



YEW CHUNG INTERNATIONAL SCHOOL BUS SERVICE INFORMATION [2025/2026]

KWOON CHUNG MOTORS CO. LTD. of 3rd Floor, 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9392, Email: ycis@kcm.com.hk, Website: <http://www.kcm.com.hk>) will provide school bus services for **Yew Chung International School** students for the 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 ESCORT & INSURANCE

For reasons of safety, it is our policy to have a bus escort on all buses. The bus escort is responsible for upholding discipline and seeing that bus rules are followed. The cost of a bus escort will be included in the bus fee. Parents are advised that all Kwoon Chung school buses have 24-hour insurance coverage and operate in accordance with Hong Kong laws and the regulations of the Transport Department.

PAYMENT

The fee is calculated on a 10.5-month instalment 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 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 of bus card will be incurred HK\$60/per card.

Single trips are allowed, based on two-thirds of the normal fare (rounded up to the nearest FIVE dollar).
We do not offer autopay.

IMPORTANT NOTE

- 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, except for August.
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, except for August.
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 of the calendar month;
 - any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.
- Please refer to the next page***



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IMPORTANT NOTE – Con't

5. If the face-to-face class is less than 8 school days, from 1st day of calendar month, 50% on the bus fee will be deducted.

e.g. EDB announces face-to-face class only for March 24 to 28, 50% credit/reduction on bus fee will be applicable for March.

APPLICATION, CHANGE AND REFUND POLICIES

1. Please allow ample time for new school term registration. Any application received by our office **on or after 14 WORKING DAYS** before the first day of school (e.g. on or after 22 Aug) will be processed 14 working days after the term starts (on or after 9 Sept).
2. Confirmation will be posted out about 1 weeks before the new term starts. Parents who do not receive a notice THREE DAY before the starting date are requested to contact the bus company directly for follow up.
3. In case of break downs, or if the bus is delayed, or has left too early, please call Kwoon Chung at Tel: 3193 9392. We will try our best to arrange for another bus with a bus escort to pick up the students. In case Kwoon Chung has difficulties making alternative arrangements, parents / guardians should group the students together as much as possible, take a taxi together and collect a receipt so that the taxi fare can be reimbursed by Kwoon Chung.
4. Students are only allowed to ride on their assigned buses. This is to ensure tracking of students and to prevent overloading.
5. A written notification is required for any house movement or change of service (e.g. from Round trip to Single Trip or vice versa). Parents are suggested to inform us via %Notify Kwoon Chung+ after login to (<https://school.kcm.com.hk/ycis>) or by email (ycis@kcm.com.hk) at least 2 weeks in advance. Re-arrangements will be made according to the existing schedules.
6. Students who want to terminate the service/request for the refund are required to send a written notice inform us via %Notify Kwoon Chung+after login to (<https://school.kcm.com.hk/ycis>) or by email (ycis@kcm.com.hk) to Kwoon Chung **ONE month in advance of the date of cancellation. Otherwise, bus fees will be charged up to the next month, including the month of notification. Refunds** are on a monthly pro-rata basis. Cancellation notices communicate through phone calls or WhatsApp will not be considered as service cancellation.

NON-SCHOOL BUS RIDERS

Non school bus riders (including students, parents or helpers) are not allowed to ride on school buses.

ABSENTEES

Students who are not going to use the service to school in the morning are required to contact the respective bus escort as early as possible.

Primary

If students are not going to travel home on the school bus in the afternoon, parents are required to contact the school office **before 13:30 or note this down in the student handbook.**

Year 4-6 students can, if authorized by parents, elect to go home by themselves without an adult picking them up at the bus stop. Parents have to give us written consent either by email or in writing. No child can be released under any circumstances without written consent from parents.

Secondary

If students are not going to travel home on the school bus in the afternoon, parents are required to contact Kwoon Chung **before 13:30.**

LATENESS

Students are required to wait at the designated bus stop **at least FIVE minutes before** the scheduled time. Students who encounter sudden problems which may prevent them from arriving at the stop on time are required to contact their respective bus escorts as soon as possible. Please note that Kwoon Chung reserves the right to not wait for late students as this may in turn affect the other students.



YEW CHUNG INTERNATIONAL SCHOOL BUS SERVICE INFORMATION [2025/2026]

RED / BLACK RAINSTORM WARNING

All school bus services will be suspended if red/black rainstorm warning is in force before the pick up time of the first stop, or the Education Department has announced the closure of all schools for the day.

In the event that children are already on their way to school by the time the red/black rainstorm warning is in force, the school buses will continue their normal journey to school. Should the red/black rainstorm warning comes into force during school hours, a **return service will be provided for the students**.

TYPHOON WARNING

If the No. 8 Signal is likely to be issued, the Hong Kong Observatory will advise the public about two hours before the signal is issued. At the same time, an announcement will be made by the Education Department to close all schools for the day. Parents should listen to the radio or television for the latest announcement.

All school bus services will be suspended if the No. 8 Signal is hoisted before the pick up time of the first stop, or the Education Department has announced the closure of all schools for the day.

In the event children are already on their way to school by the time the No. 8 advisory notice is issued, the school buses will continue their normal journeys to school. Should the No. 8 advisory notice is issued during school hours, a **return service will be provided for the students**. School will liaison with KCM to arrange the return service at a mutual agreed time and to inform parents to pick up students at the designated bus stop accordingly.

Primary

If the No. 8 advisory notice is issued **before** 12 noon and when students are already at school, a return service will be provided for the students within 2 hours.

If the No. 8 advisory notice is issued **after** 12 noon and when students are already at school, the school will finish at the normal hour and a return service will be provided for the students accordingly.

Parents who decide to take the students home earlier by themselves are required to report to the school office **AND** Kwoon Chung immediately.

For more information regarding Typhoon Signals or Rainstorm warnings, please visit the Hong Kong Observatory Website <http://www.weather.gov.hk>.

NO SHOW OF PARENTS

Primary

1. During the return trip, if any of the students do not have a parent to pick up on time, the school bus will wait for **ONE to TWO minutes**;
2. Afterwards, the bus escort will call the parents. If there's no response, the bus escort will contact Kwoon Chung immediately for a decision;
3. Kwoon Chung will continue to contact the parents by other methods. If this fails again, the school bus will continue on its journey;
4. After reaching the final stop, Kwoon Chung and the bus escort will contact the parents again. The student will be **brought back to his/her respective Yew Chung school campus** if there's no response, and the parents will be required to pick up the student by themselves.

Secondary

1. Students will be allowed to leave on their own without parent pick up.



YEW CHUNG INTERNATIONAL SCHOOL BUS SERVICE INFORMATION [2025/2026]

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 whilst on board.
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 windows.
5. Students are to be courteous to drivers, bus escorts and fellow Students.
6. Smoking, eating and drinking are prohibited on the bus.
7. Upon reaching their destinations, students are to remain seated until the bus comes to a complete stop.
8. Fighting is strictly prohibited.
9. There is no assigned seating. All seats are on first come, first served basis.
10. Obscene language is not permitted.
11. 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.
12. No interfering with the bus driver, bus equipment or bus escort is allowed.
13. Parents are to meet small children at the bus stop in the afternoon or they should make other suitable arrangements.
14. Anyone who breaks the above rules shall be reported to the School Authorities.

ENFORCEMENT OF BUS RULES

1. When, in the opinion of the bus escort, a rule has been broken, the matter must be referred to Kwoon Chung. Kwoon Chung will then contact the parent and notify the School.
2. The general guidelines when matters have to be referred to the Bus authorities:
 - 2.1 On the first offence, students will receive a warning and parents will be notified.
 - 2.2 The second offence will result in a suspension of bus privileges for one school day.
 - 2.3 Repeated offences will result in a suspension of bus privileges at the discretion of the administration (no refunds).

NOTE: Students who are not paying bus riders cannot use the bus under any circumstances.

RESPONSIBILITY OF BUS DRIVER / BUS ESCORT

1. The bus escort is responsible for upholding discipline and seeing that bus rules are followed.
2. Bus engines are to be switched off when school buses are waiting inside school campuses.
3. The Bus Driver or Bus Escort is to monitor the temperature in the school bus for a comfortable environment.
4. The Bus Driver is to closely monitor the speed of the school bus to ensure Student safety.
5. The Bus Escort is to provide all possible assistance and report ASAP to the parents, Kwoon Chung and the school in case a student is not feeling well (eg. vomiting, nose bleed etc)
6. The Bus Escort is to ensure that the school bus has come to a complete stop before students leave their seats and get off.

※ The service will be provided depending on the number of bus applications. ※



耀中國際學校

二零二五至二零二六年度校車服務章程

**** 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 9392 | 電子郵箱：ycis@kcm.com.hk) 將繼續為 2025、2026 年度耀中國際學校學生提供學童巴士接載服務。

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。

嫗姆及完善保險

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「嫗姆」，護送學童乘車上課及下課回家。嫗姆會負責學生車上的安全及觀察學生是否遵守秩序。此服務之成本已反應於車費內。本集團整隊車隊均根據運輸署條例購買應有之保險。

車費

車費將以 **10.5 個月** 計算，由 8 月中旬至下年度 6 月。每「月」的定義每月 1 日起至該月最後一天為止。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	繳交月份
第一期: 八月中旬至一月 (五個半月) 或	六、七月
全年: 八月中旬至六月 (十個半月)	
第二期: 二月至六月 (五個月)	十一月、十二月

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。

接受單程校車申請，車費以正常費用三分二計算 (四捨五入至最接近的五元)。 ****校車公司沒有提供自動轉帳服務。**

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 10.5 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。車費將以每月首天(1 日)起至該月份最後一天為止。不足一個月以一個月首天(1 日)起計算，除八月份外。

例子： 10 月 9 日加入校車服務，車費將以 10 月 1 日起及餘下月份計算。

- 於同一學年取消校車服務後，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**。車費將以「月」份為計算單位，由每月首天起開始計算至該月份最後一天，除八月份外。

例子： 校車已於 12 月 1 日起取消，但於 2 月 1 日起要求重啟/重新加入校車服務，車費將以 12 月 1 日起計算至餘下月份。

- 以下情況，車費將正常計算/收取 及/或 未能提供退款：-

- 學生/家長選擇不乘搭某日、某幾日、某車程的校車;
- 某日或某幾天有紅雨、黑雨或懸掛三號、八號或以上的颱風;
- 因學校或香港教育局 (EDB) 政策需宣佈停課延遲復課;
- 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. 請參考下一頁



耀中國際學校

二零二五至二零二六年度校車服務章程

重要事項 – (續)

5. 如教育局宣佈面授課堂少於 8 個上課日，由每月 1 日起計算，車費減免為每月百份之五十(50%)

例子：教育局於宣佈面授課堂只有 3 月 24 日至 3 月 28 日，三月會減免車費百份之五十(50%)

報名，更改及取消服務

1. 請預留足夠時間處理報名。所有於開學/使用校車服務前 **14 個工作天** (例如：8 月 22 日) 的申請，將會在開學 14 個天後處理 (9 月 9 日後處理)。
2. 校車最終路線時間表會在開學前一星期公佈。如家長在開學或使用服務前三天仍未收到有關資料，請聯絡校車公司跟進。
3. 如遇上壞車，校車延誤或提早離開，請致電：3193 9392。我們會盡快安排替代車輛和嫗姆接送學童。如校車公司未能提供替代車輛，應盡量集合同站學生乘搭的士回校，並保留收據以便向校車公司報銷車費。
4. 為確保校車不會超載及可追蹤學生是否在車上，所有學生只可以乘搭指定的車輛。
5. 如學生需要搬遷或更改上、下車地點或更改單、雙程校車服務，家長需兩星期前登入報名系統「通知冠忠」(<https://school.kcm.com.hk/ycis>) 或以電郵 (ycis@kcm.com.hk) 通知。所有安排會以本學年已確定的路線作安排。
6. 如要取消校車服務，家長需要取消服務一個月前以書面通知校車公司。家長可登入報名系統「通知冠忠」(<https://school.kcm.com.hk/ycis>) 或以電郵 (ycis@kcm.com.hk) 通知。如不足一個月通知期或沒有書面通知，車費會計算至正式書面通知月份及或下個月車費。**有關退款**，車費將按月份比例 (包括通知期後) 退還，由每月 1 日起作計算。透運電話 或 Whatsapp 溝通均不視作取消校車服務的通知。

非校車使用者

非校車乘客 (包括學生，家長或家傭) 不得乘坐校車。

缺席

如果學生不乘坐早上校車，應盡早與嫗姆聯繫。

小學

如果學生當日放學不乘坐校車，家長應盡早於下午 **1 點 30 分**前通知校車公司；或填寫在學生手冊上。如四至六年級學生已得到家長批准，可以不需成人在車站等候而自行離開；惟家長必須電郵校車公司有關安排。所有學生在沒有家長同意下，均不得自行離開車站。

中學

如果學生當日放學不乘坐校車，家長應盡早於下午 **1 點 30 分**前通知校車公司。

遲到

乘車學生須根據以開車時間 **5 分鐘**前於車站候車。如學生遇上突發情況未能依時到站，應盡早聯絡有關嫗姆。如影響其他學生上車時間，校車公司會保留不等候遲到學生權利。



耀中國際學校

二零二五至二零二六年度校車服務章程

紅色 / 黑色暴雨警告

如紅色/黑色暴雨警告於第一站上車時間前生效，或教育局/校方宣佈停課，當日所有校車服務將會暫停。

如學生已登上校車回校期間發出紅色/黑色暴雨警告，校車會繼續行程回校。如紅色/黑色暴雨警告於上課期間發出，**放學校車會維持正常服務**。

颱風警告

香港天文台於八號颱風信號生效前 2 小時內發出預警信息，教育局會同時宣佈學校停課。家長應留意電台或電視台最新消息。

如八號颱風信號於第一站上車時間前生效，或教育局/校方宣佈停課，當日所有校車服務將會暫停。

如八號颱風信號於學生登上校車回校期間發出，校車會繼續行程回校。於上課期間發出，**放學校車會維持正常服務**。校方會與冠忠保持聯絡，共同決定可安排的放學時間及通知家長以於下車站接回學生。

小學

如八號颱風信號於中午 12 點前發出而學生仍在校舍，校車公司將會於兩小時內安排放學校車。

如八號颱風信號於中午 12 點後發出而學生仍在校舍，放學校車會維持正常時間的校車服務。如家長決定提早到校舍接回學生，應盡早聯絡校方及校車公司。

有關更多颱風信號或暴雨警告的資料，請瀏覽香港天文台網站 <http://www.weather.gov.hk>。

如校車到站後，家長還未到站的安排

小學

1. 在回程巴士上，如家長未能依時到站接送學生，校車將等待一至兩分鐘；
2. 之後，嫗姆將會致電家長。如果未能聯絡家長，嫗姆會立即聯絡冠忠有關下一步指示；
3. 冠忠將繼續通過其他方式與家長聯繫。如仍未能聯絡上家長，則校車將繼續餘下行程；
4. 到達最後一站後，冠忠和嫗姆會再次聯絡家長。如果仍未有回應，學生將被送回耀中學校校舍，家長需要親自到校接學生。

中學

1. 中學學生可以自行回家。



耀中國際學校

二零二五至二零二六年度校車服務章程

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、嫗姆及乘車學生保持禮貌。
6. 學生不可於車廂內抽煙或飲食。
7. 學生於到站前不可離開坐位。
8. 學生不可於車廂內打鬥。
9. 不設劃位，坐位以先到先得形式安排。
10. 學生不可於車廂內說粗言穢語。
11. 學生下車後，請留意及確保校車已駛離車站及在視線清楚的情況下才橫過馬路。
12. 行車期間，學生不可騷擾司機及嫗姆或接觸任何儀器。
13. 放學時，家長應在下車站等候小學生。如未能親自接送，家長應另作安排。
14. 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. 若嫗姆認為有任何學生違反上述安全指引，嫗姆將立即向冠忠匯報。冠忠亦會聯絡有關家長及校方作跟進。
2. 如嫗姆匯報及校車及/或校方跟進後的一般處理：
 - 2.1 初犯者學生將被警告，並會通知有關家長。
 - 2.2 再犯者本公司將暫停接載該名學生若干日子。
 - 2.3 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。

備註： 學生如沒有登記校車服務或未繳付車費，在任何情況下均不能使用校車服務。

車長及嫗姆的責任

1. 嫗姆會負責車上學生的秩序及觀察學生有否違反「校車安全指引」。
2. 放學時，校車到校後及在校園內會關掉引擎等候學生。
3. 車長或嫗姆會留意車內溫度，以確定車內環境舒適。
4. 車長會確保車速是乎合法例，以確定學生安全。
5. 如學生在車上感到不適 (如：嘔吐、流鼻血等)，嫗姆會提供一切可行的協助及即時匯報家長、校車公司及校方作跟進。
6. 嫗姆會確定校車完全停定後，學生方能離開坐位及下車。

※ 校車服務將根據最終報名人數而確定。 ※