



**SHREWSBURY
INTERNATIONAL
SCHOOL**
HONG KONG



Top Do Company

G/F., No. 309, Fan Tin Tsuen, Sun
Tin, Yuen Long, N.T.
Tel: 2560 1128 Fax: 2503 2137
Email: schoolbus@shrewsbury.hk

School Bus Terms and Conditions

1. In Accordance with “Guidelines for Ensuring Safety of Pupils on Student Service Vehicles – For Parents/Guardians to Observe” (Education Department, July 2011), Parents/Guardians should teach their children to behave well when travelling on the vehicles, e.g.:
 - a. they must remain seated unless boarding or alighting;
 - b. they must not talk to the drivers or shout;
 - c. they must refrain from eating, drinking or playing;
 - d. they must not put their heads, hands or any part of body out of the windows of the vehicle;
 - e. they must not board or alight from the vehicle until the vehicle has come to a standstill; and
 - f. they must not play with the emergency exists.
2. Advance notice should be given to classroom teacher, before 7:45am if the student is known not to be riding the bus. In case where advance notice is not possible (e.g. sudden illness of a student) a call should be made to Top Do Administration Office. All possible actions should be taken to avoid the unnecessary waiting time for the bus.
3. Parents/guardians must be at the pickup and drop-off point in time for bus arrival (**at least 5 minutes** before scheduled time) to avoid delaying the bus. If students fail to show up on time, the bus will leave without further notice.
4. Pick up person must produce school Community Card/ Identification document on collection of student.
5. For return-home drop-offs, if parent/guardian is not present at the drop-off point, the bus will wait momentarily and will then try to call the parent. If the child cannot be collected within two minutes, the bus company will:
 - a. direct the bus to continue the journey
 - b. if unable to contact parents for an alternative arrangement the child will be taken back to the school.
6. For alternative drop-offs for play dates, Parents of both the inviting child and the invited child should email their respective child’s teacher directly no later than 7:45am on the day of the request so that Bus Company can confirm seat availability
7. For alternative drop-off for playdates and non-registered bus riders, the pick-up person must sign on collection of student.
8. The school office maintains a comprehensive bus list which is also carried on the bus. The bus company should be informed of any changes of parent contact details. In the event of a serious accident, the school will assist the bus company to inform parents as soon as possible.

9. To ensure the safety of the children, no student shall be allowed to return home on their own or with older sibling (i.e. without escort) unless written consent is given on the application form or change of information form. For children travelling with older sibling, alternative pick-up person must be identified on the application form.
10. Students will be warned if they fail to conform with the “Guidelines for Ensuring Safety of Pupils on Student Service Vehicles”. The bus company may refuse to take students whose behavior is unacceptable.

Notes to parents:

1. Application form and payment must be returned together to guarantee a seat. Spaces will be assigned on first-come first-served basis.
Billing period consists of 10 months per school year spread over 3 terms: 1st and 2nd term each consists of a 4-month period, 3rd term consists of 2-month period. 1st term payment is due on or before 5 July, 2018. 2nd term payment is due on or before 15 December 2018, 3rd term payment is due on or before 10 April, 2019.
2. You may choose return travel or one-way travel (One way-travel is charged at 80% of the return-travel charge). ***Only full week return travel or one-way travel is permitted. Partial week usage will be charged for the full week.**
3. Once an application has been confirmed, a detailed schedule with associated fees will be sent to parents via email.
4. The bus company requires one-month notice for any cancellation. Notification can be sent by mail, fax or email.
5. For withdrawal, refund will be prorated. One full month bus fee will be charged as a management fee.
6. Our company shall refuse re-application after cancellation in between holidays/breaks.
7. These terms and conditions do not cover bus fees associated with Extra Curricular Activities (ECA) buses.
8. Payment either by cash, cheque or bank transfer will be accepted. Cash should be handed in to the Top Do Representative at school Main Reception while cheque can be mailed to the address above. Payment details will be emailed to parents following application.

I have read and agree to comply with the “School Bus Service End User Terms and Conditions” and confirm that I shall be responsible for the breach or non-compliance committed by me or my children.

Parent / Guardian's signature

Parent / Guardian 's print name:

Date: