

## French International School – School Bus Registration Guideline (New user – Never use KCM service)

### 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.9 – Point # 5 for more details)

### Step 1 – Login

https://school.kcm.com.hk/

 **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**

**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 Schedule](#)

**LOGIN**

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

**Contact Us**

Email: [@kcm.com.hk](mailto:@kcm.com.hk)

**Login/Technical Support**

Email: [ors@kcm.com.hk](mailto:ors@kcm.com.hk)

**FRENCH INTERNATIONAL 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](tel:29798798); Email: [@kcm.com.hk](mailto:@kcm.com.hk)) will be providing school bus service for students on a contract basis for the school year.

**ONLINE REGISTRATION DEADLINE**

All bus riders will be expected to register online.

In order to allow sufficient time to prepare various bus routes, to schedule pick-up/drop-off times, to process bus tags and to co-ordinate school buses to avoid over-crowding, parents should submit the application on or before DATE.

**Application is open for whole school year.**

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, TENTATIVE SCHEDULE & BUS FEE**

Bus information, tentative schedule and bus fee is available. Please download from the left menu.

Step 1  
System Login

## Step 2 – Register (Only for family who never use KCM services)

https://school.kcm.com.hk/ors/login2.php

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### School Bus Registration / Communication System

#### Register Login

- \* Per family/per login
- \* All family members should be using the same login ID to renew/submit bus application

**Create login account now**

**Step 2A**  
**Only for family who never use KCM services**

#### Login:

- \* For family registered login (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](mailto:ors@kcm.com.hk)

**Step 2B**  
For family who already have the login account.

**OR**

## Step 3 – Create login and enter parent's contact

https://school.kcm.com.hk/ors/new\_profile.php

### 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: \*

••••••

### Parent / Guardian / Staff's Contact

Please fill-in the contact information below.  
System Automatic Email will be sent According to the Choice of the Primary Contact

#### Primary Contact

Father/Guardian1/Staff ☐ Mother/Guardian2/Staff ☐ Both ☐

##### Father / Guardian 1 / Staff

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 / Staff

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

(Home address will be used for route/stop planning consideration and bus card mailing)

#### 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: \*

Submit

Reset



### Step 3A

1. Select your own
  - i) Login Name &
  - ii) Password

### Step 3B

2. Fill in Parent's contact

## Step 4 – Login to activate new account



### 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


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## Step 5 – Login using newly created login ID and Password

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



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### 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](mailto: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 6 – Apply bus service [Select Bus Application → New Application]**

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

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## 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 6**

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



## Step 7 – Fill-in student information

[https://school.kcm.com.hk/ors/bus\\_apply\\_s1.php?r=1](https://school.kcm.com.hk/ors/bus_apply_s1.php?r=1)

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**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](mailto:_____@kcm.com.hk)

Login/Technical Support  
Email: [ors@kcm.com.hk](mailto: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 7**  
Follow system instruction \* Compulsory Field  
to fill-in the information

Please fill the following student information:

First Name: \*  Family Name: \*   
(Preferred 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 8 – Click Complete Application OR Enroll more student for bus

https://school.kcm.com.hk/ors/bus\_apply\_s6.php

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### School Bus Registration / Communication System

Hello, < KCM >

<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](mailto: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:

Retain this number for future reference.

### Bus application successfully submitted

Online registration ref. no.: **B19-SCH00000**

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](tel:29798798) or email: [cdnis@kcm.com.hk](mailto:cdnis@kcm.com.hk)

8A. Enrol more student(s)

OR

8B. Complete Application  
(Bus application submit successfully)


Enrol more student for the bus

Complete Application




## Step 9 – Download invoice and settle payment

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



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### 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: [ors@kcm.com.hk](mailto:ors@kcm.com.hk)

Login/Technical Support

Email: [ors@kcm.com.hk](mailto: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

[Download Invoice](#)

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 8A (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.