

## School Bus Policy

### Bus Fee Policy:

- Applicants are committed for a one-year school bus service. Bus service will be charged on a **10 Month** basis.
- Bus fees are calculated in yearly and evenly divided into 10 months. There will be **NO REFUND** on holidays or absence of school, or any school suspension instructed by FIS, 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 1<sup>st</sup> Installment (**1 month bus fee**) payment for seat reservation before **15<sup>th</sup> July 2025**.
- For seats are limited on each school buses, no seat guarantee if payment received after 15<sup>th</sup> July 2025.
- Installment Payment – must make before the listed due dates as follow:
  - 1<sup>st</sup> Installment (September), **1 month bus fees**, pay before **15<sup>th</sup> July 2025**
  - 2<sup>nd</sup> Installment (Oct – Dec), **3 months bus fees**, pay before **30<sup>th</sup> September 2025**
  - 3<sup>rd</sup> Installment (Jan – Mar), **3 months bus fees**, pay before **30<sup>th</sup> December 2025**
  - 4<sup>th</sup> Installment (Apr-Jun), **3 months bus fees**, pay before **30<sup>th</sup> March 2026**
- 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 months).
- Student(s) name(s) and bus number must be written on the back of each payment cheque(s).

### Refund and Cancellation Policy:

- 1<sup>st</sup> Installment payment is fully refundable for a written refund request received before 17<sup>th</sup> August 2023.
- 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 31<sup>st</sup> October. If cancellation request made on November 8<sup>th</sup>, we must charge up to the whole month of December. We charge full month bus fee even student who only use one day service in that month.
- We provide service by month(s), therefore we charge by monthly but not pro-rata basis. Thus, we still 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 FIS, 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, safety and convenient stops would be assigned in the bus route.
- Students, parents or 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 STUDENT(S) AND BUS MOTHER IS NOT RESPONSIBLE TO CALL PARENTS.**
- 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. A written request must be made at least 24 hours before the change.

### **Students Behavior Policy:**

- Students are expected to behave responsible manner on the bus:
  - **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 (except water)**
  - **No toys or games during bus journey**
- Each student is only allowed to occupy one seat. No reservation of seat is allowed.

Students should always be seated and wear seat belts.

- Students must always follow safety instruction by the Bus Mother onboard.
- On the 1<sup>st</sup> and 2<sup>nd</sup> offences, bus mother will advise to bus supervisor. Parents and school will be notified in writing. The 3<sup>rd</sup> 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:**

- School buses are for student use only due to seating capacity and insurance policies. Parents and helpers cannot ride onboard.
- Non-student riders may join friends on the bus for **HK\$80 per journey**, subject to seat availability, with one-day advance notice to the Bus Company.
- This service is temporary, and the Bus Company reserves the right to refuse any non-student riders.