

GRACE ORCHARD SCHOOL
COMMERCIAL SCHOOL BUS TRANSPORT SERVICE FOR STUDENTS
INFORMATION NOTE FOR PARENTS / CAREGIVERS

General

Grace Orchard School (GOS) is a special education school located at 6A Jurong West Street 52. The school has arranged for a private commercial company (**Sze Hwa Contractor**) to provide relevant bus transport services for our students.

The contact details of the bus transportation company are as follows:

Sze Hwa Contractor Contact Person – Mr Pang Eng Jiam	
Office Address: c/o Corporate Office - Grace Orchard School 6A Jurong West St 52 Singapore 649297	Telephone: Hp – 9651 8202

Please note that parents / caregivers that want to engage the above company for the daily transportation of their children to GOS will be doing so on a private contractual paying basis. The school is only playing a liaison role between the company and interested parents / caregivers.

Registration for Commercial School Bus Transport Services

The Commercial School Bus Transport Service Registration form to request for bus transport services is attached. Alternatively, you can also download a copy of the said form from GOS website (www.go.edu.sg). Please complete the form and submit it to the company at the stated office address at least 4 weeks before the expected date of commencement of service. You will be informed of the possibility of bus placement within 2 weeks of registration.

Please note that priority will be given to students who are travelling 2-way. All requests for bus transport services will be subject to availability.

You are also reminded to read through the 'waiver & indemnity' statement at the reverse of the Registration form. Once you have signed and submitted the Registration Form to request for the bus transport service from Sze Hwa Contractor, it will be deemed that you have agreed fully to all the clauses in the 'waiver & indemnity' statement.

Bus Fees Chargeable

The estimated bus fees chargeable are as follows:

Area	Locations of Student's Pick-Up & Drop-Off Point	Estimated Bus Fees* (Monthly)
Cluster 1	Jurong West / Jurong East / Boon Lay / Taman Jurong	\$140 - \$180
Cluster 2	Bukit Batok / Choa Chu Kang / Teck Whye / Bukit Panjang / Teban / Pandan / Clementi / West Coast Park / Hillview / Toh Yi	\$180 - \$280
Cluster 3	Dunearn / Bukit Timah / Holland / Commonwealth Crescent / Tanglin Halt / Mei Ling Street / Redhill / Henderson / Kim Tian / Telok Blangah / Beo Crescent / Woodlands / Marsiling	\$260 - \$350

Notes:

*The range of bus fees indicated in the table above are estimates only. The actual fees applicable will be communicated to you after the registration for services.

*Also, the bus fees may be adjusted upwards if there are special requests made regarding the pick-up / drop-off point that could affect the eventual travelling time /distance.

The bus service fees chargeable for other special arrangements are as follows:

Area	Special Arrangements	Estimated Bus Fees* (Monthly)
For all clusters	1-way bus transport service	75% of the fees chargeable for the associated 2-way transport service
	2-way bus transport service for PM session students that are attending GOS Student Care Centre in the morning	150% of the fees chargeable for the associated 2-way transport service

All of the buses provided by the company will have a professional driver and an attendant to supervise the students taking the transport service. Also, the company will purchase the required third party insurance for the students in the buses.

Payment Procedures

Students are expected to take the bus transport service from the start-month till end of December in the prevailing calendar year. The bus service payment for December shall also serve as the 1-month deposit on your agreement to take up the offer and to secure the bus placement for your child. It will be payable together with your first month payment. Please also note that the bus fees payable for the month of June must be paid together with your May payment to the company.

All payments must be made to the company within the 1st week of the month. Payments not received by the end of the first week of each month could result in the suspension of services until the outstanding payments are settled.

Notification on Change of School Bus Transport Service Requirements (Available at website www.go.edu.sg)

Should there be a need to change the bus service for your child (for example - change of address for the pick-up & drop-off / change in type of service required), you must complete the attached Change of School Bus Transport Service Requirements form and submit it to the company at least 4 weeks before the expected date of change.

However, please note that the continued provision of bus transport service subsequent to any change of service requirements submitted will still be subject to availability. The bus fees chargeable may be adjusted accordingly.

Early Termination of School Bus Transport Service (Available at website www.go.edu.sg)

Should you decide to terminate early the bus service agreement, please complete the attached Termination of School Bus Transport Service form and submit it to the company at least 4 weeks before the expected stop-date. Upon the termination of service, there will be no refund of the 1-month deposit or any other fees already paid out to the company.

Child's Punctuality at Pick-Up Time

Your child will be expected to be at the designated pick-up point 5 minutes earlier before the scheduled pick-up time. The bus will only wait for one (1) minute after the scheduled pick-up time before departing from the pick-up point. Please ensure your child's punctuality at all times.

Other Safety and Hygiene Rules to be Observed

The following safety and hygiene rules must be observed by your child in the bus at all time:

- If the child is sick, he/she will not be allowed to board the bus
- He/she must not eat or drink anything in the bus
- He/she must put on the safety belt and remain seated throughout the bus journey
- He/she must keep the school bag locked up and not take out any contents in the bus
- No sharp (eg, knives) and hazardous items (eg, aerosol sprays) will be allowed on the bus
- No fighting, bullying, offensive language, spitting or other unruly misbehaviours will be tolerated
- Parents / other caregivers will not be allowed in the bus (ie, no insurance coverage for them)

Your child will be expected to respect and obey the instructions from the bus attendant. If the child's non-compliance with the above safety or hygiene rules risk harming himself/herself or other bus occupants, the company reserves the right to suspend the bus services for the offending child with immediate effect.

COMMERCIAL SCHOOL BUS TRANSPORT SERVICE REGISTRATION FORM (Year -)

(To be submitted to the company at least 4 weeks before expected start-date of bus service)

To: Sze Hwa Contractor

c/o Corporate Office / Grace Orchard School – 6A Jurong West St 52 Singapore 649297

Name of Child: BC or IC Number:	School Session: <i>Please circle accordingly</i> Morning / Afternoon
Name of Parents / Caregiver:	Address:
Contact Particulars: Home Telephone: Office Telephone: Handphone:	Signature / Date: <i>Important: I have read and agree fully to all the 'waiver & indemnity' clauses printed at the reverse of this form</i>

Please indicate (✓) the type of school bus service required:

- Single** trip from home to school only
- Single** trip from school to home only
- Return** trip to & from school
- Return** trip to & from school with morning trip
to True Grace Student Care Centre

Effective Start-Date for School Bus Service: from _____

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Date Parents / Caregivers were Contacted:	Name of Parents/Caregivers Contacted:
Location of Pick-Up Point:	Location of Drop-Off Point:
Pick-Up Time:	Drop-Off Time:
Name of Sze Hwa Contractor's Staff:	Signature / Date:

WAIVER & INDEMNITY STATEMENT

In consideration of Grace Orchard School (GOS) having arranged for a private commercial company (Sze Hwa Contractor) to provide regular bus transport services (paying basis) to students, I hereby agree fully to the following waiver and indemnity clauses:

1. In consideration of the bus transport services to be provided by Sze Hwa Contractor (ie, the company) for my child in the school year, I agree to pay all the fees required by the 1st week of the month to the company, and will be bound by all the conditions and rules as defined by the company. I understand that the company has the right to suspend the provision of bus services with immediate effect if there is fees payment lapse or non-compliance with the defined conditions and rules.
2. I understand that my child will be conveyed to and from the school at my own risk and not at the risk of GOS which is acting only in a liaison role between the company and parents / caregivers. As such, I agree that GOS shall not be liable for any accident / personal injury / death suffered by my child or for any damages / loss of personal belongings sustained by my child while traveling in the bus. I release the school from any and all claims, damages or costs on account of any matter arising from my child's bus journey to and from school.
3. In the event of any emergency or accidents, I do authorise the company and the school to arrange for such medical attention for my child as may be deemed reasonable and available in the prevailing circumstances. I will undertake to pay all medical and hospital fees and other incidental charges in respect of the medical attention given to my child, and also to reimburse the company and GOS for any such expenses which may have been paid by them.
4. I understand that parents / caregivers will not be allowed to board the buses taking my child as there will not be any insurance coverage for them.
5. I agree to indemnify the company for any material damages caused to the bus / fixtures / accessories due to aggravating actions on the part of my child while travelling in the bus, and pay for the costs of any necessary repair work, parts replacement or other incidental charges incurred on account of the said damages.
6. I further agree to indemnify Grace Orchard School against any claims, demands, damages or costs which my child or her next of kin or any other representative may bring against GOS on account of any matters relating to the bus transport services as provided by the company.

GRACE ORCHARD SCHOOL

CHANGE OF SCHOOL BUS TRANSPORT SERVICE REQUIREMENTS FORM (Year -)

(To be submitted to the company at least 4 weeks before the expected date of change)

To: Sze Hwa Contractor

c/o Corporate Office / Grace Orchard School – 6A Jurong West St 52 Singapore 649297

Name of Child:	School Session: Morning / Afternoon
BC or IC Number:	Class:
Name of Parents / Caregiver:	Signature / Date:
Telephone:	

I – Change in Type of Bus Transport Service Required (if applicable)

Indicate (✓) the change in type of bus transport service required:

- Single** trip from home to school only
- Single** trip from school to home only
- Return** trip to & from school
- Return** trip to & from school with morning trip
to True Grace Student Care Centre

Effective Date of Change as Requested Above (I) : from _____

II – Change in Address of Pick-up Point / Drop-Off Point (if applicable)

Location of New Pick-Up Point:	Location of New Drop-Off Point:
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Effective Date of Change as Requested Above (II): from _____

For Official Use Only

Date Change Request Received:	Name of Sze Hwa Contractor's Staff:
Follow-Up Action By Company:	

GRACE ORCHARD SCHOOL

TERMINATION OF SCHOOL BUS TRANSPORT SERVICE FORM (Year -)

(To be submitted to the company at least 4 weeks before expected date of service termination)

To: Sze Hwa Contractor

c/o Corporate Office / Grace Orchard School – 6A Jurong West St 52 Singapore 649297

Name of Child:	School Session: Morning / Afternoon
BC or IC Number:	Class:
Name of Parents / Caregiver:	Signature / Date:
Telephone:	

I want to terminate the school bus transport service provided by your company to my child.

Effective date for the termination of bus service: from _____

I will undertake to settle all outstanding payments to the company before the date of service termination. I also understand that upon the termination of the above school bus transport service, there will not be any refund of the 1-month deposit or any other bus fees already paid out to the company.

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Date Termination Request Received:	Name of Sze Hwa Contractor's Staff:
Follow-Up Action By Company:	