

# KWOON CHUNG MOTORS CO. LTD.

3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG

Tel : 3193 9392 | Online registration/communication system : <https://school.kcm.com.hk/ycis> | Email : [ycis@kcm.com.hk](mailto:ycis@kcm.com.hk)

## Yew Chung 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 for Kwoon Chung Motors Company Limited. The header includes the company logo and name in Chinese and English, along with the text '冠忠巴士集團成員 Member of KWOON CHUNG BUS GROUP'. The main heading is 'School Bus Registration / Communication System'. The left sidebar contains a 'Bus Information Download' section with a description of the system and a link to download bus information. Below this is a 'Bus information' section with links for 'Bus info' and 'Tentative Schedule'. A prominent yellow 'LOGIN' button is highlighted with a red box, listing actions: 'To Submit Application', 'To View Bus Schedule', 'To download Invoice/Receipt', and 'To Notify Kwoon Chung'. The main content area is titled 'YEW CHUNG INTERNATIONAL SCHOOL SCHOOL BUS SERVICE [20XX / 20XX]' and provides details about the school bus service, including contact information and an 'ONLINE REGISTRATION DEADLINE' section. A red arrow points from the 'LOGIN' button to the 'Step 1 System Login' text.

**Step 1**  
**System Login**

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## Step 2 – Login

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

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KWOON CHUNG MOTORS COMPANY, LIMITED  
冠忠巴士集團成員 Member of KWOON CHUNG BUS GROUP

### 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](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 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](mailto: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.


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## 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 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 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...



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## Step 6 – 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](https://school.kcm.com.hk/ors/bus_apply_s6.php). The page header includes the Kwoon Chung Motors Company logo and name, along with the text "冠忠遊覽車有限公司" and "KWOON CHUNG MOTORS COMPANY, LIMITED". Below the header is a navigation bar for the "School Bus Registration / Communication System" with a user greeting "Hello, < KCM >".

A progress bar at the top of the main content area shows six 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 highlighted with a checkmark).

The main content area displays "School:" followed by a large green banner that reads "Bus application successfully submit". To the right of this banner is a yellow callout box with the text "Retain this number for future reference." A red arrow points from this box to the "Online registration ref. no.: B19-SCH00000".

Below the banner, there is a thank you message: "Thank you for choosing Kwoon Chung School Bus Services. You will receive an confirmation email for this application." and 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](mailto: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 text annotations point to these buttons: "6A. Enrol more student(s)" points to the first button, "OR" is centered between the two buttons, and "6B. Complete Application (Bus application submit successfully)" points to the second button.

On the left side of the page, there is a sidebar menu with the following items: "<School Name>", 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).


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## 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](mailto: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.