

SCHOOL BUS SERVICE REQUISITION

校車申請表

Our school entrusts school bus service to those in need. Alternatively, parents may hire other school bus service company on their own. If students require school bus service for the new school year through our school, kindly fill in the Form below and return it to us. The charge of school bus, please contact admission office. School bus service routes information and fee (round trip) as follow:

- TSING YI \$400-580 • KWAI CHUNG / TSUEN WAN \$790-1250 • SHAM TSENG/ SIU LAM AREA \$870-1650
- PARK ISLAN \$1065-1480

Remarks:

1. Once the school received the form, the time and venue for picking-up and dropping-off will be reconfirmed. If the form is submitted late or lacking information, the school will be unable to arrange school bus service for the child.
2. Cheques should be made payable to the "Parents' Club".
3. School bus service will not be available for the new students on the first month.

本園委託之校車服務純為有需要的家長而設。此外，家長亦可自行聘請其他校車公司服務。倘貴家長希望於新學年委託本園安排校車服務，請填妥以下表格交回「校務處」，以便安排校車路線及上落時間。校車收費請向校務處查詢。校車服務設：單程及雙程，行車地區及費用(雙程)如下：

- 青衣 \$400-580 • 葵涌 / 荃灣區 \$790-1250 • 深井/小欖區 \$870-1650 • 珀麗灣 \$1065-1480

備註：

1. 校方將於收到申請表後，再確認有關上落車之位置及時間，故遲交或資料不全的申請表，本園將未能為貴子弟提供校車服務。
2. 如以支票繳付車費，抬頭請寫“親子會”。
3. 新生的開課首月未能提供校車服務。



- TIVOLI ANGLO-CHINESE KINDERGARTEN 宏福中英文幼稚園
- TIVOLI INTERNATIONAL PLAYSCHOOL 宏福國際幼兒學校

- TIVOLI NURESRY 宏福幼兒園
- DATE 日期：

STUDENT NAME 學生姓名：.....	CLASS 班別：.....
SESSION 班別 <input type="radio"/> A.M. 上午班 <input type="radio"/> P.M. 下午班 <input type="radio"/> FULL-DAY 全日班	RIDES 乘數 <input type="radio"/> ROUND TRIP 來回 <input type="radio"/> TO SCHOOL 返學 <input type="radio"/> FROM SCHOOL 放學
PICK-UP LOCATION 上車地點：.....	DROP-OFF LOCATION 下車地點：.....
CONTACT PERSON 聯絡人姓名：.....	RELATIONSHIP 關係：.....
CONTACT NUMBER 聯絡電話：.....	CONTACT PERSON 聯絡人姓名：.....
CONTACT PERSON 聯絡人姓名：.....	RELATIONSHIP 關係：.....
CONTACT NUMBER 聯絡電話：.....	STARTING DATE 搭乘日期：.....
BY SIGNING, I UNDERSTAND ALL THE RULES AND REGULATIONS OF THE SCHOOL BUS SERVICE AND WILL FOLLOW THEM ON BEHALF OF MY CHILD 本人已知悉及同意遵守校車接載服務指引並簽名作實	
SIGNATURE OF PARENT/GUARDIAN 姓名 (監護人 / 家長簽署) :	
DATE 日期：.....	

STAFF SIGNATURE 職員簽收：.....	DATE OF RECEIPT 收表日期：.....
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SCHOOL BUS SERVICE GUIDELINE

校車接載服務指引

This guide aims at providing a clear guideline for parents to have a better understanding of the school bus service. It will enhance the communication and understanding among the school, the school bus company and the home.

本指引目的是提供清晰明確的指示讓家長清楚了解乘搭校車服務的需知，從而加強學校、校車公司及家長之間的合作溝通及諒解。

APPLICATION PROCEDURE FOR SCHOOL BUS SERVICE 申請乘搭校車服務的手續

Parents may download the School Bus Service Form from our website, fill it in and submit it to your child's school. The school will make arrangements on the time and venue for pick-up and drop-off. After receiving the approved application form from the school, the school bus company will usually examine the venue, decide on the schedule and so on. The driver will also contact individual parents and the school about the confirmed schedule and venue.

請於本園網站下載校車服務申請表，填妥後交回校務處，以便代為安排有關上落車時間及地點等。校車公司會於收到校方批核的申請表後，進行實地視察及預算上落車時間等工作，期後校車司機將會個別與家長聯絡，以告知確實的上落時間及地點，與此同時校車司機亦會將有關資料告知本園。

ARRANGEMENT OF THE BUS ROUTES 路線安排

Since some of the venues are restricted areas or dangerous locations that are not suitable for drop-off/pick-up, the gathering and alighting areas are usually within one or two locations in the estates/buildings.

由於部份地點為禁區或存在危險的地方並不宜停車，故上/落車安排一般會集中於屋邨/苑的一至兩處位置。

RULES OF TAKING THE SCHOOL BUS 學童乘坐校巴時要遵守的規則

In order to keep the school bus clean as well as for the students' safety, eating is strictly prohibited on the school bus. Children should keep silence while the school bus is in motion and should sit with their backs against the back of the seat. Each bus has an auntie to take care of the children.

為保持車廂清潔，不宜在車廂內飲食。行車期間應保持肅靜，安坐車內，緊靠椅背，每輛校巴均設有嫲姆陪同，以便照顧年幼學童。

PICKING UP AND DROPPING OFF ARRANGEMENTS 接送安排

To ensure children's safety, parents need to present the "Pick-up Card" when picking up their children. Please be there on time as the school bus will not wait for late-comers. If parents are unable to pick up their children on time, the driver will take them back to school. Parents will need to go to the school to pick them up by themselves. Under certain circumstance if parents need to authorize another person to pick up their child, they should inform the school at least 30 minutes before the school finishes (please provide the school with the authorized person's name and I.D. number for verification of his/her identity) We will record the information. The authorized person should present his/her identity card for verification to ensure the child's safety.

為確保學童安全，請家長出示「接送證」準時接送學童，逾時不候，多謝合作。如家長未能按時接回學童，校車叔叔將協助送返回校，待家長自行到校接回貴子弟。如家長因特殊情況下，需要臨時委託他人接回貴子弟，務必於放學前30分鐘致電學校(請提供委託人的姓名及身份證號碼)，以便校方登記及準備接送記錄表轉交給校車嫲姆，屆時請委託人出示身份證明文件作核實身份及簽署記錄，以保障學童的安全。

SICK / CASUAL LEAVE 請假安排

Please inform the school and the bus driver at least 30 minutes before the pick-up time.

請於上車前三十分鐘致電校車司機，並向校方請假。

CHANGE OF GATHERING / ALIGHTING LOCATIONS ARRANGEMENTS 更改上落車地點的安排

We are sorry that we will not be able to make any changes in arrangements if the change will affect the original bus routes.

如更改之上/落車地點影響到原來的路線，恕本園及校車公司未能作有關安排。

HYGIENE AND SAFETY ON THE SCHOOL BUS 校車衛生及安全情況

Our staff will inspect and record the school buses' hygiene and safety regularly according to the Department of Health guideline.

定期由本園老師負責按衛生署指引巡查校車的衛生及安全情況，並作記錄。

COMMUNICATION 溝通方面

Should you have any queries or comments, please feel free to contact the schools.

如有任何查詢或意見，歡迎與校務處聯絡。