

KWOON CHUNG MOTORS COMPANY LIMITED

Add: 3/F No.8 Chong Fu Road, Chai Wan | (Effective from mid-July 2026: 22/F, Tower 2, Ever Gain Plaza, 88 Container Port Rd, Kwai Chung)
Tel: (852) 3193 9360 | Email: esfhs@kcm.com.hk



ESF INT'L KINDERGARTEN (HILLSIDE CAMPUS) SCHOOL BUS INFORMATION [2026 / 2027]

KWOON CHUNG MOTORS COMPANY LIMITED of 3/F, Chong Fu Road 8, 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 9360); Email: esfhs@kcm.com.hk will provide school bus service for ESF (Hillside) Kindergarten children on a contract basis for the 2026-2027 school year.

BUS SERVICE

The school bus routes are timed to fit the school schedule for AM class and PM class. Schedule time will be finalized at the opening of the school year but subjects to necessary alterations at the sole discretion of KCM.

BUS ESCORT

For reasons of safety it has been the practice to have a bus escort on the bus. The cost of bus escort will be included in the bus fees.

SEAT BELT

For safety purposes, children are required to put on a seat belt when they are riding on the bus.

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.

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 the parents of the bus schedules one week before the school starts.
3. This transportation service may **NOT** be a door-to-door one, but safe and convenient stops deemed by KCM would be assigned to parents.
4. All parents/helpers are advised to be at the bus stop at least five minutes before the scheduled pick up/drop off times.

SCHOOL BUS & ESCORT FEE

School Bus Fees (for K1-K2 students)	Installment		Payment to be made	Round Trip
Hong Kong Island (except Island Road, Repulse Bay, Stanley, Tai Tam)	1 st : mid-Aug 2026 to Jan 2027	(5.5 months)	In Jun/Jul	HK\$ 10,835
	2 nd : Feb to Jun 2027	(5 months)	In Nov/Dec	HK\$ 9,850

* Fuel Cost Adjustment - 2026/2027 School Year

To ensure reliable bus service despite amid fluctuating fuel prices, a fuel cost surcharge may apply for the 2026/2027 school year. This adjustment is triggered only when the diesel prices rise and remain above a defined threshold, ensuring fairness and transparency for all families.

➤ How It Works

- The surcharge is based on the **average recorded diesel price** during the applicable observation period, using Caltex pump prices (after walk-in discount) as published by the Consumer Council - Oil Price Watch - Diesel Version - Auto-fuel Price Trend (Reference: <https://oil-price.consumer.org.hk/en/diesel/chart>).
- The surcharge applies to two 5-month periods: mid-August to mid-January, and mid-January to mid-June. This applies to all round-trip and single-trip bus users.

➤ Notes to Parents

- **No surcharge if average diesel price stays below HK\$33/L** - (e.g. @HK\$32.99/L or lower), no adjustment or invoice will be issued.
- **Non-refundable except on cancellation** - The surcharge is non-refundable, unless service cancellation according to the policy set out in this Bus Information 2026/2027.
- **Pro-rata billing for new bus users** - New bus users will be charged on a monthly pro-rata basis during the bus fee period.

➤ Collection Schedule

- Additional invoice(s) may be issued on October 1, 2026 and February 1, 2027 respectively. The fee will be collected as follows:-

<u>Diesel price reached @ (HK\$/liter)</u>	<u>Fuel costs surcharge</u>	<u>Observation Period</u>	<u>For bus fee period</u>	<u>Invoice will be issued</u>
HK\$33	HK\$150 per month			
HK\$38	HK\$200 per month			
HK\$43	HK\$250 per month	1. Jun 1, 2026 to Sep 30, 2026	1. mid-Aug to mid-Jan	1. Oct 1, 2026
HK\$48	HK\$300 per month	2. Oct 1, 2026 to Jan 31, 2027	2. mid-Jan to mid-Jun	2. Feb 1, 2027
HK\$53	HK\$350 per month			
HK\$58	HK\$400 per month			

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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 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.
3. 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.
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) the day with Red/Black Rainstorm or Typhoon no. 8 or above is hoisted;
 - c) no school for students according to school policy or HKSAR EDB announcement on school closure;
 - d) any selective month(s) of the service throughout the academic year, unless complete cancellation of the service

CANCELLATION/REFUND

For cancellation/refund **before** the commencement of the school year in August, full refund will be provided if advance notice was made in "Notify Kwoon Chung" after **LOGIN** to the registration system (<https://school.kcm.com.hk/esfhs>).

For cancellation/refund **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/esfhs>) 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/refund 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.

Refund timeline

Whole Year/Term 1 payment - clearance will start from February and all refund will be completed on or before end of May.
Term 2 payment - clearance will start from Jul and all refund will be completed on or before end of November.

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 esfhs@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 collect from the respective bus escort three working days upon replacement card fee received.

Student will 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.

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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/esfhs> after login or via mobile app. More details on the mobile app will be provided in the confirmation.

DAILY BUS ARRANGEMENT / ADMINISTRATIVE CONTACT

Parents should contact **KCM's Office** for the followings:-

- Daily bus arrangement (via Mobile App – Notify Kwoon Chung)
– e.g. no bus home-bound or school-bound, ad hoc changing drop off location etc.
- Comments and feedback about the bus service
- Replacement bus card
- Lost and found on school buses

Parents should contact both **ESF(Hillside) Kindergarten and KCM's Office** for the followings:-

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

CHANGING BUSES

All students are **not** allowed to change bus on the home-bound journey on ad-hoc basis. Students should take the designated bus route only, but change of pick up and/or drop off point within same bus route will be allowed.

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 students **MUST** be picked up by an authorized adult at the designated drop-off point. 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 ESFHS regarding alternative arrangements, which may include parents picking up their child(ren) at the end of the route, or at ESFHS or at KCM's office.

NON-SCHOOL BUS RIDERS

Non school bus riders (including ESFHS students, parents or helpers) who wish to take the school bus may pay HK\$70 per single journey, subject to seat availability. Please note that this service is not for permanent, regular, or recurring usage and is offer at the sole discretion of KCM.

To do so, please register one-time via <http://school.kcm.com.hk/esfhs> for school year 2026/2027 and email to esfhs@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.

N.B. *For the first two weeks of the beginning of the school year in Aug/Sep, we are unable to offer single journey for non-school bus riders due to limited seat available to accommodate all the requests. Thank you for your kind attention and understanding.*

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. K1 students are expected to be seated in the front part of the bus, siblings and K2 students are expected to be the middle part or end of the bus.
4. Students must remain seated with seat belt fastened at all times. Standing or sitting on the floor is strictly prohibited.
5. Arms, legs, heads, etc. must be kept inside the bus at all times.
6. No objects of any kind are allowed to be thrown about in the bus or out of the windows.
7. Students are to be courteous to drivers, bus escorts 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.



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SAFETY RULES FOR ALL BUS RIDERS (Con't)

10. The following behavior(s) will not be tolerated:-
 - use of bad languages or obscene gestures
 - fighting or bullying
11. No interfering with the bus driver, the bus escort 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 for 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. 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 will send back to KCM's office, located in Chai Wan or Kwai Chung (from mid-July 2026 onwards).
14. Bus Company will keep the ESFHS's Office informed of any bus disciplinary issues, incident and accidents with the involvement of School Leadership Team.

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 or driver, a rule has been broken, the matter must be referred to the Bus Company and ESF(Hillside), parents / guardians will be contacted.
3. 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 ESF(Hillside) 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 ESF(Hillside). 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 ESF(Hillside). No refund will be available under this circumstance.
4. Unsafe removal of seatbelts: 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.
5. 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.
6. 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.