

# 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 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: [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 – Register



### 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)

#### 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



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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.6 & max. 25 characters  
Re-confirm Password: \*

### Parent / Guardian'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:   
 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 – Activate newly registered account with login ID & password



### 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"**

## Step 5 – Use the registered login & password to login



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### School Bus Registration / Communication System

English | 中文

#### Login

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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)

#### 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 5**  
Use the registered Login ID & password to Login

## Step 6 – Select “Bus Application” -> “New Application”

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**School Bus Registration / Communication System** Hello, English | 中文

**Kennedy 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

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### School Bus Registration / Communication System Hello,

Step 1 Activation   Step 2 Student Info   **Step 3 Fill in Profile**   Step 4 Accepted Terms   Step 5 Provision   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 7**  
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 8 –Click “Complete Application”

The screenshot displays the 'School Bus Registration / Communication System' interface for Kennedy School. At the top, the Kwoon Chung Motors Company logo and name are visible, along with a row of buses. The page title is 'School Bus Registration / Communication System' and it greets the user with 'Hello,'. A progress bar at the top indicates six steps: Step 1 (Student Info), Step 2 (Bus Route), Step 3 (Services Terms), Step 4 (Preview), Step 5 (Payment), and Step 6 (Submit), with Step 6 being the current step and marked with a checkmark. The main content area shows 'School: Kennedy School' and a large green heading: 'Bus application successfully submitted'. Below this, it provides the 'Online registration ref. no.: B2X- KS00000' and a thank you message. Contact information is provided: '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)'. 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 box. A red arrow points to this button from the text 'Step 8 Click "Complete Application"'. A left-hand navigation menu lists various school services like Home, Parent/Guardian's Profile, Bus Application, CCA Application, Bus Schedule, Billing, Notifying Kwoon Chung, Notice Board, Logout, Contact Us, and Login/Technical Support.

Step 9 – Download invoice and make 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  
Email: [kennedy@kcm.com.hk](mailto:kennedy@kcm.com.hk)  
Login/Technical Support  
Email: [ors@kcm.com.hk](mailto: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.