

REVOLVING TRANSPORT PTE LTD

141 MIDDLE ROAD #06-06 GSM BUILDING SINGAPORE 188976

TEL: 6479 7597 FAX: 6479 3937 Hp : 9747 3292

Email : emltp07@gmail.com

2021 BUS REGISTRATION FORM FOR SINGAPORE CHINESE GIRLS' SCHOOL

Name of Student: _____ Date of Commencement: _____
(Fill in BLOCK LETTER)

Age of Student: _____ Class in 2021: _____

Full Address (Pick-up/Drop-off): _____
_____ Postal code: _____

Please indicate the full address below if drop-off location is different:

_____ Postal Code: _____

Contact: (Home) _____ (Father's Hp) _____ (Mother's Hp) _____

Please indicate requirement: AM PM Two Way

Payment Method (please choose 1):

Cash or Cheque Bank Transfer (POSB 096-14902-6)*

*For bank transfer, please text the student name, date and amount to 9747-3292 for updating purposes.

I, _____ (Name of Parent/Guardian) of NRIC No. _____,
hereby agree to abide by the school bus regulations as attached.

Parent's Signature: _____ Date: _____

For office use:

Card No : _____ Bus In : _____

Amount : _____ Bus Out : _____

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Terms & Conditions

1. Please 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. Kindly **return the form to the School General Office latest by 30 Nov 2020** for the transport company to process your application for 2021.
2. Please note that late submission will only be processed two weeks after school re-opens to facilitate the arrangement and planning of the school bus services.
3. 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.

Bus Fare

Bus fares are non-refundable and the payment schedule is as follows:

1 st Payment	2 nd Payment	3 rd Payment	4 th Payment	5 th Payment	6 th Payment	7 th Payment	8 th Payment	9 th Payment
By 15 th Jan	By 7 th Feb	By 7 th March	By 7 th April	By 7 th May	By 7 th July	By 7 th Aug	By 7 th Sept	By 7 th Oct

4. 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.
5. The rates quoted will be for 1-way or 2-way transport to/from school. Late /CCA trips will be charged separately from the monthly fare.
6. Payment mode can either be cash, cheque or bank transfer. However, cheque payment is preferred. For cheque payment, it should be made payable to 'Revolving Transport Pte Ltd'.
7. Please provide the exact amount for cash payment. Any extra amount will be included as part of the payment for the following month. Kindly put the bus card in an envelope if there are coins in the payment.

Pick-up and Drop-off

8. Students must wait at the same pick-up point 5 minutes before the pick-up time. The school bus will not wait for students if they are late, as it follows a tight schedule and thus may affect other students.
9. It is recommended that an adult be present at the designated pick-up/drop-off point.
10. Students 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 a sizable bus faces restriction on turning into certain corners/roads as compared to a smaller vehicle. Students residing in condominiums may have to wait for their buses at the security guardhouse.
11. 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.
12. Delays in return trips may be experienced during the first few days of the school term in January, raining day or school's event day.

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Safety Rules & Etiquette

13. Revolving Transport Pte Ltd regards the safety of our students as the priority. To ensure orderliness on the bus, students must remain seated and belted up when the bus is moving.
14. 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.
15. For the safety of all our students, Revolving Transport Pte Ltd reserves the right to suspend the bus service arrangement for any student if he/she does not obey the safety rules on the bus despite joint efforts by Revolving Transport, the school and the parents.
16. Students are expected to speak softly and use respectable language with one another, the driver, and the bus aunty. There should be no name calling, bad language, teasing, bullying or fighting.
17. To keep the bus clean and free of litter, no food and drink are allowed, except for plain water.
18. Dangerous and sharp items are not allowed on the bus. Please keep the stationery and all potentially dangerous items such as scissors in the school bag.

Termination Procedures

19. 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.
20. The bus company reserves the right to discontinue their service to students who continue to default on payment after the reminder call and warning letter. **The bus service will be terminated if payment is overdue by the SECOND month.**

Other Information

21. Parents are not allowed to board the bus to speak to or reprimand any student. Please provide feedback to our transport coordinator or to the school, if needed.
22. Students, who miss the bus after school, must report to the School General Office immediately. If a student misses the bus because the teacher holds her back in class, the teacher will have to arrange to send the student home. If a student misses the bus for no valid reason (e.g. she played with friends and thus missed the school bus after school), she would have to call her parents to pick her up.
23. All disciplinary cases will be handled by the school.
24. Contact Mr. Lawrence Saw @ 9747-3292 (SMS or Whatsapp) when there is:
 - a. change of address;
 - b. any feedback; and/or
 - c. bank transfer payment details.

Parents will be notified between 14 and 18 Dec 2020 of the bus details in 2021. Please contact Mr. Lawrence Saw if you do not receive the text by 20 Dec 2020.