

**Chi Yun School**  
**2021-2022**  
**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 during the summer vacation in August.
- 2.3 Parents must notify the school office a month before if they decided to stop using the school bus service.
- 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 a half year. Parents 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, parents 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 will not take the school bus, please inform the driver in advance.
- 2.8 There is a mobile to facilitate the contact between parents and drivers for smooth 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 parents need further assistance, please contact the school office (Tel: 2386 2010). School bus service hours: 7:30-9:00am 3:30-5:30 pm.



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

- 2.9 Parents 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 base on the seat availability. 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 Contingency measures when hoisting red or black rainstorm signals, or typhoon number three or above:
  - i. The school bus service will stop if the news is announced before classes.
  - ii. If the driver come across the above situation during the morning pick-up, the driver needs to call the parent not to take the children out 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 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 the pick-up time.
- 3.4 If the school bus cannot be arranged on certain days, the driver will inform the parents in advance. Parents can bring their children back to school in person, 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 Transport Department. The items should not endanger the safety of the driving and other 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

1<sup>st</sup> September, 2021

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Reply Slip

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

Parent's signature: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Date: \_\_\_\_\_