



CELEBRATE YOUR
Roots
DISCOVER YOUR
Wings

PART 3

SCHOOL BUS TRANSPORTATION (Including Dairy Farm Campus)



PART 3.1 - WELCOME NOTE



Business Registration No: 200505086E

Dear Parents

A big welcome to everyone joining The German European School in the new school term.

Our Company, KAL Transport Pte Ltd, was established in 2005. We provide school bus service and excursion buses to various International Schools and manage a fleet of buses for these schools.

Over the years, our portfolio consists of GESS (both Main and Primary Campus), Tanglin Trust School, Dover Court International, Dulwich College Singapore, Henry Park Primary School, Japanese Association, Julia Gabriel Centre, Chiltern House, Fobissea Music, Fobissea Netball, Singapore Scouts Association, SEASAC and The British High Commission.

All buses that we operate are fitted with seatbelts and comply with the strict rules of Singapore Government. We have a healthy safety records and good standard level of service. As such, we were honor to be involved in:

- 2006 -The British High Commission during the IMF/World Bank meetings held in Singapore
- 2012 - When the Duke and Duchess of Cambridge were here for a visit.
- 2015 - Singapore Scout Association event Singapore International Jamboree which they had Scouts around the world to gather in Singapore

We strive to constantly improve our service for families of German European School and we look forward to be of service to you and your children.

Again, to all our new families our warmest welcome in joining us in German European School Singapore.

Thank you

Yours sincerely

Cyndi Kwek
Director
KAL Transport Pte Ltd

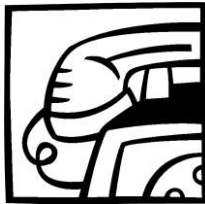
PART 3.2 - CONTACT DETAILS

Mailing Address

KAL Transport Pte Ltd
Ghim Moh Estate Post Office
PO Box Bo 14
Singapore 912731

Transport Office

Located at the side of the Forum in the Main Campus (until June 2018)



Telephone number: 6466 - 7371 / 6461 - 0873 / 9090-5212



Fax number: 6777 - 9961



E-Mail Address: gess@kaltransport.com.sg



Opening hours: Mo to Fri: 7.00am to 4.30pm
School Holiday Opening hours: Mo to Fri: 9.00am to 12:30pm

***Please kindly inform us of any changes to your home telephone number or hand phone number so that your record with us is up to date**

PART 3.3 - BUS SERVICE FEES AND ROUTES

PART 3.3.1 - BUS SERVICE FEES AND ROUTES (Main Campus)

1. The fares are calculated based on One Map and categorized into zones from the premises of German European School Singapore 72 Bukit Tinggi Road, Singapore.
2. Before deciding on your housing location, please contact the Bus Manager to enquire about possible bus service to your new home (as service is dependent on demand). Bus office telephone: 6466 7371, 6461 0873, 9090 5212 Fax: 6777 9961.
3. All charges are in Singapore Dollars and are billed **per semester; payable twice a school year.**

Zone	Distance	Two-ways(\$\$)	One-way(\$\$)
Zone 1	0 - 4km	\$828.00	\$580.00
Zone 2	4.1 - 7km	\$904.00	\$636.00
Zone 3	7.1 - 12km	\$1,022.00	\$716.00
Zone 4	12.1 - 16km	\$1,190.00	\$836.00
Zone 5	(please see East Coast Shuttle bus route/ table)		

4. Zone Guides

4a) Guides to Zone 1 area

YARWOOD AVE, JLN KAMPONG CHANTEK, WILBY RD, HUA GUAN AVE, SIAN TUAN AVE, SIXTH AVE, NAMLY GARDEN, YUK TONG AVE, THAM SOONG AVE, LORONG PISANG EMAS, STONE AVE, JLN KERIA, TOH YI DRIVE, OLD HOLLAND RD, LINDEN DR, JLN WAJEK, TOH YI DR, VANDA RD, JLN WAJEK, LOTUS AVE, JALAN JAMBU MAWAR, SWISS CLUB RD, WILMONAR AVENUE, LILY AVE.

4b) Guides to Zone 2 area

TREVOSE CRES, DUCHESS AVE/RD, BUKIT DR, DUKES RD, HUME AVE, SHELFORD RD, KING'S DRIVE/CLOSE, CHUN TIN RD, FARRER ROAD/DR, WATTEN RISE/VIEW, LAUREL WOOD AVE, CASHEW RD, JALAN KAKATUA, FORD AVE, JALAN SELANTING, GREENLEAF AVE/VIEW/PLACE, DAIRY FARM RD, HILLCREST RD, NAMLY DRIVE/CRES/VIEW, PRINCESS OF WALES RD, SUNSET WAY/ VIEW/ HEIGHTS, CORONATION RD/ RD WEST, MERRYN RD, PANDAN VALLEY, HILLVIEW AVE, TOH TUCK RD, HOLLAND AVE/RD/GROVE VIEW, CORNWALL GARDENS, JALAN RAJAWALI, RIDGEWOOD CLOSE, ENG KONG PLACE/GARDEN, MING TECK PARK, BERRIMA RD, HIGHGATE WALK, PANDAN VALLEY, ADAM RD, ARCADIA RD, GREENWOOD AVE, JALAN HAROM SETANGKAI, JALAN LIM TAI SEE, HINDHEDE WALK, CHUN TIN RD, JALAN AMPANG, JALAN HITAM MANIS, CLEMENTI CRES, JALAN BAHASA, GREENVIEW CRES, HOLLAND GREEN, TAMAN NAKHODA, JALAN EMAS URAI, BUKIT BATOK EAST AVE 2 to 6, MOUNT SINAI RISE/DRIVE/LANE, UPPER BUKIT TIMAH VIEW/RD, UNIVERSITY RD, JALAN RAJAWALI, JALAN SEJARAH, JALAN DERMAWAN, WOOLLERTON PARK, SOMMERVILLE ESTATE RD, JALAN LAYANG LAYANG, HOLLAND RD, JALAN SELANTING, BROOKVALE WALK, JALAN HAJI ALIAS, GALLOP RD, HIGHGATE CRES, ROBIN ROAD, EWART PARK, RIDGEWOOD CLOSE, DALVEY RD, KISMIS AVE, TAMAN WARNA, CHENG SOON CRES, QUEEN'S RD, EVANS RD, YUK TONG AVE.

4c) Guides to Zone 3 area

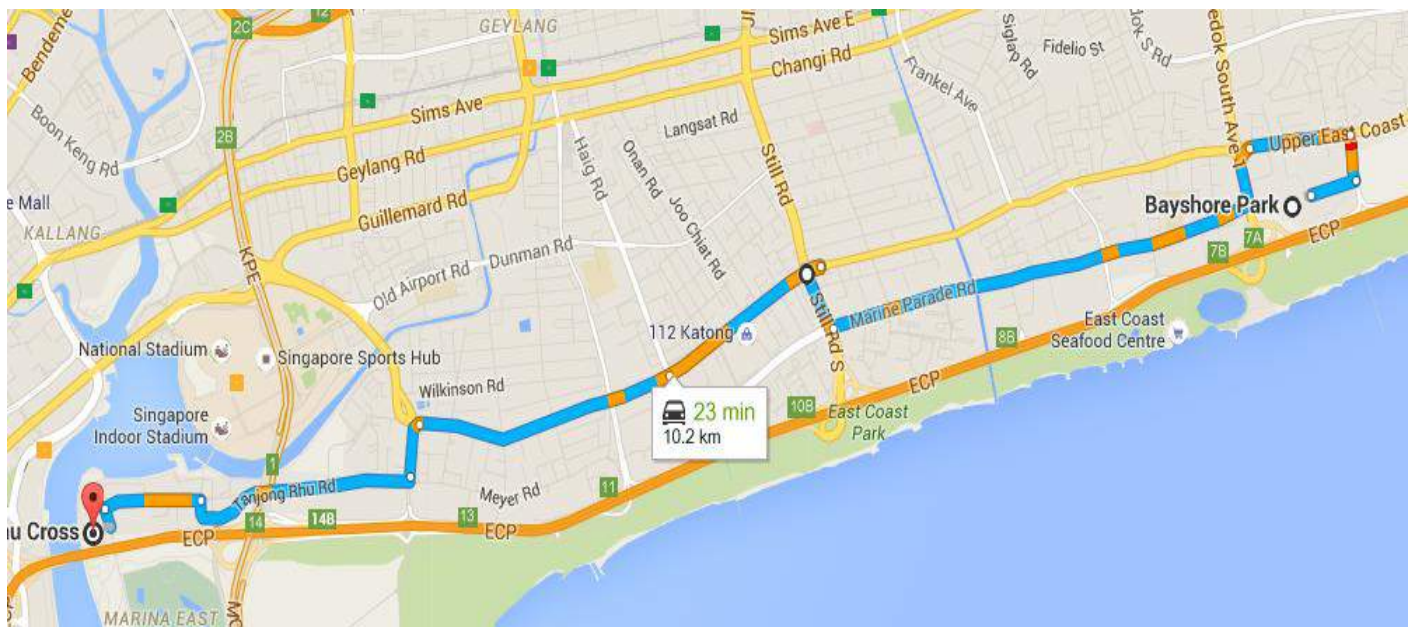
CLEMENTI RD, GILSTEAD RD, PATERSON HILL/RD, JALAN MUTIARA, CUSCADEN WALK, SIN MING AVE, PASIR PANJANG RD, JERVOIS RD, LLOYD RD, WEST COAST PARK, RIVER VALLEY RD, ONE NORTH GATEWAY, JALAN MAT JAMBOL, SUFFOLK WALK, WEST COAST VIEW/ WALK, STIRLING RD, NEWTON RD, WEST COAST GROVE/ CRES/ RISE/WALK, FERNHILL RD, ANDERSON RD, ARDMORE PARK, PRINCE CHARLES CRES, GOLDHILL PLACE, ANTHONY RD, GRANGE RD, HOLLAND HILL, BARKER RD, KENG CHIN RD, LORNIE RD, ST. MARTINS DR, ORANGE GROVE RD, BALMORAL PARK, HAVELOCK RD, ORCHARD BOULV, CLAYMORE RD, ALEXANDRA VIEW, ST THOMAS WALK, NATHAN RD, CUSCADEN WALK, ROBERTSON QUAY, TANGLIN RISE, FABER HEIGHTS/GROVE, DOVER RISE, BRIGHTHILL DR, DYSON RD, KIM YAM RD, IRRAWADDY RD, JALAN MERLIMAU, SINARAN DR, ALEXANDRA RD, PECK HAY RD, EWE BOON RD, CAIRNHILL RD, OXLEY RD, PEPYS RD, KIM SENG, CASHEW LINK RD, SARKIES RD, ROCHALIE DR, CHESTNUT AVE, ROBERTSON QUAY, BUKIT BATOK CENTRAL, CHANCERY LANE, LINCOLN ROAD.

4d) Guides to Zone 4 area

KEPPEL BAY VIEW, REFELECTION, CARRIBEAN.

4e) Guides to Zone 5 area (served by East Coast Shuttle Service)

	Morning pick-up time	After school 12:30pm drop-off time (est.)	After school 3pm drop-off time (est.)	After CCA 4:30pm drop-off time (est.)	Cost per semester per student (2-ways)
Bayshore Road Taxi stand (in front of Bayshore Park condo)	6:40am	1:20pm	4:20pm	5:30pm	\$950
Telok Kurau road	6:45am	1:10pm	4:00pm	5:20pm	\$900
Tanjong Rhu Road	7:00am	1:00pm	3:50pm	5:10pm	\$850





CELEBRATE YOUR
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GESS SHUTTLE BUS

PICK-UP & DROP OFF POINT • SCHEDULE TO MAIN CAMPUS



Pick-up / Drop off Point

Dunearn Road - Hua Guan Avenue

Monday to Friday:

Morning: 7:00am - 8:15am (every 15 mins)

Afternoon: 3:00pm - 6:15pm (every 15 mins)

School Holidays:

30-min interval from 7:45 - 8:45 in the morning and 4:05 - 5:05 in the afternoon.

Pay with your



S\$1.60 or
Cash S\$2.00



Nearest Public Transport:

MRT / Bus Station - Downtown Line 2 - King Albert Park

3 mins walk from station to pick-up / drop off



PART 3.3.2 - BUS SERVICE FEES AND ROUTES (JUNIOR CAMPUS)

1. The fares are calculated based on and categorized into zones from the premises of German European School Singapore 300 Jln Jurong Kechil Singapore.
2. Before deciding on your housing location, please contact the Bus Manager to enquire about possible bus service to your new home (as service is dependent on demand.) Bus office telephone: 6466 7371, 6461 0873, 9090 5212 Fax: 6777 9961. Or email: gess@kaltransport.com.sg
3. All charges are in Singapore Dollars and are billed **per semester; payable twice a school year.**

Zone	Distance	Two-ways(S\$)	One-way(S\$)
Zone 1	0 - 4km	\$828.00	\$580.00
Zone 2	4.1 - 7km	\$904.00	\$636.00
Zone 3	7.1 - 12km	\$1,022.00	\$716.00
Zone 4	12.1 - 16km	\$1,190.00	\$836.00
Zone 5	Refer to East Coast Shuttle Info in page 5		

4. Zone Guides

4a) Guides to Zone 1 area

BUKIT DR, HUME AVE, CHESTNUT GARDENS, JALAN PAKIS, BUKIT BATOK ST 11/ 21 to 25/ 51/ 52, ENG KONG PL, HUA GUAN AVE, HILLVIEW AVE, TOH TUCK RD, HINDHEDE WALK, KING ALBERT PARK, UPPER BUKIT TIMAH RD, CHESTNUT AVE, JALAN DERMAWAN, BUKIT BATOK EAST AVE 2 to 6, JALAN JAMBU AYER, JALAN EMAS URAI, CASHEW LINK/CRES, DAIRY FARM RD.

4b) Guides to Zone 2 area

CLEMENTI RD, ALMOND CRES, JALAN AMPANG, BUKIT AYER MOLEK, GREENWOOD AVE, LAUREL WOOD AVE, DUCHESS AVE, SIXTH AVE, JALAN LIM TAI SEE, BUKIT BATOK ST 31 to 34, DUKE'S RD, REDWOOD AVE, HOLLAND GROVE DR/GREEN, SWISS VIEW, JALAN KAMPONG CHANTEK, CORONATION RD/RD WEST, MOUNT SINAI DR/RISE/LN, JALAN HAJI ALIAS, BROOKVALE DR, RIDGEWOOD CLOSE, SHELFORD RD, HILLCREST RD, EWART PARK, FABER GROVE/HEIGHTS, WILBY RD, PANDAN VALLEY, OLD HOLLAND RD, LINDEN DR, PINE GROVE, GREENLEAF VIEW/RD, SUNSET VALE/SQUARE/CLOSE, MING TECK PARK, GREENBANK PARK, NAMLY AVE/GARDEN/DR/PLACE, JALAN ISTIMEWA, WATTEN ESTATE RD/RISE, SWISS CLUB ROAD.

4c) Guides to Zone 3 area

GILSTEAD RD, CUSCADEN WALK, KINGS DR, FARRER DRIVE/RD, PASIR PANJANG RD/CLOSE, GENTLE RD, PRINCESS OF WALES RD, CLUNY PARK, TREVOSE CRES, RIDLEY PARK, DUCHESS RD, STIRLING RD, MERRYN RD, NEWTON RD, THOMSON LN, ORANGE GROVE RD, GRANGE RD, QUEEN'S RD, ST. MARTIN'S DR, HOLLAND RD/HILL, BALMORAL RD/CRES, SARKIES RD, WEST COAST RD/PARK/CRES, EWE BOON RD, CLAYMORE RD, GENTLE DR, RIVER VALLEY RD, NANYANG VIEW/CRES, LLOYD RD, NATHAN RD, EVELYN RD, STEVENS DR, LEONIE HILL, WOOLLERTON PARK, CHANCERY HILL WALK/LN, PEPYS RD, ARDMORE PARK, CAIRNHILL RD, PECK HAY RD, TAMAN NAKHODA, MARTIN PLACE, KIM SENG RD, JALAN RUMIA, TANGLIN RD, DYSON RD, ADAM DR, ASIMONT LN, DALKEITH RD, TAMAN WARNA, CUSCADEN WALK, DOVER RISE, FERNHILL RD, ARCADIA RD, ST. THOMAS WALK, BALMEG HILL, CAMBORNE RD, WALSHE RD, NASSIM HILL, GOLDHILL PLACE, JERVOIS LN, ROBERTSON QUAY, KIM YAM RD.

4d) Guides to Zone 4 area

KEPPEL BAY VIEW, REFLECTION, CARRIBEAN

4e) Guides for Zone 5 area (served by East Coast shuttle service)

PLEASE SEE EAST COAST ROUTE MAP IN PAGE 5

PART 3.3 - BUS SERVICE FEES AND ROUTES

PART 3.3.3 - BUS SERVICE FEES AND ROUTES (Dairy Farm Campus, August 2018 onward**)

1. The fares are calculated based on One Map and categorized into zones from the premises of German European School Singapore at Dairy Farm Road, Singapore.
2. Before deciding on your housing location, please contact the Bus Manager to enquire about possible bus service to your new home (as service is dependent on demand). Bus office telephone: 6466 7371, 6461 0873, 9090 5212 Fax: 6777 9961.
3. All charges are in Singapore Dollars and are billed **per semester; payable twice a school year.**

Zone	Distance	Two-ways(\$\$)*	One-way(\$\$)*
Zone 1	0 - 4km	\$843.00	\$595.00
Zone 2	4.1 - 7km	\$919.00	\$651.00
Zone 3	7.1 - 12km	\$1,037.00	\$731.00
Zone 4	12.1 - 16km	\$1,205.00	\$851.00
Zone 5	(please see East Coast Shuttle bus route/ table)		
Zone 6	Sentosa***	\$1,300.00	N/A

***The charges are inclusive of ERP in the Dairy Farm area**

4. Zone Guides

4a) Guides to Zone 1 area

ALMOND STREET, BUKIT BATOK EAST AVE 6, BUKIT WAY, CASHEW ROAD, CASHEW CRESCENT, CHESTNUT DRIVE, DAIRY FARM ROAD, ELIZABETH DRIVE, HILLVIEW AVE, HILLVIEW CRESCENT, HUME AVE, HINDHEDE WALK, JALAN DERMAWAN, JALAN EMAS URAI, JALAN INTAN, JALAN JURONG KECHIL, JALAN LAYANG LAYANG, JALAN KAKATUA, JALAN PAKIS, JALAN RAJAWALI, JALAN REMAJA, PETIR ROAD, UPPER BUKIT TIMAH ROAD, YUK TONG AVE, CHUN TIN.

4b) Guides to Zone 2 area

BINJAI PARK/WALK, BRIZAY PARK, BUKIT BATOK CENTRAL LINK, BUKIT TIMAH ROAD (BEFORE SIXTH AVE), CHENG SOON CRESCENT, DUNEARN ROAD (BEFORE SIXTH AVE), ENG KONG TERRACE/GARDEN/PLACE, FIFTH AVE, FIR AVE, GREENBANK PARK, HIGHGATE WALK, HOLLAND LINK, HUA GUAN AVE, JALAN JAMBU BATU, JALAN KAMPONG CHANTEK, KISMIS AVE, OLD HOLLAND ROAD, SIAN TUAN AVE, SUNSET HEIGHTS, SUNSET WAY, SWISS VIEW ROAD, THAM SOONG AVE, TOH TUCK ROAD/CLOSE, VANDA ROAD, LAURELWOOD AVE.

4c) Guides to Zone 3 area

ANDERSON ROAD, ANTHONY ROAD, ARCADIA ROAD, ARDMORE PARK, ASIMONT LANE, BALMORAL CRESCENT, BALMORAL PARK, BALMORAL ROAD, BELMONT ROAD, BERRIMA ROAD, BUCKLEY ROAD, BUKIT TIMAH ROAD (AFTER SIXTH AVE), CAMBORNE ROAD, CHANCERY LANE, KENTVALE, CLUNY ROAD, CORNWALL GARDEN, CORONATION DRIVE, CORONATION ROAD WEST, CUSCADEN ROAD, DALVEY ROAD, DOVER RIASE, DRAYCOTT PARK, DUCHESS AVE, DUKE'S ROAD, DUNEARN ROAD (AFTER SIXTH AVE), DYSON ROAD, EVANS ROAD, EVELYN ROAD, EWE BOON ROAD, FABER GARDEN, FABER HEIGHTS, FABER PARK, FABER WALK, FARRER DRIVE, FARRER ROAD, FERNHILL ROAD, FORD AVE, GENTLE DRIVE, GILSTEAD ROAD, GREENLEAF PLACE, GREENWOOD AVE, HARLYN ROAD, HILLCREST ROAD, HOLLAND GROVE VIEW, HOLLAND HILL, HOLLAND ROAD, JALAN AMPANG, JALAN HAJI ALIAS, JALAN HITAM MANIS, JALAN ISTIMEWA, JALAN LIM TAI SEE, JALAN MERAH SAGA, JALAN RUMIA, KENG CHIN ROAD, KHEAM HOCK ROAD, KING'S DRIVE, LEEDON HEIGHTS, LINCOLN ROAD, MANDALAY ROAD, MERRYLN ROAD, MING TECK PARK, MOONBEAM WALK, MOUNT SINAI DRIVE/LANE/RISE, NAMLY DRIVE, NAPIER ROAD, NASSIM HILL, NASSIM ROAD, NEWTON ROAD, ORANGE GROVE ROAD, PANDAN VALLEY, PRINCE OF WALES ROAD, QUEEN'S ROAD, RIDGEWOOD CLOSE, ROCHESTER DRIVE, ST.MARTIN'S DRIVE, SARKIES ROAD, SHELFORD ROAD, SOMMERVILLE ESTATE ROAD, STIRLING ROAD, SUFFOLK WALK, SURREY ROAD, TAMAN NAKHODA, TAMAN SERASI, THOMSON LANE/ROAD, TREVOSE CRESCENT, UNIVERSITY ROAD, WALSH ROAD, WATTEN ESTATE ROAD, WATTEN RISE, WEST COAST PARK / RISE / DRIVE /CRESCENT / ROAD/WALK, WESTWOOD CRESCENT, WOOLERTON PARK,

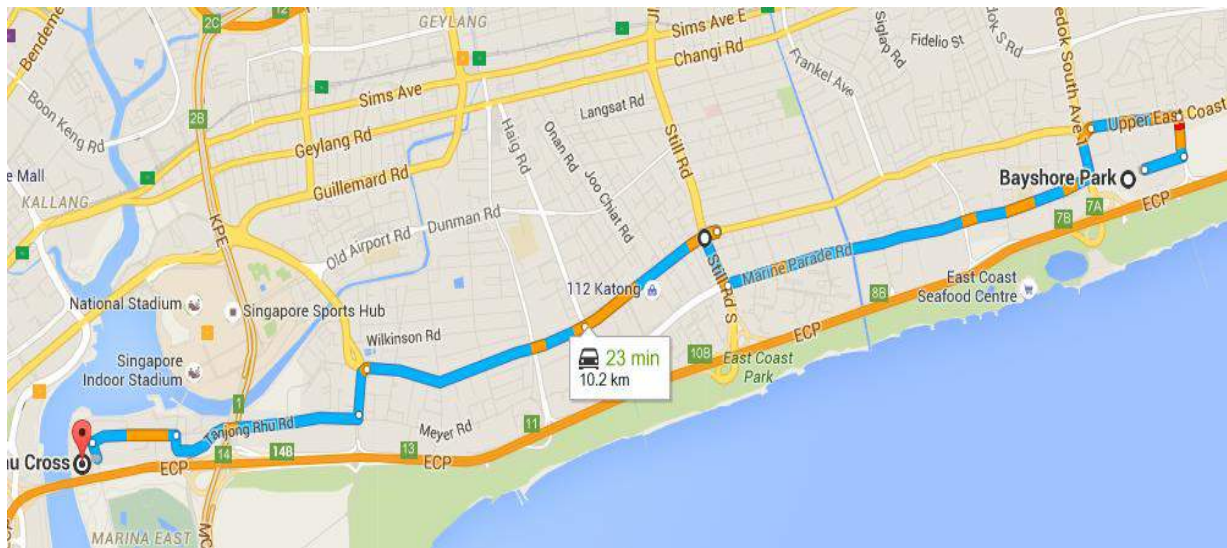
4d) Guides to Zone 4 area

ALEXANDRA ROAD/VIEW, BRIGHTHILL DRIVE, CAIRNHILL ROAD, DEPOT ROAD, GRANGE ROAD/GARDEN, HOLT ROAD, JALAN MUTIARA, JERVOIS ROAD/CLOSE, KIM SENG ROAD, LEONIE HILL, LLOYD ROAD, MARTIN PLACE, MOUNT ECHO PARK, NANYANG AVE, NATHAN ROAD, ONE TREE HILL, OXLEY ROAD, PASIR PANJANG ROAD, PATERSON ROAD, PRINCE CHARLES CRESCENT, RIDLEY PARK, RIVER VALLEY ROAD, ROBERTSON QUAY, ST.THOMAS WALK, TANGLIN ROAD, KEPPEL BAY VIEW / DRIVE, REFLECTION, CARRIBEAN.

4e) Guides to Zone 5 area (served by East Coast shuttle service)

	Morning pick-up time	After school 12:30pm drop-off time (est.)	After school 3pm drop-off time (est.)	After CCA 4:30pm drop-off time (est.)	Cost per semester per student (2-ways)*
Bayshore Road Taxi stand (in front of Bayshore Park condo)	6:40am	1:20pm	4:20pm	5:30pm	\$965
Telok Kurau road	6:45am	1:10pm	4:00pm	5:20pm	\$915
Tanjong Rhu Road	7:00am	1:00pm	3:50pm	5:10pm	\$865

***The charges are inclusive of ERP in the Dairy Farm area**



4f) Zone 6***

Starting August 2018, Sentosa Bus will service morning and 2:55pm dismissal. The pick-up and drop-off point will be at the Sentosa Cove Dolphin round-about. Until we have sufficient number of demand, the drop-off for 12:30pm and CCA is at Caribbean, Keppel road.

** Timing and Zone areas are still subject to changes for the Dairy Farm Campus



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PART 3.4 - INSURANCE

KAL Transport has in place the following insurance cover for the students of the German European School Singapore

Public Liability Insurance

This policy will indemnify the insured company against liability to Third Parties, inclusive of students, in respect of accidental bodily injury and accidental damage to property, if occurred and in case KAL is found legally responsible for the incident.

The Limit of indemnity for any one accident is \$5,000,000.

PART 3.5 - FREQUENTLY ASKED QUESTIONS

Q1: *Why can't my children have fixed bus timings or be served by fixed bus sizes?*

A: Bus sizes and pick-up/drop-off timings are dependent on the composition of families that are served by the bus. This will change as new families apply for transport services or when families change their place of residence. As a result, bus sizes and timings change accordingly.

Q2: *Why is it that my child picked up first and dropped off last?*

A: At present there is no queuing policy, as in First-In-First-out or Last-in-First-Out in practice. Roads for travel to school and roads that travel from school may be very different as such pick-up and drop-off positions are solely dependent on the route traveled.

Q3: *Why is it that my child is not the last to be picked up though we reside nearest to school?*

A: As per above, bus timings are subject to the composition of families served by that particular bus. It is not practical to have Pick-up and Drop-off positions dependent on the distance of the place of residence to the school. Travel routes and road conditions have to be considered first. In order to balance the varied interest of families served by a particular bus, we do not implement any queuing system or to fix bus positions on the basis of distance.

Q4: *Why is the bus taking a longer journey time than if I travel by car?*

A: Buses are not just picking one child/family and coming to school directly, but are picking up multiple families along the way to school. Hence, they do take a longer time to arrive in school and please remember that students are pick up house to house or nearest possible pick up point to the house.

Q5: *Where is the Pick-up and Drop-off point for my condominium?*

A: As a rule, for private condominiums, all Pick-up and Drop-off points are at the Guardhouse or gate barrier. Our buses are not able to provide door-to-door service in a condominium because it will increase the journey time.

Q6: *Where is the Pick-up and Drop-off point for my house?*

A: For private houses, all buses will Pick-up and Drop-off at the gate of the house. However, certain private housing estates have narrow roads or a dead end that prevents our buses from making a turnaround. As such, students will be transported in so far as it is practical and safe. The bus driver will advise the family of the nearest Pick-up/Drop-off point.



Q7: How much notice is needed when I intend to change my place of residence or if I am a new applicant for transport service?

A: We require a minimum notice of two weeks in order for us to plan and organize the transport service. Notice given must include actual start date or move date and the address information without which planning becomes impossible. Families who intend to change their transportation pattern should also inform the Transport Office as early as possible as seats are limited.

Q8: Is my child allowed to take a different bus?

A: Parents must inform the transport office 5 days before the actual day as the seats are limited and the Transport site Manager will confirm if there is space available.

Q9: What decides the size of buses used for transport service?

A: Bus size is dependent on the number of families requiring transport service in a particular area and the journey times. It is not viable just to have a fleet of small buses or one comprising big buses to serve the school. In order to accommodate new families and those who change their place of residence, we may require changing the bus serving you in terms of the bus size as well as the timing, from time to time.

Q10: Why are buses late at times in the morning or afternoon?

A: Late buses are due to a variety of reasons from road works, traffic congestions, rainy weather, parents/guardians not at the designated Pick-up/Drop-off points, bus breakdowns, etc. Families requiring more information may also reach us at 6466-7371.

Q11: Is my child covered under any insurance while travelling on the transport service?

A: Singapore Transport Law requires that each bus maintain Third Party Vehicle Insurance coverage. This insurance is limited to S\$5 million and no bus is permitted to carry passengers on the roads without having purchased this coverage.

Q12: Are the buses safe for our children to travel on?

A: In Singapore, it is mandatory for buses and other commercial vehicles to be inspected by authorized inspection centres every year to certify that the bus is safe for travel on the road thus ensuring the safety of passengers in the bus.

PART 3.6 - BUS REGULATIONS

- 1) Students must wait for the bus at the place and time specified by the bus manager.
- 2) Seats belts **must be worn** at all times throughout the journey.
- 3) **Children from the Kindergarten, Preschool and Primary School must carry details of their residential address and phone number in their school bags.**
- 4) Any change of residential address or telephone number must be notified to the Bus office not less than two weeks before it comes into effect.
- 5) Students must remain seated while the bus is in motion.
- 6) 'Bus Ladies' being persons employed by the Bus office, will be on all buses. They are responsible to ensure that younger children and new students board the correct bus and that they are handed over to a parent or guardian upon arrival at the student's home. They are to assist students with getting on and off the bus, and will ensure that students remain seated during the trip. They will notify the Bus Office of any disciplinary problems.
- 7) If a student from Kindergarten up to and including the second year or a student who is new to the school cannot be handed over to a parent or guardian then the student will be taken back to the school in the school bus. The parent or guardian must then collect the student from the school.
- 8) Children taking their friends home for play-dates who normally travel on another bus, must notify the Bus Office in writing, 5 days prior to the play date. Parents should be aware that travel to play-dates is dependent upon availability of seats. There will be no playdate arrangement when CCA is not in session.
- 9) Eating or drinking of aerated drinks or juices on the bus, is not permitted.
- 10) Changing/removal of clothes on the bus are not permitted.
- 11) Drivers are not permitted to enter into special arrangements with either parents or students outside their standing instructions. If special arrangements are required, parents must advise the Bus Office. Parents may not take their child out of the bus along the route, as in most instances, drivers do not know which students belongs to which parent.
- 12) Pets are not allowed on the bus.
- 13) Seating on the bus is assigned by the bus attendant. Seats cannot be reserved for friends traveling on the same bus. Each student is entitled to one seat only and bags are to be placed under the seat.
- 14) There is no general right to use a different bus, and prior approval from the bus office should be obtained. Teachers and school staff cannot give permission and should not be asked to assist in obtaining it.
- 15) If at any time, your child does not require their regular bus service, the Bus Office and the class teacher must be advised.
- 16) If your child is taken ill during the school day and so will not be boarding their usual bus at pick-up, please inform the bus driver and /or the Bus Office so as not to cause any unnecessary delays.
- 17) If drivers are consistently kept waiting by a specific child, a report will be made to the Bus Office. If the situation persists,
- 20) Students residing in cul-de-sacs or narrow lanes will be transported as far as it is practical and safe and may be required to walk to a pick-up point designated by the Transport Office.
- 21) Whilst on the bus, students are expected to speak in quiet tones and use respectable language. There is to be no teasing, name-calling or swearing, fighting, bullying or rough play on the bus. Rudeness to the bus driver and attendant will not be tolerated. The driver will report all matters of misconduct to the Bus Office; appropriate action will be taken by the school.
- 22) Students should not lean or put any part of their body out of the window. Throwing of any object out of the window is prohibited.
- 23) Out of consideration to others, school bags, satchels, rucksacks etc., must be placed on the floor.
- 24) Students shall not vandalise the interior of the bus or any of its fittings. Parent will be held liable to pay for any damage caused by their child.
- 25) Dangerous and sharp objects, such as pocket-knives are not allowed on the bus. Stationery and toys should be kept inside the school bags. Parents are liable to pay for any damages caused by the students.
- 26) The School will be informed of any serious breach of these regulations by the Bus office. Upon investigation of the event, the Principal will have discretion to either suspend or terminate the bus service of the passenger. There will be no refund of bus fees for any period of suspension or termination of the bus service.
- 27) In addition, the Principal may impose disciplinary measures in accordance with the school disciplinary code.
- 28) Questions or complaints in connection with the bus service should first be discussed with the bus office that will endeavour to resolve the matter directly with the parents and/or the student affected. Where appropriate, the matter will be raised by the Bus Office with the school administration, and parents will be advised as to the outcome.
- 29) **REGISTRATION** - Parents who wish to register their child for the bus service must complete and sign the Transport Request Form and return it to the Transport Office. Upon receipt of the completed application, the Bus office will require two (2) weeks to arrange the bus service. Parents will be notified by the Bus Office once the seats are allocated.
- 30) **PAYMENT** - Invoices will be issued per semester, payable twice a school year. Payment terms are two (2) weeks from the date of invoice and payments should be made by a crossed cheque payable to **KAL Transport Pte Ltd**.
- 31) **TERMINATION & REFUND** - If a parent wishes to terminate the use of the bus, written notification must be submitted to the Bus Office two (2) weeks prior to the last day of service. Term fares will be pro-rated and a refund will be issued. Please note that refund cannot be made if the service is terminated with two (2) weeks left of term. There will be no refund for 12 Grader once they start bus service from 2nd semester.
- 32) Parents with queries about the service should contact the Bus Office at telephone number 6466 7371 from 7.00am - 5pm.



CELEBRATE YOUR
Roots
DISCOVER YOUR
Wings

parents may be asked by the Bus Office to make alternative arrangements.

- 18) If buses fail to arrive within 15 minutes of scheduled pick-up time for reasons other than natural causes like heavy rain or flooding, parents may claim a refund of the taxi fare from the Bus Office by submitting the receipt.
- 19) Students may occasionally be moved between buses to accommodate changes in pick-up routes. Parents will be notified of the new bus numbers, pick-up and drop-off times.

NOTE: The Registry of Motor Vehicles and our insurers stipulate that only students and employees of the German European School Singapore who have made prior arrangements with the bus office may travel on the school buses.