

# Daily Ride Transportation Limited -School Bus Rules and Regulations (2023-2024)

updated on 6/2023

## The School Bus Service Information for New School Bus Passengers

- Deadline for submission should be on or before **July 31**, those who do not return the form 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.

## Collection of Bus Fare

- Method of payment: The school bus envelope will be distributed to students before **27th** of each month.
- cheque payable to "DAILY RIDE TRANSPORTATION LIMITED" (Mark your child's name on the back side of the cheque)
- bank deposit slip-( put the bank deposit slip into envelope)
  - (BOC (HK) (Account No: 012 – 351 – 1 – 0172451) OR
  - (HSBC HK) ( Account No( 747 – 032134 – 838 )
- FPS no:160923157
- **Kindly be noted that the school bus fare from Sept to June will be counted for whole month basis and that of July will be collected (counted as schooling day of P.6 and P.1-5).** Single-way trip of School bus fare will be collected 80% of the round-trip.
- **If the existing rider did not stop taking the school bus from September of the previous year to June of the following year, the company will not collect July's school bus fee and give priority to process the application in coming academic year.**
- 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 and **\$200** will be charged for administrative. fee.

## 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

- New students must wear a boarding pass for identification and assistance.
- Students must follow the scheduled time and wait at an assigned station. After arriving at the station, the school bus will leave on time without further notice to the late arrival. Students 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 2381-6006 or email: mail@dailyride.com.hk.
- Website: [www.dailyride.com.hk](http://www.dailyride.com.hk)