



# Sir Ellis Kadoorie (S) Primary School

9 Eastern Hospital Road, Sookunpo, Hong Kong

Tel: 2577 3489

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15<sup>th</sup> October, 2020

Notice No.18/ 2020-2021

Dear Parents/Guardians,

## School Transport Safety Regulations

The Safety Transportation Company (安全旅運服務公司) is our school bus supplier this school year (2020/2021). To enable your children a safe and good school journey, please note the following:

1. Please inform the school of the address, the route number, pick up and drop off points of your child by filling in the reply slip. Details of the bus routes are attached in Appendix 1 for your reference.
2. Please read the **School Bus Transportation Rules and Regulations** (Appendix 2) carefully.
3. Please discuss the rules with your children and remind him/her to behave well when travelling on the school bus.
4. During half-day school operation, the school buses will leave the school premises at 1:30-1:45p.m. Parents please prepare light snacks for children if needed.
5. We were notified that the school bus company has arranged WhatsApp group for easy communication. Please indicate in the reply slip below to show whether you agree to join the group or not.
6. The school has the responsibility to ensure the safety of all children travelling on the school bus. Any suggestions concerning the school bus service, please contact school bus teacher i/c Mr. Yu /Mr. Loi at 25773489.

(Ms. YU Hing-yin)  
Headmistress

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**Our Vision:** Develop fully pupils' potentials  
Equip them with life-long learning skills  
Help them integrate into local community  
Develop a global outlook

**Our Mission:** It is our mission to provide a positive learning environment that enhances each child's opportunity to learn and to develop through educational programme which recognizes the need for growth in moral, intellectual, physical, social and athletic skills, knowledge and attitude.



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## Reply Slip

Notice No.18 2020-2021

### School Transport Safety Regulations

(Please return to Mr Loi latest by 19<sup>th</sup> October, 2020)

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

To: Headmistress,

I have read the School Notice No.18 dated 15<sup>th</sup> October, 2020 and fully understand its content.

1. My child's information is as follows:

Route No.: \_\_\_\_\_ pick up point: \_\_\_\_\_ drop off point: \_\_\_\_\_

☐ I will pick up my child at the drop off point.

☐ My child will go home by himself/herself after getting off the school bus.

Address: \_\_\_\_\_  
\_\_\_\_\_

2. I ☐ agree / ☐ do not agree

to join the WhatsApp group operated by school bus company to get instant information when needed.

Name of Pupil: \_\_\_\_\_ ( )

Class: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_

Parent/Guardian's name in BLOCK LETTERS: \_\_\_\_\_

Home telephone no.: \_\_\_\_\_ Emergency telephone no.: \_\_\_\_\_

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**Sir Ellis Kadoorie (S) Primary School** Appendix 1  
**2020-2021 School Bus routes and fee (The School Bus routes are subject to change)**

Route (A)      Chai Wan              \$ 1200					
Pick up point				Drop off point	
A1	HING MAN ESTATE			A1	HING MAN ESTATE
A2	HING WAH ESTATE			A2	HING WAH ESTATE
A3	FUNG WAH ESTATE			A3	FUNG WAH ESTATE
A4	WAN TSUI ESTATE			A4	WAN TSUI ESTATE
A5	CHAI WAN ESTATE			A5	CHAI WAN ESTATE
A6	YUE WAN ESTATE			A6	YUE WAN ESTATE
A7	SIU SAI WAN ESTATE			A7	SIU SAI WAN ESTATE
A8	TSUI WAN ESTATE			A8	TSUI WAN ESTATE
A9	TAI KOO SHING			A9	TAI KOO SHING
Route (B)      Shau Kei Wan      \$ 1100					
Pick up point				Drop off point	
B1	LEI KING WAN			B1	LEI KING WAN
B2	GRAND PROMENADE			B2	GRAND PROMENADE
B3	LEI SAISONS			B3	LEI SAISONS
B4	SAI WAN HO MTR			B4	SAI WAN HO MTR
B5	HING TUNG ESTATE			B5	HING TUNG ESTATE
B6	YIU TUNG ESTATE			B6	YIU TUNG ESTATE
B7	NAM HONG STREET NO. 18			B7	NAM HONG STREET NO. 18
B8	NAM HONG PUBLIC TOILET			B8	NAM HONG PUBLIC TOILET
Route (C)      Quarry Bay              \$ 1050 (C1-C5)                      \$930(C6)					
Pick up point				Drop off point	
C1	KORN HILL BLOCK M			C1	KORN HILL BLOCK M
C2	KORN HILL BLOCK D			C2	KORN HILL BLOCK D
C3	NAM FUNG SUN CHUEN BLOCK 2			C3	NAM FUNG SUN CHUEN BLOCK 2
C4	KING'S ROAD NO. 1056			C4	KING'S ROAD NO. 1056
C5	NORTH POINT GOVERTMENT PRIMARY SCHOOL			C5	NORTH POINT GOVERTMENT PRIMARY SCHOOL
C6	MODEL HOUSING ESTATE			C6	MODEL HOUSING ESTATE
Route (D)      North Point              \$ 930					
Pick up point				Drop off point	
D1	NORTH POINT MTR EXIT B3			D1	NORTH POINT MTR EXIT B3
D2	KING'S ROAD NO:365			D2	KING'S ROAD NO:365
D3	KING'S ROAD NO:310			D3	KING'S ROAD NO:310
D4	FORTRESS HILL MTR			D4	FORTRESS HILL MTR
D5	TIN HAU L HOTEL			D5	TIN HAU L HOTEL
Route (E)      Wan Chai              \$ 930					
Pick up point				Drop off point	
E1	LOCK HART ROAD NO.333			E1	LOCK HART ROAD NO.333
E2	LOCK HART ROAD NO.181			E2	LOCK HART ROAD NO.181
E3	FENWICK STREET(JPH)			E3	FENWICK STREET(JPH)
E4	JOHNSTON ROAD NO.181			E4	JOHNSTON ROAD NO.181
E5	SOUTHORN PLAYGROUND			E5	SOUTHORN PLAYGROUND

E6	JOHNSTON ROAD NO. 181		E6	JOHNSTON ROAD NO. 181
E7	WANCHAI ROAD NO. 160		E7	WANCHAI ROAD NO. 160
<b>Route (F) Kennedy Town / Central Pier</b>			<b>\$ 1200 (F1-F3)</b>	<b>\$1100 (F4)</b>
Pick up point			Drop off point	
F1	BELCHER'S STREET NO.1		F1	BELCHER'S STREET
F2	KENNEDY TOWN		F2	KENNEDY TOWN
F3	HONG KONG STATION		F3	HONG KONG STATION
F4	CENTRAL PIER		F4	CENTRAL PIER



**Sir Ellis Kadoorie (S) Primary School**  
**School Bus Transportation Rules and Regulations**

Appendix 2

**1 INTRODUCTION**

Sir Ellis Kadoorie (S) Primary School's Bus Service (hereinafter: Bus Service) is organised in support of Sir Ellis Kadoorie (S) Primary School (hereinafter: School) to facilitate transportation to/from the school. The School is using Safety Transport Company 安全旅運服務公司 (hereinafter: Bus Company). The following rules are drawn up for the safety, care and protection of children using the school buses.

**2 GENERAL RULES**

- 2.1 Only existing students of Sir Ellis Kadoorie (S) Primary School can apply to use the Bus Service by submitting an application form.
- 2.2 Bus users must honour all payment requirements as defined in chapter 4.
- 2.3 Bus users must honour all arrangement requirements as stated in chapter 5
- 2.4 Bus users must accept, honour and follow all relevant rules and regulations.
- 2.5 Ensuring that on each of the buses, a Bus Escort is present to ensure that safety and good standards of behaviour are maintained.
- 2.6 Making adjustments and changes to the bus routes and schedules depending on the situation as required. Bus Users will be notified as soon as possible.

**2.7 UNAUTHORIZED USERS**

- 2.7.1 Only Bus Users on a specific bus register may travel on the specified school bus, WITH NO EXCEPTIONS.
- 2.7.2 Parents are not permitted to travel on any school bus on WITH NO EXCEPTIONS.

**2.8 BUS USER'S INSURANCE**

- 2.8.1 Bus Users are insured as soon as they get on and until they get off the bus. The School cannot be responsible for anything that happens to a child after she/he left the school bus at the designated drop-off point.

**2.9 PICK UP AND DROP OFF PROCEDURE**

- 2.9.1 Bus Users must be at the drop-off point 5 minutes before the designated departure time.
- 2.9.2 Parents or an authorized person should be at the drop-off point 5 minutes before the designated drop off time to collect their child off the bus.
- 2.9.3 Walking home from the stop
  - (a) All children must be accompanied from the bus stop by a designated guardian unless written permission by the parents has been received by the school.
  - (b) If a child does not have permission to walk home alone and is not met at the bus stop at the designated time, the Bus Escort will NOT release the child and will return the child to School.
  - (c) Bus Escort must adhere to scheduled bus routes and instruction (bus register) mutually agreed with the school.

- (d) Bus Escort cannot enter into any private arrangements regarding pick up/ drop off points regardless of the circumstances.

### 3 APPLICATION PROCEDURES

#### 3.1 GENERAL RULES

- 3.1.1 Whilst every effort is made to accommodate applicants, places are subject to availability and cannot exceed the legal maximum for any bus. All applications will be processed at first come first serve basis.
- 3.1.2 The estimated times/routes published are for general reference only.
- 3.1.3 All proposed bus routes and stops must be agreed to by the bus company.
- 3.1.4 All new pick up/drop off point requests to existing bus routes are subject to approval by the Bus Company.
- 3.1.5 If changing of address after application is submitted, or any time during the year, the bus company may not be able to guarantee a seat at the new pick up point.

#### 3.2 APPLICATION FOR THE COMING SCHOOL YEAR

- 3.2.1 The bus company sets the tentative bus fees and routes, and sends out to all parents of students signed up for the next academic year, by end of June the latest. Any subsequent route changes are subject to agreement by Bus Company.
- 3.2.2 Parents should return the completed application form to the bus company and make all required payments.
- 3.2.3 The Bus Company will notify parents as soon as possible if seats cannot be offered.
- 3.2.4 The Bus Company will notify parents of specific bus pick-up and drop-off points and schedules at least 1 week prior to the start of the school year.

### 4 PAYMENT POLICY

In case of a failure to fulfil any payment requirements, the Bus User will be suspended from using the Bus Service.

#### 4.1 GENERAL RULES

- 4.1.1 The Bus service is charged on a 10.5/month school year basis for all students, whereas, half-month payment only applies to July of each year.
- 4.1.2 There will be a second-round bus service for students joining the post-lesson activities, the Bus Company reserves the right to re-route the second-round service.
  - 4.1.2.1 An additional fee will be charged for the second-round bus service at a monthly basis for eight months (1<sup>st</sup> term – October to January; 2<sup>nd</sup> term – February to May)
    - \$120/1 time per week ;
    - \$140/2 times per week ;
    - \$160/3 times per week ;
    - \$180/4 times per week ;
    - \$200/5 times per week



4.1.3 Bus fees should be paid directly to the bus company latest by the fifth day of each month.

4.1.4 Official Receipt will be issued once payment has been cleared.

## 4.2 PAYMENT METHODS

Fee must be paid either with:

4.2.1 Cash, or

4.2.2 Cheques

(a) Cheques must be crossed and payable to: "Safety Transportation Company" (安全旅運服務公司);

(b) Student Name(s) are to be specified clearly on reverse side of Cheque.

4.2.3 In case of payment not received on designated date named above, the Bus Company has the right to suspend the bus service for the respective child.

## 5 BUS ARRANGEMENT POLICY

5.1 All bus changes will be served on a first come first basis, and changes may not affect any Bus Users' regular arrangements.

5.2 Parents has to give written instruction in case of any changes in the pick- up drop off procedure (chapter 2.9), giving written permission to any individual to pick up their child(ren).

### 5.3 REQUESTING PERMANENT BUS CHANGE

5.3.1 Address changes during the school year must be submitted to school a week before the first new pick up point is requested. If change is possible the Bus company will confirm it.

5.3.2 If changes results in bus ZONE changes,

(a) is higher than the existing fee, the pro-rata price difference must be paid for the month affected.

(b) is lower than the existing fee, no pro- rata refund is available for the term month already started, but may be applied for the next month(s)

### 5.4 DAILY CHANGES - ONE OFF AND REGULAR

5.4.1 In case of any changes in a Bus User's daily routine (e.g. not using a bus on certain day(s)) - except bus changes.

5.4.1.1 Parents need to notify the school AND the Bus Company prior to journey.

5.4.1.2 Changes will be confirmed by the Bus Company.

5.4.1.3 Changes not confirmed considered not submitted.

5.4.1.4 Morning pick-ups may be cancelled by notifying the Bus Escort via WhatsApp message. The Bus Escort's number is shared with all Bus Users of the certain bus.

### 5.5 WITHDRAWAL/CANCELLATION

5.5.1 If for any reason a Bus User has to withdraw/cancel her/his application, parents have to submit a cancellation note to the bus company

5.5.2 Upon withdrawal, the Bus Uuser will not be eligible for using the bus service in the same academic year.

## 6 BAD WEATHER PROCEDURE

### 6.1 RED AND BLACK RAINSTORM WARNINGS

- 6.1.1 If a black rainstorm warning is hoisted during school hours, buses will not be released until the school is informed that it is safe to do so.
- 6.1.2 In such an event, every attempt will be made to contact parents of bus children to inform them of the situation. However, it is inevitable that some parents will not be contactable and we seek your cooperation and assistance in these cases.

### 6.2 TYPHOONS

- 6.2.1 The school will close if a storm signal number 8 or higher is in force or if an announcement is made by the Director of Education.
- 6.2.2 It is the parent's responsibility to collect their child from the school on that day unless the signal is hoisted at about the time the bus would normally take your child home. Buses cannot be arranged at short notice during school hours.

## 7 IF BUS FAILS TO ARRIVE

- 7.1 If the bus fails to arrive, parents should call the Bus Escort or Bus Company hotline on 92719231 to trace its location and obtain instructions on how to proceed.
- 7.2 In the event that students are late to school due to bus delays, the Bus Company will inform parents via Text/WhatsApp and the School, and the concerned students will not be recorded late in school's record.

## 8 BEST PRACTICE AND SAFETY RULES FOR ALL BUS USERS

- 8.1 The School is ensuring that on each of the buses, a Bus Escort is present to ensure that safety and good standards of behaviour are maintained. Bus Escorts are employed by the Bus Company and are following their code of conduct.
- 8.2 The bus service provides a safe environment for children to travel to school. It is expected that children will behave on the bus in the same way that they would at school.

### 8.3 SAFETY RULES

- 8.3.1 Students must:
  - 8.3.1.1 fasten seatbelts when they are riding on the bus, with the help of the bus escort if necessary.
  - 8.3.1.2 remain seated throughout the journey and stand only when the bus has come to a complete standstill at their stop.
  - 8.3.1.3 place bags under the seats.
  - 8.3.1.4 not lean out of the window or put their arms out of the window.
  - 8.3.1.5 Refrain from opening windows nor the emergency doors without the driver's approval
  - 8.3.1.6 Students may only change seats if the Bus Escort deems it necessary (no standing when the bus is in motion.)
  - 8.3.1.7 Upon reaching their destinations, students are to remain seated until the bus comes to a complete stop.
  - 8.3.1.8 No interfering with the bus driver or any bus equipment is allowed.



- 8.3.1.9 No food or drinks are allowed on the bus.
- 8.3.1.10 No objects of any kind are allowed to be thrown in the bus or out of the windows.
- 8.3.1.11 The Bus Escort reserves the right to change student seats as and when required if it hinders the safety and discipline on the school buses – without prior notification to student or parents.

#### 8.4 STUDENTS BEHAVIOUR

- 8.4.1 Students are not allowed to use mobile phones while they are on the bus.
- 8.4.2 Students should observe same conduct as in the classroom.
- 8.4.3 Students are responsible for their own behavior.
- 8.4.4 Students
  - (a) are to be courteous and treat everyone with respect.
  - (b) should always follow the Bus Escort's instructions.
  - (c) should not disturb other children who wish to read or simply sit quietly.
  - (d) may talk quietly inside the bus.
- 8.4.5 The following behaviour(s) will not be tolerated:
  - (a) use of bad languages or obscene gestures
  - (b) fighting or bullying.
- 8.4.6 The bus company will keep the school administration informed of any serious bus disciplinary issues
- 8.4.7 Parents should reinforce with their children, the above expectations and to obey the Bus Escort instructions at all times.
- 8.4.8 Parents are responsible for any damage caused by their child.
- 8.4.9 Any students who break the bus rules 3 times will be given a warning and will be marked in the school's disciplinary record.
- 8.4.10 Any students who has been given warning 2 times, or in extreme cases of misbehaviour, the privilege of travelling on the school bus will be terminated immediately.
- 8.4.11 The Bus Company has the right to refuse or cancel the bus service for a child who is not following the above expectations. Any decision to remove a child from the bus will be made in conjunction with the School, the bus company and the affected parents.

#### 9 SUGGESTIONS AND COMPLAINTS

If you have any suggestions or complaints concerning the bus service, please contact the school (Mr YU Kwok-kei / Mr LOI Kin-tak) at 2577 3489.