

Dear Parents/Guardians,

SCHOOL BUS SERVICE

Please read the information provided and should you require the school bus service for your child, you will need to submit the Service Request For School Bus Form to facilitate the school bus arrangement for your child. Should you have any questions, please contact Ann at **8488 4778** or write to stlee.transit@gmail.com

Area	Routes	1-WAY	2-WAY	CCA/Enrichment Prog (per trip)
Toa Payoh	All of Toa Payoh	\$ 130.00	\$ 140.00	\$ 4.00
Bishan	Bishan St 11-14	\$ 140.00	\$ 150.00	\$ 6.00
	Bishan St 21-24	\$ 150.00	\$ 160.00	
	Sin Ming Ave Sin Ming Walk Shunfu Rd Jalan Pemimpin	\$ 200.00	\$ 210.00	
Thomson	Thomson Rd Bright Hill	\$ 230.00	\$ 240.00	\$ 8.00
Ang Mo Kio	All of AMK	\$ 180.00	\$ 190.00	\$ 8.00
Yio Chu Kang	Yio Chu Kang / Seletar	\$ 240.00	\$ 250.00	\$ 10.00
Serangoon	Serangoon Gardens Golden Dr / Rise Mei Hwan Dr / Cresc Tai Hwan Dr / Cres	\$ 220.00	\$ 230.00	\$ 8.00
	Serangoon Central Serangoon Ave 2-4 Lorong Chuan	\$ 220.00	\$ 230.00	
	Serangoon North	\$ 230.00	\$ 240.00	\$ 10.00
Potong Pasir	Potong Pasir Woodleigh Close	\$ 180.00	\$ 200.00	\$ 6.00
Paya Lebar	Depending on which part of Paya Lebar	\$ 220.00 – \$ 290.00	\$230.00 - \$300.00	\$ 10.00
Hougang	All of Hougang	\$ 260.00	\$ 280.00	\$ 10.00
Kovan	All of Kovan	\$ 230.00	\$ 240.00	\$ 10.00
SengKang	All of SengKang	\$ 260.00	\$ 280.00	\$ 10.00
Punggol	All of Punggol	\$ 280.00	\$ 300.00	\$ 10.00

Areas > 10km	Areas not stated above > 10 km	-	\$350.00**	\$ 10.00
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For areas not under coverage (above 10km), bus fares are subjected to negotiation. **(Minimum \$350.00). Bus Service will only be arranged upon agreement between both parties.

1. Bus Routes Coverage and Bus Fare Rates

- 1.1 Bus fare varies with bus size deployment and ridership.
- 1.2 Bus routes are planned based on popularity, bus accessibility and timing.
- 1.3 Other route coverages are subjected to availability.
- 1.4 For request of different pick-up and drop off locations, 1-way fares for both areas apply.**
- 1.5 The above rates do not apply to special route arrangement.****

2. Registration and Confirmation

- 2.1 Seats availability are based on first come first serve basis.
- 2.2 Upon your confirmation, you are committed to the first month of service and are liable to pay a month fee even if you choose to opt out of the service later.
- 2.3 Late registration/ confirmation of services is subjected to seats availability.
- 2.4 If seats are no longer available, parents may have to arrange their own short term or even long-term transport arrangements for their children until our company is able to ferry them
- 2.5 For relocation arrangement, the service is subjected to seats availability of the latter location.
- 2.6 Parents are responsible to update the operator of any changes to their contact details.

3. Things to note

- 3.1 Do wait at the designated pick-up/drop-off point at least 5 minutes earlier for the bus. To ensure that the school bus can adhere to timing given, the bus will not wait for latecomers.
- 3.2 Your child must be seated and belted up throughout the journey.
- 3.3 We reserves the right to stop any student from taking our bus service if the child is deemed to cause danger to other students on the bus, repeatedly behaving mischievously on the bus despite several reminders from us or refusal to put on seat belt.
- 3.4 Bus timing/route is subjected to changes during the first 3 weeks of school. From experience, the pick-up/drop-off timing will stabilize by week 4 of Term 1.
- 3.5 In the event of change of pick up/ drop off locations, seat availability will be based on the latter bus route. You may have to make alternate arrangement for your child if the service is not available.
- 3.6 Bus routes/ pick up timings/ bus sizes may change due to change of ridership during the year. Parents will be informed separately.
- 3.7 We value our staff. We strive to provide good service to the best of our ability. We reserve the right to exclude your child if their parents have verbally or physically abused our staff.

4. Payment Terms and Conditions

- 4.1 Kindly fill in the Bus Fare Payment Record Card with the required particulars and read the conditions printed therein;
- 4.2 We will be collecting 9 months bus fare, namely; Jan, Feb, Mar, Apr, May, Jul, Aug, Sep and Oct.
- 4.3 The collection for the bus fare is on the last week of each month for the upcoming month, except for the first collection for the bus service in January or first month of service
- 4.4 Bus service will cease immediately (SMS notice) if full bus fare is not paid on time (by the 1st of the upcoming month). The seat will be allocated to those on the waiting list. Bus service will only resume upon full settlement of outstanding payment, subjected to seats availability and at the discretions of the Company.
- 4.5 Please pay the bus fare together with the issued bus card.
- 4.6 Payment by cheque should be made payable to "ST Lee Transit" .
- 4.7 Please write your child' s name, class, your mobile number and the bus service number on the reverse side of the cheque. We do not accept post-dated cheque. For any rejected/ bounced/ post-dated cheque, an administrative fee applies.
- 4.8 **There will not be any pro-rated bus fare.** At any time of the month when a child enrolls the bus service, full month payment is to be collected. It also applies when the child is to stop the bus service during any time of the month, no refund will be made.
- 4.9 Advance Payment - Parents may pay in advance. In the event, parents choose to terminate bus service at any time of the month. No bus fares will be refunded.
- 4.10 30 days advance notice (Written notification / SMS) is required to terminate the bus service. **Verbal notification is NOT accepted.** 1-month bus fare to be payable in lieu of absence of notice.
- 4.11 Bus company reserves the rights to terminate the services with immediate effect if:
 - i. **Payment is past due period**
 - ii. **Parents fail to cooperate with payments**
- 4.12 Appreciate your prompt payment to avoid disruption of your child bus service

5. Additional Bus Service for After-School Activities

e.g. CCA/Remedial Lessons

We also provide additional bus service for students having after-school activities. Students are required to pay a fee ranging between \$4.00 and \$10.00 per trip, depending on the drop off location. This service is only for students taking our daily bus services and the fee is in addition to the monthly bus service rates.

As part of our continuous effort to provide efficient service by shortening travelling time, in private estates or areas whereby the pickup points are not easily accessible by the school bus, student would be required to wait at designated pickup points such as along main road, junctions or easily accessible area

Note to Parents/Guardians:

- 1) Please submit this Request Form to the School Bus Operator.
- 2) Kindly ensure all details provided are accurate

PART 1. STUDENT' S PARTICULAR

FULL NAME OF STUDENT:(AS IN NRIC)		CLASS/LEVEL:	
RESIDENTIAL ADDRESS:	POSTAL CODE:	GENDER: M / F	
NAME OF SIBLING TAKING SCHOOL BUS SERVICE: (IF ANY)		SIBLING' S CLASS/LEVEL:	

PART 2. TRANSPORT SERVICE REQUIREMENT

SERVICE REQUIRED: <input type="checkbox"/> TWO-WAY <input type="checkbox"/> ONE-WAY FROM HOME <input type="checkbox"/> ONE-WAY FROM SCHOOL	PICK-UP ADDRESS TO SCHOOL: (IF DIFFERENT FROM RESIDENTIAL ADDRESS) POSTAL CODE()
	DROP-OFF ADDRESS: (IF DIFFERENT FROM PICK-UP ADDRESS) POSTAL CODE()

PART 3. PARTICULAR OF PARENT/GUARDIAN:

NAME OF PARENT/GUARDIAN:		EMAIL ADDRESS:	
CONTACT NO:			
FATHER:	MOTHER:	GUARDIAN:	HOME:
I acknowledge that I have read and understood the contents of the letter and the Terms & Conditions Governing this request for School Bus services. I also agree and accept to the payment terms and conditions.			
_____		_____	
Parent' s/Guardian' s Signature		Date	