

Bradbury School – School Bus Registration Guideline (Existing user – KCM School Bus Rider)

Please note:

- ** If any student(s) / family(ies) are current KCM riders, please login with your current account
- ** Each family uses ONE login account
- ** Use the same login for every family member. Select Bus Application → New Application to register new User
- ** **Student photo is required for application and issuing bus card.** But you may upload later by logging-in the system if you are not ready during the application process. (Please refer to P.7 –Point # 5 for more details)


Step 1 – Login

The screenshot shows the website interface for Bradbury School's school bus registration. The header includes the company logo and name: 冠忠遊覽車有限公司 (KWOON CHUNG MOTORS COMPANY, LIMITED). The main heading is 'School Bus Registration / Communication System'. The central content area is titled 'BRADBURY SCHOOL SCHOOL BUS SERVICE [20XX / 20XX]' and provides contact information for Kwoon Chung Motors Company Limited. A sidebar on the left contains navigation links: 'Bus Information Download', 'Bus information', 'Bus info', 'Tentative Schedule', and 'LOGIN'. The 'LOGIN' button is highlighted with a red box, and a red arrow points from it to the text 'Step 1 System Login' on the right. Below the sidebar, there are sections for 'Contact Us' and 'Login/Technical Support'.


**Step 1
System Login**

Step 2 – Login

<https://school.kcm.com.hk/ors/login.php?lang=en>



冠忠遊覽車有限公司
KWON CHUNG MOTORS COMPANY, LIMITED
冠忠巴士集團成員 Member of KWON CHUNG BUS GROUP



School Bus Registration / Communication System

Login

- * For all existing Kwoon Chung bus users (including first-time submit application online)
- * Per family/per login
- * All family members should be using the same login ID to renew/submit bus application
- ** If not success, please click [Forgot Login ID](#) or [Forgot Password](#) to retrieve

Login: max. 10 characters

Password: min. 8 & max. 25 characters

[Login](#)

[Forgot Login ID?](#) | [Forgot Password?](#)

IT Support: ors@kcm.com.hk

Register Login

- * For family who never use Kwoon Chung service before
- * To avoid duplicate payment invoice/record, please click the above forgot Login ID or Password in case login info is forgotten.

[Create login account now](#)

Step 2A
Enter the registered
“Login ID” and
“Password”

OR

Step 2B
Register account for **first time login**
(Only for family who never use KCM
services)

**Please refer to Application’s guideline
(For New User) for details.*

Step 3 – Apply bus service [Select Bus Application → Renew Bus Service]

https://school.kcm.com.hk/ors/changepwd.php

冠忠遊覽車有限公司
KWON CHUNG MOTORS COMPANY, LIMITED
冠忠巴士集團成員 Member of KWON CHUNG BUS GROUP

School Bus Registration / Communication System

Hello, < KCM >

<School Name>

- Home
- Parent/Guardian's Profile
- Bus Application**
 - Renew Bus Service**
 - New Application
 - Upload Photo
- Final Schedule
- Billing
- Notifying Kwoon Chung
- Notice Board
- Instant Bus Location
- Logout

Contact Us
Tel: (852) 29 798 798
Email: _____@kcm.com.hk

Login/Technical Support
Email: ors@kcm.com.hk

Thank you for logging-in our system.

You may now register your child(ren) bus service and/or notifying Kwoon Chung for any change of bus arrangement.

Bus information

- [Bus info](#)
- [Tentative Schedule](#)

Bus Registration

Students need to renew/register for bus service every school year.

Bus service will **NOT** automatically renew from last academic year.

To renew/register for the bus, steps are as followed:-

Step 1: Click "**Parent/Guardian's Profile**" to view and update your contact/emergency contact info

Step 2: Click "**Bus Application**" to view and renew/register your child(ren) for the bus service.

For **new bus user**, please click "**New Application**" to register the bus service.

For **existing bus user**, please click the icon "**Renew Bus Service**" under your child's name to renew the bus service.

For successful renew/application, status = **Application Submitted**

Application has not been submitted, status = **Waiting to renew**

**** Please repeat Step 2 to register two or more children for the bus. ****

Photo (for Secondary Students)

A passport photo (size: W 4cm x H 5cm) is required for bus card issuing for Secondary Students. Supported image type: JPEG, BMP, TIFF & GIF with maximum 2MB.

Please submit the bus application even if the photo is not yet ready.
You may upload the photo later by logging in the system again.

Step 3

Select Bus Application → Renew Bus Service →
Follow system instruction to apply bus services.

Step 4 – Apply bus service [Select Bus Application → Renew Bus Service]

冠忠遊覽車有限公司
KWOON CHUNG MOTORS COMPANY, LIMITED
冠忠巴士集團成員 Member of KWOON CHUNG BUS GROUP

School Bus Registration / Communication System Hello, English | Chinese

Step 1 Activation ▶ Step 2 Select Student ▶ Step 3 Student Info ▶ **Step 4 Bus Route** ▶ Step 5 Services Terms ▶ Step 6 Preview ▶ Step 7 Payment ▶ Step 8 Submit ✓

Bus Application -- TO BE RENEW

Student #1

Application Status: **Waiting to Renew**

Personal Information

First Name	TAI MAN ALEX
Last Name	WONG
School	SCHOOL
Campus	CAMPUS
Class	4D

Renew School Bus **Cancel School Bus**

Student #2

Application Status: **Waiting to Renew**

Personal Information


First Name	SIU FEI ANGEL
Last Name	WONG
School	SCHOOL
Campus	CAMPUS
Class	2B

Renew School Bus **Cancel School Bus**

Step 4
Click "Renew School Bus" to submit application

Step 5 – Fill-in student information

https://school.kcm.com.hk/ors/bus_apply_s1.php?r=1

 **冠忠遊覽車有限公司**
KWOON CHUNG MOTORS COMPANY, LIMITED
冠忠巴士集團成員 Member of KWOON CHUNG BUS GROUP

School Bus Registration / Communication System Hello, < kcm >
English | 中文

<School Name>

Home
Parent/Guardian's Profile
Bus Application
Final Schedule
Billing
Notifying Kwoon Chung
Notice Board
Instant Bus Location
Logout

Contact Us
Tel: (852) 29 798 798
Email: _____@kcm.com.hk

Login/Technical Support
Email: ors@kcm.com.hk

Step 1 Student Info ▶ **Step 2** Bus Route ▶ **Step 3** Services Terms ▶ **Step 4** Preview ▶ **Step 5** Payment ▶ **Step 6** Submit ▼

School:

Step 5
Follow system instruction * Compulsory Field
to fill-in the information

Please fill the following student information:

First Name: * (Preferred Name) Family Name: *

Chinese Name: *

Gender: * Male Female Campus:


Class: * (20XX / 20XX) Student No: *

If no or not sure for the student no., please fill out "n/a"

A passport photo (size: W 4cm x H 5cm) is required for bus card issuing. Supported image type: JPEG & BMP
You may upload later by login the system and click the menu "Upload Photo" on the left handsize under School Bus

Student Photo Upload

New Upload: 瀏覽...



Step 6 – Click Complete Application OR Enroll more student for bus

The screenshot shows a web browser window with the URL https://school.kcm.com.hk/ors/bus_apply_s6.php. The header includes the Kwoon Chung Motors logo and the text "冠忠遊覽車有限公司 KWOON CHUNG MOTORS COMPANY, LIMITED" and "冠忠巴士集團成員 Member of KWOON CHUNG BUS GROUP". The main heading is "School Bus Registration / Communication System" with a user greeting "Hello, < KCM >".

A progress bar at the top indicates the following steps: Step 1 Student Info, Step 2 Bus Route, Step 3 Services Terms, Step 4 Preview, Step 5 Payment, and Step 6 Submit (which is currently active and marked with a checkmark).

The main content area displays "School:" followed by a large green message: "Bus application successfully submit". To the right of this message is a yellow callout box containing the text "Retain this number for future reference." A red arrow points from this callout to the registration reference number: "Online registration ref. no.: B19-SCH00000".

Below the message, there is a thank you note: "Thank you for choosing Kwoon Chung School Bus Services. You will receive an confirmation email for this application." and contact information: "Should you have any queries please feel free to contact us at [29 798 798](tel:29798798) or email: cdnis@kcm.com.hk".

At the bottom of the main content area, there are two buttons: "Enrol more student for the bus" (highlighted with a red box) and "Complete Application" (also highlighted with a red box). Red lines connect these buttons to the following annotations:

- 6A. Enrol more student(s) — points to the "Enrol more student for the bus" button.
- OR**
- 6B. Complete Application (Bus application submit successfully) — points to the "Complete Application" button.

The left sidebar contains navigation links: Home, Parent/Guardian's Profile, Bus Application, Final Schedule, Billing, Notifying Kwoon Chung, Notice Board, Instant Bus Location, Logout, Contact Us (Tel: (852) 29 798 798, Email: _____@kcm.com.hk), and Login/Technical Support (Email: ors@kcm.com.hk).

Step 7 – Download invoice and settle payment

<https://school.kcm.com.hk/ors/billing.php>

冠忠遊覽車有限公司
KWON CHUNG MOTORS COMPANY, LIMITED
冠忠巴士集團成員 Member of KWON CHUNG BUS GROUP

School Bus Registration / Communication System

Hello, < kcm >
English | 中文

<School Name>

- Home
- Parent/Guardian's Profile
- Bus Application
- Final Schedule
- Billing**
- Upload bank receipt
- Invoice/Receipt**
- Notifying Kwoon Chung
- Notice Board
- Instant Bus Location
- Logout

Contact Us
Tel: (852) 29 798 798
Email: _____@kcm.com.hk

Login/Technical Support
Email: ors@kcm.com.hk

Invoice/Receipt for School Bus Service

Date	Student Name	Period [School Year]	Status	Amount
20XX-01-01	KCM BUS RIDER	JUL [20XX/20XX]	OUTSTANDING	HK\$3,720

Select "Billing" and click "Invoice/Receipt"; to download the invoice & settle the payment

Please note:

1. Please follow system instruction to submit bus application.
2. A notification will be sent to your email once application is submitted.
3. **Please follow Step 6A (Enrol more student) if more than one student requires bus service.**
4. Please visit Billing → Invoice/Receipt to download **invoice**.
5. **You may upload the student photo later, under "Bus Application" → "Upload Photo"**
6. Should you have any enquire regarding login/ technical or routing, please call KCM at 29 798 798.

※ Thank you for using our School Bus Registration/ Communication System. ※