

SINGAPORE INTERNATIONAL SCHOOL (HONG KONG) BUS INFORMATION [2025 / 2026]

KWOON CHUNG MOTORS CO. LTD. of 3rd Floor, No. 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9339) is contracted to provide school bus services for the **Singapore International School (Hong Kong)** students for 2025–2026 school year.

BUS SERVICE - The school bus routes are planned to fit the normal school schedule for PY1 to DP2:-

Morning to School	– for PY2 to DP2
Noon time to School	– for PY1
Noon time bus home	– for PY2
Dismissal bus home at 1500pm	– for PY1 to DP2, except PY2; or
CCA bus home at 1630pm	– P1 to DP2, <u>(operational only on school days where Primary CCAs is running)</u> .

School bus will be provided based on the daily bus timing above throughout the school year. If a student is having different timetable or CCA's schedule for morning and/or afterschool, parents should arrange other mode of transportation to school/home on some specific date(s) and consider a single trip school bus service, especially during the end of the school year usually from May to June when there is no CCA bus at 16:30pm.

BUS ESCORT - For reasons of safety it has been the practice to have a bus escort on every bus. The cost of bus escorts is included in the bus fees.

SEAT BELTS - For safety purposes, children are required to put on seat belts when they are riding on the bus. We would be grateful if parents could remind their children regularly about the importance of wearing seat belts.

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 SAR and the Transport Department.

PAYMENT - The fee is calculated on a 10-month basis commencing from September to June next year, from 1st day of each calendar month. No day/week/half month fee will be calculated, except August's bus fee (half month). Failure to settle the bus fee may result in suspension of bus service, or the bus fee will be charged until the month of notification and the notice period. The invoice for the School Bus Fee will be issued upon submission of bus service application and should be settled by the invoice due date. August's bus fee will be levied, if bus service starts from August and cancellation applies within September to January (1st term).

Installment	Period	Payment to be made
1 st Term:	September 2025 to January 2026 (5 months) or	In July
Whole Year:	September 2025 to June 2026 (10 months)	
2 nd Term:	February to June 2026 (5 months)	In November/December

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

IMPORTANT NOTES -

- Once student has signed up to the bus service, **it constitutes a continuous 10-month contract of the bus service for the entire academic year.** Subsequently, no selective month(s) of usage will be allowed.
- For new joiner, joining the service after the school year/term has started is possible, but 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. Discretionary will be given for special or recognized reason(s). 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 has started his/her first bus ride;
 - student/parent chose not to take the bus at any enrolled trip on any day(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 under normal circumstances.
 - 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: sis@kcm.com.hk

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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 sis@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.

August's bus fee (half month) will be levied, if bus service starts from August and cancellation applies within September to January.

**** 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 will only be given for a complete month's/installment's of non-bus usage.

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 parents of the bus schedules one week before school starts.
3. This transportation service is **NOT** a door-to-door service, but safe and convenient stops would be assigned on main roads.
4. All students/parents/guardians/helpers are advised to be at the assigned stop at least **five minutes before** the scheduled pick up/drop off times
5. For safety reason, all students should only take the designated bus route. Students are not allowed to deviate from the scheduled route or stop for the afterschool journey.
6. While the bus registration is open for the whole academic year, all routings and no./size of the buses to be used for each route will be fixed for an academic year. Therefore, availability of seats and stops after the application deadline is not guaranteed.

SMS SYSTEM - For efficient and prompt communication, messages will be sent via SMS to parents if the bus is delayed by 15mins or more, including any emergency information. For any comments/suggestion, parents may call 3193 9339 or email to sis@kcm.com.hk. If parents would like to enquire about the arrival/instant bus status of the bus in the morning, please call us at 3193 9339.

INSTANT BUS LOCATION - To provide quality service, instant bus location will be provided to both parents and School Office. Boarding records with the rider's current/last SWIPE-IN / SWIPE OUT information, current/last boarding and alighting times, pick up and drop off locations, together with map for journey to school or home are accessible. Instant bus location is available after login to <https://school.kcm.com.hk/sis> on the left menu or in the IOS/Android App – Kwoon Chung School Bus, at the start of the school year.

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 PY1-PY2 and P1-P2 students MUST be picked up by an authorized adult at the designated drop-off point. Parents of students in P3-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 SISHK regarding alternative arrangements, which may include parents picking up their child(ren) at the end of the route, or at SISHK 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. 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. Students **are not allowed** to deviate from the scheduled route or stops for the after school journey. Students can take the designated bus route only.
15. Parents/guardians/helpers are to take/meet the younger kid(s) to/at the bus stop in the morning/afternoon or they should make other suitable arrangements.
16. Anyone who breaks the above rules shall be reported to the School.

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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 SISHK.
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 the warnings, the parents and the school will be notified.
 - b) The second offence with another three minor rules broken will result in suspension of bus service for one school day, the parents and the school will be notified.
 - c) Repeated/Major offences will result in a suspension of bus service at the discretion of the bus company without any refund of school bus fees, the parents and the school will be notified.