

SCHOOL BUS SERVICE 校巴服務

August 2017 – June 2018 (2017年8月至2018年6月)

Student's name 學生姓名: (First 名字, Last name 姓氏)	Gender 性別: <input type="checkbox"/> M 男 <input type="checkbox"/> F 女	Mobile telephone 手提電話號碼:	Class 班別: <input type="checkbox"/> Playgroup <input type="checkbox"/> K3 <input type="checkbox"/> PN <input type="checkbox"/> Co-curricular courses <input type="checkbox"/> K1 <input type="checkbox"/> K2
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My child will require 孩子需要: <input type="checkbox"/> One-way travel 單程 <input type="checkbox"/> Two-way travel 往返	Requested pick-up location 上車地點:	Requested drop-off location 落車地點:
My child will use 孩子需要: <input type="checkbox"/> Morning bus service 上午巴士服務 <input type="checkbox"/> Afternoon bus service 下午巴士服務	Bus service start date 開始使用校巴服務日期:	

Both application and payment must be received in order to reserve a seat for your child.
必須收取申請表格及費用以作留位。

Deposit 按金	
Total 合計	

Is there anything we should know about your child (eg existing health condition, allergies, etc)?
孩子有沒有任何狀況需要我們多加注意(如現時健康狀況或敏感等)? If so, please specify 如有, 請列明:

Signature of parent or legal guardian
家長或監護人簽署

PAYMENT METHOD 付款方式

Payment must be paid by Direct Debit Authorisation (DDA). If you have not already submitted a DDA form, please enquire at the school.

付款必須由自動轉賬直接支付。如你仍未遞交自動轉賬授權書, 請到本校查詢。

Applications cannot be accepted without signature
所有申請表格必須簽名

Bus Route and Fares**Route A (Mornings only) – Total 13 stops**

Bus fares are provided below on a monthly basis for indication and are charged per Period**					
	Pick-up	*Drop-off	Location	Two-way	One-way
1	7.28am	1.15pm	Silvercape Road	\$2,139	\$1,303
2	7.40am	12.35pm	The Beaumont, Lohas Park	\$2,139	\$1,426
3	7.50am	12.37pm	Le Prestige shuttle bus stop, Lohas Park	\$2,139	\$1,426
4	7.52am	12.42pm	Oscar by the Sea, Tseung Kwan O	\$1,794	\$1,196
5	7.53am	12.45pm	Vega Suites, Tseung Kwan O	\$1,863	\$1,242
6	7.57am	12.49pm	Ocean Shores, Tseung Kwan O	\$1,886	\$1,257
7	7.58am	12.47pm	The Wings IIIA, Tseung Kwan O	\$1,909	\$1,273
8	8.08am	12.12pm	Hong Pak Court, Lam Tin	\$1,360	\$907
9	8.11am	12.15pm	Hing Tin Estate, Lam Tin	\$1,560	\$1,040
10	8.23am	12.18pm	Sceneway Garden, Lam Tin	\$1,440	\$960
11	8.32am	12.30pm	Laguna City, Lam Tin	\$1,560	\$1,040
12	8.43am	12.07pm	Yau Tong Chong Hing Bank	\$980	\$653
13	8.44am	12.08pm	Ko Cheung Court, Yau Tong	\$1,100	\$733

* Please note that the drop-off route may not be the same as the pick-up route

** Payment Periods during the academic year are: Aug–Nov, Dec–Feb, Mar–May, Jun

*** Students and caregivers may take the school bus on a daily basis with payment of HK\$40 per person per ride. Payment will be deducted through Direct Debit Authorisation

Bus Policy

The school bus service is operated by Ho Ming Bus Company Limited (the “**Bus Company**”) of G/F, No. 22 Kam Shek New Village, Tai Po, New Territories, Tel: 2651 8860. For parents’ convenience, Mills International Limited (the “**School**”) acts as the agent to collect fees from the parents payable to the Bus Company only.

Transportation to and from the School is the responsibility of parents. The School assists parents by offering a bus service through the Bus Company, but does not carry responsibility for any liability incurred through the bus transportation and/or on behalf of the Bus Company. Registration for the use of the bus service must be completed directly with the Bus Company using the school bus service application form issued at the start of each school year.

REGISTRATION

- To reserve a seat for your child on the School bus, please ensure the School bus service application form is fully completed, signed, and returned together with the deposit
- Applications will be processed on a first come, first served basis
- Priority booking will be given to unaccompanied children in Pre-Nursery classes or above, and siblings
- Playgroup children (who must be accompanied by a caregiver who will need to purchase a seat) are welcome to join the School bus service, subject to availability
- Non-School children enrolled in our co-curricular classes may join the School bus service, subject to availability
- This transportation service will NOT be a door-to-door service, but a selection of safe and convenient stops will be provided

PAYMENT OF FARES

- Bus fares are payable to the Bus Company via the School (as an agent) three times per year (each time is defined as a “Period”)
- Bus fares cannot be reduced pro rata due to a student’s absence through sickness; or if attendance at School is shortened or a vacation extended due to School holidays/public holidays; or if a student is released home early on particular occasions
- No refund or deductions of fares will be made if the School, by order of the Health Department or any other government department for any reason, is required to suspend its classes
- The bus fare is non-refundable and non-transferable under any circumstances after payment
- We charge a \$100 administration fee for each change you make within a payment Period or before your child’s first day of school. Changes are subject to availability
- Fares must be paid in full before students may take the School bus. We reserve the right to refuse entry to students if fares have not been paid on or before the first day of each payment Period. For students who register partway through the year, parents may pay on a pro rata basis
- Parents and/or caregivers are not permitted to ride on buses unless extra seats have been paid for and reserved before the journey, and provided there is availability on the bus
- Should the selected pick-up and drop-off locations differ, the fare shall be the total of the two one-way fares

DEPOSIT

- We require a refundable deposit of one month’s bus fare per student per route in order to reserve the space
- Your deposit will be returned provided you give no less than one full calendar month’s written notice of cancellation of bus service
- For deposits unclaimed within 12 months after the child’s last day on the School bus, they shall be forfeited and retained by the School as administration charge

WAITLIST

- When your requested route is full we will waitlist your child for the same route with priority given to children in Pre-Nursery classes and above. We require a deposit of one month’s bus fare per student per route in order to waitlist your child. The deposit will be refunded if your child’s place cannot be confirmed

ATTENDANCE

- If your child cannot board the bus for any reason, please contact the Bus Company directly by phone in advance of the scheduled pick-up time. Direct contact numbers of the bus escort and bus manager will be provided by the Bus Company. The driver must never be contacted directly
- A child with an infectious disease or with any symptoms of one, such as cough, runny nose, fever, or rash, should rest at home and not be sent to School on the School bus

PUBLIC HOLIDAYS/SCHOOL HOLIDAYS

- No School buses will operate during School holidays/public holidays

SAFETY

- Each bus will be driven by a qualified and experienced driver, and accompanied by an experienced bus escort
- Children must be seated at all times whilst the bus is moving
- Dangerous and sharp objects cannot be carried on the bus. Stationery, pencils, toys, etc, should be kept in the child's school bag
- Students should not communicate with or distract the driver during the journey
- Shouting, fighting, impolite language, drinking, and eating are not permitted on the bus at any time. Children must obey the driver and bus escort at all times. Impolite behaviour will not be tolerated as it can affect bus harmony and safety
- Seats are assigned by the bus escort and no seats may be saved for classmates travelling on the bus. Children must sit where the bus escort instructs them to sit
- Seatbelts must be worn correctly at all times on the bus
- After getting off the bus, caregivers should ensure that students wait for the bus to leave before crossing the street to allow a full view of oncoming traffic

SCHOOL'S ASSISTANCE

- The School is willing to assist parents with administrative matters related to the school bus service, eg application, payment, general enquiries, etc. Final decisions will be made by the Bus Company
- Any changes of pick-up/drop-off areas and residence changes during the middle of a school year may result in the suspension of bus services. All such arrangements must be approved by the Bus Company

BUS COMPANY'S RESPONSIBILITIES

- For all on-bus matters, eg absence of child from School, questions regarding delays, etc, parents should contact the bus manager whose direct contact number will be provided. The driver must never be contacted directly
- Buses will carry the following at all times:
 - a) First aid kit
 - b) List of children's names, including addresses and telephone numbers
 - c) Direct contact details of the School and Bus Company personnel
- Children will be picked up and dropped off at the designated location as advised in advance to the parent
- The bus escort is responsible for upholding discipline and seeing that bus rules are followed on the bus
- When, in the opinion of the bus escort, a rule has been broken, the matter must be referred to the School by the Bus Company. The School will then talk to the student and also contact the parent (if needed). Continued misconduct may result in the suspension of bus riding privileges
- The Bus Company represents to the School that all their school buses are under insurance coverage in accordance with the law of the Hong Kong Transport Department. Parents may inquire with the Bus Company separately

PICK UP/DROP OFF

- Pick-up and drop-off times may change with the addition of new students to the buses. Parents will be notified of the changes
- Parents should ensure their children arrive at pick-up locations at least 5 minutes early. To avoid delays to other students along the routes, the school bus will normally wait for a maximum of 2 minutes after the official time at each collection point. If students fail to show up on time, the bus may leave without further notice. Neither the Bus Company nor the School will bear any responsibility for the student's absence or their transportation to the School
- During the course of the journey, students may be required to change bus once (with both buses being operated by the Bus Company) in order to shorten the journey time. They will be fully supervised at all times should this be required
- Parents are required to ensure an authorised adult over the age of 18 meets the bus at the drop-off location. Guardians should ensure they arrive at drop-off locations at least 5 minutes early. The driver will wait for a maximum of 3 minutes at each location. Should the child not be collected, the driver will continue to the next location and the bus escort will make every effort to contact the parent to make other arrangements for pick-up further along the route. If other arrangements cannot be made to the convenience of the bus service and other children on the bus, uncollected children will be returned to the School at the end of the journey
- Guardians should show their child's student card to the bus escort when collecting their child. An administration charge of \$100 will be charged for the replacement of a student card. The Bus Company and/or the School reserve the right to refuse the handover of children to persons not showing the correct student card, and for such circumstances, the child will remain on the bus and be returned to School at the end of the journey, where the parent will be contacted
- If a bus fails to arrive within 10 minutes of the scheduled pick-up time, for reasons other than rain or irregular traffic conditions, parents will receive a telephone call from the Bus Company (bus escort), and/or the School advising the reasons for delay and, if necessary, providing other options for transportation

- If the School is notified by the Bus Company that a child and/or guardian are consistently late for drop-off or pick-up, parents will be asked by the School to make alternative arrangements for transportation

WITHDRAWAL

- The Bus Company will assume that your child will continue using the bus service throughout the year unless you notify the School otherwise in writing
- **One full calendar month's written notice** of cancellation is required for discontinuation of bus service, or fares will be charged as usual. Where one full calendar month's notice is given, your deposit will be refunded. One full calendar month is defined as the period between and including the first and last days of each calendar month

DISCLAIMER

- All persons using the bus service do so at their own risk and the School is not responsible for any loss, damage, or injury to students as a result of using the bus service
- Parents will be liable for any damage caused to a bus by their child(ren)
- These terms and conditions are subject to change at any time without prior written notice from the School
- The Bus Company and the School reserve the right to make changes to this Bus Policy at their absolute discretion with due notice to parents