



JAPANESE INTERNATIONAL SCHOOL BUS INFORMATION [2025 / 2026]

KWOON CHUNG MOTORS CO. LTD. of 3rd Floor, No. 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9386) has been providing school bus services for the **Japanese International School** students for the past years, and again will be doing so for 2025-2026 school year.

BUS SERVICE - The school bus routes are planned to fit the school schedule. All bus 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 in accordance with the laws of the Hong Kong Government and the Transport Department.

PAYMENT - The fee is calculated on a 10.5-month basis commencing from Mid August to June next year, from 1st day of each calendar month. No day/week/half month fee will be calculated, except for mid-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
1 st Term:	August 20 th 2025 to January 30 th 2026 (5.5 months) or	In June/July
Whole Year:	August 20 th 2025 to June 30 th 2026 (10.5 months)	
2 nd Term:	February 1 st to June 30 th 2026 (5 months)	In November/December

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 1st 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 1st 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.
- If the school closure is prolonged, no refund will be available on the month of the announcement made, and the next/first complete calendar month. Credit/Rebate will be available on the second complete calendar month at 25%. 50% will be applicable on the third complete calendar month onwards.
e.g. EDB announces delay in school resumption/school closure on Jan 10th, 25% credit/reduction on bus fee will be applicable for Mar 1st to Mar 31st. 50% credit/reduction will be applicable for Apr 1st to Apr 30th onwards.



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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: jis@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 jis@kcm.com.hk with **ONE calendar month** in advance, starting from the 1st day of a calendar month, in advance of the effective date of termination of service.

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

No refund is available as point # 4 and # 5 stated under “Important Notes” above. Credit/rebate available if school closure is prolonged, as stated point # 5 above.

BUS POLICY

1. Bus schedules are tentative and subject to change according to applications. KCM reserves the right to cancel any route if applications are insufficient.
2. KCM will notify parents of the confirmed bus schedules approximately one week before school starts.
3. This transportation service will **NOT** be a door-to-door one, but safe and convenient stops would be assigned to parents.
4. This is the responsibility of all enrolled students/parents/helpers be at the stop at least five minutes before the scheduled pick up/drop off times. Out of respect for other students, bus will NOT wait for late arrival.
5. Routes will not be changed once set before the commence of the school year. New students/users may require to be brought to an existing pick up/drop off point.
6. Individual bus card will be issued and mailed to the application address submitted online. Any replacement of bus card will be incurred HK\$60/per card.
7. Students may not travel on the bus before they receive their bus card. Bus escorts and bus drivers will check bus card from time to time, so they must be carried at all times when using the bus. Bus card are not transferable. A “No Pass No Ride” system will be strictly enforced.
8. KCM will send SMS to the registered phone number if more than 15 mins delay or for any ad-hoc/emergency notice requiring immediate attention.
9. Parents must input in “Notify Kwoon Chung” after login to the registration system or email to us if your child(red):
 - is not taking the bus home on any particular day.
 - is requested an extra seat on a different bus for play date.
 - will not be travelling on the bus in the afternoon.
 - is not on the bus in the morning, but will travel on the bus that afternoon.
 - Is to be allowed off the bus in the afternoon without being met by adult.
10. Parent are liable for any damage caused to a bus by their child(red)



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NON-SCHOOL BUS RIDERS

Non-school bus riders (including students, parents or helpers) who wish to take the school bus are allowed by paying HK\$60 per single journey, subject to seat availability. 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/jis> for school year 2025/2026 and email to jis@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. **** *Single trip bus service for non-riders (if seat available) can only be provided starting from the third week of September, due to limited seat available to accommodate all the requests. Thank you for your kind attention and understanding in advance.*

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.

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 will be referred 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 and the parents will be notified.
 - b) The second offence will result in suspension of bus privileges for one school day.
 - c) Repeated offences will result in a suspension of bus privileges at the discretion of the bus company without any refund of school bus fees.