

Rules and Regulations for Taking School Bus 6/2023
Gigamind Kindergarten & Children's House

A. Application

1. Please return the application form on or before **25th July**, if it is not received by the deadline, the allocated seat will not be guaranteed.
2. The attached routes and school bus fares are for reference only; the company will inform parents in **late-August** about the latest arrangement.
3. If the application form has not been received and the route is at full capacity, your application will be placed on the waiting list.
4. The principles for processing priority of an application are as follows:
 - i. Existing customer priority (**Priority will be given to the student who has taken the school bus and paid the bus fare continuously from September 2022 to July 2023**)
 - ii. Two-way (same landing location)
 - iii. Two-way (different landing locations)
 - iv. One way
 - v. 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.

B. Fare Charge

1. Payment Method: A payment envelope will be distributed before the 25th of each month.
 - Cheque payable to **“DAILY RIDE TRANSPORTATION LIMITED”** (please write your child's name on the back side of the cheque)
 - Bank deposit slip (please put the bank deposit slip into envelope)
 - ◆ **(Hang Seng Bank Code 024) (Account No: 219-272630-001)**

**Parents should pay the fare either by cheque or with the bank-in deposit slip before the 5th of the following month. Please place the cheque or bank-in slip inside the payment envelope and hand it over to the school bus nanny.
2. Calculation of the school bus fare: **the whole school bus fare for whole academic year is 10.5 months (i.e Sep 2023 to July 2024)**. We charge July bus fare the half (1/2) monthly fare. We will collect June and July fare together in July. The bus fare for **single way trip is 80% of the round-trip/two-way trip**. If the boarding and alighting points are not the same, the longer journey will be charged.
3. The Company **will not accept** students temporarily terminate the school bus service without reason during the school academic year and resume the ride in the following month. For those who want to resume the ride, you must pay the bus fare until July. We will also charge **\$200** for administrative fees.
4. If you want us to pick up or alight your children inside the village area, the price will be adjusted. Please contact us for further information.

C. Modifying the Bus Route, Vehicle Type or Bus Point

1. The existing bus routes, boarding time/alighting time for each academic year is for your reference. Depending on the number of applications, the existing bus route, vehicle type, station and school bus fare may be changed when it deems appropriate.

2. If your preferred boarding or alighting points are not shown, we welcome you to contact us.
3. 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.
4. Once the school bus route has been arranged and implemented, it cannot be changed at will for safety reason.

D. Route transfer

1. To prevent over capacity, if a student stop using our school bus service, change the route or transfer the pick-up / alighting location during the semester due to relocation or other reasons, the parent/legal guardian must first check the feasibility of the transfer. Please inform the Company **in writing one month in advance**, otherwise, a charge of **HK\$200** will be required. The Company will accept or reject the application according to the waiting list application procedure.
2. For change the route or transfer the pick-up / alighting point or stop using our bus service, please inform us **in writing one month in advance**.
3. Parents should notify the company and the school in advance if they want to change the way they leave school or the route change.

E. Boarding Rules and Regulations

1. Students must follow strictly the scheduled time and station. If the school bus arrives and students do not show-up, the school bus will leave without waiting or notification. Please arrive at the pick-up / alighting point **5 minutes in advance** to wait for the school bus.
2. For safety reasons, students must follow the instructions of the nanny and driver, and must wear a seat belt.
3. To keep the vehicle clean and tidy, do not eat inside the bus.
4. To ensure the safety of students, all students who take school buses must abide by the “School Bus Safety Guidelines”.
5. To enhance students’ safety, a camera in each vehicle compartment is installed. The Company are to comply with the Personal Data (Privacy) Ordinance to protect privacy.

F. Alighting / Changing the Way of Leaving School / Absence of Class

1. When students alight the school bus, parents **must show the "Student Pickup Card" to the school bus nanny** before leaving.
2. If a student does not need school bus services on one day when the school dismiss, please contact the company before going to the school or contact the school/school bus company before the end-of-school in advance to avoid causing delays.
3. If students are absent from school or leave early, the parent/guardian must notify the school bus nanny to avoid undue waiting.
4. To ensure the safety of students and avoid affecting the alighting time of other students, parents should arrive at the drop-off point on time to pick up the students. Otherwise, students will be sent back to the school. Parents are required to come to school to pick up the students. Parents may contact us for details.

G. Other Measures

To cope with some special school activities, the school bus route may change accordingly, however, it will not affect the time and place of the pick-up and alighting. If the EDB announces suspension of classes due to bad weather, or if there is an emergency, the school bus representative will cooperate with the school closely to take emergency measures and parents/legal guardians must agree on.

H. Contact

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

Email: ntmail@dailyride.com.hk. Website: www.dailyride.com.hk