

**Singapore International School – School Bus Registration Guideline
(Existing user – KCM School Bus Rider)**

Please note:

- ** If any student(s) / family(ies) are current KCM riders, please login with your current account
- ** Each family uses ONE login account
- ** Use the same login for every family member. Select Bus Application → New Application to register new User
- ** **Student photo is required for application and issuing bus card.** But you may upload later by logging-in the system if you are not ready during the application process. (Please refer to P.9 – Point # 5 for more details)

Step 1 – Login

The screenshot shows the website interface for the School Bus Registration / Communication System. The left sidebar contains a 'Bus Information Download' section with a 'LOGIN' button highlighted in a red box. Below the sidebar, there is a 'Contact Us' section with an email address and a 'Login/Technical Support' section with an email address. The main content area displays the school's name, service details, and registration information.

冠忠遊覽車有限公司
KWON CHUNG MOTORS COMPANY, LIMITED
冠忠巴士集團成員 Member of KWON CHUNG BUS GROUP

School Bus Registration / Communication System

SINGAPORE INTERNATIONAL SCHOOL
SCHOOL BUS SERVICE [20XX / 20XX]

KWON CHUNG MOTORS COMPANY LIMITED of 3/F 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 3193 9339 ; Email: sis@kcm.com.hk) will be providing school bus service for students on a contract basis for the school year.

ONLINE REGISTRATION DEADLINE

All bus riders will be expected to register online.

In order to allow sufficient time to prepare various bus routes, to schedule pick-up/drop-off times, to process bus tags and to co-ordinate school buses to avoid over-crowding, parents should submit the application on or before DATE.

Application is open for whole school year.

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, TENTATIVE SCHEDULE & BUS FEE

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

Bus Information Download

This system will be used for bus application submission and communication channel between parents/guardian and Kwon Chung.

For the general information about the bus service and tentative bus schedule, please download below

Bus information

- [Bus info](#)
- [Tentative Schedule](#)

LOGIN

- To Submit Application
- To View Bus Schedule
- To download Invoice/Receipt
- To Notify Kwon Chung

Contact Us

Email: sis@kcm.com.hk

Login/Technical Support

Email: ors@kcm.com.hk

**Step 1
System Login**

Step 2 – Login

<https://school.kcm.com.hk/ors/login.php?lang=en>

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School Bus Registration / Communication System

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. 8 & 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 2A
Enter the registered
“Login ID” and
“Password”


OR

Step 2B
Register account for **first time login**
(Only for family who **never** use KCM
services)


**Please refer to Application’s guideline
(For New User) for details.*

Step 3 – Apply bus service [Select Bus Application → Renew Bus Service]

<https://school.kcm.com.hk/ors/changepwd.php>



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School Bus Registration / Communication System Hello, < KCM >

<School Name>

Home

Parent/Guardian's Profile

Bus Application

Renew Bus Service

New Application

Upload Photo

Final Schedule

Billing

Notifying Kwoon Chung

Notice Board

Instant Bus Location

Logout

Contact Us

Tel: (852) 29 798 798
Email: _____@kcm.com.hk

Login/Technical Support

Email: ors@kcm.com.hk

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

[Bus info](#)
[Tentative Schedule](#)

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**

**** Please repeat Step 2 to register two or more children for the bus. ****

Photo (for Secondary Students)


A passport photo (size: W 4cm x H 5cm) is required for bus card issuing for Secondary Students. Supported image type: JPEG, BMP, TIFF & GIF with maximum 2MB.

Please submit the bus application even if the photo is not yet ready.
You may upload the photo later by logging in the system again.


Step 3

Select Bus Application → Renew Bus Service →
Follow system instruction to apply bus services.

Step 4 – Apply bus service [Select Bus Application → Renew Bus Service]



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School Bus Registration / Communication System

Hello, English | Chinese

Step 1 Activation **Step 2** Select Student **Step 3** Student Info **Step 4** Bus Route **Step 5** Services Terms **Step 6** Preview **Step 7** Payment **Step 8** Submit

Bus Application -- TO BE RENEW

Student #1

Application Status **Waiting to Renew**

Personal Information

First Name	TAI MAN ALEX
Last Name	WONG
School	SCHOOL
Campus	CAMPUS
Class	4D

Step 4

Click "Renew School Bus" to submit application

Renew School Bus **Cancel School Bus**

Student #2

Application Status **Waiting to Renew**


Personal Information

First Name	SIU FEI ANGEL
Last Name	WONG
School	SCHOOL
Campus	CAMPUS
Class	2B

Renew School Bus **Cancel School Bus**

Step 5 – Fill-in student information

https://school.kcm.com.hk/ors/bus_apply_s1.php?r=1

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<School Name>

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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:

Step 5
Follow system instruction to fill-in the information * Compulsory Field

Please fill the following student information:

First Name: * (Preferred Name) Family Name: *

Chinese Name: *

Gender: * Male Female Campus:

Class: * (20XX / 20XX) 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

New Upload: 瀏覽...

Step 6 – Click Complete Application OR Enroll more student for bus

https://school.kcm.com.hk/ors/bus_apply_s6.php

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Step 1 Student Info Step 2 Bus Route Step 3 Services Terms Step 4 Preview Step 5 Payment Step 6 Submit

School:

Bus application successfully submit Retain this number for future reference.

Online registration ref. no.: B2X-SCH00000

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 [29 798 798](tel:29798798) or email: cdnis@kcm.com.hk


6A. Enrol more student(s) Enrol more student for the bus

OR


6B. Complete Application (Bus application submit successfully) Complete Application

Step 7 – Download invoice and settle payment

<https://school.kcm.com.hk/ors/billing.php>



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School Bus Registration / Communication System

Hello, < kcm >
English | 中文

<School Name>

- Home
- Parent/Guardian's Profile
- Bus Application
- Final Schedule
- Billing**
- Upload bank receipt
- Invoice/Receipt
- Notifying Kwoon Chung
- Notice Board
- Instant Bus Location
- Logout


Contact Us
Tel: (852) 29 798 798
Email: _____@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
20XX-01-01	KCM BUS RIDER	JUL [20XX/20XX]	OUTSTANDING	HK\$3,720

[Download Invoice](#)



Select "Billing" and click "Invoice/Receipt; to download the invoice & settle the payment

Please note:

1. Please follow system instruction to submit bus application.
2. A notification will be sent to your email once application is submitted.
3. **Please follow Step 6A (Enrol more student) if more than one student requires bus service.**
4. Please visit Billing → Invoice/Receipt to download invoice.
5. **You may upload the student photo later, under "Bus Application" → "Upload Photo"**
6. Should you have any enquire regarding login/ technical or routing, please call KCM at 29 798 798.

Thank you for using our School Bus Registration/ Communication System.