

# 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 Rd, Kwai Chung)  
TEL: (852) 3193 9339 EMAIL: [sis@kcm.com.hk](mailto:sis@kcm.com.hk)



## SINGAPORE INTERNATIONAL SCHOOL (HONG KONG) BUS INFORMATION [ 2026 / 2027 ]

**KWOON CHUNG MOTORS CO. LTD.** of 3<sup>rd</sup> 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 9339) is contracted to provide school bus services for the **Singapore International School (Hong Kong)** students for 2026–2027 school year.

**BUS SERVICE** - The school bus routes are planned to fit the normal school schedule for PY1 to DP2:-

|                              |                                                                                      |
|------------------------------|--------------------------------------------------------------------------------------|
| Morning to School            | – for PY2 to DP2                                                                     |
| Noon time to School          | – for PY1                                                                            |
| Noon time bus home           | – for PY2                                                                            |
| Dismissal bus home at 1500pm | – for PY1 to DP2, except PY2; or                                                     |
| CCA bus home at 1630pm       | – P1 to DP2, <u>(operational only on school days where Primary CCAs is running).</u> |

School bus will be provided based on the daily bus timing above throughout the school year. If a student is having different timetable or CCA's schedule for morning and/or afterschool, parents should arrange other mode of transportation to school/home on some specific date(s) and consider a single trip school bus service, especially during the end of the school year usually from May to June when there is no CCA bus at 16:30pm.

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

**SEAT BELTS** - For safety purposes, children are required to put on seat belts when they are riding on the bus. We thank parents to remind their children regularly about the importance of wearing seat belts.

**INSURANCE** - Parents are advised that all school buses of Kwoon Chung Motors Co. Ltd. have insurance coverage in accordance with the laws of the Hong Kong SAR and the Transport Department.

**PAYMENT** - The fee is calculated on a 10-month basis commencing from September to June next year, from 1<sup>st</sup> day of each calendar month. No day/week/half month fee will be calculated, except August's bus fee (half month). Failure to settle the bus fee may result in suspension of bus service, or the bus fee will be charged until the month of notification and the notice period. The invoice for the School Bus Fee will be issued upon submission of bus service application and should be settled by the invoice due date. August's bus fee will be levied, if bus service starts from August and cancellation applies within September to January (1<sup>st</sup> term).

| Installment           | Period                                       | Payment to be made   |
|-----------------------|----------------------------------------------|----------------------|
| 1 <sup>st</sup> Term: | September 2026 to January 2027 (5 months) or | In July              |
| Whole Year:           | September 2026 to June 2027 (10 months)      |                      |
| 2 <sup>nd</sup> Term: | February to June 2027 (5 months)             | In November/December |

Bus cards will be issued for students who enrolled for the service. Any replacement of bus card will incur Admin Fee of HK\$70/per card.

### IMPORTANT NOTES -

- Once student has signed up to the bus service, **it constitutes a continuous 10-month contract of the bus service for the entire academic year.** Subsequently, no selective month(s) of usage will be allowed.
- For new joiner, joining the service after the school year/term has started is possible, but subject to seat/stop availability. Bus fees will be calculated on a monthly pro-rata basis from 1<sup>st</sup> of each calendar month.  
*e.g. Joining the service from the 9<sup>th</sup> of Oct, bus fee will be calculated from 1<sup>st</sup> 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. Discretionary will be given for special or recognized reason(s). 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 1<sup>st</sup> of each calendar month.  
*e.g. The service was cancelled/refunded from 1<sup>st</sup> of Dec and re-joining the service from 1<sup>st</sup> of Feb, bus fee will be calculated from 1<sup>st</sup> 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 has started his/her first bus ride;
  - student/parent chose not to take the bus at any enrolled trip on any day(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 under normal circumstances.
  - any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.

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## SINGAPORE INTERNATIONAL SCHOOL (HONG KONG) BUS INFORMATION [ 2026 / 2027 ]

### CANCELLATION / REFUND

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

For cancellation **after** the commencement of the school year, parents must input in "Notify Kwoon Chung" after **LOGIN** to the registration system (<http://school.kcm.com.hk/sis>) with **ONE calendar month** in advance, starting from, 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.*

August's bus fee (half month) will be levied, if bus service starts from August and cancellation applies within September to 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 1<sup>st</sup> 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 1<sup>st</sup> February, written notice must be given on or before 31<sup>st</sup> 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. 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 parents of the bus schedules one week before school starts.
3. This transportation service is **NOT** a door-to-door service, but safe and convenient stops would be assigned on main roads.
4. All students/parents/guardians/helpers are advised to be at the assigned stop at least **five minutes before** the scheduled pick up/drop off times
5. For safety reason, all students should only take the designated bus route. Students are not allowed to deviate from the scheduled route or stop for the afterschool journey.
6. While the bus registration is open for the whole academic year, all routings and no./size of the buses to be used for each route will be fixed for an academic year. Therefore, availability of seats and stops after the application deadline is not guaranteed.

**SMS SYSTEM** - For efficient and prompt communication, messages will be sent via SMS to parents if the bus is delayed by 15mins or more, including any emergency information. For any comments/suggestion, parents may email to [sis@kcm.com.hk](mailto:sis@kcm.com.hk). If parents would like to enquire about the arrival/instant bus status of the bus in the morning, may check via the Kwoon Chung School Bus App or please call us at 3193 9339.

**INSTANT BUS LOCATION** - To provide quality service, instant bus location will be provided to both parents and School Office. Boarding records with the rider's current/last SWIPE-IN / SWIPE OUT information, current/last boarding and alighting times, pick up and drop off locations, together with map for journey to school or home are accessible. Instant bus location is available after login to <https://school.kcm.com.hk/sis> on the left menu or in the IOS/Android App – Kwoon Chung School Bus, at the start of the school year.

### 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 PY1-PY2 and 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 SISHK regarding alternative arrangements, which may include parents picking up their child(ren) at the end of the route, or at SISHK 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.
4. Students must remain seated 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.

**SINGAPORE INTERNATIONAL SCHOOL (HONG KONG) BUS INFORMATION [ 2026 / 2027 ]****SAFETY RULES FOR ALL BUS RIDERS ( Con't )**

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. 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, the bus escort or any bus equipment is allowed.
13. Students **are not allowed** to deviate from the scheduled route or stops for the after school journey. Students can take the designated bus route only.
14. Parents/Guardians are to meet all students at the bus stop or they should make other suitable arrangements. P3 to P6 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 SISHK or to KCM's office, located in Chai Wan or Kwai Chung (from mid-July 2026 onwards).
15. The bus company will keep the SISHK School 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 violated, the matter will be referred to the Bus Company and SISHK, 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 / Guardians will be notified and SISHK 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 SISHK. 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 SISHK. 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 SISHK informed of the safety risk
  - b) For repeated incidents, the consequence will be a bus suspension until the Bus Company and SISHK 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 repairs.