Kwoon Chung Motors Co. Ltd.

Add: 22/F, Tower 2, Ever Gain Plaza, 88 Container Port Road, Kwai Chung Tel: (852) 3193 9398 Email: gsis@kcm.com.hk
Registration: https://school.kcm.com.hk/gsis

German Swiss International School

FAQ's for Pokfulam / Peak Campus

CLICK *On the question/icon for answer*

Updated: Nov 5, 2026

** This page will be updated throughout the school year with new/updated Q & A or information. **

Routing / Bus Application / Move house

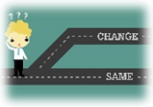
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Bus waiting / Safety / Bus Swap / Cleanliness / SMS communication

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Routing / Bus Application / Move House

For the tentative schedule, please download at https://school.kcm.com.hk/gsis (left menu under "Proposed Routes")

Q1. How does Kwoon Chung set school bus routes? When can parents get information regarding boarding/alighting times and location of stops?

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- School bus routes are set based on the actual number of registered students for each school year, addresses – *e.g. changes due to students graduating, new students joining and students moving etc*., resources availabilities, bus drivers' experience and knowledge - *such as traffic flow, rush hour and diversions etc.* and the traffic law in Hong Kong.
- As a result, boarding and alighting times and places may vary from year to year.
- The routes posted on the registration frontpage before login is for reference only.
- Routes for each school year are only finalized after the registration deadline.
- Final schedule together with bus card will be sent to parents 1 week before the school starts.
- Proposed schedule: please download at https://school.kcm.com.hk/gsis (left menu under "Proposed Routes")

Q2. Is it possible to request an extra stop or change of route/stop?

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- Once a bus route has been set, it usually be applicable for the whole academic year (with possible minor adjustments due to new application/change of address/road conditions).
- Kwoon Chung always welcomes enquiries/requests and will try our best to accommodate.
- As school bus service is a collective transport service, priority will be given to areas where the majority of students live.
- Kwoon Chung may be unable to provide point-to-point service for individual students or cannot fulfill parents' requests if the no. of the requested stop/area is insufficient.

Q3. If the home address is not listed on the proposed routing(s), can parents apply for bus services?

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- If there is no stop near to where you live, parents can still submit the application by inputting the suggested/requested stop during the application submission process.
- As the school bus service is a collective transport service, Kwoon Chung will place priority on where the majority of students live and with due considerations with Q1.
- After the enrollment deadline, Kwoon Chung will check all the bus applications received, review the situation and make decisions on the addition of new stops.
- Should the new stop is not possible, parents will be notified by phone/email and suggestions for the nearest stop will be offered.

Q4. What if GSIS change the student(s)' timetable or parents move after enrollment or school starts?

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- If GSIS changes the timetable, Kwoon Chung will do the best to accommodate the student on the bus service.
- If parents move house and will require a new bus route/stop, please email to Kwoon Chung (gsis@kcm.com.hk), or LOGIN to the system (https://school.kcm.com.hk/gsis) – "Notify Kwoon Chung", no later than 7 working days in advance.



Q5. Can parents enroll for the school bus after the deadline? Will there be penalty charges for late registration?

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- Yes, parent can enroll for the school bus after the deadline, but this will depend on the location and availability of the bus seat and no penalty charges for late registration.
- In case the bus is full, alternative arrangement will be suggested for parents for consideration.
- For HK Island's bus stop, **100% seat availability is guaranteed** for both Peak and Pokfulam Campus within 5 to 14 working days will be required for bus arrangement.
- For Kowloon's bus stop, it will subject to the actual demand.
- Since the bus registration is opened throughout the school year to accommodate new students and moving addresses by existing students, no penalty charge or admin charge will be applicable.
- School bus service is collective and be convenience for all GSIS parents/students, for safety and smooth operation with least change(s) on the routings and/or timings as possible, it is highly appreciate for all parents/students to **register the service on time** and **check or inform** bus company of **any change(s) soonest**, once family decision is/going to be made.



Q6. How long the journey is and what time do they get to school?

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- Length of the journey:

  As per the service pledge https://bit.ly/42NyRac, the route design for:-

  Pokfulam Campus: max. 60-minute (from departure time at 1st stop or school, till the end point)

  Peak Campus:

  a) for HK Island = max. 60-minute (from departure time at 1st stop or school, till the end point)

  b) for Kowloon (West Kowloon/Kowloon Station to Nam Cheong Station/ Hung Hom/ Whampoa/ Jardon/Homantin/Southern of Prince Edward Rd West)
  = max. 60-minute (from departure time at 1st stop or school, till the end point)

  c) for Kowloon (Mei Foo/Cheung Sha Wan/Kwai Chung/Kowloon City/Kowloon Tong/Kai Tak/Northern of Prince Edward Rd West)
  = max. 85-minute (from departure time at 1st stop or school, till the end point)

- Arrival and departure times:

Morning school arrives :	(Peak Campus)	0712-0730am
	(Pokfulam Campus)	0710-0730am
Afternoon school departs:	(Peak Campus)	1325-30pm,1525-30pm, 1705pm
	(Pokfulam Campus)	1230-40pm, 1355-1405pm

Q7. Why all students in Pokfulam Campus are required to take the bus?



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- There is a mandatory school bus regulation for the Pokfulam Campus.

Bus waiting / Safety / Bus Swap / Cleanliness and SMS communication

Please refer to bus rule for details on requirements of students/parents and KCM staff to help ensure a safe and effective service.
Bus rules could be downloaded here: https://school.kcm.com.hk/gsis (Bus information & Fees)

Q8. If the parent/student is late in reaching the bus stop, will the bus wait?



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- Due to varying traffic conditions, parents/students are requested to be at the designated stop **5 minutes ahead** of schedule time. Should a bus be at the stop ahead of the schedule time, it will not leave until that time if traffic conditions allow.
- **Going to school**: Bus Escort is responsible for supervising the boarding, wearing seat-belts procedures for all the children on board, we apologize in advance that bus escorts are unable to call parents and check if a student will be going to school. The maximum of the waiting time will be 30 seconds to 1 minute.
- **Going Home**: If the school bus arrives at the stop and the parent/responsible adult for a Kindergarten or Primary School student is not there, bus Escort will report to bus company and Kwoon Chung's office staff will contact the parent.
- If the parent/responsible adult cannot arrive within 5 minutes or cannot be contacted, the bus will continue on its journey and complete the route.
- During that time, the bus company will continue contact the parent in order to decide whether to return to the designated stop or GSIS campus at Peak/Pokfulam or the bus company.
- If the parent still cannot be contacted, the child would be brought back to GSIS at Peak/Pokfulam or the Kwoon Chung's office, and under no circumstances would the student in Kindergarten/Primary be allowed to alight on his/her own, unless authorized by the parent

Q9. What should parents do if they don't see the bus at the designated time at the bus stop?

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- Due to changing traffic conditions, arrival times of the buses may vary.
- Under normal conditions, arrival times might vary by 5-10 minutes, parents do not need to worry.
- However should any unusual circumstances occur, such as a long delay in returning home, mechanical failure or incidents, where the estimated time of arrival would result in a delay of 15 minutes or longer, the company will send a notification to parents by SMS.
- Please note an SMS message can only be sent to one registered parent/guardian. This is to reduce the no. of SMS messages sent. Too many messages can be blocked by the provider or cause delays in sending/receiving. For this reason mass messaging is split, and parents may receive the message at slightly different times.
- If no message has been received after 15 minutes, the parent/guardian can phone the bus company (Tel. 3193 9398) to ascertain the position of the bus or check via the instant bus location apps.
- Please understand that Bus Escorts will not have time to send/reply messages to individual parents/guardians.
- There will be always replacement bus to be sent if any issues happened (driver/escort delayed, bus broke down, incident etc.) in the morning and afterschool and if parents/students prefer not to delay arrival at school in the morning and no further waiting after 25mins of the schedule time, taxi fee will be reimbursed by emailing the original taxi receipts.



Bus waiting / Safety / Bus Swap / Cleanliness and SMS communication

Please refer to bus rule for details on requirements of students/parents and KCM staff to help ensure a safe and effective service. Bus rules could be downloaded here: https://school.kcm.com.hk/gsis (Bus information & Fees)

Q10. Can student(s) be allowed to go home by themselves upon drop off?

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- For safety, Kwoon Chung strong advise an adult parent/guardian to be at the drop off stop to collect their children 5 mins before the scheduled arrival time, and on arrival of the bus, please approach to the bus door on to collect children as the safety procedures.
- If parents prefer and authorize the student can walk home independently (for K03-K04; Y04-Y06), please specify in the application or changed through "**Notify Kwoon Chung**" -> "Change of Drop off Arrangement" or via email gsis@kcm.com.hk



Q11. How does the bus company ensure the children's safety on the bus?

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- All our buses are regularly checked and maintained as well as licensed by the HKSAR Transport Department after inspection to ensure safety.
- Safety belts are also provided in all buses. For safety, according to EDB guidelines that all passengers should wear a correctly fitted Seat-Belt at all times during the journey.
- All our drivers are experienced and of good character and our bus Escorts are responsible for assisting the children in boarding and alighting from the buses as well as supervising their safety and behaviors.
- Should anything untoward happen, Bus Escort will notify the parent/guardian at the stop or report to the company on the same day to make a report.
- Any concerns can be reported directly to Kwoon Chung and/or GSIS at gsis@kcm.com.hk and/or buscoordinator@gsis.edu.hk



Q12. How will the Bus Escorts arrange seating and wearing of seat belts?



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- **Seating arrangement** : Bus Escorts will try their best to seat young children near to the front and in window seats. Students are required to stay seated in their allocated seat for the entire journey, unless they are asked to move by the Bus Escort.
- **Wearing of seat belts**: After boarding, the bus Escort will ensure that the child is seated and fasten the seat belt for him/her.
- If there be more than one child at a pick up stop, the bus Escort will check that all children are seated and confirm their seat-belts are fastened. After that will signal to the driver so that the bus may slowly depart.

Q13. How do parents/responsible adults/students identify the school bus?

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The school bus will have a sign with the GSIS logo and bus number placed on the windscreen, next to the bus door for identification.

- If there is a problem with the usual bus, it may be replaced at the last minute. The driver and Bus Escort may not be the usual one and the identification logo and number may not be in the window. Parents can confirm the bus number and final destination campus with the replacement Bus Escort.
- If parents still have doubts about the bus identification, please call Kwoon Chung at 3193 9398.



Bus waiting / Safety / Bus Swap / Cleanliness and SMS communication

Please refer to bus rule for details on requirements of students/parents and KCM staff to help ensure a safe and effective service.
Bus rules could be downloaded here: https://school.kcm.com.hk/gsis (Bus information & Fees)

Q14. What are the types of buses and number of seats on the buses?

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- The buses would be small bus (19/28-seater) or big bus (45/60-seater).



Q15. What should parents do when a student does not take the bus that day or not taken the AA/ECA bus?

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- If the student decides not to take the school bus in the morning/afterschool for any reason, parents are required to notify the bus company via:-
  1. **Notify Kwoon Chung** (after login) the online registration – with 1 working day advance notice
  2. **Email** (gsis@kcm.com.hk) – with 1 working day advance notice
  3. **Hotline** : 3193 9398 – less than 6 hours of notice (Hotline manned from 6.00am)

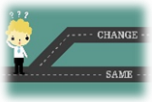
  and also GSIS:
  1. Class Teacher and
  2. Respective Departmental Secretary and
  3. GSIS bus coordinator (buscoordinator@gsis.edu.hk)



Q16. Are students allowed to swap buses going to or from school?

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- **After-school** Bus swap is allowed only for **Peak Campus students**.
- Kwoon Chung allows students to take another bus if a seat is available, upon prior 3 working day notice is provided *(by Notify Kwoon Chung, Email or Hotline -> please ref to Q15 above)*
- **All Students in Pokfulam and Peak Campus** can however board or alight on a different stop along the same route, or morning bus swap if seat is available. Prior 3 working day notice by parents is required and please inform Kwoon Chung *(by Notify Kwoon Chung, Email or Hotline -> please ref to Q15 above).*
- For safety reasons and the potentially limited time for verification after dismissal from school for the beginning of the new school year, Kwoon Chung cannot arrange for students any change in Aug/Sep, on any special school event or early dismissal day. The earliest to accommodate of bus swap will be the 3rd week of the Monday in September.
- Thank parents/students in advance for their understanding of the fixed afterschool arrangements.



Q17. Are students allowed to use mobile electronic devices on the bus?

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- Mobile electronic devices e.g. phones, tablets and smart watches are allowed to use on the bus appropriately, respecting other passenger's privacy.
- Students are expected to use the device individually for homework or reading, without attracting surrounding students' attention
- Where applicable, bus escort may confiscate any device for the remainder of the bus journey to uphold discipline on the bus.



Bus waiting / Safety / Bus Swap / Cleanliness and SMS communication

Please refer to bus rule for details on requirements of students/parents and KCM staff to help ensure a safe and effective service.
Bus rules could be downloaded here: https://school.kcm.com.hk/gsis (Bus information & Fees)

Q18. Are the buses cleaned regularly?

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- With the pandemic situation, please refer the latest precautionary protocol: https://bit.ly/452PlwD
- The interiors of our school buses are cleaned everyday with a major cleanup every week as well as regular pest control and sterilization.
- May we kindly ask all parents for their co-operation in remindings students not to eat or drink on the school bus and not to chew chew gum. Only drinking water is allowed on board.

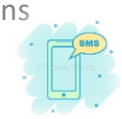


Q19. Why there is a potential delay in sending SMS / no SMS sent / the time mentioned in SMS was incorrect when a delay occurred?

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- Take time to verify information e.g. traffic jam => where/which campus/bus number/which students affecting?
- Too many delay/traffic jam occurred at the same time/areas
- IT hiccups internally or externally by SMS service provider or Kwoon Chung
- Anticipate delayed time is only for reference, it will depend on the actual traffic conditions
  e.g. Road accident, road works happened
- Solution/Improvement to be done? Instant Bus Location by Kwoon Chung

NEW



Q20. Are parents allowed to board the bus? What should a parent do if their child(ren) is/are being bullied on board?

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- Subject to seat availability, parents are welcome to board the bus for school meetings or volunteer work at GSIS. Two-working days advance reservation is required, and ad-hoc fee applies. To To reserve a seat, please email to gsis@kcm.com.hk. The fees is HK$70/per trip for HK Island and HK$140/per trip for Kowloon/New Territories.
- However, parents will not be permitted to board under the following circumstances:
  1. No advance reservation has been made.
  2. The ride is for other purposes – for example, to address student misbehaviors or to raise service-related complaints involving bus drivers, bus escorts, etc. – in line with GSIS Children Safeguarding Policy.
- For any student misbehaviors or feedback on services, parents may email Kwoon Chung and/or GSIS at gsis@kcm.com.hk and/or buscoordinator@gsis.edu.hk for follow-up.



Bus waiting / Safety / Bus Swap / Cleanliness and SMS communication

NEW

Please refer to bus rule for details on requirements of students/parents and KCM staff to help ensure a safe and effective service. Bus rules could be downloaded here: https://school.kcm.com.hk/gsis (Bus information & Fees)

Q21. What is the procedure if a bus stop is inadvertently missed?

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- We sincerely apologize if this situation occurs. Our Standard Handling procedures are as follows:-
  1. **If the bus can safely stop nearby (within walking distance):**
     - Parent/Guardian pickup: We kindly ask parent/guardian to walk to the bus door to pick up the student
     - Escort constraint: For safety reasons, the bus escort cannot leave the bus while other students remain on board
  2. **If the bus has traveled past the area and cannot stop nearby:**
     - Bus return: The bus will continue its scheduled route and return to your stop as soon as it is safe and feasible to do so.
     - Communication: KCM will contact parents immediately to coordinate the arrangement.
     - Impact minimization: Solutions will be chosen based on a "least-impact" approach to minimize delays for all families on board.

Bus Card / Instant Bus Location Apps

Q22. Should students carry their bus cards everyday? Does the bus card feature any special functions?

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- The bus card is important:
  - For bus escorts or drivers to get to know the students by their names and pick up or drop off location, and bus number which is important during dismissal times.
  - To verify the "bus attendance" and routing verification, once students' swipe-in and out with the card reader or bus escorts' mobile devices
  - To provide value-added service, Kwoon Chung provides "**Instant Bus Location**" feature for parents to trace the location of the bus and whether students boarded the bus
- In order to do so, a NFC bus card will be used to "swipe-in" and "swipe out" for record and to provide GPS instant bus location.
- All registered students will be provided a NFC free of charge. Replacement card will be issued at a cost of HK$70.



Bus Card / Instant Bus Location Apps

Q23 How to use the "Instant Bus Location" APPs? How to read the instant location for student? back to top

- Parents may either **LOGIN*** to
  1. https://school.kcm.com.hk/gsis and click on "**Instant Bus Location**" or
  2. Download the APPs via:
     Google play: https://bit.ly/41Ty1pB
     Apple store: https://bit.ly/383qAjV

**Login name and password will be the same as when parents have signed for the school bus service*

- After **LOGIN**, parents may retrieve:-
  - **morning bus** location with map: once our driver/escort report duty
  - students' boarding/alighting record: once student swipe the bus card on the reader/escorts' mobile
  - **afternoon bus** location with map & students' boarding/alighting record: once students swipe the bus card on the reader/escorts' mobile

Bus payment / Discount / Cancellation / Refund / Rejoin the service

Q24. How to download the invoice, receipt from the website? How to make a payment?

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- Parents may **LOGIN*** to https://school.kcm.com.hk/gsis and click on "**Billing**" to download the invoice(s) and receipt(s)
- Bus payment could be made by:
  1. **E-banking (Bill payment)** – please make sure the "Bill Account" stated in the invoice is used
  2. **PPS (Merchant code: 6219)** – please make sure the "Bill Account" stated in the invoice is used

**Login name and password will be the same as when parents have signed for the school bus service*

Q25. Will there be any penalty charges for late registration or if payment deadline is missed?

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- No penalty charges for any late registration since application is opened throughout the school year.
- 3% financial charge of the outstanding invoices will be levied, if the invoices are being unsettled after three calendar month from the original invoice due dates. Kwoon Chung places trust on parents who signed up and use the service will settle the bus invoice(s) on time. If parents encounter temporary financial difficulties and would like to pay on monthly basis, please contact Kwoon Chung for details.

Bus payment / Discount / Cancellation / Refund / Rejoin the service

Q26. Does Kwoon Chung offers any discount?

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- Special 10% discount will be offered on the 3rd child onwards with the lowest bus fee, of the same family, regardless of the campuses in GSIS.
- Example of the calculation:

Siblings	Campus	Bus Stop	Annual bus fee	Bus fee after discount
A	Peak	Taikooshing	$18,585	**$16,730*** **lower bus fee on 3rd child, 10% off*
B	Peak	Taikooshing	$18,585	**$16,730*** **lower bus fee on 3rd child, 10% off*
C	Pokfulam	Taikooshing	$19,740	$19,740
D	Pokfulam	Taikooshing	$19,740	$19,740



Q27. How to cancel the bus services and to get the refund?

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- To cancel the service, please inform the bus company via:
  1. **'Notify Kwoon Chung'** by LOGIN to the registration system: https://school.kcm.com.hk/gsis and instant auto acknowledgement will be generated for parents' record *OR*
  2. **Email** to Kwoon Chung at gsis@kcm.com.hk and manual acknowledgement will be sent to parents in 1 or 2 working days
  3. More details may refer to the **Bus Information** of the respective campus and school year, posted in the frontpage before LOGIN.
- For any individual cancellation for which a refund applies, the balance will be deposited into parents' given bank account in approx. 4-8 weeks, upon receipt of the cancellation notice.
- For any other refunds that may require a longer processing time, a special timeline will be communicated to parents.



Q28. After cancellation of services for my child(ren), can he/she re-join service within the same school year?

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- It is possible, but subject to the seat/stop availability.
- Since the contract is based on 10.5-month for a school year, bus fees during the monthly suspension period may require for the rejoin.
- If the bus is full for Hong Kong Island, please expect 5-14 working days to work on the seat and/or the stop *(refer to Q5 on the handling)*



Lost-n-found / Inclement weather / Traffic incident / School Bus Rules

Q29. What can we do if my child(ren) lost something on the bus?

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- For any expensive or important item(s), e.g. mobile phone, laptop etc., value over HK$500, or wallet/purse with important document e.g. HKID and cash etc., we encourage parent to call at **3193 9398** to report for instant and urgent follow up.
- If any other item(s), e.g. library book/bag, water bottle etc., we encourage parent to email us at gsis@kcm.com.hk with time allowance for our findings and backend arrangement on the return.



Q30. What are the inclement weather procedure? **(by rainstorm signal)**

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By Rainstorm signal

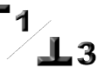
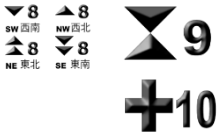
Rainstorm signal	Issuing Time	School Bus Service
Amber 	Anytime	Normal
Red/Black  	(To School) 0500-0600	Suspended
	(To School) 0600-0800	◆ If the signal is hoisted BEFORE the time of the 1st stop, service will be suspended ◆ If the signal is hoisted DURING the middle of the journey, service will be running NORMALLY to school *(bus will NOT return back to home and parents/students have the choice to decide whether to continue the journey to school)*
	(Dismissal) 1100-1730	◆ If the signal is hoisted BEFORE the departure at school, service will be suspended until the signal lowered to Amber or cancelled ◆ Bus service will be automatically CANCELLED if the signal is lowered or cancelled after 1 hour from the dismissal time. Bus service will be RESUME approx. 1-1.5 hour later, after the signal is lowered or cancelled. GSIS and Kwoon Chung mutually agree on the final timing on the date and keep parents informed. ◆ If the signal is hoisted DURING the middle of the bus journey, service will be operating NORMALLY.

Q31. What are the inclement weather procedure? **(by tropical cyclone signal)**

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By Tropical Cyclone signal

Tropical Cyclone signal	Issuing Time	School Bus Service
No. 1 or No. 3 	Anytime	Normal
Pre-No. 8 or No. 8 or above is issued 	(To School) 0500-0600	Suspended
	(To School) 0600-0800	◆ If the signal is hoisted BEFORE the time of the 1st stop, service will be suspended ◆ If the signal is hoisted DURING the middle of the journey, service will be running NORMALLY to school *(bus will NOT return back to home and parents/student have the choice to decide whether to continue the journey to school)*
	(Dismissal) 1100-1730	◆ If the signal is hoisted DURING school hour, service will be PROVIDED, departure time at school will be announced by GSIS or Kwoon Chung ◆ If the signal is hoisted DURING the middle of the journey, service will be running NORMALLY home

Lost-n-found / Inclement weather / Traffic incident / School Bus Rules

Q32. What are the procedures if school bus is having an incident/accident?

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- **Safety is Kwoon Chung's paramount concerns** and we suggest parents to **STAY CALM** and Kwoon Chung will endeavor prompt information will be shared with parent of any incident or accident happened.
- For **safety of students**, if anyone feel pain / hurt and report to our bus escort or driver during the journey (even if not an incident nor accident at all), **Police and Ambulance** will be called to follow up and check the student(s)'s status instantly.
- The concerned parent will be immediately notified via phone call, and GSIS will also be informed.
- Please refer to **GSIS Communication Protocol – page 3** on more details of of the incident (item #3) and accident (item 4) 's handling
  - https://bit.ly/452PlwD



Q33. What are the School Bus Rules or Code of Conduct for students on school bus?

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- To align with GSIS School Bus Guidelines, please refer to the **Bus Information – page 2** of the respective campus and school year, posted in the frontpage before LOGIN to https://school.kcm.com.hk/gsis
- Enforcement of the School Bus Code of Conduct for students listed in the **Bus Information – page 3** will be implemented if students(s) broke the rule(s).



Kwoon Chung's Contact / Communication Channel / Guidelines for Drivers and Escorts

Q34. How to contact Kwoon Chung?

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- For any enquiries, parents may leave us email **gsis@kcm.com.hk** or **LOGIN** to registration system to "**Notify Kwoon Chung**" for follow up.
- For any instant/urgent contact required, please call us from 0600am to 2300pm at:-
  - **Pokfulam Campus:** 52179366 / 3193 9398
  - **Peak Campus**: 69776337 / 31939398



- From 2023/2024 school year, whatsapp group for individual bus routes will be created for Pokfulam Campus. More information will be shared in the final schedule of the bus route.
- An on-site Bus Manager from Kwoon Chung will be **stationed at** either Peak Campus or Pokfulam Campus throughout the school year, dedicated to answer emails and calls from GSIS parents from 0730am to 1630pm, during the school day *(or 0700am to 1600pm, 0800am-1700pm subject to final operational needed)*.
- An on-site Bus Escorts' Head from Kwoon Chung will be **stationed at** Pokfulam Campus from 0715-0815am for morning bus arrivals, and 1200-1430pm dismissal. She will be assisting the reply on the whatsapp group with parents in Pokfulam Campus.
- For any information required – e.g. Bus Information, Tentative Schedule for application etc., or submit bus application or "Notify Kwoon Chung" on any bus arrangement after submission of bus application, please visit: https://school.kcm.com.hk/gsis

Kwoon Chung's Contact / Communication Channel / Guidelines for Drivers and Escorts

Q35. How do parents get informed by Kwoon Chung in case of update and/or bus change? back to top

- Parents may **REVIEW** and **LOGIN** to online registration system for:-
  1. **Bus Information** review
  2. **Tentative Bus Schedule** review
  3. **Update** parents' contact – e.g. mobile no., email address, helper's contact etc.
  4. **Submit/Renew** bus application
  5. **Upload** photo for Secondary Student's bus card
  6. **Retrieve FINAL BUS SCHEDULE**
  7. **Download** invoice(s) or receipt(s)
  8. **Review Instant Bus Location**
  9. **Inform Kwoon Chung of** any changes made – e.g. move home, cancellation of service etc., via **"NOTIFY KWOON CHUNG"**



- For new school year, all **FINAL SCHEDULE** will be uploaded in the system
- If any route adjustment required to make after the final schedule has been sent to parents, **EMAIL** will be sent to parents of any update or change **THREE WORKING DAYs** in advance. If in case any short notice is required, **PHONE CALL OR SMS** will be made or sent to alert parents of any short notice change(s).

Q36. What are the guidelines for Drivers, Escorts and Parents? back to top

- For the JD, Role & Responsibilities, Protocol for drivers/escorts: https://bit.ly/3AShsyl
- Bus Drivers, Bus Escorts' Training snapshot: https://bit.ly/3p7lSih
- Please also refer to the guidelines, shared by GSIS: https://bit.ly/3LMlmPz

