

LEWIS MOTORS COMPANY LIMITED

Dear Parent,

Kellett School (Kowloon Bay Campus) - School Bus Service 2022-2023

Lewis Motors is proud to be the designated school bus service provider for the Kowloon Bay Campus and is delighted to be serving you and your child (ren) for the **2022-2023** school year.

To ensure that we have time to make sufficient provision/arrangements, including finalizing bus routes and pick up/drop off times, etc. we would like to request that all school bus enrolment forms be returned to us no later than **24 June 2022**. For the purposes of booking, please assume that the existing pick up and drop off points will remain unchanged. If any of the routes are oversubscribed, students will be placed on a waiting list **strictly in the order that their applications and payments are received.**

All students are required to fill in the school bus enrolment forms for each new academic year, i.e., the current academic year's enrolment does not automatically continue. Parents should make sure the following items are submitted at the application stage as failure to provide any of these items may affect your enrolment:

1. The completed enrolment form (Please put sufficient postage fee if mailing to us).
2. Crossed cheque payable to 'Lewis Motors Co. Ltd.' for 1st Part **OR** whole year payment*
3. A Post-dated cheque dated **13 January 2023**, payable to 'Lewis Motors Co. Ltd.' for 2nd Part *
4. Standard two 1"x 1.5" photographs of the child/student for creating a bus pass*

*** Please put the name and class of the child at the back of all the cheques and photos.**

The deadline for receiving applications with the above enclosed is any time before but not later than 24 June 2022. Parents of students currently using the bus service may pass all documents and cheques to the bus escorts in an **envelope marked for the attention of Lewis Motors Co. Ltd.** Otherwise please mail all the above to the following address:

Lewis Motors Company Limited – Attn: Ms. Joel Wong

Flat C, 18/F, Tower 1, The Long Beach, 8 Hoi Fai Road, Tai Kok Tsui, Kowloon.

2022-2023 Bus Schedules will be sent through e-mail around 5 working days before school starting. Bus escorts will give bus passes to students when they are taking the school buses starting the first day of school.

Should you have any questions regarding our service, please do not hesitate to contact us as stated below:

E-mail: lewismotors2016@gmail.com

Telephone: 5597-6269 (English) Mandy Leung or

9377-2854 (Cantonese & Putonghua) Mrs Chui

Yours faithfully,

Lewis Motors Co. Ltd.

KELLETT SCHOOL (KOWLOON BAY CAMPUS)
2022-2023 SCHOOL BUS SERVICE TERMS & REGULATIONS

To ensure better service quality, please read the following information carefully.

Bus Registration

Transportation to and from School is the responsibility of parents. Kellett School assists parents at the Kowloon Bay Campus by offering a bus service through Lewis Motors Company Limited but does not carry responsibility for any liability incurred through the bus transportation. Regulations and conditions for the use of the school bus service are stated within, and by submitting an enrolment form (each year) it is assumed that Parents have read and agree to these and that their child(ren) will also comply. **In particular, we draw your attention to the list of locations and pick up/drop off points stated on the form and wish to make it clear that No service will be provided for locations that are not listed.**

Insurance

All school buses of Lewis Motors Company Limited are under insurance coverage in accordance with the law of Hong Kong Transport Department.

Safety on bus

All buses are equipped with seat belts. Parents are advised to encourage and remind their child(ren) to fasten the seat belts when they are on board.

Administrative Contacts

Parents are advised to contact School (via: klbbus@kellettschool.com) and Lewis Motors Company Limited directly for any matters regarding the school bus service. The bus company, on the other hand, will keep in touch with parents via e-mail.

Payment Terms

All payments are to be made by cheque before the academic year begins. Payments can be made in full for the whole year or – for most routes – in two parts. If two parts is preferred, payment for the 2nd part is to be made by a post-dated cheque.

Bus Passes

The Bus Company will issue a bus pass for all bus riders. **Parents should advise their child(ren) to wear it or tie it on a visible place for bus caretakers to recognize it and to ensure bus riders are on the correct bus. Failure to show the bus pass may result in being rejected to board the bus.**

Termination policy

Parents are required to provide **one full month's** written notice prior to the effective date of school bus service termination of their child(ren). **Only students who are leaving Kellett School mid-school-year are eligible for a refund of bus fees. Refunds will be calculated by remaining whole months.** If any student passenger re-subscribes to a route after termination, bus fees will be calculated on a monthly basis including the months of cancellation until the end of academic year.

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Special Conditions

For any unforeseen events or societal changes that lead to a period of imposed school suspension and subsequent disruption to bus service provision, the bus company will in consultation with the School consider subject to length/extent of suspension/disruption whether a credit or refund of bus fees is possible. It should however be noted that a refund may not be possible due to our requirement to maintain staff and buses throughout the duration of disruption.

NON- SCHOOL BUS RIDERS & EXISTING SCHOOL BUS RIDERS

Non-subscribers to the school bus service, who wish to take the school bus for example when parents are away, are allowed to do so, however please note this service is not for permanent usage and is subject to capacity. Parents must inform the School Bus Administrator @ ECA Office via email: klbbus@kellettschool.com or by phone at 3120 0746 and the bus company, at least 2 days in advance every time. Advanced payment is required, and parents should also notify the school bus administrator at the School for their records. Lewis Motors reserves the right to refuse any non-school bus rider from using this service. **Charge per single journey: Hong Kong, Kowloon, Sai Kung, Clearwater Bay and New Territories – HK\$150**

Changing Buses

Students are generally not allowed to change bus routes once subscribed for the year, unless moving house, in which case parents are required to provide written notice at least 1 month prior to the effective date. Please note that we cannot guarantee accommodating your child on your preferred alternative route. Where a change is possible, parents are entitled to a refund on a monthly basis if the new bus fee is less than the original. On the other hand, if the bus fee is higher, the extra payment will be required to be paid at least 2 weeks before the effective date.

One-Off Changes - Existing School Bus Riders

For one-off changes if parents are out of town, parents must first notify the school of the duration of the leave and provide secondary contact information. Bus change requests must be made 2 working days prior to the date of change. Changing from Kowloon, Sai Kung, Clearwater Bay & New Territories to Hong Kong Island will incur an extra charge of \$80 per trip. Again, we are unable to guarantee seat capacity in such cases.

Communication

By E-mail: The Bus Company will notify parents of any changes to the bus schedule, including traffic congestions, schedule delayed, etc. via e-mail. Parents are advised to notify the bus company if they have changed their e-mail address or any contact details.

Safety Rules on Bus for All Bus Riders

1. All students are to board buses immediately after school and remain on the bus once boarded.
2. Students must remain seated at all times and use the seat belts provided.
3. Students should not distract the driver in any way during the journey.
4. All body parts must remain well inside the bus at all times when boarded.

5. No objects of any kind are allowed to be thrown in the bus or out of the windows.
6. Smoking, eating and drinking is prohibited on the bus.
7. Students are to be courteous to drivers, on board caretakers and fellow passengers.
8. Upon reaching destinations, students are to remain seated until the bus comes to a complete stop.
9. Fighting, shouting, rowdiness or obscene language/gesturing is strictly not permitted.
10. There is no assigned seating. All seats are on first come first served basis.
11. Toys and games are not allowed on the bus.
12. After getting off the bus, students are to wait for the bus to leave before crossing the street to allow a full view of on-coming traffic.
13. Preparatory students must be received at drop-off by an Adult, unless Parents have informed the School in writing that they give permission for an elder Senior School aged sibling to either disembark with them (if travelling) or collect them at the drop off point (if not travelling). Parents/Helpers are to meet children at the designated stop on time – if this is not possible on any one-off occasion, they should make suitable arrangements with the school. Only students at Prep School in possession of a Permission to Home or Public Transport Pass, are allowed to disembark the bus independently (i.e. without an adult to receive them). Preparatory students who are not met by an adult at the bus stop will be taken back to school for safety reasons (note to avoid any undue inconvenience to the child, in the case of Hong Kong Island drop-offs this will be the Pok Fu Lam Campus).

Enforcement of Bus Rules

1. The on-board bus escorts are responsible for upholding discipline on the bus/journey and ensuring bus rules are followed.
2. When, in the opinion of the bus escort, a rule is broken, the matter will be referred to the Bus Company who will then inform the School Authorities.
3. The general guidelines for matters referred to the Bus Authorities are:
 - i) On the first offence, students will receive a verbal warning and the parents will be notified.
 - ii) The second offence will result in a suspension of bus privileges for one school day.
 - iii) Repeat offences will result in a suspension of bus privileges at the discretion of the bus company without any refund of the school bus fees.
4. For major offences (smoking; fighting; vandalism; obscene language or gestures; or actions that compromise safety) students may be suspended from the bus service after consultation with the school authorities. Parents will be given at least 2 school days' notice.
5. The bus company will keep the school administration informed of any serious disciplinary issues and accidents with the involvement of School Principal and/or Head of School (or their designate) where deemed necessary.
6. Parents will be liable for any damage caused to a bus by their child(ren).

Anyone not in compliance with the above conditions will be reported to the School Authorities.

LEWIS MOTORS COMPANY LIMITED

**KELLETT SCHOOL-KOWLOON BAY CAMPUS
2022-2023 SCHOOL BUS SERVICE ENROLMENT FORM**

NAME OF PARENTS/GUARDIAN: _____

HOME ADDRESS: _____

TELEPHONE NUMBERS (Mobile number has to be a Hong Kong contact number):

Mother: Mobile: Work:	Father: Mobile: Work:	Home:	Helper: Mobile:	Main WhatsApp Number:
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Email (Main Contact):

<u>STUDENT(S) NAME</u>	<u>2022-2023 CLASS</u>	<u>SERVICES REQUIRED</u>		
1 _____ (M/F)	YEAR _____	Round[<input type="checkbox"/>]	AM Only[<input type="checkbox"/>]	PM Only[<input type="checkbox"/>]
2 _____ (M/F)	YEAR _____	Round[<input type="checkbox"/>]	AM Only[<input type="checkbox"/>]	PM Only[<input type="checkbox"/>]
3 _____ (M/F)	YEAR _____	Round[<input type="checkbox"/>]	AM Only[<input type="checkbox"/>]	PM Only[<input type="checkbox"/>]

School Bus Fees R = Round S = Single	Yearly	Part 1 (Sept-Jan)	Part 2 (Feb-June)
	Hong Kong Island	R:\$31,200 S:\$21,830	R:\$15,600 S:\$10,915
Sai Kung - (Hiram's Highway)/CLWB Main Road/TKO	R:\$22,710 S:\$15,890	R:\$11,355 S:\$7,945	R:\$11,355 S:\$7,945
Kowloon - (Austin, Tai Kok Tsui, Kowloon Tong, Ho Man Tin, Hung Hom,)	R:\$16,500 S:\$11,570	R:\$8,250 S:\$5,785	R:\$8,250 S:\$5,785
New Territories - (Hong Lok Yuen, Tai Po Market Station, Fo Tan Station, Tai Wai Station)	R:\$26,880 S:\$18,820	R:\$13,440 S:\$9,410	R:\$13,440 S:\$9,410

Please make cheque payable to: Lewis Motors Co. Ltd.

Cheque Enclosed & Bank Transfer (Bank Account Details will be provided by Lewis Motors if requested)

Part 1: (Dated 24-6-2022) \$ _____ Cheque No: _____ Bank: _____

Part 2: (Dated 13-1-2023) \$ _____ Cheque No: _____ Bank: _____

Yearly: (Dated 24-6-2022) \$ _____ Cheque No: _____ Bank: _____

I/we hereby declare that I/we have carefully noted all the attached conditions and duly explained to my/our child (ren).

Parent's Signature: _____

Date: _____

KELLETT SCHOOL 2022/2023 TENTATIVE SCHOOL BUS SCHEDULE			
Route	Pick Up Time	Return Time	Proposed Stops
1	6:45am	4:15pm	The Peak
	7:05am	3:50pm	Stubbs Road
2	7:10am	3:50pm	Shouson Hill
	6:45am	4:16pm	Headland Road
	6:55am	4:12pm	South Bay
	7:07am	4:05pm	Repulse Bay
3	6:43am	4:10pm	Chung Hom Kok
	6:55am	4:02pm	Stanley
	7:00am	3:55pm	Tai Tam
4	6:40am	4:23pm	Cyberport
	6:55am	4:10pm	Victoria Road
	7:04am	4:04pm	Mt. Davis Road
	7:11am	4:00pm	The Belcher's (PFL Rd)
5A/B	6:45am	4:15pm	Pokfulam Road
	7:05am	4:00pm	Bonham Road
	7:07am	3:50pm	Kotewall Road
	7:10am	3:45pm	Conduit Road
	7:05am	4:10pm	Kennedy Road
6	7:00am	4:00pm	Tregunter Path
	7:13am	4:00pm	Old Peak Road
7	6:45am	4:20pm	Ap Lei Chau
	7:02am	4:12pm	HK Parkview
	7:15am	3:50pm	Happy Valley
8	6:55am	4:15pm	Tai Hang Road
	7:03am	4:00pm	Braemar Hill Road
	7:20am	3:45pm	Taikoo Shing

Route	Pick UpTime	Return Time	Proposed Stops
9A/B/C	7:00am	3:35pm	Homantin (Sheung Shing St)
	7:15am	3:40pm	Laguna Verde /Whampoa Garden
	7:00am	3:52pm	Sorrento / Waterfront /Cullinan West
	7:05am	3:50pm	Tai Kok Tsui (#8 Hoi Fai Road)
	7:30am	3:25pm	Argyle Street,
10A/B	7:00am	3:42pm	Clearwater Bay Main Road
	6:55am	3:55pm	Tai Hang Hau Village
	7:05am	3:50pm	Siu Hang Hau Village
	7:00am	3:55pm	Tseung Kwan O (Chi Shin St.)
11	6:45am	4:10pm	Mei Yu St. (Roundabout)
	6:50am	3:50pm	Hiram's Highway
12	6:30am	4:25pm	Hong Lok Yuen
	6:50am	4:10pm	Fo Tan Station
	7:00am	3:50pm	Kowloon Tong (Cornwall Street)

Remarks:

All routes above are tentative. Final routes are subject to the number of applications received and the stops required. Lewis Motors in consultation with the School may combine routes to best suit overall demand / subscriptions. Whilst we will endeavor to keep total journey time to a maximum one hour this may not be possible if a route is combined.