

# KWOON CHUNG MOTORS COMPANY LIMITED

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## RENAISSANCE COLLEGE 2025-2026 SCHOOL BUS SERVICE INFORMATION

**KWOON CHUNG MOTORS CO. LTD.** of 3<sup>rd</sup> Floor, 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9336 Email: [rchk@kcm.com.hk](mailto:rchk@kcm.com.hk) Website: <http://school.kcm.com.hk/rchk>) will provide a school bus service for the **Renaissance College** students for the 2025 – 2026 school year.

### BUS SERVICE

This application is made, based on an annual 10.5 months contract, from mid-August 2025 to last day of the school year in June 2026. The school bus routes are planned to fit the school schedule for Primary and Secondary students. All routings are subject to change according to the no. of actual applications.

### SCHOOL SCHEDULE & ROUTING

Primary School Regular Hours: 08:30 – 15:00

Middle & Senior School Regular Hours: 08:30 – 15:10, Friday 08:30 – 13:00

The school bus routes are timed to fit the school schedule. The estimated afternoon departure time for Primary School, Middle & Senior Schools will be the same at 15:20.

On Fridays, secondary school buses have a different number and will depart at 13:20.

**For Y12 and Y13**, some days of the week will finish at 15:30, therefore by default, bus service will be only available for morning pick up. If some day afterschool service are required, parent/student may consider to apply the round trip service. Please send a separate email to inform the bus company.

The bus company reserves the right to add/not to add new stops for students who join the school bus service during the middle of the term.

### BUS ESCORT

For reasons of safety it has been the practice to have a bus escort on the bus. The cost of this extra service is included in the bus fees.

Since **the core duty of the Bus Escort will be responsible for students' safety on board as well as the boarding/alighting process** etc., and to respect the time schedule for others, keep the traffic flows and the private time of the bus escort, for any queries or concerns regarding the bus service or your child(ren)'s behavior(s), parents are welcome to email to KCM at [rchk@kcm.com.hk](mailto:rchk@kcm.com.hk)

### SEAT BELT

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.

If bus escort observes any child(ren) not complying for more than two times on the same journey, bus escort is required to report to KCM to contact both the parents and RCHK for follow up as one of the work protocols.

### INSURANCE

Parents are advised that all school buses of Kwoon Chung Motors Co. Ltd. have insurance coverage as mandated by the Transport Department of the Hong Kong Government.

### 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 |  |            | Payment to be made |
|-------------|--|------------|--------------------|
| 1st Term:   | mid-Aug 2025 to Jan 2026 (5.5 months)  | or         | In Jun/Jul         |
| Whole Year: | mid-Aug 2025 to Jun 2026 (10.5 months) |            |                    |
| 2nd Term:   | Feb to Jun 2026                        | (5 months) | In Nov/Dec         |

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

**\* IMPORTANT NOTES – on Page 2**



## RENAISSANCE COLLEGE 2025-2026 SCHOOL BUS SERVICE INFORMATION

### 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 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, except for August.  
*e.g. Joining the service from the 9<sup>th</sup> of Oct, bus fee will be calculated from 1<sup>st</sup> 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/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, except for August.  
*e.g. The service was cancelled/refunded from 1<sup>st</sup> of Dec and re-joining the service from 1<sup>st</sup> of Feb, bus fee will be calculated from 1<sup>st</sup> Dec, with the remaining months of the term/whole 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. any day(s) with Red/Black Rainstorm or Typhoon no. 3/8 or above is hoisted;
  - c. no school for students according to school policy or HKSAR Education Bureau (EDB) announcement on school closure with a complete month from 1<sup>st</sup> of the calendar month;
  - d. any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.

### CANCELLATION/ REFUND POLICY

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: [rchk@kcm.com.hk](mailto:rchk@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 [rchk@kcm.com.hk](mailto:rchk@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 month's/installment's non-bus usage.

No refund is available as point # 4 stated under “Important Notes” above.

### 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 notice (including but not limited to traffic jams, or the bus delay is expected to be more than 15mins etc.) requiring immediate attention of parents, the bus company will send an SMS to the registered phone number. Parents however, should not reply or send any messages to this SMS number. The bus company is not liable for any communication failure due to network breakdown.

### NON-SCHOOL BUS RIDERS

Non school bus riders who wish to take the school bus for visiting friends or when parents are away, etc, may do so by paying HK\$60 per single journey (HK\$120 for Hong Kong Island), **subject to seat availability** and at the sole discretion of KCM.

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



## RENAISSANCE COLLEGE 2025-2026 SCHOOL BUS SERVICE INFORMATION

### BUS POLICY

1. Seat will be allocated on a first-come, first-served basis. Waiting lists will be maintained once buses are full and parents will be informed if their child(ren) is(are) on the waiting list.
2. The proposed schedule is for application and reference used only, and is subject to change to the final no. of applications received before commencement of the school year. KCM reserves the right to make changes to accommodate change in applications and/or traffic conditions throughout the school year. Parents might consult with KCM's Office of the latest seat's availability and bus stops when completing the application after the commencement of the school year.
3. The bus service is not a 'door-to-door' service. Routes and stops will be determined based on student safety, practicality and efficiency. Requests for changes to routes and stops will be considered only with least impacts on the overall journey time for everyone on board.
4. All students are **not** allowed to change bus to school/home. Students should take the designated bus route only, **but change of pick up and/or drop off point in same bus route where the stop is currently in service will be allowed.**

### RELOCATION POLICY

1. Some of the bus routes may find frequently full throughout the school year and subsequently alternative arrangement may be required for KCM and/or parents. For better planning, parents may inform KCM via Kwoon Chung Online Registration Webpage (<https://school.kcm.com.hk/rchk>) – “Notify Kwoon Chung” and/or email to: [rchk@kcm.com.hk](mailto:rchk@kcm.com.hk) to inform the new address and the effective date of the address and the bus arrangement at your earliest convenience, and ideally 14 working days in advance.

### CHANGING BUSES

Under no circumstances can a student (both Primary and Secondary students) change buses. They must travel on their **assigned buses** to their designated stops.

### 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 Year 1 and Year 2 students **MUST** be picked up by an authorized adult at the designated drop-off point. Parents of students in Year 3 to Year 6 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 RCHK regarding alternative arrangements, which may include parents picking up their child(ren) at the end of the route, or at RCHK or at KCM's office.

All Secondary School students are expected to self-release.

### STUDENTS ARE EXPECTED TO:

- 5 minutes before the schedule time at the appropriate pick-up point;
- board the bus as directed at the pick-up point and remain on the bus once boarded;
- sit in seats on a first come, first served basis, however, the bus company reserves the right to allocate seats in the interests of safety;
- remain seated at all times wearing a seatbelt;
- keep hands, arms and heads inside the bus if the window is open;
- keep all items brought onto the bus within & on the bus;
- place all personal belongings on their laps, stowed under the seats or given to the bus escort for appropriate storage, keeping aisles clear;
- be courteous and use inclusive language to all bus users;
- talk at an appropriate level and act in an appropriate way so as not to disturb other bus users;
- put all litter carefully in the appropriate bin or take it off the bus on departure;
- drink water, if necessary, but only when the bus is stationary;
- remain seated until bus has reached its destination and come to a complete stop;
- wait for the bus to leave after getting off the bus to allow for a full view of on-coming traffic before crossing the street.



## RENAISSANCE COLLEGE 2025-2026 SCHOOL BUS SERVICE INFORMATION

### CONSEQUENCES FOR STUDENTS NOT MEETING ABOVE EXPECTATIONS

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 student is not meeting expectations, KCM will implement the following measures:
  - a. On the first occurrence, and depending on the seriousness of the situation, the offending student will receive a verbal warning; the parents and the College will be notified by KCM;
  - b. On the second occurrence, or if the first occurrence is serious enough to warrant a stronger consequence, the offending student will issued a written warning by KCM and the parents and College notified; the College will be expected to follow up as necessary;
  - c. Upon a third occurrence, the offending student will be suspended from bus privileges by KCM for one or more school days. The length of the suspension will be determined by KCM in consultation with the respective Senior Leadership teams at College;
  - d. Any further occurrences or any one occurrence that is considered dangerous to the student and/or others will result in a permanent cancellation of bus privileges at the discretion of KCM without any refund of the school bus fees.

### PARENTS ARE EXPECTED TO:

- ensure their child/children understand what is expected of them when traveling on the school bus;
- drop-off and collect small children at the appropriate bus stop and time.
- inform the bus company when their child will not be traveling on the school bus on one or more days; this information is also to be communicated to the Primary school office (3556 3308) or the Secondary school office (3556 3438).