school will be notified.
  - b) The second offence with another three minor rules broken will result in suspension of bus privileges for THREE school day, without any refund of the bus fees. The parents and the school will be notified.
  - c) Repeated/Major offences will result in a suspension of bus privileges at the discretion of the bus company without any refund of school bus fees. The parents and the school will be notified.