

KWOON CHUNG MOTORS COMPANY LIMITED

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

Tel: 3193 9396

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

Email: wis@kcm.com.hk

West Island 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: wis@kcm.com.hk

Login/Technical Support

Email: ors@kcm.com.hk

West Island School

SCHOOL BUS SERVICE 20XX / 20XX

KWOON CHUNG MOTORS COMPANY LIMITED of 3/F 8 Chong Fu Road, Chai Wan, Hong Kong tel: 3193 9396, email: wis@kcm.com.hk will provide school bus services for West Island 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 West 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.

Step 2 – Register



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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

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
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Create your Online Login and Password

Please create your login name and password for bus registration and future login to this system.

Login Name: *

Password: *

Re-confirm Password: *

max. 10 characters

min. 6 & max. 25 characters

Step 3

Fill-in the information below and click "Submit"

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: *

Contact Email: *

Contact Tel:

Billing Address:

Attention: *

Company/Organization

Contact Person's Email

Flat/Floor/Tower no *

Building Name

Street No., Name *

District

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 KWON CHUNG" (coming soon)

Thank you.

[Login Now](#)

Step 4

Click "Login Now" to activate newly registered "Login ID" & "password"

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Step 5 – Use the registered login & password to login



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School Bus Registration / Communication System

English | 中文

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IT Support: ors@kcm.com.hk

Register Login

- * For family who never use Kwoon Chung service before
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Create login account now

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



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School Bus Registration / Communication System

Hello,
English | 中文

West Island 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.

Step 6
Select "Bus Application" –> "New Application" –> Follow our system steps to submit application

Bus Information

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 Student

Step 4
Assigned Parents

Step 5
Principal

Step 6
Payment

Step 7
Submit

School: West Island 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



Next

Step 8 –Click “Complete Application”



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School Bus Registration / Communication System

Hello,

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

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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: West Island School

Bus application successfully submitted

Online registration ref. no.: B2X- WIS00000

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 9395 or email: wis@kcm.com.hk

Enrol more student for the bus

Complete Application

Step 8
Click "Complete Application"

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

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Email: 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.