

Glenealy 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:gjs@kcm.com.hk)

Login/Technical Support

Email: 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:gjs@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.

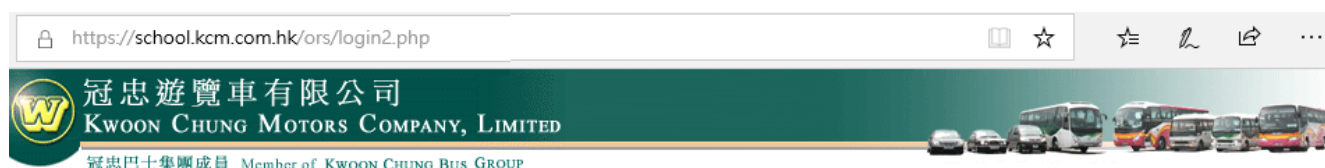
However, after the application deadline, all routings and size of the buses will be fixed for one academic year, in which stops and seats availabilities are not guarantee.

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)



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

OR

Step 2B

For family who already have the
login account.

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: *

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

<https://school.kcm.com.hk/ors/message.php?t=confirm7>

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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


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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


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: gjs@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](#)

Step 6
Select Bus Application → New Application →
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.

Step 7 – 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
Tel: (852) 29 798 798
Email: gjs@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 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: * 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 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: gjs@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:

Retain this number for future reference.

Bus application successfully submitted

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

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: gjs@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

[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.