

REVOLVING TRANSPORT PTE LTD

141 MIDDLE ROAD #06-06 GSM BUILDING SINGAPORE 188976
TEL: 6479 7597 FAX: 6479 3937 Hp: 97473292 / 81262310 / 92779277
EMAIL: emltransport@singnet.com.sg

SCHOOL BUS REGISTRATION FORM FOR SINGAPORE CHINESE GIRLS' SCHOOL

New Applicant

Existing Applicant (currently taking school bus in 2018)

Name of Pupil : _____

(Full name in BLOCK LETTERS)

Class in 2019 (leave blank if not confirmed) : _____ (PRIMARY / SECONDARY)

Name of Parent/Guardian : _____

<input type="checkbox"/> No, I do not wish to take school bus in 2019.
<input type="checkbox"/> Yes, I wish to take school bus in 2019.
<input type="checkbox"/> One-way journey to school
<input type="checkbox"/> One-way journey from school
<input type="checkbox"/> Two-way journey to and from school

Address (Pick-Up) : _____ (S)

Address (Drop-Off) : _____ (S)

Date to commence school bus service : _____

Contact Number : _____ Emergency contact : _____

**** To receive bus timing / bus number details via SMS = HP : _____**

For existing applicant,

Current (2018)
Pick-up/drop-off time : _____ (pick-up time) _____ (drop-off time)

I, _____ (name of Parent/Guardian) hereby agree to abide by the school bus regulations as per attached.

Parent's/Guardian's Signature : _____ Date : _____

For office use:

Card No : _____ Bus In : _____

Amount : _____ Bus Out : _____

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SCHOOL BUS REGULATIONS FOR SINGAPORE CHINESE GIRLS' SCHOOL

1. Kindly fill in all information accurately and legibly. Please sign on the form to acknowledge that you have read, understood and accepted all the terms and conditions.
2. School bus service is provided for trips to and from the school, before and after official school hours, according to MOE's official school terms. Please refer to MOE website for actual school schedule.

Submission Deadline

Pupil who is currently taking the school bus in 2018	29 October 2018	Please submit your form via: <ul style="list-style-type: none">• School's General office or• Email to emltransport@singnet.com.sg or• Fax to 64793937
Existing Pri 1 to Sec 3 pupils (in 2018) who are not taking the bus in 2019	29 October 2018	Please submit your form via: <ul style="list-style-type: none">• School's General office or• Email to emltransport@singnet.com.sg or• Fax to 64793937
New Pri 1 pupils in 2019	30 November 2018	Please submit your form via: <ul style="list-style-type: none">• School's General office or• Bus Operator in Canteen during Primary 1 Orientation on 12 November 2018 or• Email to emltransport@singnet.com.sg or• Fax to 64793937
New Sec 1 pupils in 2019	Secondary 1 reporting day (date to be confirmed)	Please submit your form via: <ul style="list-style-type: none">• School's General office or• Email to emltransport@singnet.com.sg or• Fax to 64793937

3. Please note that submission of application after the above deadlines will only be processed two weeks after school re-opens. This is to facilitate the arrangement and planning of the school bus services.
4. Parent/guardian will receive an SMS within a week of the deadline to confirm receipt of the form and hence please ensure that you provide a valid contact number on the registration form.

Bus Fares

5. Our management staff will send SMS to parent/guardian on the monthly bus fare and bus schedule details between 24 and 30 Dec 2018.
6. The annual bus fares will be payable over **9 months** in a school academic year. The collection months are January, February, March, April, May, July, August, September, and October. There will be no collection for the months of June, November and December.
7. Under the 9-month payment schedule, even though you pay a higher monthly bus fare, you are paying the fare for only 9 instead of 12 months. The total amount payable will be the same as that of another child who is under the 12-month schedule.
8. Bus fare is collected during the 1st week of January, February, March, April, May, July, August, September, and October.
9. Bus card will be issued during the 1st week of the new academic year (January) and subsequently during the last week for the rest of the months. For example, card issued on 21 February will be for March's bus fare collection.
10. Bus fares paid are non-refundable.
11. Two-way bus fares are quoted according to the same pick-up and drop-off points. One-way bus fare is 80% of two-way bus fare. Additional charges would be imposed if there are different or additional pick-up or drop-off points, subject to bus capacity.
12. The rates quoted will be for 1 or 2-way transport to/from school. Late trips/CCA trips will be charged separately from the monthly fare.
13. All fares are not subjected to GST in year 2019.
14. Payment can be made either in cash or cheque. However, wherever possible, please make payment by cheque so as to avoid any misunderstanding if no payment is received by us. Cheque should be made payable to '**Revolving Transport Pte Ltd**'. You should write your child's/ward's name, class, school and card number behind the cheque.
15. Please provide the exact amount of the bus fare in the bus card if you are paying by cash. Any excess amount will be included as part of the payment for the following month. Kindly put bus card in an envelope if there is any coin with payment.
16. The bus company reserves the right to discontinue their service to pupils who continue to default on payment after the reminder call and warning letter. The bus service will stop if payment remains outstanding by the SECOND month.

Picks Up/Drop-off

17. Pupils must wait at the same pick-up point 5 minutes before the pick-up time. The school bus will not wait for pupils if they are late, as it follows a tight schedule and thus may affect other pupils. Parents will have to make their own arrangements to school if the pupil misses the school bus.
18. It is recommended for an adult to be present at the designated pick-up/drop-off point.

19. Pupils residing on roads with dead-end or narrow lanes may have to walk to the pick-up points designated by the bus company. This is because bigger buses face restriction when turning into certain corners/roads as compared to a smaller vehicle. Pupils residing in condominiums may have to wait for their buses at the security guardhouse.
20. Bus routes are fixed by the bus company. The bus company will not entertain any request to change the designated bus route based on personal preferences.
21. Delays in return trips may be experienced during the first few days of the school term in January, raining day or days with school event.

Safety Rules & Etiquette

22. Pupils must report directly to the Active Zone (next to the bus bay) for attendance taking before boarding the buses.
23. Revolving Transport Pte Ltd regards the safety of our pupils as the priority. To ensure orderliness on the bus, pupils must put on seatbelt and be seated throughout the trip.
24. To ensure a safe and enjoyable journey on the bus, we seek parents' understanding and cooperation to remind your child to follow the instructions from the bus driver and/or bus attendant at all times.
25. For the safety of all our pupils, Revolving Transport Pte Ltd reserves the right to suspend the bus service arrangement for any pupil if she does not obey the safety rules on the bus, despite joint efforts by Revolving Transport, the school and the parent(s).
26. Pupils are expected to speak softly and use respectable language with each other, the driver and the bus attendant. There should be no name calling, bad language, teasing, bullying or fighting.
27. Pupils are to observe punctuality.
28. To keep the bus clean and free of litter, no food and drinks are allowed, except for plain water.
29. Dangerous and sharp items are not allowed on the bus. Stationery and all potentially dangerous items such as scissors should be kept safe in the school bag.

Other Information

30. Parents/Guardians/Family members are not allowed to board on the bus to speak to or reprimand any student.
31. Pupils who miss the bus after school must report to the school's general office immediately. If a pupil misses the bus because the teacher holds her back in the classroom, the teacher will have to arrange to send the pupil home. If a pupil misses the bus for no valid reason (e.g. she played with friends and thus missed the school bus), she will have to call her parents to pick her up.
32. All disciplinary cases will be handled by the school. Parents may provide feedback to our transport coordinator.

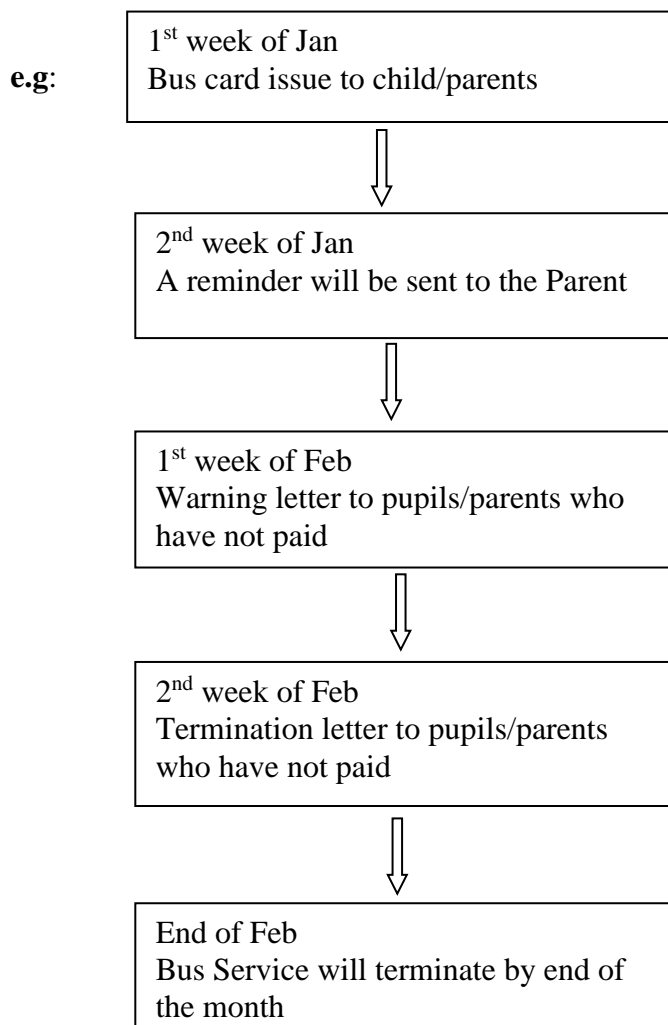
33. Contact/SMS/WhatsApp our transport coordinator Mr. Lawrence Saw @ 9747-3292 when
- your child is not going to use the bus on their usual day
 - change of address
 - any feedback
 - payment matters

Example of SMS:

“I’m parent of SCGS pupil [pupil’s name] staying at [house address], from [class], taking bus number [bus number]. No need to pick my child tomorrow [date and time].”

Termination Procedures

34. Parents who wish to terminate the bus arrangement are required to give **one month’s advance notice in writing**. Failing which, one month’s bus fare shall be paid accordingly, in lieu of notice.
35. The bus company reserves the right to discontinue their service to pupils who continue to default on payment after the reminder call and warning letter. **Bus service will stop if payment remains outstanding by the SECOND month.**



Thank you for the time taken to comprehend the regulations of the school bus services.