

KWOON CHUNG MOTORS COMPANY LIMITED

Add: 3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG | (Effective from mid-July 2026: 22/F, Tower 2, Ever Gain Plaza, 88 Container Port Road, Kwai Chung)
TEL: KCM – 3193 9358 | EMAIL: bjs@kcm.com.hk | Online registration: <https://school.kcm.com.hk/bradbury>



BRADBURY SCHOOL BUS INFORMATION [2026/2027]

KWOON CHUNG MOTORS CO. LTD. (KCM) at 3rd Floor, No. 8 Chong Fu Road, Chai Wan, Hong Kong [Effective from mid-July 2026 - Office Address change to: 22/F, Tower 2, Ever Gain Plaza, 88 Container Port Road, Kwai Chung] (Tel: 3193 9358; Email: bjs@kcm.com.hk) will provide school bus service for Bradbury School children on a contract basis for the 2026-2027 school year.

BUS SERVICE

This application is made, based on an annual 10.5 months contract, from mid-August 2026 to last day of the school year in June 2027. The school bus routes are planned to fit the school schedule for Year 1 to Year 6 students.

BUS ESCORT

To ensure student safety, it has been standard practice to provide a bus escort ("bus mother") on every bus. The associated costs are included in the bus fees.

The bus escort is responsible for supervising student safety onboard and during pickup/drop off, as well as upholding the scheduled timetable and to report if any abnormalities during the journey e.g. bus delay, broke down, students well-being or behavioral issues etc., to respect the personal time of the bus escort, for any service-related queries or concerns about your child(ren)'s behavior(s), parents are invited to email to KCM at bjs@kcm.com.hk and/or Bradbury School Office at bus@bradbury.edu.hk

With a continued commitment to student safety, effective from school year 2026/2027, two bus escorts will be assigned on all large buses.

SEAT BELTS

For safety purposes, children are required to put on a seat belt when they are riding on the bus. They will be told, by the bus escorts, to put on a seat belt when boarding. However, 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 both KCM and Bradbury School to contact parents for follow up as one of the work protocols.

INSURANCE

Parents are advised that all school buses of Kwoon Chung Motors Co. Ltd. are under insurance coverage and in accordance 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.

Installment	Period	Payment to be made
1 st installment	From mid-Aug 2026 to Jan 2027 (5.5months)	In Jun/Jul
2 nd installment	From Feb 2027 to Jun 2027 (5 months)	In Nov/Dec

* A bus card will be issued for students who enrolled for the service. Any replacement bus card will incur a fee of HK\$70/per card.

* No Single Trip fare will be provided

IMPORTANT NOTES

- Once a 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/route availability. Bus fees are paid for full month from 1st day of each calendar month and no pro-rata fee on day/week/half month basis will be applicable (except August will be charged at 50%).
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/route availability and **the settlement of the period or months of service being cancelled/refunded. Bus fees will be calculated on a month pro-rata, including the month of cancelled/refunded service till the remaining term(s)/month(s) of the school year, from 1st each calendar month.**
e.g. *The service was cancelled/refunded from 1st of Dec, and would like to re-join the service again from 1st of Feb, bus fee will be calculated from 1st Dec, with the remaining months of the term/school 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);
 - the day with Red/Black Rainstorm or Typhoon no. 8 or above is hoisted;
 - no school for students according to school policy or HKSAR Education Bureau (EDB) announcement on school closure;
 - any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.

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CANCELLATION / REFUND

For cancellation **before** the commencement of the school year in August, full refund will be provided if advance notice was made via “Notify Kwoon Chung” after **LOGIN** to the registration system (<https://school.kcm.com.hk/bjs>) with official proof of Bradbury School withdrawal.

For cancellation **after** the commencement of the school year in August, parents must input in “Notify Kwoon Chung” after **LOGIN** to the registration system (<https://school.kcm.com.hk/bjs>) 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. Otherwise, bus fee will be charged with the month and additional month of notification.

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

**** Formal cancellation notice must be made in “Notify Kwoon Chung” after LOGIN to the registration system.**

Phone calls, emails and any other communication formats will not be considered as formal service cancellation notices.

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: Clearance for the Whole Year/Term 1 will begin in February, with refunds completed by end of May. Clearance for Term 2 will begin in July, with refunds completed by end of November. Refund will be processed during the term period, except in cases where a large number of refunds are required (e.g. prolonged school closure announced by HKSAR EDB.)

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 on ad-hoc basis. Students should take the designated bus route only, but **change of current pick up and/or drop off point within same bus route 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 and arrangement, parents may inform KCM via Kwoon Chung Online Registration Webpage (<https://school.kcm.com.hk/bradbury>) – “Notify Kwoon Chung” and/or email to: bjs@kcm.com.hk to inform the new address and the effective date of the address and the bus arrangement asap, and ideally 14 working days in advance.

BUS CARDS

An annual bus smart (NFC) 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 bjs@kcm.com.hk. Student/parent has to pay HK\$70 for one replacement card. KCM will responsible for the 1st mailing of bus card and **any replacement bus card will be either distribute by afterschool's Bus Escort or by School Office.**

Student MUST SWIPE the bus card when boarding and alighting the bus for verification and safety tracking. Bus Escort will assist student on the swipe on board.

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, parents please contact the bus company by phone or email.

INSTANT BUS LOCATION

To provide quality service, instant bus location will provide both parents and School Office of the student boarding records 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 tracking is available at <https://school.kcm.com.hk/bradbury> after login or via mobile app. More details on the mobile app will be provided in the confirmation.

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COMMUNICATION

“Kwoon Chung School Bus” APP: Following the registration and commencement of service, parents/guardians may download the “Kwoon Chung School Bus” from the App Store or Google Play Store. The app facilitates all administrative matters with KCM – including daily bus arrangements, change of address, service cancellation, daily e-Parent/Guardian pickup card (for Kindergarten and Primary Students) and Instant Bus Location tracking etc.

By Email: The bus company will notify parents of any changes of bus schedule via email. Parents are required to notify the bus company ASAP if they are changing their email address.

One-Way SMS / WhatsApp Bus Group System: Should there be any ad-hoc / emergency notices (including but not limited to traffic jams, outstanding invoices etc.) requiring immediate attention from parents, the bus company will send an SMS to the registered phone number. However, parents should not reply or send any messages to this SMS number. The bus company is unable to be responsible for any communication failure caused by the network breakdown or delay by telecommunication service provider. A copy of the SMS message will also be forwarded to the respective WhatsApp bus group for parents/guardians information.

DAILY BUS ARRANGEMENT

Parents should inform **Bradbury School via ESF apps** for the followings:-

- Daily bus arrangement – e.g. walker, absent

Parents should inform **KCM's Office** (via bjs@kcm.com.hk) for the followings:-

- Daily bus arrangement – e.g. walker, absent
- ad-hoc changing drop off location within same bus with 3 workings day advance notice and received confirmation from KCM

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 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 Bradbury School regarding alternative arrangements, which may include parents picking up their child(ren) at the end of the route, or at Bradbury School or at KCM's office.

ADMINISTRATIVE CONTACT

Parents should contact **KCM's Office** (via bjs@kcm.com.hk) for the followings:-

- Comments and feedback about the bus service
- Collection of replacement bus card
- Lost and found on school buses

Parents should contact both **Bradbury School Office/Homeroom Teacher** (via bus@bradbury.edu.hk) and **KCM's Office** (via bjs@kcm.com.hk) for the followings:-

- Discipline issues with students
- Escalation of the comments and feedback about the bus service

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. Kwoon Chung reserves the right to allocate a specific seat to students. Usually young children (Year 1-2) will be assigned to be seating in the front part of the bus. Young children with siblings and (Year 3- 4) students will be in the middle part and elder students (Year 5- 6) will be at the back of the bus.
4. Students must remain seated with seat belt at all times. Standing or sitting on the floor is strictly prohibited
5. Arms, legs, heads, etc. must remain well inside the bus and the seat at all times.
6. No objects of any kind are allowed to be thrown in the bus or out of the windows.
7. Students are to be courteous to drivers, bus escort and fellow students.
8. No food or drinks are allowed on the bus.
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:-
 - use of bad languages or obscene gestures
 - fighting or bullying

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SAFETY RULES FOR ALL BUS RIDERS (Con't)

11. No interfering with the bus driver or any bus equipment is allowed.
12. After getting off the bus, students are to wait for the bus to leave before crossing the street to allow a full view of on-coming traffic.
13. Parents/Guardians are to meet all students at the bus stop or they should make other suitable arrangements. Year 4 to Year 6 students will have the option to go home by him/herself with parents' consent. Any students who is not met at the stop with the parents/guardians, except for those who have parents' consent, parents/guardians will be contacted and the bus journey will be continued after the schedule time. Parents/Guardians may meet the students at the last stop of the route or to be discussed. If parents/guardians are unable to contact, students may send back to Bradbury School or to KCM's office, located in Chai Wan.
14. The bus company will keep the Bradbury School Office informed of any bus disciplinary issues, incident and accidents with the involvement of School Principal/Vice Principal.

ENFORCEMENT OF BUS RULES

1. When, in the opinion of the bus escort or driver, a rule has been broken, the matter must be referred to the Bus Company and Bradbury School, parents/guardians will be contacted.
2. The general guidelines for matters referred to the Bus authorities are:
 - a) On the same journey, if three times verbal warning were given to the student by bus escort on board, it will consider as first offence. Parents will be notified and Bradbury School will be informed.
 - b) The second offence will result in a suspension of bus privileges for THREE consecutive school days at the discretion of the Bus Company and Bradbury School. No refund will be available under this circumstance.
 - c) Repeated offence will result in a suspension of bus privileges for FIVE consecutive school days at the discretion of the Bus Company and Bradbury School. No refund will be available under this circumstance.
3. For Major Offenses (fighting; vandalism; etc.) students will be suspended from bus use without warning (FIVE consecutive school days minimum) and parents contacted. No refund will be available under this circumstance.
4. Unsafe removal of seatbelts:
 - a) Any instance of a seatbelt being removed while the bus is moving will be followed by a **warning** to keep you informed of the safety risk.
 - b) For repeated incidents, the consequence will be a **bus suspension** until the Bus Company and Bradbury School are confident we can work in partnerships to ensure the bus rules are followed.
 - c) Please note: If the Bus Company is unable to ensure a student's safety on the journey, this directly affects the safety and wellbeing of all passengers.
5. Parents / guardians are responsible for reimbursing Kwoon Chung for any damage incurred while using the school bus. In the event of damage occurring and culprits not identifying themselves, all students riding that bus will contribute to the cost of repairs.

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Application timeline & steps and procedure throughout the school year:

1. BEFORE the application deadline and commencement of the school year

Parents' Action

1. **SUBMIT** bus application before the deadline
2. **PAY** according to the invoice due date

KCM's action

1. **PROCESS** the routings and assign & train drivers and escorts *(June to August)*
2. **CONTACT** parents soonest if any issues / difficulties encountered e.g. insufficient no. of students registered of any particular route/stop *(by July)*
3. **EMAIL** parents of latest bus schedule (confirmation of the service) *(by early August)*
4. **MAILING** the bus card to parents' registered home address *(by early August)*

Parents' Action

1. **CONTACT** KCM if any uncertainties about the bus stop or pickup/drop off time
2. **EMAIL/NOTIFY** KCM *(before the commencement of the school year)* to cancel the service (if necessary) and no payment is required or all paid bus fee will be refunded in full.

Service confirmed and starts!

2. AFTER the application deadline and throughout the school year

Parents' Action

1. **CHECK** the route and seat availability with KCM or **SUBMIT** bus application online
2. **PAY** according to the invoice due date

KCM's action

1. **PROCESS** the application received
2. Subject to seat/stop availability and will **INFORM** parents soonest if any issues/difficulties encountered e.g. insufficient seat and will try the best possible alternative for parents' consideration
3. **EMAIL** parents of latest bus schedule (confirmation of the service)
4. Bus card will be **GIVEN** by afterschool's bus escort or via Bradbury School's Office

P.S. If bus is full, students will be on the waiting list.

Service confirmed and starts!

3. HOW to submit the bus application online

Steps to submit online bus application

For new user (for family never use Kwoon Chung' service before):

<https://bit.ly/3dJzcBr>

For existing user (for family use Kwoon Chung' service in the past):

<https://bit.ly/2RV6IS4>

Please note:

1. Each family will use ONE/SAME login account
2. Same login will be used for every family members, even if student promoted to other KCM's serving school or siblings are in different schools via the specific school's bus website.