

# **KWOON CHUNG MOTORS CO. LTD.**

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## **Job description for Bus Escort**

- Residence of Hong Kong
- Patience and care with children/young children
- English speaking is highly preferred
- Assist children for boarding/alighting
- Uphold discipline on the bus
- Part-time job

## **Roles and Responsibilities of Bus Escort**

### **For pick up (To school)**

- Greet children and parents with courtesy
- Assist students boarding on the bus
- Arrange Lower Primary (RC,Y01,Y02,MS,GS,CP) to be seated as soon as possible in the front with seat-belts, Upper Primary student (Y03,CE1 or above) in the middle or back and Secondary students at the very back.  
*P.S. Depending on the traffic conditions, bus will depart as soon as all students are SEATED and may not be to wait until all seat-belts are fastened. Bus escort will follow up even the bus is departed from the pick up and will make sure all students would be wearing it all the way.*
- Ensuring bus will NOT depart prior than the schedule time given
- Report to bus company if:-
  - a) Anticipation of bus delay for more than 15 mins
  - b) Any misbehavior – after 3 warning card shown to the same student
  - c) Any incident/accident happened during the trip (e.g. bus broke down, student's nose bleeding/vomited on the bus etc.)
- Upon arrival at school, assisting students alighting from the bus
- Check the whole bus compartment to make sure no student or other belonging is being left behind.
- Check with bus company for any uncertainties or suggestion on the pickup spot and time, based on the actual routing/operation
- No food kind or drink should be given to student

### **For drop off (Afterschool)**

- Meet and greet students at school
- Check their names and count the numbers of students who will ride on the bus each day
- Follow bus company's instruction of any different arrangements for student (e.g. parent/guardian pick up at school, drop off at other spots etc.)  
*P.S. Do not trust the words from students about any arrangement e.g. drop off at different spots with friend; parent would be pick up from school etc.*
- Any doubt or if no information received but cannot pick up/see the student at school, should report of KCM office for checking
- Arrange Lower Primary (RC,Y01,Y02,MS,GS,CP) to be seated in the front with seat-belts and supervise them until 1525pm on Mon, Tue and Thur, 1320 on Wed and Fri.  
Then pick up Upper Primary student (Y03,CE1 or above) in the middle or back and Secondary students at the very back.
- Make sure all students will fasten seat-belts before departure from school
- Drop off students at the designated drop off point to his/her own parent/guardian at the stop, unless specified on the student list the student is authorized to be release by him/herself.
- Assist students alight from the bus
- Report to bus company if:-
  - a) No adult at the stop to pick up student
  - b) Anticipation of bus delay for more than 15mins
  - c) Any misbehavior – after 3 warning card shown to the same student
  - d) Any incident/accident happened during the trip (e.g. bus broke down, student's nose bleeding/vomited on the bus etc.)
- Check the whole bus compartment to make sure no student or other belonging is being left behind.
- Check with bus company for any uncertainties or suggestion on the pickup spot and time, based on the actual routing/operation
- No food kind or drink should be given to student

## **Roles and Responsibilities of Bus Driver**

- Holding valid HK driving licence for driving bus
- Strictly comply with HK Law, including not overspeed, talking on the phone without hand-free etc.
- Should always drive safely and attentively at all time
- Should not depart when children are still standing
- Should not leave the bus with children while bus mother is not present
- Should not smoke inside the bus compartment

## **Protocol for no adult at the drop off point**

- Report to bus company
- Move forward to the nearest layby/safe place if the bus cannot wait at the original spot
- Wait for the reply from bus company
- If parent/guardian cannot arrive within 3-5 mins,
  - a) Bus will continue the rest of the journey
  - b) bus company will continue contact the parent/guardian
  - c) subject to the schedule of the bus driver & escort, parent/guardian will be either:-
  - d) pick up at another drop off along the route or at the end of the route or
  - e) Bus company in Chai Wai or FIS

## **Protocol for bus delay**

- Bus mother/driver will report the delay
- A SMS will be sent if the delay is more than 15mins
- Parent/guardian could also call bus company (Tel: 2578 1178) to track the location of the bus

## **Protocol for student's misbehavior on the bus**

- Student's behavior and safety should be monitor and observed at all time
- A French-English warning card should be shown whenever any misbehaved acts observed
- Upon showing 3 three times of the warning card, bus escort will be verbally warned the student and report to bus company.
- Bus company will inform both parents and FIS in writing as first offence.
- If misbehaviors continue, another 3 three times warning card shown by bus mother to the students, it will be treated as second offence. Consequence will be the suspension of bus privileges for TWO school days.
- Repeated offence will result in suspension of bus privileges.
- For Major offences (e.g. smoking, fighting, vandalism etc), students will be suspended from the bus usage without warning (FIVE school days minimum) and parents will be contacted.
- Students are responsible for any damage incurred while using the school bus. In the event of damage occurring and culprits not identifying themselves, all students riding that bus will contribute to the cost of repairs.

## **Protocol for bus broken down**

- Bus will stop at safe spot and report to bus company for replacement bus
- A SMS will be sent to parents to inform the broke down
- If the bus is not stopping at a safe spot, e.g. in the middle of the highway, police report will be made to assist for traffic diversion and for student changing to replacement bus

## **Protocol for accident happened**

- Bus mother will immediately check for all students' physical conditions, especially any injuries, not feeling well, dizzy or even shock
- Bus driver will call 999 to make the police report and inform bus company
- A SMS will be sent to all parents
- A phone call will be made if the student is injured
- On the bus, bus mother will NOT move or touch students, in case of fracture.
- If bleeding was observed, bus mother will use clean/sterilized tissue directly press the bleeding wound
- Bus mother will try her best to comfort students and keep them calm
- In case of fire risk, bus mother and driver will move/arrange student to a safe place/roadside.
- Other than a SMS, an email report will be sent to both parents and FIS for the details