

KWON 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

Yew Chung 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 the School Bus Registration / Communication System. The header includes the Kwon Chung Motors Company logo and name. The main content area is titled 'SCHOOL BUS SERVICE [20XX / 20XX]' and provides information about the bus service, including contact details and an online registration deadline. A sidebar on the left contains navigation links, with the 'LOGIN' button highlighted in a red box. A red arrow points from this button to the text 'Step 1 System Login' on the right side of the page.

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

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

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: @kcm.com.hk

Login/Technical Support

Email: ors@kcm.com.hk

YEW CHUNG 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 9392 Email: @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.

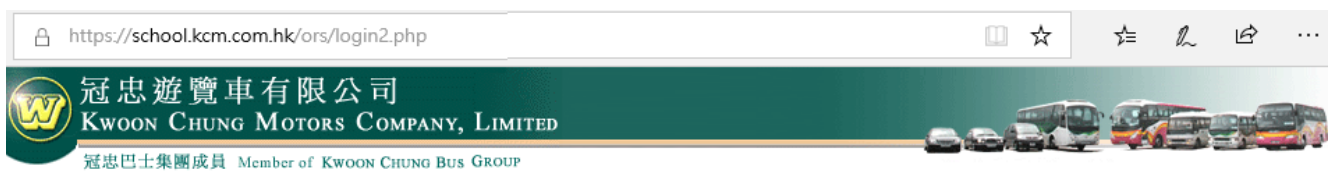
However, after the application deadline, all routings and size of the buses will be fixed for one academic year, in which stops and seats availabilities are not guarantee.

BUS INFORMATION, TENTATIVE SCHEDULE & BUS FEE

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

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

Register account for first time login
(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 families who already have the login.

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Step 3 – Create login and enter parent’s contact

Step 3A

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

Step 3B

2. Fill in Parent's contact

Submit

Step 4 – Login to activate new account

The screenshot shows a web browser window with the URL <https://school.kcm.com.hk/ors/message.php?t=confirm7>. The header features the Kwoon Chung Motors 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". Below the header is a banner for the "School Bus Registration / Communication System". The main content area contains the following text:

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.

A red box highlights the "Login Now" button, which is a green rectangular button with white text.

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Step 5 – Login using newly created login ID and Password

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



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 >
English | 中文

Yew Chung Int'l School

Home

Parent/Guardian's Profile

Bus Application

Renew Bus Service

New Application

Upload Photo

Final Schedule

Billing

Notifying Kwoon Chung

Notice Board

Logout

Contact Us

Email: ycis@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 20XX / 20XX

[Bus info 20XX / 20XX](#)

[Proposed routes & fees 20XX / 20XX](#)

Step 6
Select Bus Application → New Application →
Follow system instruction to apply bus services.

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.

Payment


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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

Yew Chung Int'l School

Home
Parent/Guardian's Profile
Bus Application
Final Schedule
Billing
Notifying Kwoon Chung
Notice Board
Logout

Contact Us
Email: ycis@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: Yew Chung International 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: * (2018/2019) YC 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: 瀏覽...

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Step 8 – Click Complete Application OR enroll more student for bus

The screenshot shows the 'School Bus Registration / Communication System' interface. The user is logged in as 'Hello, < KCM >'. The progress bar indicates that Step 6 (Submit) is completed. The main content area displays 'School: Yew Chung International School' and 'Bus application successfully submitted'. Below this, it provides an 'Online registration ref. no.: B2X-YC00000' and a thank you message. At the bottom, there are two buttons: 'Enrol more student for the bus' and 'Complete Application'. Red annotations highlight these buttons and provide instructions: 'Enrol more student(s)' points to the top button, and 'Complete Application (Bus application submit successfully)' points to the bottom button, with 'OR' between them.

Enrol more student(s) — Enrol more student for the bus

OR

Complete Application
(Bus application submit successfully) — Complete Application


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Step 9 – 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

Yew Chung Int'l School

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


Contact Us
Email: ycis@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 6 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 during office hours at 3193 9392.

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