

School Bus Policy

Bus Fee Policy:

- Applicants are committed for a one-year school bus service. Bus service will be charged on a **10.5 Months** basis.
- Bus fees are calculated in yearly and evenly divided into 10.5 months. There will be **NO REFUND** on holidays or absence of school, or any school suspension instructed by MCHK, EDB or HKSAR.
- Since all school holidays are counting into the costs, we do not allow service usage for selective month(s).
- Single trip service is allowed and based on **80% of round trip** bus fee.
- We do not accept pro-rata payment. Full month bus fee must be charged despite only use for one-day service in a month.
- Parents must pay **half-month (Aug)** bus fee for seat reservation on or before **20th July 2020**.
- Since seats are limited on each school bus, no seat guarantee if reservation fee received after 15th July 2020
- Reservation fee would be fully deductible from August 2020.
- Installment Payments – must make before the listed due dates as follow:
 - 1st Installment (Sep – Jan), **5 months** bus fees, pay before **15th Aug 2020**
 - 2nd Installment (Feb – Jun), **5 months** bus fees, pay before **15th Jan 2021**
- Payment must be made by CHEQUES, which is payable to **MJ Travel Services Limited**.
- Payment also can be made by one cheque for whole year (10.5 months).
- Student(s) name(s) and bus number must be written on the back of each payment cheque(s).
- Payment by bank transfer is allowed however payment supporting (bank slip) shall be sent to School Bus Company otherwise it will consider outstanding.
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Cancellation and Refund Policy:

- Reservation fee is fully refundable by written notice receive on or before **19th August 2020**.
- All applicants are committed to a yearly service. Refund is only allowed for students who withdraw from school or bus service cancellation for entire academic year. We do not allow student to use our service only for selective month(s). If students must rejoin after cancellation of service during the year, we are entitled to charge the bus fees for those missing months.
- No refund for usage of selective month(s). We do not provide service for selective month(s) usage.
- For cancellation, parents must provide written notice **ONE MONTH IN ADVANCE**. Bus fee will be charged up to the month of notification, refunds on monthly pro-rata basis only. Example: if parents request for refund of December, a written notice must be given on or before 31st October. If cancellation request made on November 8th, we must charge up to the whole month of December.
- Absolutely **NO REFUND** on holidays or absence of school, or any school suspension instructed by MCHK, EDB or HKSAR.

Bus Schedule Policy:

- School bus service is provided for trips to and from school before and after official school hours accordingly.
- School bus service may not be a 'door to door' service. Yet, safe and convenient stops would be assigned to parents.
- Parents and helpers are requested to wait at the bus stops **FIVE MINTUES** before the scheduled pickup and return time. **SCHOOL BUS WILL NOT WAIT FOR LATE ARRIVAL STUDENT(S)**. Bus mother is not allowed to make phone call to parents if students are late to bus stop. Parents have full responsibility for late students who cannot make to the school bus.
- Bus schedules are tentative and subject to change accordingly. Bus Company is entitled to cancel any route if applications are insufficient.
- Students are **NOT** permitted to **SWAP** buses, unless for special circumstances, only subject to seat availability and prior approval from School Bus Company.

Student's Behavior Policy:

- Students are expected to behave responsible manner on the buses:
- **No shouting Loudly; No use of offensive or bad language; No fighting; No throwing of objects on the bus or out of window; No eating or drinking**
- Each student is only allowed to occupy one seat. No reservation of seat is allowed.
- Students should be seated and buckled seatbelts **AT ALL TIMES**.
- Students must always follow safety instruction by Bus mother onboard.
- On the 1st and 2nd offences, bus mother will advise to bus supervisor. Parents and school will be notified in writing. The 3rd offence will result in a suspension of bus service for 3 days. Repeated offence will result in a suspension of bus service until end of the term.
- **NO REFUND** will be given for suspension period. Parents are liable for any damage to school bus caused by student.

Non-School-Bus-Riders Policy:

- Due to limited seating capacity, school bus service is restricted to school bus students only.
- Under special circumstances, parents and helpers are allowed on board by paying **HK\$60.00 per single journey**, subject to seat availability. One-day advance notice to Bus Company is required.
- This service is not for permanent usage and School Bus Company reserves the rights to refuse any non-school-bus-rider using this service.