

**Chi Yun School  
2023- 2024**

**Memorandum of School Bus Service**

1<sup>st</sup> September, 2023

Dear Parents/Guardians,

To ensure the safety and smooth operation of student transportation by school bus, we kindly request parents to comply with the following reminders regarding "Memorandum of School Bus Service" at our school:

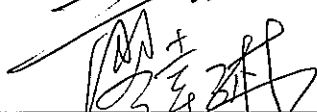
1. For driver to comply:
  - 1.1 To ensure safety, regular checks on the seat belts in the vehicles must be conducted.
  - 1.2 Close communication with parents regarding student transportation issues is essential.
  - 1.3 Maintaining close contact with the school to arrange student pick-up and drop-off matters.
  
2. For parents to comply:
  - 2.1 Parents should promptly discuss any concerns with the driver, engaging in open and honest communication and coordination.
  - 2.2 Parents can use automatic transfer for payment of transportation fees. Inquiries about the procedure can be made at the school office. Transportation fees are paid on a monthly basis, so parents are requested to submit payments on time. Even if a student only rides the bus once in a given month, the full monthly fee still applies. Parents are not required to pay transportation fees for the month of August when students are on summer vacation.
  - 2.3 If parents decide to discontinue using the school bus service, they must inform the school office one month in advance.
  - 2.4 Due to limited availability, if a student does not use the school bus service within six months, their name will be automatically removed from the list. If needed in the future, the student can reapply and await approval.
  - 2.5 Generally, school bus service is not provided for students who are seven-day boarders. However, if there are exceptional circumstances, parents may apply to the school, and approval will be subject to seat availability during the requested time period.
  - 2.6 To ensure the health of students, we urge parents to cooperate with us. Our staff will measure students' body temperature before boarding the school bus. If a student is found to have a fever, parents are advised to seek medical attention for the student and keep them at home to rest.
  - 2.7 If a student needs to leave early or is absent and unable to take the school bus, parents are requested to inform the driver and the class teacher as early as possible to avoid delays in other students' transportation or arrival to school.
  - 2.8 A mobile phone service is available for contacting relevant personnel regarding bus services. Please note that the mobile phone is only for school bus service contacts. The mobile phone will be turned off during non-school bus service hours. For any other inquiries, please contact the school office at (telephone: 23862010). School bus service hours are from 7:00 AM to 9:00 AM and from 3:30 PM to 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 If a student requires a parent or domestic helper to accompany them on the school bus, the parent needs to apply to the school with a valid reason. The school can provide a seat for the accompanying person only if there are available seats on the bus, with priority given to the student's needs.
- 2.10 When parents pick up students after school, they need to present the student bus card (including electronic version) to pick up the student. If the bus card is lost, please contact the school office immediately (telephone: 23862010) to reissue the bus card, which incurs an administrative fee of \$30.
3. Mutual compliance:
- 3.1 Both drivers and parents must arrive at the designated location on time to pick up and drop off students for school and home.
- 3.2 During red or black rainstorm signals, or when Typhoon No. 3 or above is issued, the following measures should be taken:
- If classes are announced to be suspended before school starts, the school bus service will be discontinued.
  - If the driver encounters the aforementioned conditions during morning pick-ups, the school bus will still arrive at the stop, and the driver must immediately call the parents to inform them that they do not need to bring their children out, or parents can call the driver to make appropriate arrangements.
  - If a student has already boarded the bus, they should be taken back to the school for further arrangements.
  - If class suspension is announced during school hours, the school will notify parents and arrange for students to be dismissed as soon as possible. Parents must allocate time to pick up their children.
- 3.3 In the event of a breakdown of the school bus, a backup vehicle will be used to transport students, and parents will be contacted about pickup times.
- 3.4 If it is not possible to arrange bus service on a given day, the driver will notify parents in advance that there will be "No School Bus Service" for that day. Parents can personally bring their children back to the school, and the transportation fee can be refunded upon presentation of the receipt (parents can collect it from the school office or arrange through the class teacher).
- 3.5 Due to unpredictable road conditions (such as traffic congestion or temporary road closures) causing delays in arriving at pick-up points, the driver will maintain communication with parents and ask for their understanding.
- 3.6 In accordance with government regulations, school buses must not carry dangerous items that may jeopardize safety. Therefore, if a student needs to bring additional personal belongings on the bus, they must apply in advance to the school. Parents should take note that the volume of items should not exceed two boxes of diapers.
- 3.7 School bus services will not be provided during school holidays and in August.
- 3.8 Drivers and parents are required to pick up students at designated time and place.

The above information is for reference only, and the school will make adjustments according to the actual situation. If you have any enquiry, please contact Mr. Leung Hoi Chun (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 : \_\_\_\_\_