

Chi Yun School
Memorandum of School Bus Service

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 ago.
 - 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 the future when the student is in need of the service.
 - 2.5 School bus service is not provided for 7-day boarder in principle. If the student needs school bus service, parent should apply for it. The school will consider the availability of seat.
 - 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 the student is on leave or has any incident and does not take the school bus, please inform the driver in advance.
 - 2.8 The school bus has a mobile phone to facilitate contact with the school bus service. Please note: Mobile phone contact are limited to school bus service only. The mobile service will be turned off during the non-school bus service period. If the parents need to contact, please contact school office (tel. 23862010). School bus service hours: 7:30-9:00am 3:30-5:30pm.

school bus	Pick-up period	driver
A car (white) License plate RG2648 School cell phone: 9303 1702	Monday to Friday morning and after school	Mr. Hung Mr. So
B car (yellow) License plate KZ2589 School cell phone: 9269 4758		

- 2.9 Parent should apply with appropriate reason, if escort (by 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.
3. Compliance by both parties
 - 3.1 Drivers and parents are 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 took 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 for the students to leave school. Parents must reserve time to pick up students.
- 3.3 School bus failure handling: The school will use the backup car to pick up the students and contact the parents to pick up the 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 retrieved from the school by presenting the receipt (parents can go to the school office or retrieve it through the class teacher).
- 3.5 If the student has a belonging with the school bus, the school bus must comply with the laws of the Government Transport Department. The items should not endanger the safety of the train and passengers. Parents should pay attention to it.(the vehicle only loaded with no more than two boxes of diaper)
- 3.6 School bus service will not be available during school holidays and in August.

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



Chung Lai Kuen
Principal, Chi Yun School

11th September, 2020

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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: _____