

AIK SHEN BUS SERVICE

Tel: 6269 4708

Fax: 6368 0148

E-mail: aikshen1@singnet.com.sg

Parent's Copy

PEI HWA PRESBYTERIAN PRIMARY SCHOOL

1. SCHOOL BUS TRANSPORT

Our Company is the authorized school bus contractor offering school bus service for your children studying in Pei Hwa Presbyterian Primary School.

To register, please complete the School Bus Registration Form and reply to us via Fax **6368 0148** or email **aikshen1@singnet.com.sg**. Parents will be informed by telephone of the individual pick up time & bus number.

For enquiries, please contact Mr. Yeo Kah Hua at

Tel: 6269 4708 or HP: 9632 7095

2. TRANSPORT FEES

All fees are payable directly to the bus driver or bus attendant at the beginning of each month. The payment term for transport service is for a period of 12 months inclusive of school holidays.

The mode of payment is as follow:

- **January & June fee will be collected in January.**
- **February, March, April, May, August & September fee will be collected monthly.**
- **July & December fee will be collected in July.**
- **October & November fee will be collected in October.**

3. TERMINATION OF SERVICE

- One month's prior notice in writing must be given for termination of our service.
- **Failing to pay 2 consecutive months transport fee will lead to termination of service with us.**

4. SAFETY GUIDELINES FOR STUDENTS

- a) Students should not get off the bus except when they have reached the school or their own home.
- b) Students must be seated with the safety belts on at all times when the bus is moving.
- c) No hands or other parts of the body must be out of the window.
- d) Students must not be rude to the bus drivers and attendant.
- e) Shouting, fighting, bullying, rude gestures and bad language are not allowed.
- f) Drinking or eating on the bus is not allowed (except plain water).
- g) Dangerous and sharp objects should not be carried on the bus. Pens, pencils, toys etc. should be kept inside the school bag.
- h) Student who is injured or sick should report to the school teachers immediately upon reaching the school.
- i) After school, students must go straight to the foyer. Under any circumstances, once in the bus, if he/she has to leave the bus, please inform the bus driver or bus attendant.
- j) Students aged less than 12 years can be seated 3 persons to 2 adult seats.
- k) Students who missed the bus after school, must report to the school's main office immediately.
- l) If the school bus breaks down, students should remain in the bus until other alternative arrangements are made.
- m) Students must wait for the school bus before the stipulated waiting time at the specified pick-up point.
- n) 15 minutes allowance should be given to the drivers for unforeseen traffic/ other circumstances.
- o) Parents should not be involved in disputes among students.
- p) Parents must provide us a valid contact number at all times for better 2-way communications
- q) Parents must give prompt update of their child/children's absence from school at least 1 day in advance to us.