

Daily Ride Transportation Limited -School Bus Rules and Regulations (Gigamind Kindergarten and children's House)- 6/2020

The School Bus Service Information for New School Bus Passengers

- Those who do not return the form on or before July 30th will not be guaranteed the reservation of seat.
- The attached routes and school bus fares are for reference only; the company will inform parents in Mid-August about the latest arrangement.
- If the application form has not been received and the route is at full capacity, your application will be placed on the waiting list.
- The principles for processing priority of an application are as follows:
 1. Existing customer priority
 2. Two-way (same landing location)
 3. Two-way (different landing locations)
 4. One way
 5. Subsequent requirements are dealt with as feasible.

Due to limited seating, all applications are arranged on a first-come, first-served basis. We will inform the parents about the riding information in late August.

Collection of Bus Fare

- Method of payment: The school bus envelope will be distributed to students before **25th** of each month. Please put the bus fare in the envelope and pass it back to nanny before **5th** of each month. The cheque should be made payable to "**Daily Ride Transportation Limited**".
- Calculation :The school bus fares for 10.67 months from Sep to July. 2/3 (two-thirds) monthly fare is charged in July. June and July fare will be collected together. Single-way trip of School bus fare will be collected 80% of the round-trip. If the boarding and alighting points are not the same, the longer journey will be charged.
- The Company will not accept students who temporarily terminate the school bus service without reason during the school year, and then take the bus again in the following month. For those students who request to resume, they must pay July school bus fare in advance (July will be counted as a half month) and **\$200** will be charged for admin. fee.
- Due to the multiplicity of bus routes, bus fare will be negotiable separately if you request the pick-up service is at inside a village.

Re-organizing lines, vehicles or stations

- Bus routes and pick up time are tentative and are subject to change according to applications each year.
- If the preferred pickup or alighting stations are not indicated on the route shown, please contact us!
- The company will have route adjustments including vehicle route, vehicle types and stations for the new academic year. If there are problems such as adjustment of housing parking regulations or road changes, the company will consider changing the station or vehicle type to meet the needs.
- Once the school bus route has been arranged, it cannot be changed at will for safety reason.

Route transfer

- In order to prevent overloading, if the student needs to have changes during the semester due to relocation or other reasons, the parent/ guardian must first check the feasibility of the transfer, and then notify us in **writing** not less than one month. The company may accept or reject the application after considering the waiting list.
- About transferring route, changing station and withdrawal, please notify us in writing in advance by one month.
- Parents should notify the company and the school in advance if they have to change the way they leave school or the route.

Boarding Rules and Regulations

- Students must follow the scheduled time and wait at an assigned station. After arriving at the station, the school will leave on time without further notice to the late arrival. Parents are requested to arrive at the station **5** minutes before the scheduled time.
- For safety reasons, students must wear a seat belt when boarding. No eating is allowed in the compartment in order to maintain the cleanliness and sanitation of the compartment.
- To ensure the safety of students, all students who take school buses must abide by the School Bus Safety Guidelines.

Alighting /changing the way of leaving school /absence

- If students do not use the school bus service temporarily, please inform us in advance to avoid the incapability of rearrangement.
- If students are absent from school or leave early, the parent/ guardian must notify the school bus to avoid undue waiting.
- Parents need to pick up their own students at the alighting station on time. If the parent/guardian do not arrive punctually, the school bus driver will keep the student on the bus and return him or her back to the school after completing the whole journey. The parent concerned can contact the company if necessary.

Emergency response

- In order to meet the needs with some special activities of the school, the school bus route will be adjusted accordingly. If the Education and Manpower Bureau announces suspension of classes due to bad weather, or if there is any emergency, the management team will cooperate with the school to take emergency measures. Parents/Guardians are supposed without any objection.

Contact

- For any enquiries, please call 2431-4010/ 2729-3179 or fax: 3993-9287/ 2387-3179
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