

# KWOON CHUNG MOTORS COMPANY LIMITED

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

Tel: 3193 9366

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

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

## Kennedy School

### Guidelines for bus application submission

[ For family / sibling(s) is(are) currently using Kwoon Chung service ]

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

#### Login/Technical Support

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

### Kennedy School

#### SCHOOL BUS SERVICE 20XX / 20XX

KWOON CHUNG MOTORS COMPANY LIMITED of 3/F 8 Chong Fu Road, Chai Wan, Hong Kong  
Tel: 3193 9366, email: [kennedy@kcm.com.hk](mailto:kennedy@kcm.com.hk) will provide school bus services for Kennedy 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 Kennedy 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.

#### Step 2 – Login

## Kennedy School

Guideline for bus application submission

[ For family / sibling(s) is(are) currently using Kwoon Chung service ]



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


**Step 2**  
Use your existing Login ID and Password to Login

### 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 3 – Change password & confirm parent/ guardian's contact

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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 School Data Step 3 **Parent Info** Step 4 Contact Person Step 5 Payment Step 6 Payment Step 7 Submit

#### Update Parent/Guardian' Profile \* Compulsory Field

You may change your password if necessary.

**Login Name and Password:**

Login Name: \*  (max. 10 characters)  
Password: \*  (min. 6 & max. 25 characters)  
Re-confirm Password: \*

**Step 3**  
1. Change your password if necessary.  
2. Confirm the following information below.

#### Parent / Gardian's Contact

Please confirm the following 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: \*   
 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

**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 4 – Follow steps to fill-in student information

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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 Details Step 4 Fill in Student Info Step 5 Preview Step 6 Payment Step 7 Submit

School: Kennedy School

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 4**  
**Follow steps to fill-in student information**

Please fill the following student information:

First Name: \*  Family Name: \*   
Chinese Name: \*   
Gender: \*  Male  Female Campus:   
Class: \*  Student No: \*   
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

## Step 5 – Successful submission

The screenshot displays the 'School Bus Registration / Communication System' interface for Kennedy School. At the top, the company logo and name 'Kwoon Chung Motors Company, Limited' are visible, along with a navigation bar showing six steps: Step 1 (Student Info), Step 2 (Bus Route), Step 3 (Services Terms), Step 4 (Preview), Step 5 (Payment), and Step 6 (Submit). The 'Submit' step is marked as complete with a green checkmark. The main content area shows the school name 'Kennedy School' and a large heading 'Bus application successfully submitted'. Below this, the online registration reference number is 'B2X- KS00000', which is underlined in red. A message of thanks follows, stating that a confirmation email will be sent. Contact information is provided: phone number 3193 9366 and email [kennedy@kcm.com.hk](mailto:kennedy@kcm.com.hk). Two buttons are present: a yellow 'Enrol more student for the bus' button and a green 'Complete Application' button, which is highlighted with a red rectangular border. A red arrow points to the 'Complete Application' button, with the text 'Step 5 Click "Complete Application"'. A left-hand sidebar contains navigation links for Home, Parent/Guardian's Profile, Bus Application, CCA Application, Bus Schedule, Billing, Notifying Kwoon Chung, Notice Board, Logout, and Contact Us.

**Kennedy School**

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

Contact Us  
Email: [kennedy@kcm.com.hk](mailto:kennedy@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: Kennedy School

### Bus application successfully submitted

Online registration ref. no.: B2X- KS00000

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 9366 or email: [kennedy@kcm.com.hk](mailto:kennedy@kcm.com.hk)

Enrol more student for the bus

Complete Application

**Step 5**  
Click "Complete Application"

### Kennedy School

Guideline for bus application submission

[ For family / sibling(s) is(are) currently using Kwoon Chung service ]

Step 6 – Download invoice and payment [Only one student take school bus]

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School Bus Registration / Communication System

Hello,  
English | 中文

Kennedy School

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

Contact Us  
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### 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 6**  
**Download invoice & make payment**

## Step 7 – Continue submit application

[Two or more students who never use Kwoon Chung service before]

The screenshot shows the 'School Bus Registration / Communication System' interface for Kennedy School. The sidebar menu includes: Home, Parent/Guardian's Profile, Bus Application (highlighted with a red box), Renew Bus Service, New Application (highlighted with a red box), Upload Photo, CCA Application, Bus Schedule, Billing, Notifying Kwoon Chung, Notice Board, and Logout. The main content area displays a welcome message and instructions for bus registration. A red arrow points from the 'New Application' link in the sidebar to the 'Step 7' instruction in the main content area.

**Step 7**  
Select "Bus Application" -> "New Application" ->  
Follow our system steps to submit application

### 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 7, 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.