

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 9370 | Email: gjs@kcm.com.hk



GLENEALY SCHOOL - SCHOOL BUS INFORMATION [2026 / 2027]

KWOON CHUNG MOTORS COMPANY LIMITED of 3/F, 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 9370) ; Email: gjs@kcm.com.hk will provide school bus service for Glenealy School children on a contract basis for the 2026/2027 school year.

BUS SERVICE

The school bus routes are planned to fit the school schedule for Year 1 to Year 6. Schedules will be finalized prior to the beginning of the school year.

BUS ESCORTS

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

SEAT BELTS

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

INSURANCE

Parents are advised that all school buses of Kwoon Chung Motors Co. Ltd. have insurance coverage and in accordance with Hong Kong law and the regulations of the of Hong Kong Transport Department.

PAYMENT

The fee is calculated on a 10.5-month 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	Period	Payment to be made
Whole Year:	Mid-August 2026 to June 2027 (10.5 months)	In June/July
1 st Term:	Mid-August 2026 to January 2027 (5.5 months) or	
2 nd Term:	February to June 2027 (5 months)	In November/December

- **Single trip** is allowed and can be only either morning pick up or afternoon drop off.

- Bus card will be issued for students who enrolled for the service. Any replacement of bus card will be incurred HK\$70/per card.

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 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.
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.
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 day of the calendar month;
 - any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.

CANCELLATION / REFUND

For cancellation before the commence of the school year in mid-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/gjs>).

For cancellation after the commence of the school year in mid-August, parents must input in "Notify Kwoon Chung" after **LOGIN** to the registration system (<https://school.kcm.com.hk/gjs>) 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.

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CANCELLATION / REFUND (Con't)

**** 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 POLICY

1. **Bus schedules** are tentative and subject to change according to applications. We reserve the right to modify any route and pick up times if applications are insufficient, or after the new school term has started in August. Bus users will be notified regarding any change involved.
2. **We will notify parents** of the confirmed bus schedules approximately one week before school starts.
3. **This transportation service is NOT** a door-to-door one, but safe and convenient stops will be assigned.
4. **We request** that all parents/helpers be at the stops five minutes before the scheduled pick up/drop off times.
5. Non school bus riders (including students, parents or helpers) who wish to take the school bus are allowed by paying HK\$70.00 per single journey (HK Island), subject to seat availability. Please note that this service is not for regular or recurring usage and the final decision is at the discretion of KCM.

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

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-P3 students **MUST** be picked up by an authorized adult at the designated drop-off point. Parents of students in P4-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 Glenealy School regarding alternative arrangements, which may include parents picking up their child(ren) at the end of the route, or at Glenealy School or at KCM's office.

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 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.
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.



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SAFETY RULES FOR ALL BUS RIDERS (Con't)

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 Glenealy School or to KCM's office, located in Chai Wan or Kwai Chung (from mid-July 2026 onwards).
14. The bus company will keep the Glenealy School Office informed of any bus disciplinary issues, incident and accidents and accidents with the involvement of School Leadership team.

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 Glenealy 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 Glenealy 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 Glenealy 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 Glenealy 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 Glenealy 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.