

KWOON CHUNG MOTORS COMPANY LIMITED

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

Tel: (852) 29 798 798 Website: <http://school.kcm.com.hk/rchk> Email: rchk@kcm.com.hk

RENAISSANCE COLLEGE 2016-2017 SCHOOL BUS SERVICE INFORMATION

KWOON CHUNG MOTORS CO. LTD. of 3rd Floor, 8 Chong Fu Road, Chai Wan, Hong Kong (Tel: 29 798 798 Email: rchk@kcm.com.hk Website: <http://www.kcm.com.hk>) will continue to provide a school bus service for the **Renaissance College** students for the 2016 – 2017 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 period or can be made in full for the whole year. Payment is required no later than 10 days after invoicing.

1st Period - From mid August 2016 to January 2017 (5.5 months for First Term)
2nd Period - From February to June 2017 (5 months for Second Term)

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

CANCELLATION/REFUND POLICY

Cancellation will be charged and refund will be given on a MONTHLY pro-rata basis, start from 1st day of each calendar month. To apply, parents must send written notice by email to us ONE MONTH in advance (e.g. Cancellation to be effective from 1st of Feb, advance notice has to be given on or before 31st Dec. For refund, *details of student name, bank name, bank a/c no. and bank a/c holder's name should be provided for deposit.*)

SCHOOL SCHEDULE & ROUTING

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

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\$50 per single journey (HK\$100 for Hong Kong Island), subject to seat availability. Please note that this service is not for permanent usage. Parents must inform the bus company **at least ONE working 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 (both Primary and Secondary students) 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.
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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).