

KWOON CHUNG MOTORS COMPANY LIMITED

3/F, No. 8 Chong Fu Road, Chai Wan, Hong Kong

Tel: (852) 3193 9353

Website: <https://school.kcm.com.hk/isf>

Email: isf@kcm.com.hk



THE INDEPENDENT SCHOOLS FOUNDATION ACADEMY (POKFULAM) SCHOOL BUS SERVICE INFORMATION 2025/2026

** For any discrepancies between the English and Chinese versions of this document, the English version shall prevail. **

KWOON CHUNG MOTORS CO. LTD. of 3rd Floor, 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9353, Website: <https://school.kcm.com.hk/isf>, Email: isf@kcm.com.hk) will provide school bus services for the **The Independent Schools Foundation Academy (The ISF Academy)** students on contract basis for 2025-2026 school year.

The school bus routes are timed to fit the school schedule. Pick up times will be finalized at 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. For this extra service, the cost of the bus escort is included in the bus fees.

INSURANCE

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

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.

ADMINISTRATIVE CONTACT

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

SCHOOL SCHEDULE

Foundation Year: 08:00 – 14:00

Grade 1 – Grade 12: 08:00 – 15:30

PAYMENT OF SCHOOL BUS FEE

The fee is calculated on a **10-month instalment** basis commencing from 16th August to 15th June. Each “month” is determined to commence on the 16th of the month running to the 15th 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.

Installment	Payment Period	Payment to be made
Whole Year or	Mid-Aug 2025 to Mid-Jun 2026 (10-month instalment)	In Jun/Jul 2025
1st term &	Mid-Aug 2025 to Mid-Jan 2026 (5-month instalment)	
2nd term	Mid-Jan 2026 to Mid-Jun 2026 (5-month instalment)	In Nov/Dec 2025

A 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 month contract for the bus service for the entire academic year.** Subsequently, no selective month(s) of usage will be allowed.
- 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.** Any special/recognized reason(s), Bus Company will consider to handle with discretionary. 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 16th of each calendar month. No day/week/half month fee will be calculated.

e.g. Service was cancelled/refunded effective from 16th of Dec and would like to re-join the service 16th of Feb, while the bus fee will be calculated from 16th Dec, with the remaining months of the term/whole year.

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IMPORTANT NOTES – Con't

3. 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 school closure/suspension;
 - d) any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.
4. If the school closure is prolonged, bus fee will be charged or no refund will be available on the month of the announced school closure 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 16th day of calendar month and at 50% on the third complete month (from 16th day of calendar month) onwards.

e.g. EDB announces delay in school resumption/school closure on Jan 25th, 25% credit/reduction on bus fee will be applicable for Mar 16th to Apr 15th and 50% credit/reduction will be applicable for Apr 16th to May 15th onwards.

CANCELLATION/REFUND POLICY

For cancellation **before** the commence of the school year in mid-August, full refund will be provided if advance notice was made in "Notify Kwoon Chung" after login to the registration system and/or email to isf@kcm.com.hk

For cancellation **after** the commence of the school year in mid-August, parents must input in "Notify Kwoon Chung" after login to the registration system or email to isf@kcm.com.hk with **ONE calendar month** in advance, starting from the 16th day of a calendar month, in advance of the effective date of termination of service. Otherwise, bus fee will be charged with the month and additional month of notification.

e.g. For cancellation effective from 16th February, written notice must be given on or before 15th January.

**** Cancellation notices communicate through phone calls or WhatsApp will not be considered as service cancellation.**

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 16th 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 16th February, written notice must be given on or before 15th January.

CHANGING BUSES

Under no circumstances can students change buses. They must travel on their **assigned buses** to designated stops.

The routes are set at the beginning of the year; any families moving or joining school part way through the year will be accommodated on the existing routes if space is available.

COMMUNICATION

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

One Way SMS System: Should there be any ad-hoc / emergency notices (including but not limited to traffic jams, outstanding invoices etc.) requiring immediate attention from 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 unable to be responsible for any communication failure caused by the network breakdown or delay by telecommunication service provider.

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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 Foundation and Primary G1-G2 students **MUST** be picked up by an authorized adult at the designated drop-off point. Parents of students in G3-G5 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 ISF regarding alternative arrangements, which may include parents picking up their child(ren) at the end of the route, or at ISF or at KCM's office.

All Secondary School students are expected to self-release.

SAFETY RULES FOR ALL BUS RIDERS

1. Students are to board buses immediately after school and remain on the bus.
2. Whilst on board, students must remain seated at all times.
3. Arms, legs, heads, etc. must remain well 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. Smoking is strictly prohibited 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 the on-coming traffic.
13. No interfering with the bus driver or any bus equipment or bus escort is allowed.
14. Parents are to meet small children at the bus stop in the afternoon or they should make other suitable arrangements.
15. Anyone who breaks the above rules shall be reported to the School Authorities.

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 reported to the Bus Company. She will then talk to the student and also contact the parent.
3. The general guidelines for matters referred to the Bus authorities are:
 - a. On the first offence, students will receive a warning, parents and the school will be notified.
 - b. The second offence will result in a suspension of bus privileges for one school day, parents and the school will be notified.
 - c. Repeated offences will result in a permanent suspension of bus privileges at the discretion of the bus company without any refund of the school bus fees, parents and the school will be notified.

弘立書院(薄扶林) 2025/2026 年度校車服務章程

**** 本文件之中、英文本，其文字意義如有歧異，當以英文本為準 ****

冠忠遊覽車有限公司 (註冊地址: 香港柴灣創富道八號三樓 | 電話: 3193 9353 | 電子郵箱: isf@kcm.com.hk) 將為弘立書院學生以合約形式提供 2025 – 2026 年度學童巴士接載服務。

所有巴士路線及接載時間均因應學校上課時間編制，上車時間將於開課前落實。

褓姆

為顧及學童之安全，本集團所有學童服務巴士已有隨車工作人員，俗稱「褓姆」，護送學童乘車上課及下課回家。此服務之成本已反應於車費內。

完善保險

本集團整隊車隊均根據運輸署條例購買應有之保險。

安全帶

本公司之車輛均已安裝安全帶。建議家長鼓勵貴子弟於車內配帶安全帶。

行政聯絡

任何有關校車之查詢，家長需直接與校車公司聯絡。校車公司則透過電子郵件與家長保持聯繫。

上課時間

小學預備班: 08:00 – 14:00

一年級至十二年級: 08:00 – 15:30

校車車費

車費將以 **10 個月** 計算，由 8 月 16 日起至下年度 6 月 15 日。每「月」的定義每月 16 日起至下 15 日為止。車費將不會以每日、每星期、每半個月計算。如未能按時繳交車費，校車服務將被終止。

當校車服務表格遞交後，賬單會由系統發出。家長可於付款限期內繳交車費。

期數		時期	繳交月份
全年	或	8 月中旬 (16 日) 至 翌年 6 月中 (15 日) (攤分 10 個月)	2025 年 6 / 7 月
第一期	及	8 月中旬 (16 日) 至 翌年 1 月中 (15 日) (攤分 5 個月)	
第二期		1 月中旬 (16 日) 至 6 月中旬 (15 日) (攤分 10 個月)	2025 年 11 / 12 月

校車車証會發出給選乘校車學生。如雖補領車証，將收取 HK\$60/每張咭。

重要事項

- 當學生遞交校車服務報名表，代表同意及知悉此服務為全學年的連續 10 個月的服務合約。故此，於合約期內未能選擇某月乘坐、某月取消校車服務。
- 在開學後，中途加入校車是可以的，但視乎坐位及車站情況。車費將以每月 16 日起至下月 15 日為此。不足一個以一個月計算。車費將不會以每日、每星期、每半個月等計算。

例子：10 月 20 日加入校車服務，車費將以 10 月 16 日起及餘下月份計算。

弘立書院(薄扶林) 2025/2026 年度校車服務章程

重要事項 – 繼續

3. 於同一學年取消校服務後，重新加入校車服務是可以的，但視乎坐位及車站情況及需繳交已取消校車服務之月份。如因特殊原因，校車公司會考慮酌情處理。車費將以「月」份為計算單位，由每月 16 日起至下月 15 日。車費將不會以每日、每星期、每半個月計算。

例子：校車已於 12 月 16 日起取消，但於 2 月 16 日起要求重啟/重新加入校車服務，車費將以 12 月 16 日起計算至餘下月份。

4. 以下情況，車費將正常計算/收取 及/或 未能提供退款：-

- a. 學生/家長選擇不乘搭某日、某幾日、某車程的校車；
- b. 某日或某幾天有紅雨、黑雨或懸掛三號、八號或以上的颱風；
- c. 因學校或香港教育局(EBD) 政策需宣佈停課延遲復課；
- d. 除非校車服務完全取消，否則不接納全年只坐某一或幾個月；

5. 如教育局宣佈停課日子多於一整個月，由每月 16 日起計算，首月份車費恕未能安排減免或退款。其後，由第 2 個月份由 16 日起，如繼續停課一整個月，減免車費為每月百份之二十五(25%)，第三個月由 16 日起及餘下月份，如繼續停課一整個月，減免車費為每月百份之五十(50%)

例子：教育局於 1 月 25 日宣佈延遲復課，3 月 16 日至 4 月 15 日會減免車費百份之二十五 (25%)，4 月 16 日至 5 月 15 日起及餘下月份，會減免車費百份之五十 (50%)

取消服務及退款

如在開課前/八月中旬前取消服務，車費將會全數退還。家長可於校車報名系統內「通知冠忠」或電郵 isf@kcm.com.hk 通知校車公司。

如在開課後/八月中旬後取消服務，車費將按比例退還。取消服務生效日起，家長需提供一個月的書面通知期，每月 16 日或之前，於校車報名系統內「通知冠忠」或電郵 isf@kcm.com.hk 通知校車公司。否則，車費將計算多一個月。

例子：如欲取消服務由 2 月 16 日起生效，最後書面通知日期為 1 月 15 日或之前。

**** 透運電話 或 Whatsapp 溝通均不視作取消校車服務的通知。**

如校車服務取消，退款會以「月」按比例計算。家長需要提供一個月的書面通知期，每月16日或之前，提前於取消服務生效期，於校車報名系統內「通知冠忠」或電郵 isf@kcm.com.hk 通知校車公司。退款僅適用於整月/全期沒有使用校車服務計算。

例子：退款由 2 月 16 日起，書面通知期期必須於 1 月 15 日或之前提交。

轉乘其他車輛

所有學生於任何情況下均不得轉乘其他車輛。

校車路線於每學年前編制。如搬屋或於學年中段加入，家長只可於現有路線及尚有空位情況下選擇上落車站。

通訊

以電子郵件形式：如校車路線或接送時間有所更改，校車公司將利用電子郵件通知有關家長。若家長於學年間需更改電子郵箱地址，煩請家長直接聯絡校車公司。

以單向電話信息形式：如校車公司有任何突發事件或重要資訊（包括交通擠塞或過期帳單等）需立即聯絡家長，校車公司將透過利用電話信息通知家長。請注意，家長不可透過回覆發送予該電話號碼聯絡校車公司。由於電話信息需依靠電訊供應商服務，如因任何技術問題或延誤發出信息而導致家長未能收到或遲收到有關信息，恕校車公司未能負上通訊責任。

弘立書院(薄扶林) 2025/2026 年度校車服務章程

校車時間表 及 當家長或監護人不在下車站時的處理

返學： 學生需按校車時間表上車時間前五分鐘在車站候車。為尊重他人，校車將不會等候遲到站的學生。

放學： 所有預備班及小學一、二年級學生必須由家長/監護人於下車站接送學生。如家長授權校車公司，三年級至五年級學生可於下車站自行下車。請家長/監護人按下車時間前五分鐘在車站候車。

如校車到站後，家長/監護人不在下車站時，校車不會等候 或 如交通情況許可下等待最多 5 分鐘，然後校車會繼續餘下行程。校車公司會與家長/監護人或校方 (如有需要) 保持聯絡，安排學生接送替代方案，包括家長/監護人於路線終點站、學校校務處 或 校車公司辦公室接回學生。

中學生將自行回家而不需要家長/監護人在下車站接送。

校車安全指引

1. 學生於放學後需立即登車並留於車廂內。
2. 學生於車上任何時候均需坐好。
3. 手、腳及頭不可超出窗外。
4. 學生不可亂拋任何物品出窗外。
5. 學生需對校車司機、褓姆及乘車學生保持禮貌。
6. 學生不可於車廂內抽煙。
7. 學生不可於車廂內飲食。
8. 學生於到站前不可離開坐位。
9. 學生不可於車廂內打鬥。
10. 不設劃位，坐位以先到先得形式安排。
11. 學生不可於車廂內說粗言穢語。
12. 於車輛離開後學生方可橫過馬路。
13. 行車時學生不可騷擾司機及褓姆或接觸任何儀器。
14. 家長應攜同子女等候車輛。如未能親自接送，家長應自行另作安排。
15. 如任何人士違反上述安全指引，本公司將向校方報告有關情況。

執行有關指引

1. 褓姆負責維持車內學生之安全及秩序。
2. 若褓姆認為有任何學生違反上述安全指引，褓姆將立即向校車公司反應，並會聯絡有關家長。
3. 所有向校車公司匯報之情況：
 - a. 初犯者學生將被警告，並會通知有關家長及校方。
 - b. 再犯者本公司將暫停接載該名學生若干日子，並會通知有關家長及校方。
 - c. 多次犯規者本公司將於停止接載該名學生，並不會接納其任何退款申請，並會通知有關家長及校方。