

School Bus Riding Rules and Regulations 6/2025

Gigamind Kindergarten & Children's House

A. School Bus Seat Reservation Matters / Application

1. Please return the application form to Daily Ride Transportation Limited (the “Company” or “We” or “us”) on or before **18 July 2025**, 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. We will inform the 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 passengers (**Priority will be given to students who have used our school bus service and paid the bus fare continuously from September 2024 to July 2025**);
 - 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 will be arranged on a first-come, first-served basis. We will inform the parents about the actual arrangement 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)
 - Cash
 - 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 cash or with the bank-in deposit slip before the 5th of the following month, place it in 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 2025 to Jul 2026).** **The July bus fare will be charged on half-month, and the fare for June and July will be settled together.** The bus fare for **single way trip is 80% of the round-trip/two-way trip**. If the boarding and drop-off/alighting points are different, the longer journey will be charged.
3. We **will not accept** students who 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. Due to the numerous routes, any feasible special arrangements will require separate fare negotiations.

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, please feel free to contact us.
3. We will adjust the bus routes every new school academic year, including bus routes, vehicle types, and bus stops. Should there be issues such as residential parking regulations or road

changes, we will consider altering bus stops or vehicle types as needed. The adjustments will be made with the principle of saving time and ensuring convenience for the students.

4. Once the school bus route has been arranged and implemented, it must not be changed at will for safety reason.
5. Subject to the law, we might arrange three students who are not more than 1.3 metres in height to take two seats. We will try our best to deploy the vehicle to avoid the above situation.

D. Route Transfer

1. To prevent over capacity, if a student stop needs to change the route or transfer the pick-up / drop-off/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. We 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 us 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 school bus 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, each school bus is equipped with cabin surveillance cameras. We will strictly comply with the Personal Data (Privacy) Ordinance to ensure privacy protection.

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 us before going to the school or contact the school/us 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. Contingency 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: <https://www.dailyride.com.hk/>