

KWOON CHUNG MOTORS COMPANY LIMITED

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

Tel: (852) 2578-1178 Fax: (852) 2562-3399 Website: <http://www.kcm.com.hk> Email: info@kcm.com.hk

RENAISSANCE COLLEGE 2010-2011 SCHOOL BUS SERVICE INFORMATION

Dear Parents,

KWOON CHUNG MOTORS CO. LTD. of 3rd Floor, 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 2578 1178 Fax: 2562 3399 Email: info@kcm.com.hk Website: <http://www.kcm.com.hk>) will continue to provide a school bus service for the **Renaissance College** students for the 2010 – 2011 school year.

BUS ESCORT

For reasons of safety it has been the practice to have a bus escort on the bus. The cost of this extra service is included in the bus fees.

SEAT BELT

For safety purposes, children are required to put on a seat belt when they are riding on the bus. We would be grateful if parents would remind their children regularly about the importance of wearing a seat belt.

INSURANCE

Parents are advised that all school buses of Kwoon Chung Motors Co. Ltd. are under insurance coverage as mandated by the Hong Kong Transport Department.

PAYMENT

Payment is made by cheque and can either be paid at the beginning of each term or can be made in full for the whole year. Payment is required no later than 10 days after invoicing.

1st Term	- From mid August to December 2010	(4.5 months for First Term)
2nd Term	- From January to March 2011	(3 months for Second Term)
3rd Term	- From April to June 2011	(3 months for Third Term)

A single trip is allowed upon request with two-third of the normal fare being charged.

Refund is on a monthly pro-rata basis. To apply, parents must send written notice to us TWO weeks in advance.

SCHOOL SCHEDULE & ROUTING

Primary School	Regular Hours: 08:30 – 15:00
Middle & Senior School	Regular Hours: 08:30 – 15:10, Friday 08:40 – 13:10

The school bus routes are timed to fit the school schedule. The estimated departure time for both Primary School, Middle & Senior School will be the same at 15:20).

On Friday, secondary school buses have a different number and will depart at 13:20.

The bus company reserves the right to refuse adding new stops for students who joined the school bus during the middle of the term.

COMMUNICATION

One Way SMS System: Should there be any ad-hoc / emergency notice (including but not limited to traffic jams etc.) requiring immediate attention from the parents, the bus company will send an SMS to the registered phone number. Parents however, should not reply or send any messages to this SMS number. The bus company is not liable for any communication failure due to network breakdown.

NON-SCHOOL BUS RIDERS

Non school bus riders who wish to take the school bus for visiting friends or when parents are away, etc, are allowed by paying HK\$40.00 per single journey, subject to seat availability. Please note that this service is not for permanent usage. Parents must inform the bus company at least a day in advance every time. The bus company reserves the rights to refuse any non-school bus riders using this service.

CHANGING BUSES

Under no circumstances can a student change buses. They must travel on **assigned buses** to designated stops.

STUDENTS ARE EXPECTED TO:

- be punctual at the appropriate pick-up point;
- board the bus as directed at the pick-up point and remain on the bus once boarded;
- sit in seats on a first come, first served basis, however, the bus company reserves the right to allocate seats in the interests of safety;
- remain seated at all times wearing a seatbelt;
- keep hands, arms and heads inside the bus if the window is open;
- keep all items brought onto the bus within & on the bus;
- place all personal belongings on their laps, stowed under the seats or given to the bus escort for appropriate storage, keeping aisles clear;
- be courteous and use inclusive language to all bus users;
- talk at an appropriate level and act in an appropriate way so as not to disturb other bus users;
- put all litter carefully in the appropriate bin or take it off the bus on departure;
- drink water, if necessary, but only when the bus is stationary;
- remain seated until bus has reached destination and come to a complete stop;
- wait for the bus to leave after getting off the bus to allow a full view of on-coming traffic before crossing the street.

CONSEQUENCES FOR STUDENTS NOT MEETING ABOVE EXPECTATIONS

1. The bus escort is responsible for upholding discipline and seeing that bus rules are followed.
2. When, in the opinion of the bus escort, a student is not meeting expectations, KCM will implement the following measures:
 - a. On the first occurrence, and depending on the seriousness of the situation, the offending student will receive a verbal warning; the parents and the College will be notified by KCM;
 - b. On the second occurrence, or if the first occurrence is serious enough to warrant a stronger consequence, the offending student will issued a written warning by KCM and the parents and College notified; the College will be expected to follow up as necessary;
 - c. Upon a third occurrence, the offending student will be suspended from bus privileges by KCM for one or more school days. The length of the suspension will be determined by KCM in consultation with the respective Senior Leadership teams at College;
 - d. Any further occurrences, or any one occurrence that is considered dangerous to the student and/or others will result in a permanent cancellation of bus privileges at the discretion of KCM without any refund of the school bus fees.

PARENTS ARE EXPECTED TO:

- ensure their child/children understand what is expected of them when traveling on the school bus;
- drop-off and collect small children at the appropriate bus stop.
- inform the bus company when their child will not be traveling on the school bus on one or more days; this information also to be communicated to the Primary school office (3556 3308) or the Secondary school office(3556 3438).

RENAISSANCE COLLEGE SCHOOL BUS APPLICATION FORM

啓新書院校車服務申請表

(KWOON CHUNG MOTORS CO., LTD. · 冠忠遊覽車有限公司)

Note 注意：1. Please complete and return this form to the bus company

請依次填寫並將此表格交回校車公司

2. Please fill in block letters

請以英文大楷填寫

3. This form is valid only for the academic year 2010-2011 Only

本表格只適用於 2010-2011 年度

For Office Use Only

Route: _____

Amount: _____

Chq No.: _____

Date: _____

BUS RIDER(S) DETAILS

Name of Students	Grade (2010/2011)	For Office Use Only	Student Key
☉		RN	
☉		RN	
☉		RN	

CONTACT INFORMATION

Name of Parents or Guardians

Mr. / Mrs. / Ms

Telephone Numbers

Home

Mobile
(Father)

Mobile
(Mother)

Residential Address

Email Address

Emergency SMS Number

IMPORTANT NOTICE

- The bus fares for each term include only the journeys to and from school for normal school hours.
- A cross cheque payable to **KWOON CHUNG MOTORS CO., LTD.** with this completed form should be returned to: **3rd Floor, 8 Chong Fu Road, Chai Wan, Hong Kong.**
- For enquires please contact Mr. Linus Kwok / Ms. Alice Yiau at Tel: 2578 1178, Fax: 2562 3399 or Email: info@kcm.com.hk

I/We hereby enclose my/our cheque and declare that I/we have carefully noted all the attached conditions and have explained the same to my/our child(ren).

Parent Signature : _____

Date : _____