

## Glenealy 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.9 – Point # 5 for more details)

### Step 1 – Login

The screenshot displays the website interface for Kwoon Chung Motors Company Limited. The header includes the company logo and name. The main content area is titled 'School Bus Registration / Communication System'. On the left sidebar, under 'Bus Information Download', there is a 'LOGIN' button highlighted with a red box. The main content area for 'Glenealy School' provides details about the school bus service, including contact information and registration deadlines. A red line points from the 'LOGIN' button to the text 'Step 1 System Login'.

**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**

**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)

**Glenealy School**

**SCHOOL BUS SERVICE [20XX / 20XX]**

KWOON CHUNG MOTORS COMPANY LIMITED of 3/F 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9370 ; 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 – Login

<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 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>



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

Login/Technical Support

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

**Step 3**  
Select Bus Application → Renew Bus Service →  
Follow system instruction to apply bus services.

**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.

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



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




**Renew School Bus**  
Cancel School Bus

**Step 4**  
Click "Renew School Bus" to submit application

**Student #2**

**Application Status**  
**Waiting to Renew**


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



**Renew School Bus**  
Cancel School Bus

## Step 5 – Fill-in student information

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  
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Email: [gjs@kcm.com.hk](mailto:gjs@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 5**  
Follow system instruction to fill-in the information \* Compulsory Field

Please fill the following student information:

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

Chinese Name: \*

Gender: \* ☐ Male ☐ Female Campus:

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


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... Upload



Next



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

[https://school.kcm.com.hk/ors/bus\\_apply\\_s6.php](https://school.kcm.com.hk/ors/bus_apply_s6.php)

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### School Bus Registration / Communication System

Hello, < KCM >

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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 submit

Online registration ref. no.: **B2X-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)

6A. Enrol more student(s) — Enrol more student for the bus

**OR**


6B. Complete Application — Complete Application

(Bus application submit successfully)


Retain this number for future reference.

## Step 7 – 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: [gjs@kcm.com.hk](mailto:gjs@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 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.