

HOYA ELECTRONICS SINGAPORE PTE. LTD.**COMPANY TRANSPORT SCHEDULE**

Overview: To support employee commuting needs, the company offers a dedicated bus transport service. This service includes predetermined pickup and drop-off locations, detailed schedules, and assigned bus numbers. Please find the specific information outlined below for your convenience.

General Guidelines:

1. **Be on time:** Employees are requested to arrive at the pickup location at least 10 minutes before the scheduled time. The bus will leave promptly at the scheduled time and will not wait for late arrivals.
2. **Identification:** Always carry your employee ID for verification.
3. **Contact Information:** For any issues or emergencies, contact the transport help desk at (123) 456-7890.
4. **Seating:** Seating is available on a first-come, first-served basis. Please cooperate with the bus staff.
5. **Schedule Updates:** Any changes to the schedule will be communicated via email or the company's internal communication platform.

Morning Pick-up Schedule

Bus Number	Pickup Location	Pickup Time
BUS101	Downtown Main Square	7:30 AM (Weekdays)
BUS102	Green Valley Park	7:45 AM (Weekdays)
BUS103	Westside Plaza	8:00 AM (Weekends)
BUS104	Eastwood Community Hub	7:50 AM (Weekdays)
BUS105	Central Station	7:40 AM (Weekends)

Evening Drop-off Schedule

Bus Number	Drop-off Location	Drop-off Time
BUS101	Downtown Main Square	6:30 PM (Weekdays)
BUS102	Green Valley Park	6:45 PM (Weekdays)
BUS103	Westside Plaza	7:00 PM (Weekends)
BUS104	Eastwood Community Hub	6:50 PM (Weekdays)
BUS105	Central Station	6:40 PM (Weekends)

Notes:

- The schedule is subject to traffic and weather conditions; delays will be communicated promptly.
- Employees are encouraged to provide feedback on the transport service via the HR portal.
- For any inquiries, please reach out to the HR Transport Desk.