



## Christian Alliance International School 2020-2021

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.

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. Nelson Li 96512473 or the bus company hotline at 27416868 or Email: [info@skbus.com](mailto:info@skbus.com). Please return this form to : [info@skbus.com](mailto:info@skbus.com)

### CAIS 2020/21 School Bus Request Form

Name of Student:  
(Family Name) \_\_\_\_\_ (Given Name) \_\_\_\_\_

Grade / Year (in coming Sep): \_\_\_\_\_

District / Area of Residence: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Primary Contact (Name):  
(Father / Mother\*) \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Other Contact #1 (Name):  
(Relationship \_\_\_\_\_) \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Other Contact #2 (Name):  
(Relationship \_\_\_\_\_) \_\_\_\_\_ Mobile No.: \_\_\_\_\_

SMS or Whatsapp no. for emergency notice: \_\_\_\_\_

\* Please circle as appropriate

#### 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 the 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).
- Use quiet voices.
- 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.

**Payment for School Bus Fee**

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. The bus fee shall be paid by five bi-monthly instalments for each school calendar year (Sept to June). 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 bus fee for each month of school closure, to keep the school bus team readily for service once school resumes.

**Cancellation Policy**

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.

**Communication**

Parents are advised to contact the bus company directly for any matters regarding the school bus service. The bus company will notify parents for any changes of bus schedule via email or by phone.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_