

Request for Services Form - 2025  
**RAFFLES GIRLS' PRIMARY SCHOOL**

**Customer Information**

<b>Name of student :</b>  	<b>Class :</b>  <b>Date of Birth:</b>  
<b>Name of Parents/ Guardian:</b>  	<b><u>Contact Number</u></b>  <b>Home:</b>  <b>Mobile (HP):</b>  
<b>Address of Resident:</b>  	
<b>Indicate if pick up/drop off point is different from Address of Resident:</b>  	<b>2-way / 1-way (to school / return home) / CCA Bus service</b>  
<b>Email Address:</b>  	
<p><b><u>Personal Data Protection Act (PDPA) and Do Not Call (DNC) Agreement</u></b></p> <p>You agree that SSTA Pte Ltd may collect, use and disclose your personal data to our staff and business partners, which you have provided in this form. In accordance to the Personal Data Protection Act 2012 and our data protection policy, please note that the information will be directly sent to and from our business partners, and we shall disclose only the relevant contact information to them for purposes of providing our services.</p> <p>Our staff or our sub-contractors will only contact you on school bus services related issues via the following channels:</p> <p><input type="checkbox"/> Email</p> <p><input type="checkbox"/> Text Message / WhatsApp</p> <p><input type="checkbox"/> Phone Call</p> <p><b>#Please note that your acknowledgement to the above is required before we may provide our services.</b></p> <p><b>Thank you.</b></p>	

Distance* / Fees per month	Small bus (15 seater and below)		Medium and Big Bus (above 15 seater)	
	2-way	1-way	2-way	1-way
Up to 2 km	\$210.00	\$190.00	\$190.00	\$170.00
> 2 km to 4 km	\$230.00	\$210.00	\$210.00	\$190.00
> 4 km to 6 km	\$250.00	\$230.00	\$230.00	\$210.00

CCA / Remedial lesson ferry rates (inclusive of GST)	
Distance	Fare Per Month
Up to 2 km	\$70.00
> 2 km to 4 km	\$80.00
> 4 km to 6 km	\$90.00

**Note: The availability of bus service beyond 6 km is subject to the ability of the Operator to provide the service.**

## **Rules & Regulations**

**Code of Conduct:** All pupils taking school bus **MUST**:

- Obey the bus driver or the attendant at all times.
- All students are to be at the stipulated pick-up point 5 minutes before the pre-arranged pick-up time. School bus will not wait beyond the pre-agreed pick-up time.
- Queue up while boarding and alighting the school bus.
- Keep the bus clean and do not litter on the bus.
- Do not fight or bully other children on the bus.
- Do not shout or talk loudly or make excessive noise on the bus.
- All students are to be seated and with seat belt fastened (with seat belt if available) while the bus is on the move and throughout the trip.
- Do not expose any of your body parts outside the open windows while on board the bus. (If applicable)
- Do not place your personal belonging on the seat. (i.e. school bags should be left on the floor in front of the seat)
- For hygiene reasons, pupils are strongly discouraged from eating/drinking in bus.

## **Company's Policy**

Kindly take note that the annual bus fares will be payable over **9 months\*** in a school academic year. The monthly bus fare is due on the **first week of the month** unless otherwise stated. The fare card will be issued for every payment collected. Please make timely payment to enjoy an undisrupted bus service.

### **9-month payment term (payable over 9 months)**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 month	1 month	1 month	1 month	1 month	-	1 month	1 month	1 month	1 month	-	-

A seat has been allocated for your child before the start of the new academic year. Therefore, there will be no refund of payment as long as service is utilized for that particular month.

The Request for Services is a one-off process; school bus service contract is automatically renewed for every new academic year unless a termination of service is notified before end October in each calendar year. Any fare changes will be made known to you before the start of the new academic year. Otherwise, you will receive notification on the new pick up time and location for the new academic year.

In order to terminate the Services of the School Bus Operator, the Parent shall provide the School Bus Operator with **one-month** notice for any termination of service.

You may approach our friendly customer relations officer at 90018385.

<b><u>FOR OFFICIAL USE</u></b>		
<b>Area of Resident/Bus Number:</b>  _____	<b>2-way / 1-way / CCA Bus service *</b>	<b>Price Range Quoted: S\$_____</b> <b>The final price will be quoted by the operator at a later date and will be agreed by the customer prior to service commencement (within the quoted price range)</b>

(\*Please delete accordingly)

**\*Please note that the terms and conditions listed above in this registration form is only a brief representation. Please email to [schoolbusops@ssta.com.sg](mailto:schoolbusops@ssta.com.sg) to request for a more comprehensive Terms and Conditions for the use of our school bus service if you require one.**