

HONG KONG INTERNATIONAL SCHOOL **SCHOOL BUS INFORMATION [2015 –2016]**

RAINY DAY BUS RIDERS **Service for R1-G5**

KWOON CHUNG MOTORS COMPANY LIMITED of 3/F 8 Chong Fu Road. Chai Wan, Hong Kong (Tel: 25781178; Fax: 25623399; Email: hkis@kcm.com.hk) has been providing school bus service for HKIS students on a contract basis and again will be handling this for the 2014-2015 school year.

Mandatory Bus Policy

For details regarding HKIS's mandatory busing policy for Lower and Upper Primary students on Repulse Bay and Tai Tam campuses, please visit the school's website: <http://www.hkis.edu.hk/about/facilities-development/mandatory-busing-lp-up/index.aspx>

BUS POLICY

1. Bus schedules are tentative and subject to change according to applications. Bus company reserves the right to cancel any route if applications are insufficient.
2. This transportation service will **NOT** be door-to-door. Safe and convenient stops will be assigned to students.
3. All students/parents/helpers are requested to be at the stop at least five minutes prior to the scheduled time. Out of respect for other students, the bus will NOT wait for a late arrival.

INSURANCE

Parents are advised that all school buses of Kwoon Chung Motors Co. Ltd. are under insurance coverage in accordance with the laws of the Hong Kong Transport Department. Parents must sign this form for their child to participate as a rain day only rider.

PAYMENT OF ONE WAY RAINY DAY RIDE

Payment is required for one-way riders of HK\$50.

SINGLE BUS JOURNEY FOR WALKERS ON RAINY DAYS

Walkers (defined by the walkers guidelines for neighborhood) may ride the bus on rainy days for a fee of HK\$50.00 per ride, if there is additional seating available.

If your child is a walker, this is the only alternative way to get to school on rainy days and is only granted on a space available basis.

Riding to School on Heavy Rain Days

Students will need to be taken to an existing bus stop and if space is permitting, the child may join the bus. The \$50 fee will need to be paid to the Bus Mother at the time the child joins the bus. In situations such as this, it is important for parents to know the location and pick up time of the closest bus stop.

Please contact HKIS Bus Supervisor, Mr. Kenny Chu at kchu@hkis.edu.hk or go to the Kwoon Chung Motors website: <http://school.kcm.com.hk>

Riding Home from School on Heavy Rain Days

If you would like your child to ride home from school on a heavy rain day, please contact the divisional bus coordinators to see if space is available, and to confirm the bus stop and the drop off time. If space is available students will be placed on the bus and must be met at the bus stop by an adult.

A \$50 fee will need to be paid to the Bus Mother at the time of drop off. If space is not available, students will need to walk home as planned.

SAFETY RULES FOR ALL BUS RIDERS

1. Students are to board their buses immediately after school and remain on the bus;
2. Once the doors are closed, no one will be allowed to board the bus;
3. Students must remain seated at all times;
4. Arms, legs, hands, etc. must well remain inside the bus at all times;
5. No objects of any kind are allowed to be thrown on the bus or out the windows;
6. Students are to be courteous to drivers, bus supervisor and fellow students;
7. Smoking is not allowed at any time on the bus;
8. No food or drinks are allowed on the bus;
9. Pets are not allowed on the bus for any reason;
10. When getting off the bus, students are to remain seated until the bus comes to a complete stop;
11. Fighting is not permitted;
12. All seats are on a first come, first serve basis unless otherwise assigned by school administration. On buses with Lower and Upper Primary students, Lower Primary students are expected to sit in the front half of the bus and Upper Primary students in the back half. Siblings may choose to sit together in the middle of the bus.
13. Obscene language is not permitted;
14. When getting off the bus; students are to wait for the bus to leave before crossing the street to allow a full view of oncoming traffic;
15. No interfering with the bus driver or bus equipment or to the bus supervisor;
16. Parents (of students in R1 to G4) are to meet small children at the bus stop in the afternoon and bring them to the bus stop in the morning - or make suitable arrangements;
17. Toys and games are not to be brought on the bus.

ENFORCEMENT OF BUS RULES

1. The bus supervisor is responsible for upholding discipline and seeing that bus rules are followed;
2. When, after one or two warnings and in the opinion of the bus supervisor, the matter must be referred to the bus director, the bus director will then talk to the student and also contact the parent;
3. The general guidelines for matters referred to the bus director are as follows:
 - a. On the first offense which goes to the bus director students will receive a warning and the parents notified;
 - b. The second offense will result in a suspension of bus privileges for not more than FIVE school days;
 - c. Repeated offense will result in a suspension of bus privileges at the discretion of the administration (without refund);under this circumstance.
4. For Major Offenses (smoking; fighting; vandalism; obscene language or gestures, throwing things out of windows, etc.) students will be suspended from bus use without warning (FIVE days minimum) and parents contacted. No refund will be available under this circumstance.
5. Students are responsible for any damage incurred while using the school bus. In the event of damage occurring and culprits not identifying themselves, all students riding that bus will contribute to the cost of repairs.

Rainy Day Bus Rider Waiver Agreement
(Please return this completed form to school)

I would like my child to ride the bus on rainy days for HK\$50 per ride. I consent that my child can ride the bus on rainy days.

Parent Name: _____ Parent Name: _____

Parent Signature: _____ Parent Signature: _____

Child's Name: _____ Grade: _____ Teacher: _____

Bus #: _____

Address: _____
