



## AUSTRLIAN INTERNATIONAL SCHOOL HONG KONG - BUS INFORMATION [ 2023 ]

**KWOON CHUNG MOTORS CO. LTD.** of 3<sup>rd</sup> Floor, No. 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9350 Email: [ais@kcm.com.hk](mailto:ais@kcm.com.hk)) has been providing school bus service for **Australian International School Hong Kong** students for the past years, and again will be doing so for 2023 school year.

The school bus routes are timed to fit the school schedule including after school activities. Pick up times will be finalized at the opening of the school year.

### BUS ESCORT

For reasons of safety it has been the practice to have a bus escort on the bus. 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 and in accordance with the law of Hong Kong Government's Transport Department.

### PAYMENT / TERMS OF THE SERVICE

Payment should be made in advance at the beginning of each term, and no later than 10 days of the invoice date, or in full for the whole year.

1st Term	-	School Term 1 & Term 2	-	1 Feb – 21 Jun (5 months)	-	payment to be made in Dec/Jan
2nd Term	-	School Term 3 & Term 4	-	25 Jul – 15 Dec (5 months)	-	payment to be made in Apr/May

\* Single trip service is allowed on approx. 60% of the round trip fare, rounded up to nearest five dollars.

\* Once a student has signed up to the service and bus company confirmed the final schedule for 2023, it constitutes acceptance of a 10-months contract of the bus service for the entire academic year. Subsequently, no selective month(s) of usage will be allowed, nor resumption of service upon withdrawal/cancellation/refund of the service within the academic year.

\* Joining the service after the term has started is possible, if seat/stop is available.

\* Bus fees will be calculated on a monthly pro-rata basis—from 16<sup>th</sup> of each calendar month.

*e.g. Joining from the 1<sup>th</sup> of Feb, bus fee from 16<sup>th</sup> Jan onwards will be charged, based on the remaining term fee. No day/week/half month fee will be calculated, except for one-time usage. (please refer to "Bus Policy" point # 6 below.)*

### IMPORTANT NOTES

1. Once student has signed up to the 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.
2. 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 16<sup>th</sup> of each calendar month.

*e.g. Joining the service from the 26<sup>th</sup> of Oct, bus fee will be calculated from 16<sup>th</sup> 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/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 16<sup>th</sup> of each calendar month.

*e.g. The service was cancelled/refunded from 16<sup>th</sup> of Dec and re-joining the service from 1st of Feb, bus fee will be calculated from 16<sup>th</sup> Dec, with the remaining months of the term/whole 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. any day(s) with Red/Black Rainstorm or Typhoon no. 3/8 or above is hoisted;
  - c. no school for students according to school policy or HKSAR Education Bureau (EDB) announcement on school closure;
  - d. any selective month(s) of the service throughout the academic year, unless complete cancellation of the service

5. If the face-to-face class period is prolonged, bus fee will be charged or no refund will be available on the month of the announcement made, and the next/first complete calendar/billing month. Bus fee will be charged less or credit/rebate will be available on the second complete calendar/billing month at 25%, from 16<sup>th</sup> day of the calendar month and at 50% on the third complete calendar/billing month (from 16<sup>th</sup> day of calendar month) onwards.

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

### CANCELLATION / REFUND

Parents are required to inform via “Notify Kwoon Chung” in the application system after login or written email notice via ([ais@kcm.com.hk](mailto:ais@kcm.com.hk)) with details of student name, bank name, bank a/c no. and bank a/c holder’s name for deposit – with **ONE calendar months’ notice**, starting from 16<sup>th</sup> day of each calendar month, in advance from the effective date of termination of service. Otherwise, bus fees will be charged up to the month of notification. Upon received of the notification, refund will be deposited to the bank account on or before 25<sup>th</sup> in the next calendar month.

*e.g. For cancellation/refund effective from 16<sup>th</sup> March, written notice must be given on or before 15<sup>th</sup> February.*

No refund is available as point # 4 stated under “Important Notes” above.

### SEAT BELTS

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

### ADMINISTRATIVE CONTACT (Daily bus arrangement, change of add, change of service etc.)

Parents can now inform us of your child(ren)’s daily bus arrangement, change of address, change of service, lost-n-found, feedback etc. online. Please login and click “Notify Kwoon Chung” to explore more.

### 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. The service is not a door-to-door service.
3. We request that all parents/helpers be at the stop at least five minutes before the scheduled pick up/drop off times
4. Routes will not be changed once set, new students will need to be brought to an existing pick up/drop off point.
5. Regular school buses will be leaving the school at 3:00pm. An extra-curricular bus service will be provided at 4:30pm on a fixed-route basis.
6. Non school bus riders (students, parents or maid) who wish to take the school bus can do so by paying HK\$60 per single journey, subject to seat availability. Please note that this service is not for permanent usage. Parents must inform the bus company in advance every time.

### SAFETY RULES FOR ALL BUS RIDERS

1. Students are to board buses immediately after school and remain on the bus.
2. Students must remain seated at all times.
3. Arms, legs, heads, etc. must remain well inside the bus at all times.
4. No objects of any kind are allowed to be thrown in the bus or out of the windows.
5. Students are to be courteous to drivers, bus escort and fellow students.
6. No smoking is allowed on the bus.
7. No food or drinks are allowed on the bus.
8. Upon reaching their destinations, students are to remain seated until the bus comes to a complete stop.
9. Fighting is not permitted.
10. There is no assigned seating. All seats are on first come first serve basis.
11. Obscene language is not permitted.
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. No interfering with the bus driver or any bus equipment or bus escort is allowed.
14. Anyone who breaks the above rules shall be reported to the School Authorities.

### 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, a rule has been broken, the matter must be referred to the Bus Company. She will then talk to the student and also contact the parent.
3. The general guidelines for matters referred to the Bus authorities are:
  - a) On the first offence, students will receive a warning and the parents will be notified.
  - b) The second offence will result in a suspension of bus privileges for one school day.
  - c) Repeated offence will result in a suspension of bus privileges at the discretion of the bus company without any refund of the school bus fees.

**\* For more details on the bus regulations, please refer to School Handbook \*8.7**