

**WEST ISLAND SCHOOL BUS INFORMATION [2025/2026]**

KWOON CHUNG MOTORS CO. LTD. (KCM) at 3rd Floor, No. 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9396; Email: wis@kcm.com.hk) will provide a school bus service for the **West Island School (WIS)** students on a contract basis for **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 timed to fit the school schedule. All routings are subject to change according to the no. of actual application and the latest EDB and WIS' announcement on the face-to-face classes for the commencement of 2025/2026 in August and throughout the school year.

INSURANCE

Parents are advised that all school buses of Kwoon Chung Motors Co. Ltd. are under insurance coverage and in accord to the law of Hong Kong Transport Department.

PAYMENT / INSTALLMENT OF THE SERVICE

Advance payment is required according to the invoice date and bus fee will be charged on monthly pro-rata basis from 1st day of each calendar month. No day/week/half fee will be calculated, except mid-August with half month.

Year	1 st installment	2 nd installment		Whole Year	Payment to be made
7-10, 12	Mid Aug 2025 to Jan 2026 (5.5 months)	Feb to Jun 2026 (5 months)	OR	Mid Aug 2025 to Jun 2026 (10.5 months)	in Jun/Jul
11 & 13	Mid Aug 2025 to Jan 2026 (5.5 months)	Feb to Apr 2026 (3 months)		Mid Aug 2025 to Apr 2026 (8.5 months)	in Nov/Dec

*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.

*No Single Trip fare will be provided.

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 started as a new joiner is possible, subject to seat/stop availability. Bus fees are paid for the full month from 1st day of each calendar month and no pro-rata fee will be applicable (except August will be charged at 50%).
e.g. Joining the service from the 9th Oct, bus fee will be calculated from 1st of October, 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, 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/refund from 1st of Dec, and would like to re-join the service again from 1st of Feb, the 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 agreed 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. 8 or above is hoisted;
 - no school for students according to school policy or HKSAR EDB announcement on school closure/suspension w
 - 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 in August, full refund will be provided if advance notice was made via Kwoon Chung online registration webpage (<http://school.kcm.com.hk/wis>) - "Notify Kwoon Chung" after login and/or email to wis@kcm.com.hk with official proof of WIS. Cancellation notices communicate through phone calls or WhatsApp will not be considered as service cancellation.

For cancellation after the commencement of the school year in August, parents are required to inform the bus company via Kwoon Chung online registration webpage (<http://school.kcm.com.hk/wis>) - "Notify Kwoon Chung" after login and/or email to wis@kcm.com.hk with **ONE calendar month advance notice**. Billing cycle starts from the 1st day of a calendar month, and one-month advance notice before the effective date of termination of service is required. If cancellation notice is made during any day(s) of the calendar month, the advance notice will be effective from the 1st day of the next calendar month.

e.g. For cancellation effective from 1st February, written notice must be given on or before 31st December.

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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 1st 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 1st February, written notice must be given on or before 31st December.

Refund timeline, excluding instances of face-to-face class suspension:-

- 1 st payment instalment will be completed on or before end-April.
- 2 nd payment instalment will be completed on or before end-September

BUS CARDS

An annual school year bus card will be issued and to be used for verification of student's identity and payment validity. In the event a bus card is lost, a replacement bus card must be obtained immediately by emailing to wis@kcm.com.hk. Student/parent has to pay HK\$60 for one replacement card. KCM will responsible for the 1st mailing and any replacement bus card must be collected at WIS Office by student/parent in person.

Students **MUST SWIPE** the bus card when boarding and alighting the bus for verification and safety tracking. Failure to present the bus card will result in refusal of the bus travel even if the bus payment is settled.

SMS SYSTEM

For efficient and prompt communication, a SMS will be sent to parents if the bus delay is expected to be more than 15mins or any emergency information. This service is a one-way communication, if parents have any comments/suggestions, may contact the bus company by phone or email.

INSTANT BUS LOCATION

To provide quality service, instant bus location will provide both parents and WIS School Office of the student boarding records with the current/last information of the student SWIPE-IN and SWIPE-OUT with the current/last boarding and alighting time, pick up and drop off location with map for journey to school or home. Instant bus location is available after login to <https://school.kcm.com.hk/wis> on the left menu on a mobile app after the commencement of the school year. More details on the mobile app will be provided in the confirmation of the route.

Other important notes for users of West Island School bus service:-**APPLICATION:**

1. By submitting the bus application online means parents will:-
 - accept that if the registered child(ren) is/are found travelling without a bus card, the child(ren) will not be permitted to board.
 - accept that if the registered child(ren) breaches/breach the Safety Rules listed below, the bus card may be withdrawn without refund.
 - accept responsibility for any damage to the bus(es) caused the registered child(ren) and share of collective damage caused by West Island School bus users where the actual culprit cannot be identified.

ROUTES:

Bus routes are posted on Kwoon Chung's website <https://school.kcm.com.hk/wis>. The Bus Routes are subject to change depending on demand without further notice.

- Applications for different routes in the morning and afternoon are not permitted unless under special circumstances and with the prior approval from the bus company.

Every effort will be made to accommodate students on their preferred bus route; however this may not always be possible. The bus service is not door-to-door and the routes/stops have been chosen to ensure safe pick-up and drop-off and to accommodate the majority.

SAFETY RULES FOR ALL BUS RIDERS

1. Students are to board buses immediately after school and remain on the bus.
2. Students **MUST** swipe-in and swipe-out the bus for daily bus attendance record and verification of payment validity.
3. Students must remain seated with seat belt at all times. Standing or sitting on the floor is strictly prohibited.
4. Arms, legs, heads, etc. must remain well inside the bus at all times.
5. No objects of any kind are allowed to be thrown in the bus or out of the windows.
6. Students are to be courteous to drivers and fellow students.
7. No smoking is allowed on the bus.
8. No food or drinks are allowed on the bus.

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9. Upon reaching their destinations, students are to remain seated until the bus comes to a complete stop.
10. The following behavior(s) will not be tolerated:-
 - (a) use of bad languages or obscene gestures
 - (b) fighting or bullying

Kwoon Chung reserves the right to allocate a specific seat to students.

11. After getting off the bus, students are to wait for the bus to leave before crossing in the street to allow a full view of on-coming traffic.
12. No interfering with the bus driver or any bus equipment is allowed.
13. The bus company will keep the WIS Office informed of any serious bus disciplinary issues and accidents with the involvement of School Principal/Vice Principal.

***Students who do not act responsibly may be subject to disciplinary action. In serious cases this may result in suspension from the bus service. NO REFUND will be given in such cases. Parents are liable for any damage to a bus caused by a student.**

ENFORCEMENT OF BUS RULES

1. When, in the opinion of the bus driver, a rule has been broken, the matter must be referred to the Bus Company and parent will be contacted.
2. 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 a suspension of bus privileges for FIVE school days.
 - (c) Repeated offence will result in a suspension of bus privileges at the discretion of the bus company without any refund of the school bus fees.
3. For Major Offenses (smoking; fighting; vandalism; etc.) students will be suspended from bus use without warning (FIVE days minimum) and parents contacted. No refund will be available under the circumstance.