

## Bus Route and Fares

## Route A – Total 7 stops

Bus fares to parents are provided on a monthly basis for current indication only and are charged per Period**					
	Pick-up	*Drop-off	Location	Two-way	One-way
1	8:00	12:32	Le Prestige 領都	\$2,320	\$1,630
2	8:02	12:34	Wings at Sea 晉海	\$2,320	\$1,630
3	8:15	12:45	Nan Fung Plaza 南豐廣場	\$2,230	\$1,530
4	8:18	12:18	Crowne Plaza Hong Kong Kowloon East 將軍澳九龍東皇冠假日酒店	\$2,230	\$1,530
5	8:23	12:20	Park Central 將軍澳中心	\$2,230	\$1,530
6	8:30	12:25	Ocean Wings 海天晉	\$2,230	\$1,530
7	8:38	12:08	Ocean Shores 維景灣畔	\$2,230	\$1,530

## Route B – Total 8 stops

Bus fares to parents are provided on a monthly basis for current indication only and are charged per Period**					
	Pick-up	*Drop-off	Location	Two-way	One-way
1	8:00	12:48	Nam Hong Building 南康大廈	\$2,230	\$1,530
2	8:07	12:55	Cambria Court 金麗閣	\$2,230	\$1,530
3	8:15	12:43	1 Horseshoe Lane (Bo Yan Building) 馬蹄徑 1 號 (寶恩大廈)	\$2,230	\$1,530
4	8:20	12:38	Grand Central/Yu Man Square 凱匯/裕民坊	\$2,230	\$1,530
5	8:25	12:33	Park Metropolitan 觀月·樺峯	\$2,230	\$1,530
6	8:30	12:25	Tsui Ping (North) Estate 翠屏北邨	\$2,230	\$1,530
7	8:40	12:10	Sceneway Garden 匯景花園	\$1,800	\$1,100
8	8:45	12:15	Laguna City 麗港城	\$1,800	\$1,100

\* Please note that the drop-off location may not be the same as the pick-up location

\*\* Payment Periods during the academic year are: Aug–Nov, Dec–Feb, Mar–May, Jun

## Note:

1. Single journey rides available to requested stops on the route, at **\$80** per seat per ride. No advance booking required. Seats are subject to availability.
2. Additional stops may be requested by parents via the school, who will liaise with the Bus Company on parents' behalf.

## Bus Policy

The school bus service (the “**Bus Service**”) is operated by K.K. Coach Company (the “**Bus Company**”) of House 17, Phoenix Path, Phase 1B, Palm Springs, Yuen Long, New Territories, Tel: 5588 2393. For parents’ convenience, Mills International Limited (the “**School**”) acts as the agent to collect fees from the parents payable to the Bus Company only.

Transportation to and from the School is the responsibility of parents. The School assists parents by offering a Bus Service through the Bus Company, but does not carry responsibility for any liability incurred through the bus transportation and/or on behalf of the Bus Company. Registration for the use of the Bus Service must be completed directly with the Bus Company using the Bus Service application form issued at the start of each School academic year.

### REGISTRATION

- To reserve a seat for your child on the School bus, please ensure the Bus Service application form is fully completed, signed, and returned together with the Deposit
- Applications will be processed on a first come, first served basis
- Priority booking will be given to unaccompanied children in Pre-Nursery classes or above, and siblings
- Playgroup children (who must be accompanied by a caregiver who will need to purchase a seat) are welcome to join the Bus Service, subject to availability
- This Bus Service will NOT be a door-to-door service, but a selection of safe and convenient stops will be provided

### PAYMENT OF FARES

- Bus fares (the “**Bus Fares**”) are payable to the Bus Company via the School (as an agent) three times per year (each time is defined as a “Period”)
- Bus Fares cannot be reduced pro rata due to a student’s absence through sickness; or if attendance at School is shortened or a vacation extended due to School holidays/public holidays; or if a student is released home early on particular occasions
- No refund or deductions of Bus Fares will be made if the School, by order of the Education Bureau, Health Department, or any other government department for any reason, is required to suspend its classes
- The Bus Fare is non-refundable and non-transferable under any circumstances after payment
- We charge a \$120 administration fee for each change you make within a payment Period or before your child’s first day of school. Changes are subject to availability
- Bus Fares must be paid in full before students may use the Bus Service. We reserve the right to refuse entry to students if Bus Fares have not been paid on or before the first day of each payment Period. For students who register partway through the school’s academic year, parents may pay on a pro rata basis
- Parents and/or caregivers are not permitted to ride on buses unless extra seats have been paid for and reserved before the journey, and provided there is availability on the bus
- Should the selected pick-up and drop-off locations differ, the Bus Fares shall be the total of the two one-way fares

### DEPOSIT

- We require a refundable deposit (the “**Deposit**”) of one month’s bus fare per student in order to reserve the space
- Your Deposit will be returned provided you give no less than one full calendar month’s written notice of cancellation of bus service
- For Deposits unclaimed within 12 months after the child’s last day on the School bus, they shall be forfeited and retained by the School as administration charge

### WAITLIST

- When your requested route is full we will waitlist your child for the same route with priority given to children in Pre-Nursery classes and above. We require a Deposit of one month’s bus fare per student per route in order to waitlist your child. The Deposit will be refunded if your child’s place cannot be confirmed

### ATTENDANCE

- If your child cannot board the bus for any reason, please contact the Bus Company directly by phone in advance of the scheduled pick-up time. Direct contact numbers of the bus escort and bus manager will be provided by the Bus Company. The driver must never be contacted directly
- A child with an infectious disease or with any symptoms of one, such as cough, runny nose, fever, or rash, should rest at home and not be sent to School on the School bus

## **PUBLIC HOLIDAYS/SCHOOL HOLIDAYS**

- No School buses will operate during School holidays/public holidays

## **SAFETY**

- Each bus will be driven by a qualified and experienced driver, and accompanied by an experienced bus escort
- Children must be seated at all times whilst the bus is moving
- Dangerous and sharp objects cannot be carried on the bus. Stationery, pencils, toys, etc, should be kept in the child's school bag
- Students should not communicate with or distract the driver during the journey
- Shouting, fighting, impolite language, drinking, and eating are not permitted on the bus at any time. Children must obey the driver and bus escort at all times. Impolite behaviour will not be tolerated as it can affect bus harmony and safety
- Seats are assigned by the bus escort and no seats may be saved for classmates travelling on the bus. Children must sit where the bus escort instructs them to sit
- Seatbelts must be worn correctly at all times on the bus
- After getting off the bus, caregivers should ensure that students wait for the bus to leave before crossing the street to allow a full view of oncoming traffic

## **SCHOOL'S ASSISTANCE**

- The School is willing to assist parents with administrative matters related to the Bus Service, eg application, payment, general enquiries, etc. Final decisions will be made by the Bus Company
- Any changes of pick-up/drop-off areas and residence changes during the middle of a School year may result in the suspension of the Bus Service. All such arrangements must be approved by the Bus Company

## **BUS COMPANY'S RESPONSIBILITIES**

- For all on-bus matters, eg absence of child from School, questions regarding delays, etc, parents should contact the bus manager whose direct contact number will be provided. The driver must never be contacted directly
- Buses will carry the following at all times:
  - a) First aid kit
  - b) List of children's names, including addresses and telephone numbers
  - c) Direct contact details of the School and Bus Company personnel
- Children will be picked up and dropped off at the designated location as advised in advance to the parent
- The bus escort is responsible for upholding discipline and seeing that bus rules are followed on the bus
- When, in the opinion of the bus escort, a rule has been broken, the matter must be referred to the School by the Bus Company. The School will then talk to the student and also contact the parent (if needed). Continued misconduct may result in the suspension of bus riding privileges
- The Bus Company represents to the School that all their school buses are under insurance coverage in accordance with the law of the Hong Kong Transport Department. Parents may inquire with the Bus Company separately

## **PICK UP/DROP OFF**

- Pick-up and drop-off times may change with the addition of new students to the buses. Parents will be notified of the changes
- Parents should ensure their children arrive at pick-up locations at least 5 minutes early. To avoid delays to other students along the routes, the school bus will normally wait for a maximum of 2 minutes after the official time at each collection point. If students fail to show up on time, the bus may leave without further notice. Neither the Bus Company nor the School will bear any responsibility for the student's absence or their transportation to the School
- During the course of the journey, students may be required to change bus once (with both buses being operated by the Bus Company) in order to shorten the journey time. They will be fully supervised at all times should this be required
- Parents are required to ensure an authorised adult over the age of 18 meets the bus at the drop-off location. Guardians should ensure they arrive at drop-off locations at least 5 minutes early. The driver will wait for a maximum of 3 minutes at each location. Should the child not be collected, the driver will continue to the next location and the bus escort will make every effort to contact the parent to make other arrangements for pick-up further along the route. If other arrangements cannot be made to the convenience of the Bus Service and other children on the bus, uncollected children will be returned to the School at the end of the journey

- Guardians should show their child's student card to the bus escort when collecting their child. An administration charge of \$120 will be charged for the replacement of a student card. The Bus Company and/or the School reserve the right to refuse the handover of children to persons not showing the correct student card, and for such circumstances, the child will remain on the bus and be returned to School at the end of the journey, where the parent will be contacted
- If a bus fails to arrive within 10 minutes of the scheduled pick-up time, for reasons other than rain or irregular traffic conditions, parents will receive a telephone call from the Bus Company (bus escort), and/or the School advising the reasons for delay and, if necessary, providing other options for transportation
- If the School is notified by the Bus Company that a child and/or guardian are consistently late for drop-off or pick-up, parents will be asked by the School to make alternative arrangements for transportation

#### **WITHDRAWAL**

- The Bus Company will assume that your child will continue using the Bus Service throughout the year unless you notify the School otherwise in writing
- **One full calendar month's written notice** of cancellation is required for discontinuation of Bus Service, or Bus Fares will be charged as usual. Where one full calendar month's notice is given, your Deposit will be refunded. One full calendar month is defined as the period between and including the first and last days of each calendar month

#### **DISCLAIMER**

- All persons using the Bus Service do so at their own risk and the School is not responsible for any loss, damage, or injury to students as a result of using the Bus Service
- Parents will be liable for any damage caused to a bus by their child(ren)
- These terms and conditions are subject to change at any time without prior written notice from the School
- The Bus Company and the School reserve the right to make changes to this Bus Policy at their absolute discretion with due notice to parents