

Geylang Methodist School (Primary)

Request for School Bus Service

To:
BKK TRAVEL PTE LTD
gmpls@bkktravel.com
Tel: +65 9880 5637

NOTE: The terms and Conditions Governing this Request for School Bus Services are set out in Annex A of the Agreement for Appointment of School Bus Operator to Provide School Bus Services. The parent/guardian is to submit this Request to the School Bus Operator by **1 DECEMBER 2024**

Name of Child: _____ Class (2025): _____

Date of Birth: _____ Gender Male Female

Contact Number: (Home) _____ (HP) _____

Home Address: _____ (S) _____

Please tick accordingly:

- One – way (To School) Two-way (same address)
 One – way (Back Home) Two-way (Different address)

If pick-up/drop-off addresses are different from the above address, please indicate

Pick-up Address: _____ (S) _____

Drop-off Address: _____ (S) _____

I consent to the School Bus Operator using the abovementioned information for the purpose of providing School Bus Services and also consent to the School Bus Operator disclosing such information to the school.

I have read and agree to the Terms and Conditions listed out in Annex A

Parent's Signature

Name of Parent/Guardian

Date

For office use:

Card No: _____ Bus In/Out: _____ Amount: _____

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Annex A

SCHOOL BUS TERMS AND CONDITIONS FOR GEYLANG METHODIST SCHOOL (PRIMARY)

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 latest by 1 DECEMBER 2024 for the transport company to process your application for 2025.

Submission Deadline

New Application	1 December 2024	Please submit your form via: <ul style="list-style-type: none">• School's General office or• WhatsApp to +659880 5637• Email to gmmps@bkktravel.com
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2. Please be reminded that the deadline for submission of the school bus application form by 1 December 2024. Late submission will be processed two weeks after school re-open. This is 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.

Bus Fare

Distance Range Category	Up to 15 seater		>15 seater	
	1 way	2 way	1 way	2 way
Up to 2km	\$165	\$190	\$155	\$180
>2 – 4km	\$215	\$240	\$195	\$220

4. The annual bus fares will be payable over 9 months in a school academic year. The collection months are January, February, March, April May, July, August, September and October. The Last Collection will be 2 months bus fare on September. There will be no collection for the month of June, November and December.
5. **The school bus fare for 2025 will be adjusted according to the distance travelled, as outlined in the fare table provided.**

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6. Bus Fare Payment for JAN made by first week of the month. Payment for subsequent months made by 28th day of the previous month.
7. Bus Fares paid are non-refundable.
8. Two-way bus fares are quoted according to the same pick-up and drop-off points. Additional charges would be imposed if there are different or additional pick-up or drop-off points subject to bus capacity.
9. Additional One-month payment will be collected from parent who register and start school bus after January.

Pick-Up Points / Drop-Off Points / Bus Routes

10. Pupils must wait at the same pick-up point 5 minutes before the pick-up time. The school bus will not wait for pupils if they are late, as it follows a tight schedule and thus may affect other pupils.
11. Parents are requested to ensure that there is someone to wait for and fetch your child on arrival at their set down point. The bus company will not be responsible for your child's safety after he/she alights from the bus.
12. Please allow for fluctuations in pick-up and drop-off times during the first few weeks of school. Time may vary as school regulates dismissals or unexpectedly at one or two stops may take longer to load causing the bus to arrive later at subsequent stops.
13. Pupils 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 capacity bus faces restriction on turning into certain corners/roads as compared to a smaller vehicle. Pupils residing in condominiums may have to wait for their buses at the security guardhouse.
14. 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.
15. Delays in return trips may be experienced during raining day or school's event day.

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Safety Rules

16. BKK TRAVEL PTE LTD regards the safety of our pupils as priority. To ensure orderliness on the bus pupils on the bus should be seated and not move around when the bus is moving.
17. 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.
18. For the safety of all our pupils, BKK TRAVEL PTE LTD reserves the right to suspend the bus service arrangement for any pupil if he/she does not obey the safety rules on the bus despite joint efforts by BKK TRAVEL PTE LTD, the school and the parent(s).
19. Pupils are expected to speak softly and use respectable language with each other, the driver, and the bus aunty. There should be no name calling, bad language, teasing, bullying or fighting.
20. To keep the bus clean and free of litter, no food and drinks are allowed, except for plain water.
21. Dangerous and sharp items are not allowed on the bus. Please keep the stationery and all potentially dangerous items such as scissors safe in the school bag.
22. Parents are not allowed to board on the bus to speak to or reprimand any students. Please provide feedback to our transport coordinator or to the school.
23. Pupils, who miss the bus after school, must report to the school's general office immediately. If a pupil misses the bus because the teacher holds him or her back in the classroom, the teacher will have to arrange to send the pupil home. If a pupil misses the bus for no valid reasons (e.g. he/she plays with friends and thus misses the school bus after school, he/she will have to call his/her parents to pick him/her up).
24. Use Contact Application to our transport coordinator @98805637 when
 - a. your child is not going to use the bus on their usual day
 - b. any feedback
 - c. payment advise

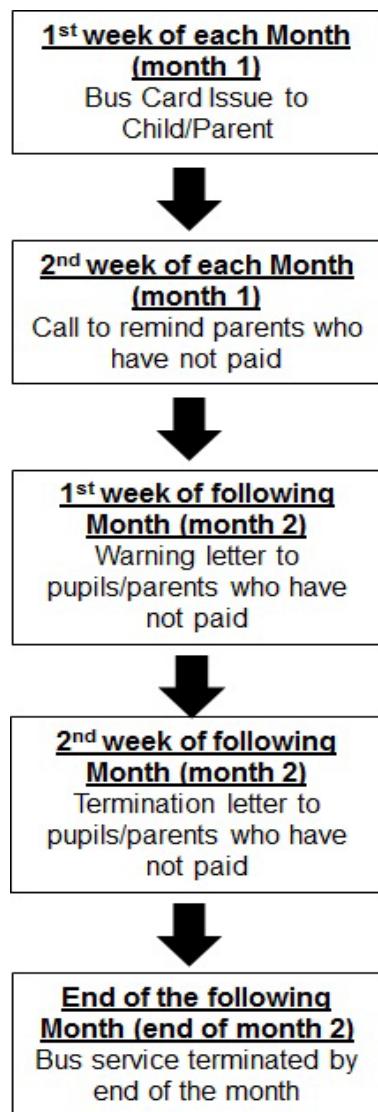
e.g. FH pupil [pupil's name] staying at [house address], from [class], taking bus number [bus number]. No need to pick my child tomorrow [date and time]."

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Termination Procedures

25. Parent/s who wish to terminate the bus arrangement is / 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.
26. The bus company reserves the right to discontinue their service to pupils who continue to default on payment after the reminder call and warning letter. The **bus service will stop if payment is overdue by the SECOND month**.



Thank you for the time taken to comprehend the regulations of the school's bus services.