

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 make 1st Installment (**1.5 months bus fee**) payment for seat reservation before **15th July 2021**.
- Since seats are limited on each school buses, no seat guarantee if payment received after 15th July 2021.
- Installment Payment – must make before the listed due dates as follow:
 - 1st Installment (Aug – Sep), **1.5 months** bus fees, pay before **15th July 2021**
 - 2nd Installment (Oct – Dec), **3 months** bus fees, pay before **30th September 2021**
 - 3rd Installment (Jan – Mar), **3 months** bus fees, pay before **30th December 2021**
 - 4th Installment (Apr-Jun), **3 months** bus fees, pay before **30th March 2022**
- 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).

Cancel and Refund Policy:

- 1st Installment payment is fully refundable for a written refund request received before 9th August 2021.
- 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 school bus 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.
- We are entitled to charge full month bus fee even students only use **ONE DAY** school bus service in a month.
- 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 schedules are committed to official school hours accordingly.
- School bus service may not be a 'door to door' service. Yet, safe and convenient bus stops would be assigned to students.
- 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 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.

Students 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 Escort (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 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\$80.00 per single journey**, subject to seat availability. One-day advance notice to Bus Company is required.
- This service is not for permanent usage. School Bus Company reserves the rights to refuse any non-school-bus-rider using this service.