

KWOON CHUNG MOTORS COMPANY LIMITED

3/F, No. 8 Chong Fu Road, Chai Wan, Hong Kong

Tel: 3193 9383

Website: <https://school.kcm.com.hk/hkis>

Email: hkis@kcm.com.hk

Hong Kong International School (HKIS)

Guidelines for registration [For new family/student]

Please note:-

**** If any sibling(s) is(are) currently using Kwoon Chung service, please refer to “Steps to submit application – Current Kwoon Chung users”**

**** Per family per login**

**** All family members should use the SAME login and click on “Bus Application” -> “New Application” to register sibling(s)**

Step 1 – Login



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 20XX / 20XX
- Tentative Schedule 20XX / 20XX

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: hkis@kcm.com.hk

Login/Technical Support

Email: ors@kcm.com.hk

HKIS

SCHOOL BUS SERVICE 20XX / 20XX

KWOON CHUNG MOTORS COMPANY LIMITED of 3/F 8 Chong Fu Road, Chai Wan, Hong Kong tel: 3193 9383, email: hkis@kcm.com.hk will provide school bus services for Hong Kong International School student on a contract basis for the 20xx-20xx 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 Hong Kong International School students.

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

Application Deadline:

Step 1
Login

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

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


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

HKIS


Guidelines for bus registration

[For new family / student]

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

English | 中文

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
Creat login account

Step 3 – Create login ID & password & fill-in parent/ guardian's contact



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
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.5 & max. 25 characters

Re-confirm Password: *

Step 3

Fill-in the information below and click "Submit"

Parent / Gardian'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

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:

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

Billing Info

☒ Same as Home Address?

Company: *

Contact Email: *

Contact Tel:

Billing Address:

Attention: *

Company/Organization

Contact Person's Email

Flat/Floor/Tower no *

Building Name

Street No., Name *

District

Submit
Reset

Step 4 – Activate newly registered account with login ID & password



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

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" (coming soon)


Thank you.

[Login Now](#)


Step 4
Click "Login Now" to activate newly registered "Login ID" & "password"

2013 All Rights Reserved. Kwoon Chung Motors Company, Limited

Step 5 – Use the registered login & password to login



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

English | 中文

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 – Select “Bus Application” –> “New Application”

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

Hello,
English | 中文

Peak School

- Home
- Parent/Guardian's Profile
- Bus Application**
- Renew Bus Service
- New Application**
- Upload Photo
- CCA Application
- Bus 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

Step 6
Select "Bus Application" –> "New Application" –> Follow our system steps to submit application

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

Step 7 – Fill-in student information

**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

Hello,

Step 1
Activation

Step 2
Student Info

Step 3
Bus Record

Step 4
Secondary Entry

Step 5
Choosing

Step 6
Payment

Step 7
Submit

School: HKIS

Parent/Guardian* Profile has been updated!

Please complete the following steps to submit the bus application for your child(ren).

Thank you,

* Compulsory Field

Step 7
Follow steps to fill-in student information

Please fill the following student information:


First Name: *	<input type="text"/>	Family Name: *	<input type="text"/>
Chinese Name: *	<input type="text"/>		
Gender: *	<input type="radio"/> Male <input type="radio"/> Female	Campus:	<input type="text"/>
Class: *	<input type="text"/>	Student No: *	<input type="text"/>

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 – for Secondary student only


New Upload: No file chosen



Next

Step 8 –Click “Complete Application”

**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

Hello,

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

Contact Us
Email: hkis@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: HKIS

Bus application successfully submitted

Online registration ref. no.: B2X- HKIS00000

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 3193 9382 or email: peak@kcm.com.hk

Enrol more student for the bus

Complete Application

Step 8
Click "Complete Application"

Step 9 – Download invoice and make payment
[Only one student take school bus]

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

Hello,
English | 中文

HKIS

Home

Parent/Guardian's Profile

Bus Application

CCA Application

Bus Schedule

Billing

Notifying Kwoon Chung

Notice Board

Logout

Contact Us

Email: hkis@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
201X-XX-XX		MON [201X/201X]	REMINDER	HK\$1

[Download Invoice](#)

Step 9
Download invoice & make payment

Please note:

1. Follow system steps to submit application for procedures afterwards.
2. Parents will receive system generated auto-email notification after successful application.
3. **Please repeat step 6, if two or more students require school bus service.**
4. For invoice, please download in our system -> Invoice/ Receipt.
5. Should you have any login/ technical/ route enquires, kindly please contact us during office hours.

Thanks for using our School Bus Registration/ Communication System.