



Bus Service Terms and Conditions

(Revision April 2021)

Term Three 2020-21 (12.04.2021-29.06.2021)

Dear Parents/Guardians,

Thank you for using our bus service. Please read the below reminders thoroughly.

1. Parents will be invoiced through the school payment system. The school will not be able to provide the bus service for the student if payment is not received 1 week before the start of service. All invoices need to be settled via PayPal or credit card through the school payment system. Cash or cheques will not be accepted.
2. Bus routes will be reviewed each term. The feasibility of the route will be determined after the closing date for parents signed up to the service. The schedule will be finalised prior to the beginning of the school year.
3. For cancellation after the commencement of the school year, parents must notify the school one calendar month in advance. Refunds can be only given for the full calendar month. Unused bus service will be refunded to the student's eWallet account which can be used to settle future invoices. For students leaving school, parents will be refunded by cheque.
4. Once parents sign up to the bus service it constitutes a continued contract for the entire academic year.
5. Joining the service after the start of the school year/term is possible, subject to seat/stop availability. Bus fees will be calculated on a monthly pro-rata basis from 1st of each calendar month.
6. Single trips are allowed and can be only either morning pick up or afternoon drop off. The fee will be calculated as 50% of the total bus cost.
7. Bus fee will be levied as normal and/or no refund will be made if:
 - a. Student/parent chose not to take the bus at any enrolled trip on any day(s)/date(s);
 - b. Any day(s) with RED/BLACK Rainstorm or Typhoon No. 3/8 or above is hoisted;
 - c. No school for students according to school policy or HKSAR Education Bureau (EDB) announcement on school closure with a complete month from 1st day of the calendar month.
 - d. any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.
8. If the school bus driver is absent, parents will be informed and students will have to make their own way to and from school. School bus fees for the days affected will be refunded.



9. Parents should give at least 2 weeks notice for any change request such as change of pick up/drop off point.
10. Students are not allowed to transfer buses unless under special circumstances and with prior approval from the school.
11. Parents must inform the bus escort and the school if alternative after school arrangements are made. (e.g. pick up at school).
12. Students are the responsibility of the parents/helpers whilst they are waiting for the bus in the morning and when they alight the bus at the end of the day. The bus escort is not responsible for the student once they have alighted from the bus.
13. Parents or carers should ensure that their children are at their pick up point at least 5 minutes before the scheduled time. If the bus is early, it will wait until the allocated time and a maximum of 2 minutes longer.
14. At the end of the day, the parents or carers should be at the drop off point at least 5 minutes before the scheduled time to pick up the students. As above, if the bus is early it will wait until the scheduled time of delivery and a maximum of 2 minutes longer.
15. If a child is not at the pick up point in the morning the bus will not wait longer than 2 minutes located waiting time. If a parent/helper is not at the allocated pick up/drop off point on time then the bus will wait 2 minutes only before proceeding to its schedule, with or without the child. Parents are reminded to be aware and considerate that delays impact on all those included in the bus journey.
16. Bus escorts will report incidents of repeated lateness to the bus coordinator who will liaise with parents to remedy the situation. Parents are advised that non-compliance with the rules and guidelines of the bus service may result in withdrawal of the service for the family in question.
17. A student will not be allowed to alight at the drop off point if parent or carer is not present. The escort will arrange for the student to be escorted to a safe place with supervision or be returned to school. The parents will be notified of the location of their child and will be responsible for both collecting their child and for reimbursing any costs incurred.
18. Medication may be placed in the student's bag to be transported to school. However, it is the responsibility of the parent to ensure that the bus escort and the school nurse are notified of the incoming medication so it can be stored safely.
19. Items in the school bags are not the responsibility of the bus escorts.
20. The bus escorts will not be able to courier any additional items to and from school. The bus escorts will not pass messages between parents and the school and other staff members. Any messages, instructions, requests between families to the school or the class teacher must be communicated directly to the recipient and not via the school bus service.
21. Any inquiries relating to bus services including seating arrangements and requests for extra seating must be directed to the school and not to the bus escorts.



22. Communication with the bus escorts (phone, WhatsApp) should be done only between 6.30 AM-5PM on matters strictly related to pick up, drop off and last minute cancellation. For all other queries, please contact the school.
23. Students that behave in a manner that causes harm or injury to others or in a way that endangers the safe passage of the bus will be required to be accompanied by a parent or carer or may be suspended from the use of the school bus service (see Rules of Respect below). The school will work with families of students that are not able to follow the rules to help them to be able to use the school bus service.

Rules of Respect for Ensuring Safety of Students and Staff on School Bus

Parents/guardians and students should ensure that they read and understand these Rules of Respect, which are to be adhered to for the safety of everyone on the bus. Comfort and safety depends on a standard of behavior and consideration for others that is also expected in the classroom. Taking the school bus is a privilege and the Rules of Respect are an extension of the School's Code of Conduct.

Acknowledgement of the Rules of Respect is made in the Contract for the Use of Bus Service. Each student using the bus service agrees to abide by the behavioral expectations outlined below. Students will:

- Arrive at the pick-up point on time (preferably 5 minutes prior to the scheduled time) and understand that the bus will not wait for late students
- Remain in their seat with the seat-belt fastened throughout the entire journey
- Not leave their seat while the bus is in motion
- Keep the aisles free of backpacks, instruments and other belongings
- Not tamper with the emergency door or other equipment on the bus
- Not eat or drink on the bus or throw anything inside or outside of the bus
- Respect others and their property at all times. This includes, but is not limited to pushing, verbal or physical abuse, or any other behavior that may distract the driver
- Respect the property of the bus operator at all times
- Not engage in any behavior that could put the driver and/or other students inside the bus at risk.