

**Singapore International School – School Bus Registration Guideline
(New user – Never use KCM service)**

Please note:

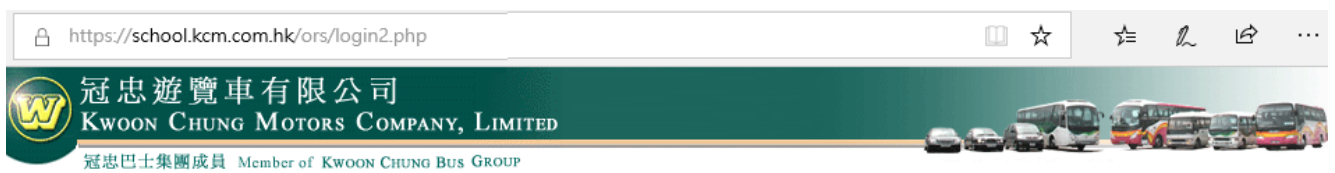
- ** If any student(s) / family(ies) are current KCM riders, please login with your current account
- ** Each family uses ONE login account
- ** Use the same login for every family member. Select Bus Application → New Application to register new User
- ** **Student photo is required for application and 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 Singapore International School. The left sidebar contains a 'Bus Information Download' section with a 'LOGIN' button highlighted in a red box. The main content area displays 'SINGAPORE INTERNATIONAL SCHOOL SCHOOL BUS SERVICE [20XX / 20XX]' and provides contact information for Kwon Chung Motors Company Limited. A red arrow points from the 'LOGIN' button to the text 'Step 1 System Login'.

**Step 1
System Login**

Step 2 – Register (Only for family who never use KCM services)



School Bus Registration / Communication System

Register Login

- * Per family/per login
- * All family members should be using the same login ID to renew/submit bus application

Create login account now

Step 2A
Only for family who never use KCM services

Login:

- * For family registered login (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

OR

Step 2B
For family who already have the login account.

Step 3 – Create login and enter parent’s contact

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

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 / Staff's Contact

Please fill-in the contact information below.
System Automatic Email will be sent According to the Choice of the Primary Contact

Primary Contact

Father/Guardian1/Staff Mother/Guardian2/Staff Both

Father / Guardian 1 / Staff

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 / Staff

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 / Other Guardian

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

(Home address will be used for route/stop planning consideration and bus card mailing)

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 3A

1. Select your own
 - i) Login Name &
 - ii) Password

Step 3B

2. Fill in Parent's contact

Step 4 – Login to activate new account

https://school.kcm.com.hk/ors/message.php?t=confirm7

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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"

Thank you.

Step 4
Click "Login Now" to activate new account.

Login Now

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Step 5 – Login using newly created login ID and Password

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 5
Enter the registered
“Login ID” and
“Password”

Step 6 – Apply bus service [Select Bus Application → New Application]

https://school.kcm.com.hk/ors/home.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 6

Select Bus Application → New Application →

Follow system instruction to apply bus services.

Step 7 – Fill-in student information

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

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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
Notifying Kwon 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

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

School:

Step 7
Follow system instruction * Compulsory Field to fill-in the information

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 8 – Click Complete Application OR Enroll more student for bus

The screenshot shows a web browser window with the URL https://school.kcm.com.hk/ors/bus_apply_s6.php. The header includes the Kwoon Chung Motors Company logo and name in Chinese and English, along with the text "Member of KWOON CHUNG BUS GROUP". The main heading is "School Bus Registration / Communication System" with a "Hello, < KCM >" greeting.

A progress bar at the top indicates the following steps: Step 1 Student Info, Step 2 Bus Route, Step 3 Services Terms, Step 4 Preview, Step 5 Payment, and Step 6 Submit (which is currently active and marked with a checkmark).

The main content area displays "School:" followed by a redacted field. A yellow callout box points to this field with the text "Retain this number for future reference." Below this, a large green banner reads "Bus application successfully submitted". Underneath, it states "Online registration ref. no.: **B2X-SCH00000**".

A message follows: "Thank you for choosing Kwoon Chung School Bus Services. You will receive an confirmation email for this application." Below this, it provides contact information: "Should you have any queries please feel free to contact us at [29 798 798](tel:29798798) or email: cdnis@kcm.com.hk".

At the bottom of the main content area, there are two buttons: "Enrol more student for the bus" (highlighted with a red box) and "Complete Application" (also highlighted with a red box). Red arrows point from these buttons to the text "8A. Enrol more student(s)" and "8B. Complete Application (Bus application submit successfully)" respectively. The word "OR" is placed between these two options.

A left-hand sidebar contains navigation links: Home, Parent/Guardian's Profile, Bus Application, Final Schedule, Billing, Notifying Kwoon Chung, Notice Board, Instant Bus Location, Logout, Contact Us (with Tel: (852) 29 798 798 and Email: @kcm.com.hk), and Login/Technical Support (with Email: ors@kcm.com.hk).

Step 9 – Download invoice and settle payment

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



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 8A (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.