For Official Use
Bus Fare :

Bus :

Card No :

School Bus Registration Form

長城有限公司
CHANG CHEN PTE LTD
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Dear parents, we are the School Bus Vendor for Riverside Primary School. We are very honored to be able to provide school bus service for your child. If you would like to render our service, kindly Read Page 2 before you Fill up the form and sign at the end with the date/month/year indicated. "You can submit "**the completed form to the school general office or fax/email/post to us using the above fax number/email/address**." We will notify you of the bus fare, bus number, timing, and pick up/drop off location after Christmas or 3-5 days after you enroll your child when school term has already started. Please use a new form for each child taking the school bus. Thank You.

Full Name of Student:
(In Block Letter) _____

NEW Pri And Class For Year (**20 27**) _____ Gender : M / F

Residential Address : _____

_____

Name Of Parent : _____

Contact No : _____

Pick Up Point (Home TO School, put **NiL** if Not Taking): _____

_____

Drop Off Point (School BACK Home, put **NiL** if Not Taking): _____

_____

9-month payment term (payable over 9 months). The collection months are January, February, March, April, May, July, August, September and October. There will be no collections for the months of June, November and December. Save for the applicable bus fare, no deposit will be collected from the Parents to the School Bus Operator in respect of the Services.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 Months	1 Month	1 Month	1 Month	1 Month	-	1 Month	1 Month	1 Month	1 Month	-	-

1. Why are parents required to pay bus fares for those months which are school holidays?
During school holidays, bus operators continue to incur the bulk of their operational costs, such as drivers' wages, vehicle maintenance and deprecation costs, parking charges, insurance premium and road tax.

2. When/ How do I make payment?
When you receive the bus card from the bus attendant/ driver, put the money (cash ONLY) in the Ziplock bag provided and pass it to them the next day.

3. How does Chang Chen Pte Ltd prove that I have made payment?
We will sign on the bus card when it is returned to us with your payment. Do check and ensure that the box under Received by is signed for payment that has already been made for the previous months.

4. My neighbor's child is studying in another school in the same neighborhood. Why is his school bus fare lower than my child's fare?
Individual bus operators determine the bus fares based on several considerations such as bus capacity, number of students taking school buses, distance travel, insurance premium, etc. Thus, school bus fares vary from school to school

5. Why is there different pricing for buses of different sizes?
Charges for small buses are generally higher as students enjoy more benefits such as mandatory installation of seat belts, one-to-one seating, easier access to pick up points and shorter journey time. On the other hand, the number of students a small bus can take is much fewer than that of a big bus.

Terms & Conditions:

- Pick up/drop-off point and timing are designated by the bus contractor.
- Pick up points must be specific and constant. Students must wait at the pickup point 5 minutes before the stipulated pickup time.
- The monthly bus fares shall be collected by the bus conductor/bus attendant, and the school assumes no responsibility for such collection or the default of the bus fares.
- The Bus Contractor does not assure vacancy for late entries or any amendment of pick up/ drop off point, Otherwise, they will be placed under the waiting list.
- Seats are assigned by the bus attendant, and no reservation of seats is allowed.
- Charges will be imposed for 'Extra Seats' if pickup and drop-off location differ and is not under the same designated Bus.
- No adult is allowed on board the bus to accompany the student.
  Students on board must obey the instruction of the driver and bus attendant. Shouting, fighting, vulgar language, drinking, eating, running or playing on the bus is not permitted, and misbehaving students violating the rules should be brought to the attention of the school. In cases of continuous misbehave/bullying of others in the bus, the school bus contractor will terminate the bus service of the child/ward with immediate effect. Parents are liable for any damage done to the bus through the actions of the children.
- It is advisable that parent should contact the bus Attendant/ driver if they are picking up their child back from school or if the child is sick or due to other reasons when not taking the transport.
- An administration charge of SGD $1.00 (Replacement Bus Card) is charged for loss of bus card.
- While making payment, please prepare the exact amount in cash. Full payment and any outstanding payment must be paid together with the bus card to the collector within 7days after you have received the bus card from the collector or before the start of the new service month. Transport services that commence on any date for any of the month will be charged as full monthly fee. The Bus Contractor reserves the right to suspend or terminate the transport service without prior notice if payment is not made after 14days after the bus card had been distributed out. Parents are advised to pay on time before the due date.
- Parents who intend to terminate this contract must inform the bus attendant/ driver by writing one month in advance, failing which, one month bus fare shall be payable in lieu of notice. There will be no refund or pro-rated refund for any unused service day as well as cancellation made for any of the months.
- The Bus Contractor reserves the right to change its buses, pick up time, routing, drivers and the terms & conditions listed.

I hereby acknowledge and confirm and agree to the above stated details along with the terms and conditions and will abide by them.

Signature by Parent / Guardian

Date (dd/mm/yyyy)