

Bradbury School – School Bus Registration Guideline (New user – Never use KCM online service)

Please note:

- ** If any siblings 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.9 – Point # 5 for more details)

Step 1 – Login

School Bus Registration / Communication System

Bus information Download

This system will be used for bus application submission and communication channel between parents/guardian and Kwoon Chung.

For the general information about the bus service and tentative bus schedule, please download below:

Bus information

- [Bus info](#)
- [Tentative routes & fees](#)

Steps to submit application

- [Current Kwoon Chung users](#)
- [New Kwoon Chung User](#)

LOGIN

- To Submit Application
- To View Bus Schedule
- To download Invoice/Receipt
- To Notify Kwoon Chung

Contact Us

Email:

Login/Technical Support

Email: ors@kcm.com.hk

BRADBURY SCHOOL

SCHOOL BUS SERVICE [20XX / 20XX]

KWOON CHUNG MOTORS COMPANY LIMITED of 3/F 8 Chong Fu Road. Chai Wan, Hong Kong (Tel: 29 798 798; Email: [@kcm.com.hk](mailto:bjs@kcm.com.hk)) will provide school bus services for (Pokfulam Campus) student on a contract basis for the _____ school year.

ONLINE REGISTRATION & COMMUNICATION SYSTEM

To provide parents with a more effective and efficient bus application process, all bus riders will be expected to register online. There will no longer be paper registration.

ONLINE REGISTRATION DEADLINE

In order to allow sufficient time to prepare the various bus routes, to schedule pick up/drop off times, to process bus cards and to coordinate school buses to avoid overcrowding, parents should submit the application on or before the deadline below for all

Please note that students are required to submit new bus application for EACH new school year and the services will **NOT** be automatically renewed.

Step 1


System login

Bus registration is open throughout the school year
as we recognize that new students will register after he/she has been accepted to School.


However, after the application deadline, all routings and size of the buses will be fixed for one academic year, in which stops and seats availabilities are not guarantee.

BUS INFORMATION & BUS FEE

Step 2 – Register



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

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.6 & 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 2
Register login

Step 3 – Create login and enter parent’s contact

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School Bus Registration / Communication System English | 中文

Create your Online Login and Password * Compulsory Field

Please create your login name and password for bus registration and future login to this system.

Login Name: * max. 10 characters

Password: * min.6 & max. 25 characters

Re-confirm Password: *

Step 3
1. Select your own Login Name & Password
2. Fill-in parent's contact

Parent / Guardian's Contact

Please fill-in the contact information below.

Primary Contact

Father/Guardian1 Mother/Guardian2 Both

Father / Guardian 1

Name:

Mobile No: no HK mobile number available yet/not applicable

Office No:

Email Address: For two or more emails, please separate by semi-colon ";"

Mother / Guardian 2

Name:

Mobile No: no HK mobile number available yet/not applicable

Office No:

Email Address: For two or more emails, please separate by semi-colon ";"

Helper / Other Guardian

Name:

Mobile No:

Email Address: For two or more emails, please separate by semi-colon ";"

Primary Contact Info

SMS Number: * (for bus delay/emergency used) no HK mobile number available yet/not applicable

Home Number: no HK address available yet/not applicable

Home Address: Flat/Floor/Tower no *
 Building Name
 Street No., Name *
 District

Billing Info

Same as Home Address?

Company: * Company/Organization


Contact Email: * Contact Person's Email

Contact Tel:

Billing Address: Flat/Floor/Tower no *
 Building Name
 Street No., Name *
 District

Attention: *

Step 4 – Login to activate new account



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School Bus Registration / Communication System

Thank you for creating login account

However, the bus registration process IS NOT YET FINISHED!!

Your login account and password has been successfully created.

Please **LOGIN** again with your **NEW LOGIN** and **NEW PASSWORD** to the system for:-

- Submitting bus application => please click "SCHOOL BUS"
- Any change of bus arrangement => please click "NOTIFYING KWOON CHUNG"

Thank you.

Step 4
Click Login Now to activate new account

[Login Now](#)

Step 5 – Login using newly created login ID and Password



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.6 & 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 5
Enter newly
created login ID &
Password

Step 6 – Apply bus service [Select Bus Application → New Application]

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School Bus Registration / Communication System

Hello,

School

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

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 & Fees 201X/201X

[SIS Bus Info 201X/1X](#)

Tentative Schedule 201X/201X

[SIS 201X/201X](#)

Step 6
Select Bus Application -> New Application ->
Follow system instruction to apply bus service

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. ****

Step 7 – Fill-in student information

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School Bus Registration / Communication System Hello,

South Island School

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

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

School: _____ * Compulsory Field

Please fill the following student information:

Step 7 Follow system instruction to fill-in student information

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

Gender: * Male Female Campus:

Class: * (2018/2019) 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 handsie under School Bus

Student Photo Upload – for Secondary student only

New Upload: No file chosen



Step 8 – Click Complete Application OR enroll more student for bus

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

School:

Bus application successfully submitted

Online registration ref. no.: B17-BJS00000

Thank you for choosing Kwoon Chung School Bus Services. You will receive an confirmation email for this application.

Should you have any queries please feel free to contact us at 29 798 798 or email:

OR enrol more student for bus → **Enrol more student for the bus**

Step 6
Bus application successfully submitted

Complete Application

Step 9 – Download invoice and settle payment

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School Bus Registration / Communication System Hello,

South Island School

Home
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Invoice/Receipt for School Bus Service

Date	Student Name	Period [School Year]	Status	Amount
201X-XX-XX		MID AUG-JAN [201X/201X]		HK\$

[Download Invoice](#)

Step 9
Download invoice & settle 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 6 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 during office hours at 29 798 798.

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