

KWOON CHUNG MOTORS COMPANY LIMITED

3/F, No. 8 Chong Fu Road, Chai Wan, Hong Kong | (Effective from mid-July 2026: 22/F, Tower 2, Ever Gain Plaza, 88 Container Port Rd, Kwai Chung)

Tel: (852) 3193 9353

Website: <https://school.kcm.com.hk/isf>

Email: isf@kcm.com.hk



THE INDEPENDENT SCHOOLS FOUNDATION ACADEMY (POKFULAM) SCHOOL BUS SERVICE INFORMATION 2026/2027

** For any discrepancies between the English and Chinese versions of this document, the English version shall prevail.**

KWOON CHUNG MOTORS CO. LTD. of 3rd Floor, 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 9353, Website: <https://school.kcm.com.hk/isf> , Email: isf@kcm.com.hk) will provide school bus services for the **The Independent Schools Foundation Academy (The ISF Academy)** students on contract basis for 2026-2027 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 ESCORTS

For reasons of safety, it has been the practice to have a bus escort on the bus. For this extra service, the cost of the bus escort is included in the bus fees.

INSURANCE

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

SAFETY SEAT BELTS

All buses are equipped with seat belts. Parents are advised to encourage their child(ren) to fasten the seat belts when they are on the bus.

ADMINISTRATIVE CONTACT

Parents are advised to contact Kwoon Chung directly for any matters regarding the school bus service. The bus company, on the other hand, will also keep in touch with parents via email.

SCHOOL SCHEDULE

Foundation Year: 08:00 – 14:00

Grade 1 – Grade 12: 08:00 – 15:30

PAYMENT OF SCHOOL BUS FEE

The fee is calculated on a **10-month instalment** basis commencing from 16th August to 15th June. Each “month” is determined to commence on the 16th of the month running to the 15th of the following month. No day/week/half month fee will be calculated. 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 Period	Payment to be made
Whole Year or	Mid-Aug 2026 to Mid-Jun 2027 (10-month instalment)	In Jun/Jul 2026
1st term &	Mid-Aug 2026 to Mid-Jan 2027 (5-month instalment)	
2nd term	Mid-Jan 2027 to Mid-Jun 2027 (5-month instalment)	In Nov/Dec 2026

A 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 month contract for the bus service for the entire academic year.** Subsequently, no selective month(s) of usage will be allowed.
- Re-joining the service** after the cancellation/refund of service within this academic year is possible, subject to seat/bus stop availability and **the settlement of the period (month(s)) of the service being cancelled/refunded.** Any special/recognized reason(s), Bus Company will consider to handle with discretionary. 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 16th of each calendar month. No day/week/half month fee will be calculated.

e.g. Service was cancelled/refunded effective from 16th of Dec and would like to re-join the service 16th of Feb, while the bus fee will be calculated from 16th Dec, with the remaining months of the term/whole year.

More on **IMPORTANT NOTES** in the next page...

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IMPORTANT NOTES – Con't

3. Bus fee will be levied as normal and agreed 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) any day(s) with Red/Black Rainstorm or Typhoon no. 3/8 is hoisted;
 - c) no school for students according to school policy or HKSAR EDB announcement on school closure/suspension;
 - d) any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.
4. If the school closure is prolonged, bus fee will be charged or no refund will be available on the month of the announced school closure and the next/first complete calendar month. Bus fee will be charged less or credit/rebate will be available on the second complete month at 25% from 16th day of calendar month and at 50% on the third complete month (from 16th day of calendar month) onwards.

e.g. EDB announces delay in school resumption/school closure on Jan 25th, 25% credit/reduction on bus fee will be applicable for Mar 16th to Apr 15th and 50% credit/reduction will be applicable for Apr 16th to May 15th onwards.

CANCELLATION/REFUND POLICY

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/isf>)

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/isf>) with **ONE calendar month** in advance, starting from the 16th 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 16th February, written notice must be given on or before 15th January.

**** 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 16th 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 16th February, written notice must be given on or before 15th January.

CHANGING BUSES

Under no circumstances can students change buses. They must travel on their **assigned buses** to designated stops.

The routes are set at the beginning of the year; any families moving or joining school part way through the year will be accommodated on the existing routes if space is available.

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 – 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 advised to notify the bus company ASAP if they are changing their email address.

*More on **COMMUNICATION** in the next page...*

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COMMUNICATION (Con't)

One Way SMS 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.

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 Foundation and G1 to G2 students **MUST** be picked up by an authorized adult at the designated drop-off point. Parents of students in G3-G5 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. When picking up a student, please approach the bus door and **present a valid "e-Parent/Guardian Pickup Card"** (available in Kwoon Chung School Bus App) to the bus escort for verification.

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

All Secondary School students are expected to self-release.

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 student (Foundation, G1 to G2) will be assigned to be seating in the front part of the bus. Young student with siblings and G3-G5 students will be in the middle part and Secondary students 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 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
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. G3 to G5 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 will send back to either ISF or KCM office, located in Chai Wan or Kwai Chung (from mid-July 2026 onwards).
14. The bus company will keep the ISF Office informed of any bus disciplinary issues, incident and accidents with the involvement of School Leadership.

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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 ISF's Office 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 / Guardians will be notified and ISF 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 ISF. 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 ISF. 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 / guardians 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 parents / guardians and ISF informed of the safety risk.
 - b) For repeated incidents, the consequence will be a bus suspension until the Bus Company and ISF are confident that the bus expectations will be 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 repair

冠忠遊覽車有限公司

香港柴灣創富道八號三樓 | (由 2026 年 7 月中旬起：葵涌貨櫃碼頭路 88 號永得利廣場 2 座 22 樓)

電話: (852) 3193 9353

網址: <https://school.kcm.com.hk/isf>

電郵: isf@kcm.com.hk



弘立書院(薄扶林) 2026/2027 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 (由 2026 年 7 月中旬起：葵涌貨櫃碼頭路 88 號永得利廣場 2 座 22 樓) | 電話：3193 9353 | 電子郵件：isf@kcm.com.hk) 將為弘立書院學生以合約形式提供 2026 – 2027 年度學童巴士接載服務。

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。

褓姆

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「褓姆」，護送學童乘車上課及下課回家。此服務之成本已反應於車費內。

完善保險

本集團整隊車隊均根據運輸署條例購買應有之保險。

安全帶

本公司之車輛均已安裝安全帶。建議家長鼓勵貴子弟於車內配帶安全帶。

行政聯絡

任何有關校車之查詢，家長需直接與校車公司聯絡。校車公司則透過電子郵件與家長保持聯繫。

上課時間

小學預備班: 08:00 – 14:00

一年級至十二年級: 08:00 – 15:30

校車車費

車費將以 **10 個月** 計算，由 8 月 16 日起至下年度 6 月 15 日。每「月」的定義每月 16 日起至下 15 日為止。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	時期	繳交月份
全年 或	8 月中旬 (16 日) 至 翌年 6 月中 (15 日) (攤分 10 個月)	2026 年 6 / 7 月
第一期 及	8 月中旬 (16 日) 至 翌年 1 月中 (15 日) (攤分 5 個月)	
第二期	1 月中旬 (16 日) 至 6 月中旬 (15 日) (攤分 10 個月)	2026 年 11 / 12 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\$70/每張咭。

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 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 16 日起至下月 15 日為此。不足一個以一個月計算。車費將不會以每日、每星期、每半個月等計算。

例子：10 月 20 日加入校車服務，車費將以 10 月 16 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。如因特殊原因，校車公司會考慮酌情處理。車費將以「月」份為計算單位，由每月 16 日起至下月 15 日。車費將不會以每日、每星期、每半個月計算。

例子：校車已於 12 月 16 日起取消，但於 2 月 16 日起要求重啟/重新加入校車服務，車費將以 12 月 16 日起計算至餘下月份。

更多 重要事項 在下一頁...



弘立書院(薄扶林) 2026/2027 年度校車服務章程

重要事項 – 繼續

4. 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(EBD) 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. 如教育局宣佈停課日子多於一整個月，由每月 16 日起計算，首月份車費恕未能安排減免或退款。其後，由第 2 個月份由 16 日起，如繼續停課一整個月，減免車費為每月百份之二十五(25%)，第三個月由 16 日起及餘下月份，如繼續停課一整個月，減免車費為每月百份之五十(50%)

例子：教育局於 1 月 25 日宣佈延遲復課，3 月 16 日至 4 月 15 日會減免車費百份之二十五 (25%)，4 月 16 日至 5 月 15 日起及餘下月份，會減免車費百份之五十 (50%)

取消服務及退款

如在開課前/八月中旬前取消服務，車費將會全數退還。家長可於校車報名系統內「通知冠忠」(<https://school.kcm.com.hk/isf>) 通知校車公司。

如在開課後/八月中旬後取消服務，車費將按比例退還。取消服務生效日起前，家長需提供一個月的書面通知期，每月 16 日或之前，於校車報名系統內「通知冠忠」(<https://school.kcm.com.hk/isf>) 通知校車公司。否則，車費將計算多一個月。

例子：如欲取消服務由 2 月 16 日起生效，最後書面通知日期為 1 月 15 日或之前。

**** 正式的取消服務通知只接受透過 – 「登入」校車報名系統內「通知冠忠」的通知。**
其他溝通渠道例如：電話、電郵 或 通訊渠道均不視作取消校車服務的通知。

如校車服務取消，退款會以「月」按比例計算。家長需要提供一個月的書面通知期，每月16日或之前，提前於取消服務生效期，於校車報名系統內「通知冠忠」或電郵 isf@kcm.com.hk 通知校車公司。退款僅適用於整月/全期沒有使用校車服務計算。

例子：退款由 2 月 16 日起，書面通知期期必須於 1 月 15 日或之前提交。

轉乘其他車輛

所有學生於任何情況下均不得轉乘其他車輛。

校車路線於每學年前編制。如搬屋或於學年中段加入，家長只可於現有路線及尚有空位情況下選擇上落車站。

通訊

「冠忠校車」手機應用程式(APP)：家長/監護人完成登記服務後，可於 App Store 或 Google Play 商店下載「冠忠校車」應用程式。該應用程式可處理所有行政事宜，包括每日校車安排、地址更改、服務取消、每日電子家長/監護人接送證 (適用於幼稚園及小學生)，以及即時校車位置等。

以電子郵件形式：如校車路線或接送時間有所更改，校車公司將利用電子郵件通知有關家長。若家長於學年間需更改電子郵箱地址，煩請家長直接聯絡校車公司。

以單向電話信息形式：如校車公司有任何突發事件或重要資訊 (包括交通擠塞或過期帳單等) 需立即聯絡家長，校車公司將透過利用電話信息通知家長。請注意，家長不可透過回覆發送予該電話號碼聯絡校車公司。由於電話信息需依靠電訊供應商服務，如因任何技術問題或延誤發出信息而導致家長未能收到或遲收到有關信息，恕校車公司未能負上通訊責任。



弘立書院(薄扶林) 2026/2027 年度校車服務章程

校車時間表 及 當家長或監護人不在下車站時的處理

返學： 學生需按校車時間表上車時間**前五分鐘**在車站候車。為尊重他人，校車將**不會**等候遲到站的學生。

放學： 所有預備班及小學一、二年級學生**必須**由家長/監護人於下車站接送學生，。請家長/監護人按下車時間**前五分鐘**在車站候車。如家長授權校車公司，三年級至五年級學生可於下車站自行下車。當家長/監護人在車站迎接學生時，請走近車門，並向嫗姆出示有效的「**電子家長/監護人接送證**」(在冠忠校車應用程式內) 以供核實。

如校車到站後，家長/監護人不在下車站時，校車**不會**等候 或 如交通情況許可下等待最多 5 分鐘，然後校車會繼續餘下行程。校車公司會與家長/監護人或校方 (如有需要) 保持聯絡，安排學生接送替代方案，包括家長/監護人於路線終點站、學校校務處 或 校車公司辦公室接回學生。

中學生將自行回家而不需要家長/監護人在下車站接送。

校車安全指引

1. 學生於放學後須立即登車，並留於車廂內。於車上任何時候均須坐好。
2. 學生上下車時，必須刷卡，以記錄每日乘車出席情況及核實付款有效期。
3. 校車公司保留為學生編配固定座位的權利。一般而言，小一預備班至二年級學生會安排坐在車廂內前方；有兄弟姊妹的學生及三至五年級學生坐中間；中學生則坐於車廂後部。
4. 學生必須全程就座並繫好安全帶，嚴禁站立或坐在地板上。
5. 手、腳及頭等任何身體部位，必須時刻保持在車廂及座位範圍內。
6. 學生禁止在車內或車窗外拋擲任何物品。
7. 學生須對校車車長、嫗姆及其他乘車學生保持禮貌。
8. 車廂內嚴禁飲食。
9. 抵達目的地後，學生須保持就座，直至校車完全停下。
10. 以下行為絕不容忍：
 - 使用粗言穢語或做出不雅手勢
 - 打架或欺凌
11. 嚴禁干擾校車司機或任何校車設備。
12. 下車後，學生應等待校車駛離後可橫過馬路，以便能清楚觀察來往車輛。
13. 家長 / 監護人須在校車站接回所有學生，或作出其他合適安排。經家長同意，三至五年級學生可選擇自行回家。如家長 / 監護人未有在車站接回學生 (已獲家長同意者除外)，校車公司將會聯絡家長，並在預定時間後繼續行駛餘下路線。家長 / 監護人可於該路線的最後一站接回學生，或另作商議。如無法聯絡家長 / 監護人，學生將被送回弘立書院 或 冠忠的辦公室。
14. 校車公司會將任何涉及學生校車紀律的問題、事件及事故，通報弘立書院校務處，並由學校校務處或領導團隊介入處理。

執行有關指引

1. 若校車嫗姆或車長認為學生違反任何規則，有關事件必須轉交校車公司及/或校方處理，並會聯絡家長。
2. 一般轉交校車公司及/或校方處理指引如下：
 - a) 在同一車程中，若校車嫗姆對學生作出三次口頭警告，將視為**第一次違規**。家長/監護人將會收到通知，並知會校方。
 - b) **第二次違規**將導致校車服務暫停三個連續上學日，由校車公司及/或校方作決定。在此情況下，校車費用恕不退還或減免。
 - c) **屢次違規**將導致校車服務暫停五個連續上學日，由校車公司及/或校方作決定。在此情況下，校車費用恕不退還或減免。
3. 對於重大違規行為 (例如打架、蓄意破壞等)，學生將在無警告的情況下被暫停使用校車服務 (最少五個連續上學日)，並會聯絡家長 / 監護人。在此情況下，校車費用恕不退還或減免。

更多 執行有關指引 在下一頁...



弘立書院(薄扶林) 2026/2027 年度校車服務章程

執行有關指引 (繼續)

4. 不安全/自行解開安全帶處理：

- a) 任何在校車行駛期間解開安全帶的情況，將視為第一次違規。家長 / 監護人將會收到通知，並知會校方。
 - b) 若學校不當行為重複發生，後果將為暫停校車服務，直至校車公司及/或校方認為學生能夠遵守校車安全指引為止。
 - c) 請注意：若校車公司無法確保學生在乘車期間的安全，這將直接影響所有乘客的安全與福祉。
5. 家長 / 監護人須負責向冠忠/校車公司賠償因使用校車而造成的任何損壞。若發生損壞而無人承認責任，則所有乘坐該校車的學生均須分擔維修費用。