



**SURBANA
JURONG**



**TONG TAR TRANSPORT
SERVICE PTE LTD**





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SERVICE PTE LTD**

Key points to note:

1. Register your interest

Please click [here](#) to register for the service and indicate preferred pick-up/drop off points. Allow for 1 working day to have your account activated.

2. How to login?

*Download the Tong Tar App before you can start booking

Employee Code : SJ + Workday Employee ID (example - SJ10001234)

Password: Last 4 digits of Workday Employee ID (example – 1234)

3. Cut off timing for Fixed Route?

4pm today for today PM Trip

4pm today for next day AM Trip

(For Monday booking, cut-off will be on Sunday before 4pm.)

Cut off timing for Shuttle Route? 15mins before the scheduled trip

Change of Booking Trip: Fixed Route → **before 4pm**

Shuttle Route → **15 mins before the scheduled trip**

4. Any queries or facing issues with changing? Please print screen & send to Tong Tar to check:

- **Mr Vicgneesh at 8919 8170 / Email: vicgneesh@tongtar.net or**
- **Mr Afiq at 8768 1563 / Email: afiq@tongtar.net**

Routes

Shuttle Routes

My Bookings

Checkout

Payments

Profile

Change Password

Feedback
Powered by

Overdrive®



TT Employee APP

Scan QR Code to download the App

<https://play.google.com/store/apps/details?id=com.tongtar.ttrmsemmployee>

App IOS Version : E2.2.8

APP Android Version : E2.2.9

E2.2.0

WELCOME TO SJ CAMPUS BUS PROGRAM!

REMINDER

Please be at the pickup point at least 5-mins before the boarding time. **BUS WILL NOT WAIT FOR ANY LATE ARRIVAL PERSONNEL.**

PROCEDURE FOR BUS NO SHOW (due to Vehicle Issue or Driver Concern)

Contact Tong Tar Hotlines when the Bus has not arrived at the pickup point after more than 5 mins.

Hotline: 6261 5537 (Office Hours)

Mr Vicgneesh at 8919 8170 / Email: vicgneesh@tongtar.net

Mr Afiq at 8768 1563 / Email: afiq@tongtar.net

The Bus Coordinator will advise the affected group on the recovery plan – to wait for substitute bus or to take taxi. Taxi fares will be reimbursed by Tong Tar.

Do identify the buses by the **SJ Campus Signage** as bus plate number may change within short notice.

Should there be no sight of the bus and Tong Tar's bus coordinator didn't provide an update after 10mins, Staff may Car-pooling from the pick-up point in the Morning and in the Evening, from SJ Campus to the **DESIGNATED** drop off point. Alternatively, you may email to Vicgneesh & Afiq to help re-book for the next trip and this is **ONLY applicable** when bus didn't shown up.

Please submit your taxi receipt to vicgneesh@tongtar.net, afiq@tongtar.net & michelle@tongtar.com within **7 days** from the receipt date. There will be **NO reimbursement for unexpected Traffic or Weather condition that caused delay to the en-route Bus.**

SAFETY FIRST – PLEASE WEAR SEAT BELT/LAP BELT WHILE TAKING THE TRANSPORT. Thank you! ☺



Signage displayed on bus - A4 / A3 size

Do identify the buses by the **SJ Campus Signage** as bus plate number may change within short notice.

Contact Points for Bus Rep

Routes	Bus Rep
Pasir Ris / Tampines	Jason Chua
Bedok / Paya Lebar	Mei Lan Cheong
Punggol / Sengkang	Alice Lim
Ang Mo Kio / Bishan	Cindy Yap
Outram / Redhill	Tsubasa Bolt
Kovan / Serangoon	Eric Chua Chin Aik
Yishun / Woodlands	Hock Guan Sim
Bukit Panjang / Choa Chu Kang	Wei Kiang Koh
Jurong East	Nelson Ng

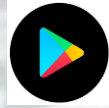
**Disclaimer for Penalty*

- Trips are Free-of-charge until further notice
- Staffs are allowed to book 2 weeks in Advance
- We would like to remind everyone that despite the complimentary bus rides, all employees are required to cancel their booked rides **at least 30 minutes before** the actual ride to provide seats to those who are in need.
- Employees who have >3 instances of Booked but No-Shows will be charged for the 4th instance onwards. P&C are tracking the records & will reach out to individuals if this happens. You will be advised on the mode of payment thereafter.

We appreciate your understanding and cooperation in providing a more inclusive and sustainable work environment for all. Thank you! 😊

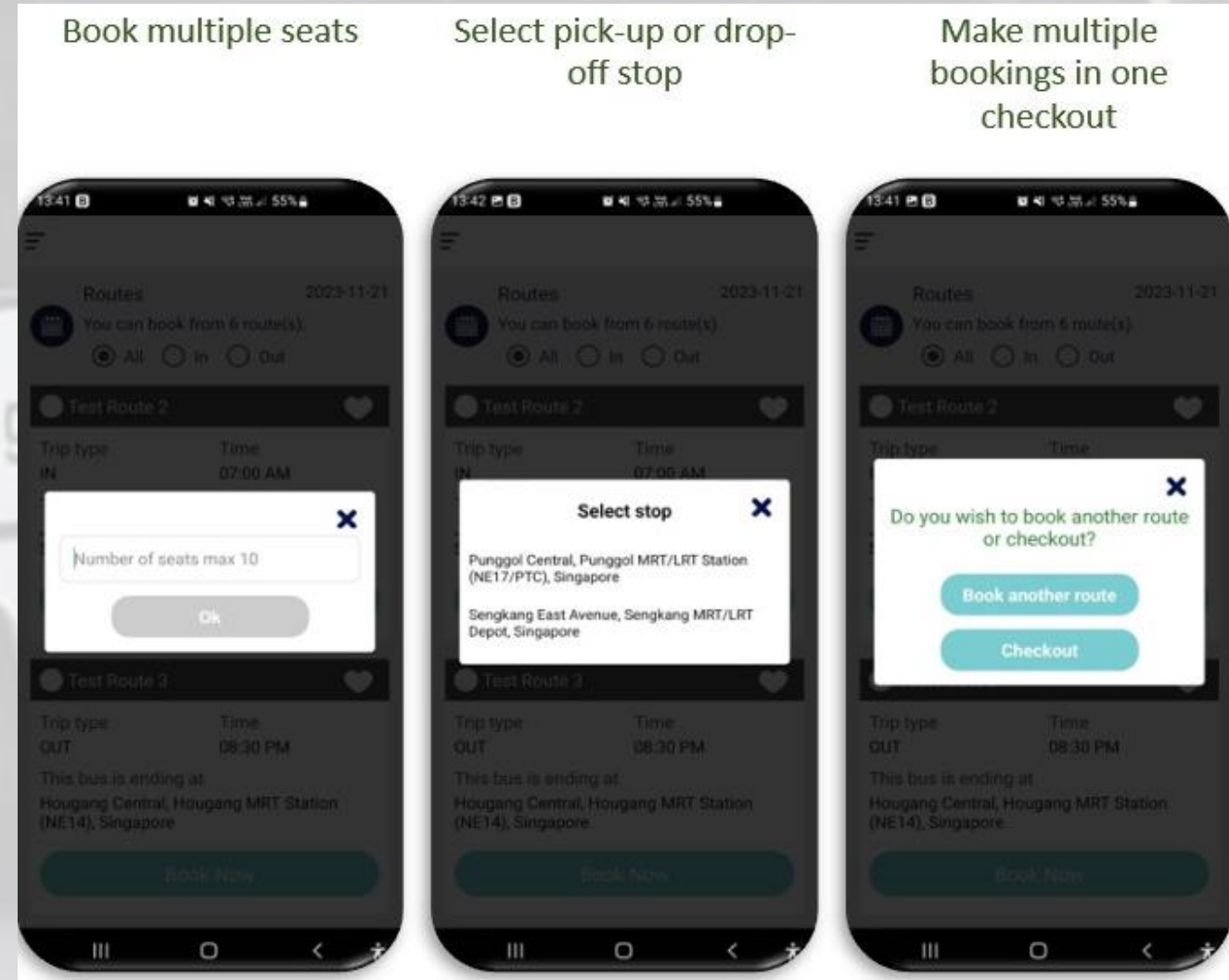
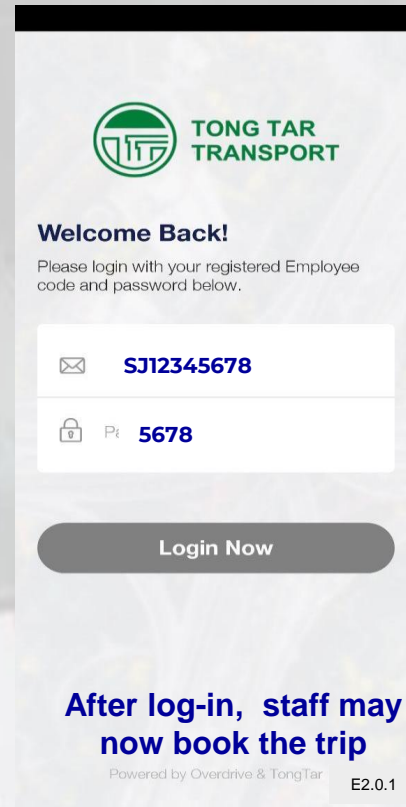
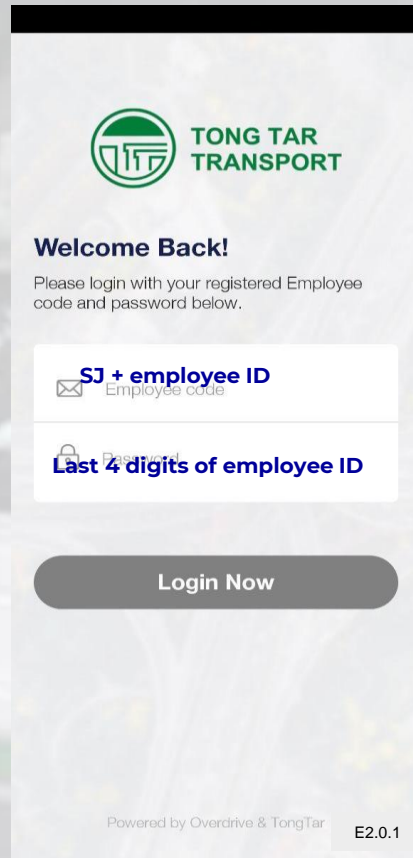
Employee Ridership Guide

TT Employee App Available on



Employee App

TT Employee App Available on



Cut-off Timing:

4pm for Fixed Route Buses.

For Shuttle Buses, cut off is 15 mins before the trip, .barcode will be sent after payment made.
(For Monday booking, cut-off will be on Sunday).

Please check and ensure the trip booked is correct before proceeding with payment as there will be **NO REFUND** for any booking cancellation.

Employee Ridership Guide

TONG TAR TRANSPORT SERVICE PTE LTD

- AM Bus 11 (07:30AM) Pasir Ris MRT To Sj Campus - 22 May 2023 7:30 AM
SGD 3.00

Apple Pay

Or pay another way

Email

Payment method

Card

PAYNOW PayNow

Card information

1234 1234 1234 1234

MM / YY

CVC

Name on card

AA checkout.stripe.com

Enter your email and click "Pay" to complete the booking payment

TONG TAR TRANSPORT SERVICE PTE LTD

Thanks for your payment

A payment to www.tongtar.com will appear on your statement.

WWW.TONGTAR.COM SGD 3.00

Powered by stripe

Terms Privacy

AA checkout.stripe.com

You will received payment acknowledgement after payment

Pay for all your bookings together

13:43 55%

Checkout 2023-11-21

You have 2 booking(s).

Test Route 2

Trip type	Time
IN	07:00 AM
No. Tickets	Price
2	

Date 2023-12-06

This bus is ending at Jurong East Street 12, Jurong East MRT Station (NS1/EW24), Singapore

Remove

Test Route 3

Trip type	Time
OUT	08:30 PM
No. Tickets	Price

Pay \$8

NOTE: only paid bookings will be receiving Barcode.

Check number of tickets for each booking

13:44 54%

Your Booking

Test Route 3 Ready

Trip type	Time
OUT	2023-11-21 08:30 PM
Number of tickets	
3	

Select stop

Sengkang East Avenue, Sengkang MRT/LRT

2023-11-21

Show this barcode to the driver when boarding.

Check ETA of the bus when route is on-going

Your Booking

Statis route PM 14 On-going

Trip type	Time
OUT	2023-11-15 12:00 PM
Number of tickets	
5	

Select stop

71 Robinson Road, Singapore

This bus is ending at 25 Pasir Panjang Road, Singapore

ETA 18 mins

Show this barcode to the driver when boarding.

2023-11-15

No Code, No Entry!

During boarding, Open the app and show barcode to the Driver.

BUS SCHEDULE (EFFECTIVE 18 Apr 2024)

* See Appendix for location map
and photo of each boarding point

Zone	MRT Station (Route Name in APP)	Payment Amount Per Trip	Boarding Time from Pickup Point (Estimated)	ARRIVAL TO SITE (Estimated)	Alighting Points LIGHTING POINTS BOARDING POINTS	BOARDING TIME FROM SJ CAMPUS (Mon to Thurs)	BOARDING TIME FROM SJ CAMPUS (Friday)	Status
MONDAY TO FRIDAY ARRIVAL TO SITE BY 8:30AM								
Central	Ang Mo Kio MRT / Bishan MRT	\$ 3.00 / Trip	7:30 AM / 7:40 AM	8:30 AM	Surbana Jurong Campus (38 Cleantech Loop)	6:15 PM	5:45 PM	Active
Central	Outram MRT / Redhill MRT	\$ 3.00 / Trip	7.45 AM / 7.55 AM	8.30 AM		6:15 PM	5:45 PM	Active
North - East	Kovan MRT / Serangoon MRT	\$ 3.00 / Trip	7:40 AM / 7:45 AM	8:30 AM		6:15 PM	5:45 PM	Active
North - East	Punggol MRT / Sengkang MRT	\$ 3.00 / Trip	7:30 AM / 7:40 AM	8:30 AM		6:15 PM	5:45 PM	Active
North	Yishun MRT / Woodlands MRT	\$ 3.00 / Trip	7:30 AM / 7:45 AM	8:30 AM		6:15 PM	5:45 PM	Active
East	Pasir Ris MRT / Tampines MRT	\$ 3.00 / Trip	7:30 AM / 7:40 AM	8:30 AM		6:15 PM	5:45 PM	Active
East	Bedok MRT / Paya Lebar MRT	\$ 3.00 / Trip	7:30 AM / 7:40 AM	8:30 AM		6:15 PM	5:45 PM	Active

There are 3 different sets of Booking Timings:

- 1) For Mon to Fri (IN - AM Trips)
- 2) For Mon to Thurs (OUT - 6.15pm Trips) and
- 3) Purely for Fri (OUT - 5.45pm Trips)

Note: IN refers to in-to-campus, OUT refers to out-of-campus

- Trips can now be cancelled or changed to another date; however, the no-refund policy still stands.
- Barcodes will be issued shortly after successful payment.
- Cut-off timings :

4pm today for today PM Trip

4pm today for next day AM Trip
- Change of Booking trip: Fixed Route → before 4pm

SHUTTLE SERVICE BUS SCHEDULE (EFFECTIVE 18 Apr 2024)

* See Appendix for location map and photo of each boarding point

Zone	MRT Station (Route Name in APP)	Payment Amount Per Trip	Boarding Time from Pickup Point (Estimated)	ARRIVAL TO SITE (Estimated)	Alighting Points LIGHTING POINTS BOARDING POINTS	BOARDING TIME FROM SJ CAMPUS (Mon to Thurs)	BOARDING TIME FROM SJ CAMPUS (Friday)	Status
West	Bukit Panjang / Choa Chu Kang MRT	\$ 1.00 / Trip	8.00am (BP) / 8.10am (CCK) 8.15am (BP) / 8.25am (CCK)	-	Surbana Jurong Campus (38 Cleantech Loop)	6.15pm 6.30pm	5.45pm 6.00pm	Active
West	Jurong East MRT	\$ 1.00 / Trip	8.10am	-		6.15pm	5.45pm	Active

- Trips can now be changed to another date; however, the no-refund policy still stands.
- Barcodes will be issued shortly after successful payment.
- Cut-off timings for shuttle service → 15mins before boarding time.
- Change of Booking trip: Shuttle Route → 15 mins before boarding time.

Site Drop Off / Pick Up Sequence



Surbana Jurong Campus
38 Cleantech Loop



Appendix

**Maps and photos
of pick-up points**



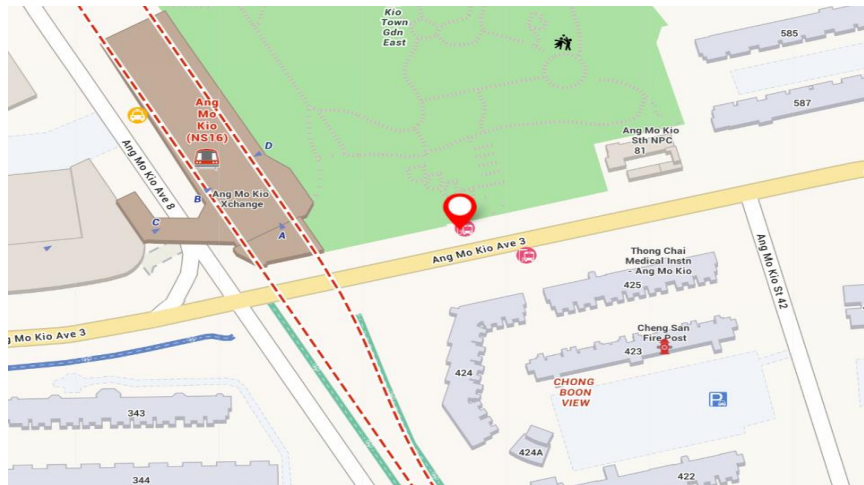
Central Pick Up Points

Photos & maps shown are for illustration only. Actual pick-up and drop-off may vary due to weather and/or traffic conditions.

Ang Mo Kio MRT

Aft Ang Mo Kio Stn Exit A

Bus Stop ID: 54261



@ 7.30am

Bishan MRT

Bishan Stn, Bishan Road

Bus Stop ID: 53231



@ 7.40am

Central Pick Up Points

Outram MRT

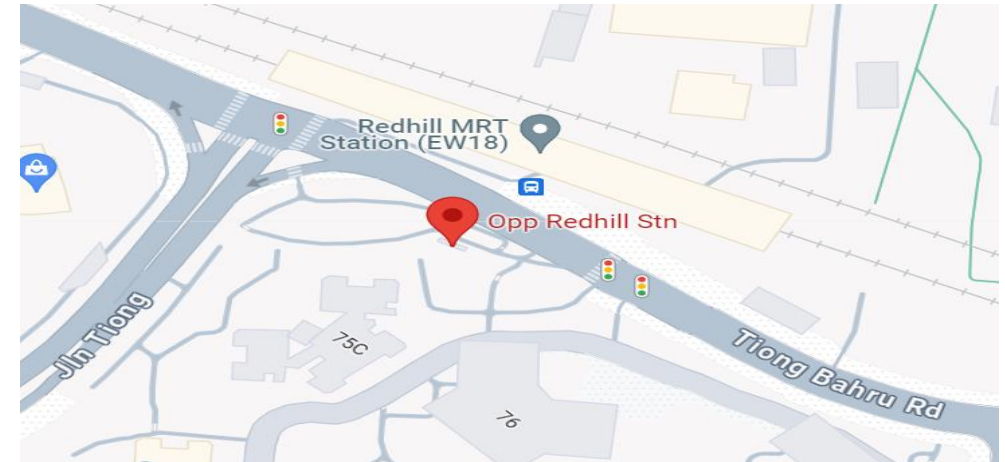
Outram Park STN EXIT 7 (06011)
Outram Road (Near HSA Bldg)



Photos & maps shown are for illustration only. Actual pick-up and drop-off may vary due to weather and/or traffic conditions.

Red Hill MRT

Opposite Redhill STN, Bus Stop : 10201



North-East Pick Up Points

Kovan MRT

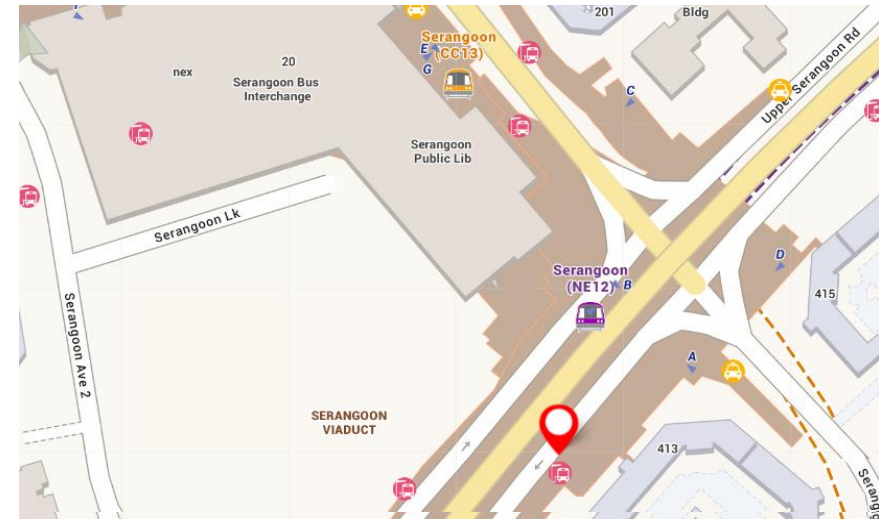
MRT Exit C, Bus Stop ID : 63039
Upper Serangoon Road



Photos & maps shown are for illustration only. Actual pick-up and drop-off may vary due to weather and/or traffic conditions.

Serangoon MRT

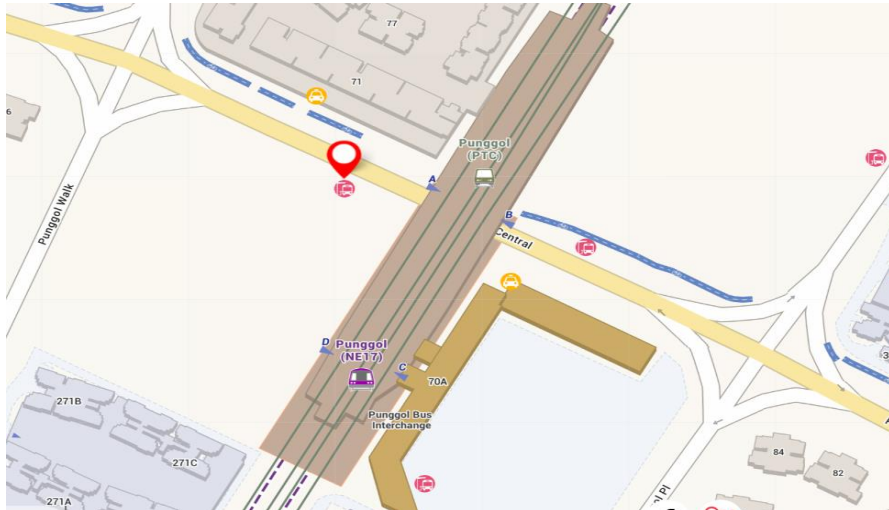
MRT Exit A/Blk 413
Bus Stop: 62139,
Upper Serangoon Rd



North-East Pick Up Points

Punggol MRT

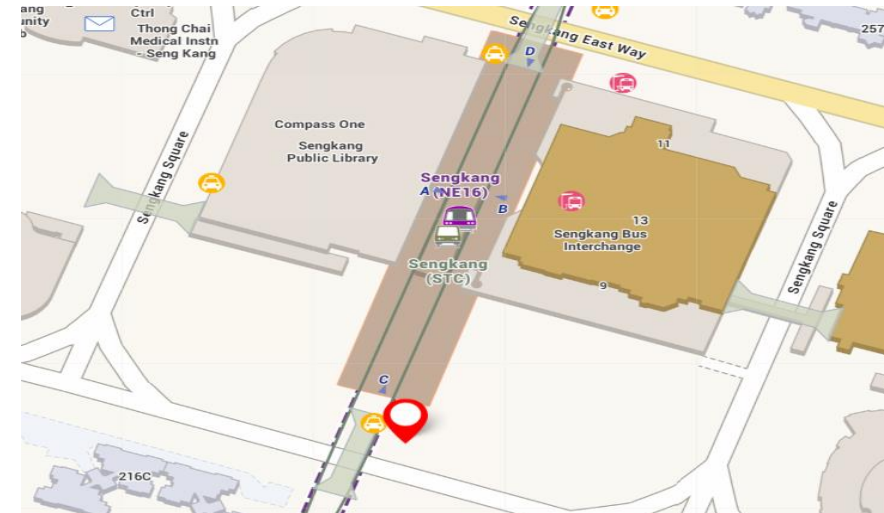
Punggol Stn/Int Bus Stop ID: 65259
Punggol Central Road



Photos & maps shown are for illustration only. Actual pick-up and drop-off may vary due to weather and/or traffic conditions.

Sengkang MRT

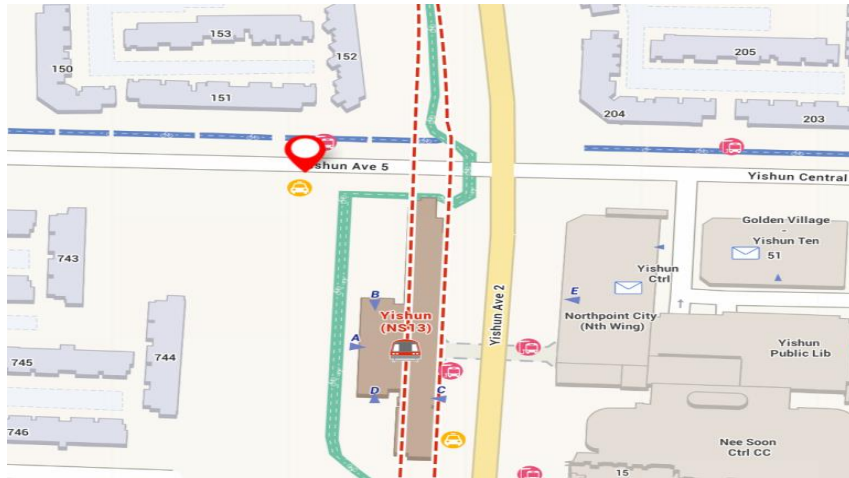
MRT Exit C, Taxi Stand G18,
Sengkang Square



North Pick Up Points

Yishun MRT

Yishun Ave 5, Private Bus PUDO
Opposite HDB Blocks

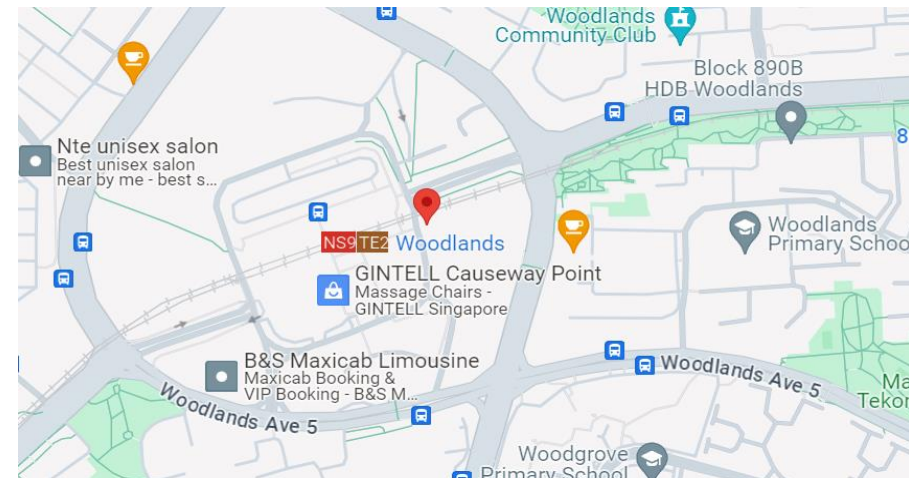


@ 7.30am

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Woodlands MRT

MRT Exit TE2, Woodlands Square
Pick Up Point Opposite H15 Taxi Stand



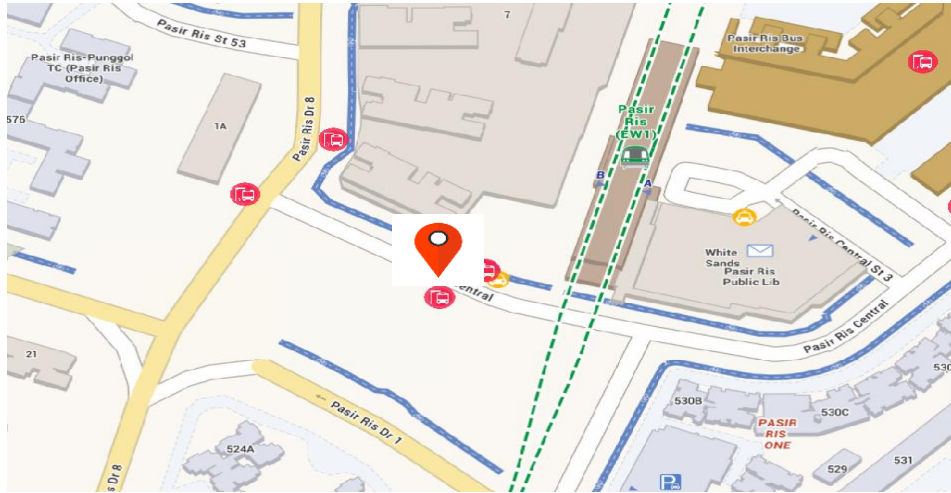
@ 7.45am

East Pick Up Points

Photos & maps shown are for illustration only. Actual pick-up and drop-off may vary due to weather and/or traffic conditions.

Pasir Ris MRT

Opp Pasir Ris Stn Exit B, Bus Stop ID: 77031



@ 7.30am

Tampines MRT

MRT Exit B, Near Taxi Stand at
Tampines One, Tampines Central 4

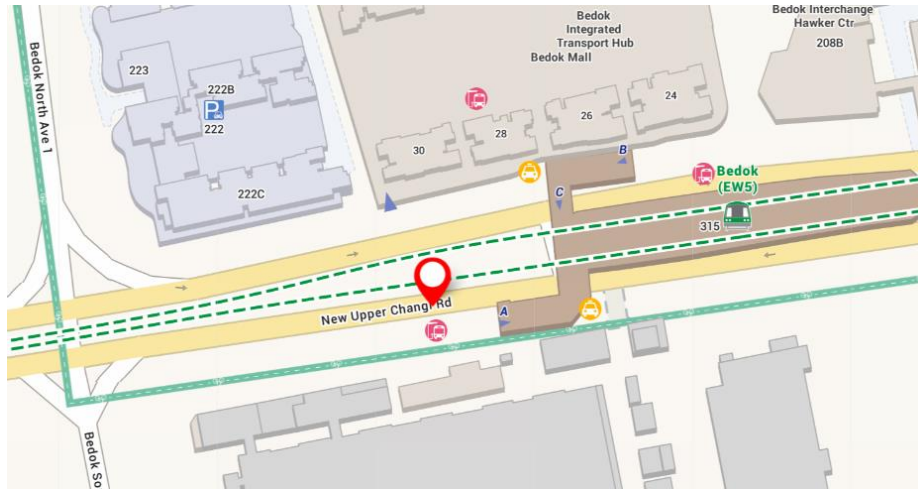


@ 7.40am

East Pick Up Points

Bedok MRT

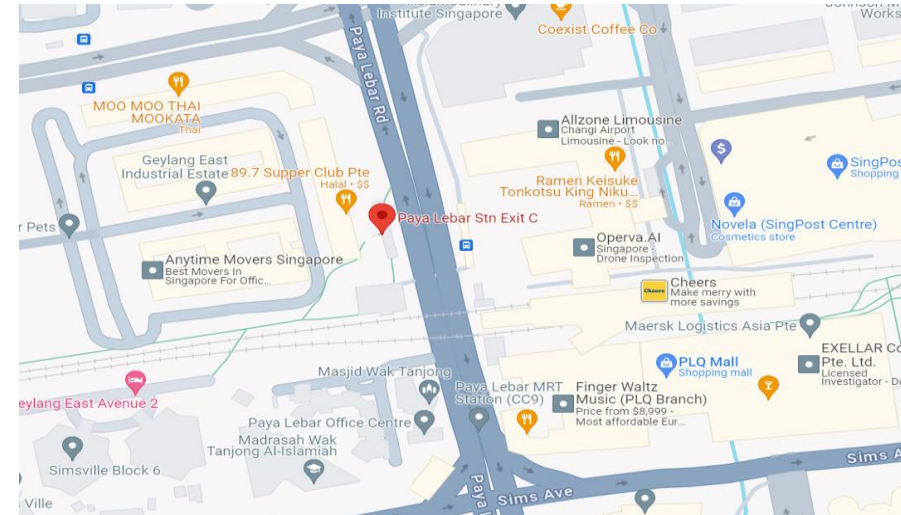
MRT Exit A, Bus Stop : 84039
New Upper Changi Road



Photos & maps shown are for illustration only. Actual pick-up and drop-off may vary due to weather and/or traffic conditions.

Paya Lebar MRT

Paya Lebar Stn Exit C Bus Stop ID: 81119,
Paya Lebar Road

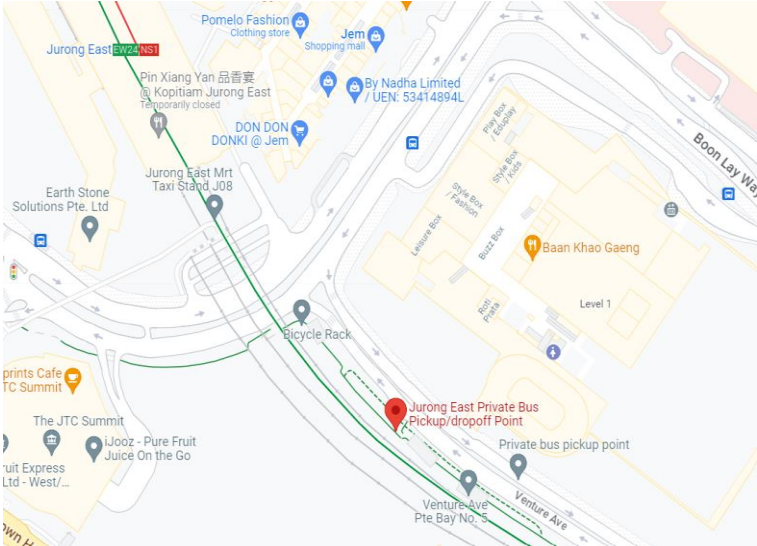


Shuttle Service Bus

Photos & maps shown are for illustration only. Actual pick-up and drop-off may vary due to weather and/or traffic conditions.

Jurong East MRT

MRT Exit B, Venture Ave,
Private Bus PUDO Berth 4



MRT Station	AM Pickup Timing	PM Pickup Timing (Mon-Thur)	PM Pickup Timing (Fri)
Jurong East	8.10am	6.15pm	5.45pm



Shuttle Service Bus

Photos & maps shown are for illustration only. Actual pick-up and drop-off may vary due to weather and/or traffic conditions.

Bukit Panjang MRT

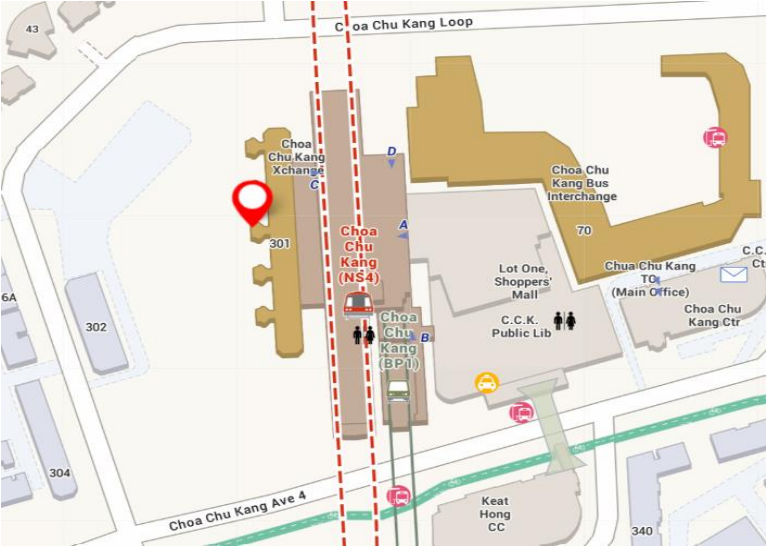
MRT Exit B

Bus Stop : 44021



Choa Chu Kang

CCK Exchange PUDO Bay 3
(opp CCK 302 Food House)



MRT Station	AM Pickup Timing	PM Pickup Timing (Mon-Thur)	PM Pickup Timing (Fri)
Bukit Panjang / Choa Chu Kang	8.00am (BP) 8.10am (CCK)	6.15pm	5.45pm
	8.15am (BP) 8.25am (CCK)	6.30pm	6.00pm



Thank you