KWOON CHUNG MOTORS COMPANY LIMITED

3/F, No. 8 Chong Fu Road, Chai Wan, Hong Kong Tel: 3193 9389 Website: https://school.kcm.com.hk/sisland Email: sisland@kcm.com.hk

South Island School

For new family/student Guidelines for registration [

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 土象斑成员 Member of KWOON CHUNG BUS GROU

School Bus Registration / Communication System

South Island School

SCHOOL BUS SERVICE 20XX / 20XX

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

> .OGIN - To Submit Application

To View Bus Schedule

To download Invoice/Receipt To Notify Kwoon Chung

Contact Us

Email: sisland@kcm.com.hk

Login/Technical Support

Email: ors@kcm.com.hk

KWOON CHUNG MOTORS COMPANY LIMITED of 3/F 8 Chong Fu Road. Chai Wan, Hong Kong tel: 3193 9389, email: sisland@kcm.com.hk will provide school bus services for Island School student on a contract basis for the 20tox-20tox 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 South Island 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

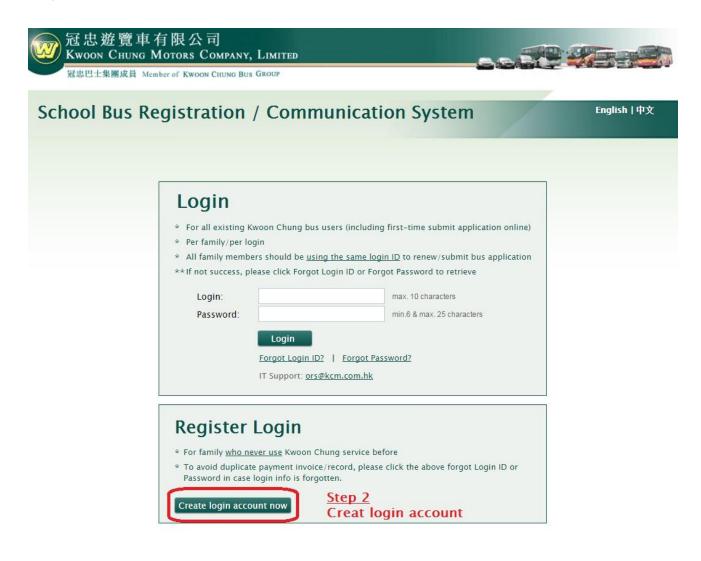
However, after the application deadline, all routings and size of the buses will be fixed for one academic year, in which stops and seats availabilities are not guarantee.

BUS INFORMATION & BUS FEE

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

South Island School Guidelines for bus registration For new family / student]

Step 2 – Register



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

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ease create your le	ogin name	e and password fo	or bus registr	ration and future	e login to t		
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assword: *			19663683		arecters	Fill-in the	
-confirm Passwork	rd: *					information below	
arent / Gard ease fill-in the co						and click "Si	ubmit"
Primary Contac	t —	en an 22 1015					
Father/Guardian1	 Mot 	ther/Guardian2 🔍	Both @				
Father / Guard	ian 1 —						
Name:							
Mobile No:							
	🗎 na HK	mobile number ava	ilable yet/not	applicable			
Office No:							
Email Address:	For two or	r more emails, plaas	e separate by	semi-colon ':'			
Mother / Guard	lian 2 -						
Name:							
Mobile No:							
	🗊 ne HK	mobile number ava	ilable yet/not	applicable			
Office No:							
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Helper —							
Name:							
Mobile No:							
Email Address:	For two or	r more emails, pleas	e separate by	semi-coloo ':'			
Primary Contac	4508224						
SMS Number: *			(for bus dela	y/emergency use	0		
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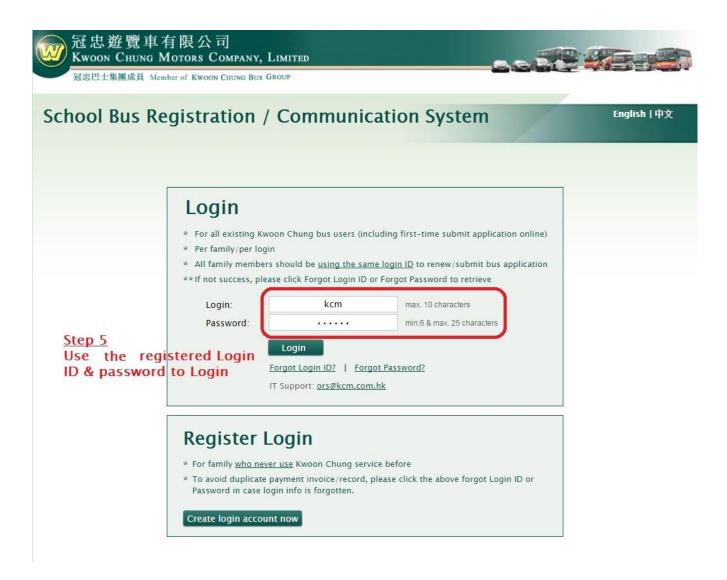
South Island School Guidelines for bus registration [For new family / student]

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



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Step 5 – Use the registered login & password to login



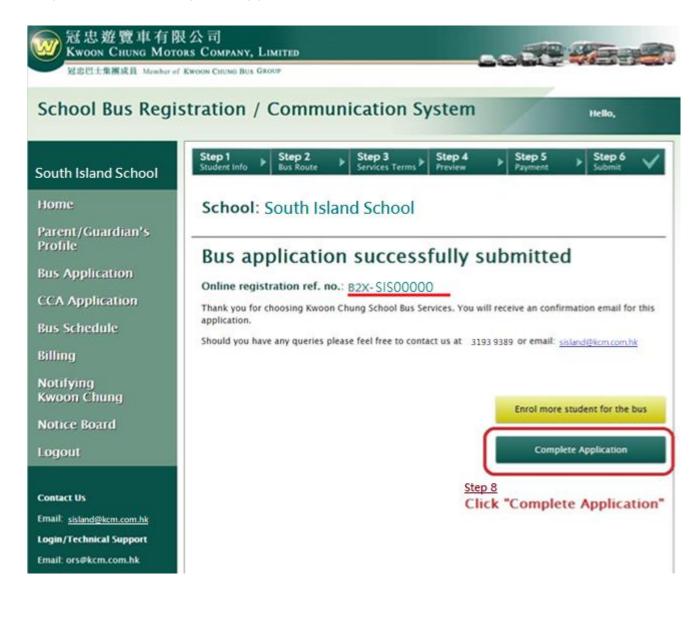
Step 6 – Select "Bus Application" -> "New Application"

冠忠巴士集團成員 Member	of KWOON CHUNG BUS GROUP						
School Bus Reg	istration / Communication System Hello, English 中文						
South Island School	Thank you for logging-in our system.						
Home	You may now register your child(ren) bus service and/or notifying Kwoon Chung for any change of bus arrangement.						
Parent/Guardian's Profile	Bus Information Select "Bus Application" -> "New Application" -> Follow our system steps to sumbit application						
Bus Application	Pollow our system steps to sumbit application						
Renew Bus Service	Bus Registration						
Upload Photo	Students need to renew/register for bus service every school year.						
CCA Application	Bus service will NOT automatically renew from last academic year.						
Bus Schedule	To renew/register for the bus, steps are as followed:-						
Billing	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.						
Notifying Kwoon Chung	For new bus user, please click "New Application" to register the bus service.						
Notice Board	For existing bus user, please click the icon "Renew Bus Service" under your child's name to renew the bus service.						
Logout	For successful renew/application, status = Application Submitted						
	Application has not been submitted, status = Waiting to renew						

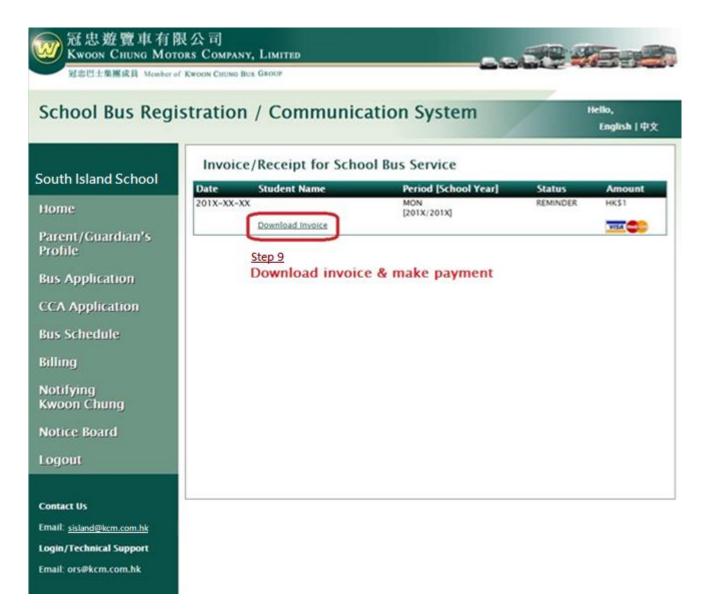
Step 7 – Fill-in student information

Step 1 5	itep 2	Step 4 Step 5 Step 6 Step 6	Step 7
School:	South Island Sch	lool	
	ian' Profile has been updated ate the following steps to sub	i mit the bus application for your child(ren).	* Compulsory Fiel <u>Step 7</u> Follow steps to fill-in student information
Please fill the fol	lowing student information:	/	
First Name: *		Family Name: *	
Chinese Name: *			
iender: *	Male Female	Campus:	
lass: *	•	Student No: *	
		If no or not sure for the student no., please fit $\ensuremath{\sc n}\xspace a$	ll out
You may upload			

Step 8 -Click "Complete Application"



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



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.