



Christian Alliance P.C. Lau Memorial International School (CAPCL) 2022-2023

Our school bus service is operated by Sang Kee Tourist Bus Limited & its subcontractors and parents are advised to arrange directly with Sang Kee using the School Bus Request Form (below). The operation of individual bus routes is dependent on the number of passengers. The bus company will notify parents of specific bus pick-up and drop-off points and the schedules directly. Bus Company reserves rights to change the routing subject to the change in application / no. of school riders for each route and change of school time. This bus service is a private arrangement between parents and the bus company. The School does not carry responsibility for any liability incurred through the bus transportation and/or on behalf of the bus company.

For enquiries, changes or concerns regarding the bus service, please contact the Bus Coordinators as below:
Mr. Alan Wong: 98881828 (Kowloon District); Mrs. Tse(謝太): 94328780 (Tuen Mun & Yuen Long & Tin Shui Wai);
Mr. Clifton Wong: 62290190 (Hong Kong District); Ms. Wan(溫小姐): 93458721 (Tai Po & Fanling & Sheung Shui);
Ms. Lau(劉小姐): 92278769 (Tsuen Wan & Tsing Yi & Sha Tin & Ma On Shan)
Or the bus company hotline at 27416868 or Email: info@skbus.com.

Please return this form on or before:

Jun 24th, 2022 to your bus mother/ via email to : info@skbus.com for existing bus riders

July 10th, 2022 via email to: info@skbus.com for new bus riders

CAPCL 2022/23 School Bus Request Form

Name of Student #1: (English: Last name, First name) _____	中文名 (Chinese Name) _____
Grade / Year (in coming Aug): _____	Existing school bus rider: Yes / No (Pls circle)
Type of School bus service: Single trip: <input type="checkbox"/> AM / PM (Pls circle) / Round trip: <input type="checkbox"/>	
Name of Student #2: (English: Last name, First name) _____	中文名 (Chinese Name) _____
Grade / Year (in coming Aug): _____	Existing school bus rider: Yes / No (Pls circle)
Type of School bus service: Single trip: <input type="checkbox"/> AM / PM (Pls circle) / Round trip: <input type="checkbox"/>	
District / Area of Residence: _____	
Address: (English) _____	
(Chinese, 中文 if available) _____	

Primary Contact (Name): (Father / Mother) _____	Mobile No.: _____
Other Contact (Name): (Relationship _____) _____	Mobile No.: _____
Primary email address for receiving notice updates from Sang Kee: _____	
Primary Whatsapp no. for emergency contact by bus mother: _____	



SCHOOL BUS POLICY – GUIDELINES FOR PARENTS / GUARDIAN

Parents/Guardians are requested to remind children of the behavior expectations of students when travelling on school buses. School behavior management guidelines apply on school buses.

Expected Behavior of Students on the Buses

- Sit with seatbelts securely fastened at all times. Seatbelts must not be removed until the bus has come to a complete stop.
- Stay seated until the bus comes to a complete stop.
- Follow instructions of the Bus Assistants at all times and show courtesy towards the adults and fellow students on the bus.
- Keep hands, arms and heads inside the bus at all times. Keep clear of the emergency exit.
- If a student is carrying a cell phone, it should be kept in their school bag.
- Toys and games are not to be taken out on the bus.
- Refrain from eating and drinking and playing with electronic games.
- Take litter off the bus when leaving.
- Take care of personal belongings and do not leave them on the bus.
- Keep objects inside the bus (do not throw anything out of the windows).
- Keep the voice down when talking.
- Allow the driver to concentrate on driving and not distract by talking to him / her.

The following behavior will NOT be tolerated:

- Use of bad language and / or gestures
- Fighting, any form of bullying or intimidation
- Vandalism

At the discretion of the Bus Assistant, the matter will be referred to the Bus Coordinator:

- On the first offense, student will receive a warning and parents will be notified.
- On the second offense, bus service will be suspended for FIVE school days.
- Repeated offenses will result in the suspension of bus privileges (without refund) at the discretion of the Bus Director.

Others:

- Please be on time to pick up your child at the end of the day.
- Parents are NOT allowed to travel as passengers on the school bus.
- Students are responsible for any damage they caused by paying the cost of repair/replacement
- Students' safety are the responsibility of parents / guardians while they are waiting for the bus pick up in the morning and after they have been handed over to the parent / guardian at the afternoon drop off point or leaving the bus by themselves with parent's consent letter/email.



Payment for School Bus Fee

Once student has signed up for the service, it constitutes a continuous 10.5- month contract of the bus service for the entire academic year. The bus fee shall be paid in five instalments (in Aug, Nov, Jan, Mar, May) for each school calendar year. First payment includes bus fee for Aug (1/2 month fee), Sept & Oct, 2nd payment for Nov & Dec, and bi-monthly thereafter in Jan, Mar and May. Bus fee must be settled in advance according to the given time period. Failure of full payment may result in suspension of bus service until payment is fully received. In case of school closure during normal school calendar month (under any circumstances), no refund will be made and Sang Kee is entitled to charge 50% of monthly fee for each month of school closure. All prepaid and unutilized school bus fee, if any, will be carried forward to the next payment.

Furthermore, our company had developed a standard policy for special school bus fee arrangement during face –to-face class suspension period due to epidemic such as Covid-19 announced by the Education Bureau:

No. of school bus service in a month	School bus fee
0 – 5 days	50%
6-9 days	70%
10 or above days	100%

The discounted school bus fees will be used for paying the salary to our bus mothers and drivers, in order to keep the school bus team readily for service once school resumes.

Cancellation Policy

Predictable and consistent bus payments are vital to retaining responsible bus drivers and mothers to serve the students. No selective month(s)/ day (s) of usage will be allowed. Therefore, bus service cancellation due to school break / school closures (due to whatever reason) is strongly discouraged. For cancellation, parents are required to inform the bus company in written notice ONE full month in advance from the effective date of termination of service. As bus fees is calculated on a monthly basis and paid fee will not be refund (except withdrawal from the rest of whole academic year). Once cancelled, it means the bus service of that month will be cancelled. Moreover, the pre-paid and unutilized month of that bi-monthly installment, if any, will be refunded.

Re-joining the Service

Re-joining the service after the cancellation within the academic year is possible, with rejoining date on next month. Also this is subject to seat availability (due to re-routing/ combination of routes).

Under adverse weather arrangement

Under adverse weather condition (e.g. tropical cyclone, heavy rainstorm), the bus service will be provided according to the announcement of Education Bureau and the school. Parents are required to check School’s notice during adverse weather, and Bus Company will not notify parents’ separately.

Communication

Parents are advised to contact the bus mother directly for day to day matters. For others, please contact Bus Company directly. The bus company will notify parents of any changes via email or by phone.

CCTV Cameras inside the School Bus

For security and safety purposes of all our school bus riders, all school buses have been installed with CCTV inside the buses. The personal data collected under CCTV system shall only be used for the purposes for which it was collected or a directly related purpose.



生記旅遊巴士有限公司
Sang Kee Tourist Bus Limited

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電話 Tel: (852) 2742 9559
傳真 Fax: (852) 2744 4567
電郵 Email: info@skbus.com
網址 Website: www.skbus.com

Personal Data Collection & Privacy

The personal data collected in this Application Form (“the data”) will be used by Sang Kee Tourist Bus Limited for the purposes of processing your application (“the Application”) to enroll in CAPCL school bus service and maintain necessary communication with you. We are committed to the full implementation and compliance with data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance (Cap.486).

The provision of personal data is voluntary. However, if you do not provide us with your personal data, we may not be able to process your application which may influence the outcome of the application; in addition, we may be unable to provide you with the requested services.

By signing below, you have acknowledged and accepted the School Bus Policy.

Parent/Guardian Signature: _____

Date: _____