

Chi Yun School**2024-2025****Memorandum of School Bus Service**2nd September, 2024

Dear Parents/Guardians,

1. For every driver to comply with
 - 1.1 For safety, it is necessary to regularly check the positioning belt on the vehicle.
 - 1.2 Communicate closely with parents about school bus issues.
 - 1.3 Contact the school to arrange for pick-up and drop-off.

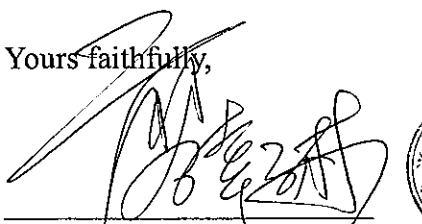
2. For parents to comply with
 - 2.1 Parents should discuss with the driver immediately if they have opinions and communicate with each other frankly.
 - 2.2 Parents can use autopay to pay the fare. The relevant procedures can be found at the School Office. The fare is paid in the form of a monthly fee. Parents are required to pay the fee on time. If the student only takes one ride in the month, he still has to pay the full monthly fee. Students are not required to pay the monthly fee for August during the summer vacation in August.
 - 2.3 If parents decide not to use the school bus service, you must notify the school office a month in advance.
 - 2.4 Due to limited quota, student will be deleted from the list of school bus service if the student has not used the school bus service for half year. Parent may apply for the school bus in future when the student is in need of the service.
 - 2.5 School bus service is not provided for 7-day boarders in principle. If the student needs school bus service, parent should apply for it. The school will consider the availability of seats.
 - 2.6 In order to protect the health of the students, the staff will take their body temperature. If you find that your student has a fever, please take the student to see the doctor and stay at home.
 - 2.7 If students do not use the school bus service temporarily (For example: Absent or Sick Leave), please inform bus driver and class teacher in advance to avoid the incapability of rearrangement .
 - 2.8 The school bus has a mobile phone to facilitate contact between parents and the school bus drivers. Please note that mobile phone contacts are used only for school bus service only. The mobile service will be turned off during the non-school bus service period. If parents need help, please contact school office (tel.23862010). School bus service hours: 7:00-9:00am and 3:30-5:30 pm .

| School Bus | Drivers | Pick-up Period |
|---|----------|--|
| Car A (white): License plate RG2648 School bus cell phone number: 9303 1702 | Mr. Hung | Monday to Friday morning and after school |
| Car B (yellow): License plate KZ2589 School bus cell phone number: 9269 4758 | Mr. Kong | |

- 2.9 Parent should apply with appropriate reason, if escort (by **one** parent or maid) of student(s) is needed during school bus service. The escort quota is provided on the condition that seat is available. Students need for school bus service is prior.
- 2.10 Parent pick up students have to show the school bus card (Softcopy is accepted) to staff. If you lose the bus card, please contact the school office immediately (telephone 23862010). An administrative fee of \$30 will be charged for a replacement card.
3. Compliance by both parties
- 3.1 Drivers and parents and required to pick up students at designated time and place.
- 3.2 When hoisting red or black rainstorm signals, or typhoon contingency measures of number three or above:
- i.If the news is announced before class, the school bus service will stop.
 - ii.If the driver come across the above situation during the morning pick-up, the driver needs to call the parents not to take the children outside for school or the parents can contact the driver to make proper arrangements.
 - iii.If the student has already taken the school bus, he should be escorted back to the school for further arrangements.
 - iv.If the suspension instruction is issued during class, the school will notify the parents as soon as possible and arrange the students to leave school. Parents must reserve time to pick up students.
- 3.3 School bus dysfunction handling: The school will use the backup car to pick up the students and inform the parents the estimated pick-up time.
- 3.4 If the school bus cannot be arranged, the driver will inform the parents in advance that there is no school bus service on the day. Parents can bring their students back to school by themselves, and the fare paid can be refunded by presenting the receipt (parents can go to the school office or retrieve it through the class teacher).
- 3.5 School bus may be a slight delay in arriving at the school due to road conditions (such as traffic jams).
- 3.6 If the student has a personal belonging on the school bus, the school bus must comply with the laws of the Government Transport Department. The item should not endanger the safety of the bus and passengers. Parents should pay attention to it (The vehicle can only be loaded with no more than two boxes of diaper).
- 3.7 School bus service will not be available during school holidays and in August.

The above information is for parents' reference only. The school will make adjustments according to the actual situation. If you have any enquiry, please contact Ms. Tsui Pui Ki (Tel. 23862010).

Yours faithfully,



Acting Principal, Liu Hang Lam
Chi Yun School



Chi Yun School
Memorandum of School Bus Service
Reply Slip

I, parent of _____ (student's name),(class _____),
have read the above items and agree to abide by the above rules.

Parent signature: _____

Parent name: _____

Date : _____