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JTT to update bus label number

Australian International School Singapore

Johnson Transport & Trading Pte Ltd - School Bus Transport Registration Form

Family ID	
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Parents' Particular

<input type="checkbox"/> MR <input type="checkbox"/> DR	Father's Family Name	Father's First Name
Contact Number(s)		
Email address		
<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> DR	Mother's Family Name	Mother's First Name
Contact Number(s)		
Email address		

Please submit one
passport size
photograph for
each child

Residential Address

Block No.	Street Name.	Unit No.	Building/Condominium Name.	Postal Code
Home Tel				

Billing Details

Transport fees are paid by: Company Family Send Invoice to: Residence Company* Other Billing Address*

* Fill in details below if invoices are to be sent to non-residential addresses

Attention to				
Department				
Company Name				
Billing Address				
Postal Code	Tel:	Fax:	Email:	

Children's Particulars

No.	M/F	Family Name	Other Name	Class/Grade	Birth Date DD-MM-YY	Start Date DD-MM-YY	To School (Y/N)	Return Home (Y/N)
1.								
2.								
3.								
4.								

Australian International School does not itself provide bus service for its students. This service is provided by appointed bus service contractor, Johnson Trading & Transport Pte Ltd. The School acts as a liaison in making the necessary arrangements with the bus contractor on behalf of the parents, and serves as a "clearing house" for questions and concerns in relation to the bus service. Johnson Transport requires 2 weeks advance notice for all **new** applications. Late submission may result in a delay in the commencement of the bus service.

This registration form cannot be processed unless it is signed.
By signing, you agree to the terms and conditions of the waiver and indemnity form overleaf.

Signature Name of Parent Date

JOHNSON TRANSPORT & TRADING PTE LTD
Transport Office c/o Australian International School
1 Lorong Chuan Junior Building Level 3 Singapore 556818
Tel: +65 6517 0255 / email: aisbus@jtt.com.sg

**AUSTRALIAN INTERNATIONAL SCHOOL
TERMLY SCHOOL BUS FARE**

Distance > (km)	Distance ≤ (km)	Return	1 Way
0	2	\$452	\$339
2	4	\$477	\$359
4	6	\$529	\$398
6	8	\$579	\$435
8	10	\$631	\$474
10	12	\$665	\$499
12	14	\$699	\$524
14	16	\$794	\$595
16	30	\$954	\$681

The bus fare shall be determined based on the straight-line distance between the School and the residence for pickup/drop-off, obtainable from www.streetdirectory.com by direct input of the addresses concerned (no further deliberation of details required), with reference to the table of rates shown above.

The bus fare shall be charged per term according to four (4) terms in a school year. All fares are quoted in Singapore dollars and subject to the prevailing Goods and Services Tax of seven percent (7%).

All new applicants for the bus service are required to make payment of the fare within the week before the commencement date of the service.

All students/children, including those from Early Years Centre, will be charged full fare even if they only attend school or make use of the service for three or four days during the school week.

No refund will be made if the student/child is attending CCA, or on school camp or vacation.

These rates apply to all sizes of vehicles across the bus fleet for AIS. If fuel price increases above and beyond the inflation levels contemplated, only after consultation with the School would the possibility of a potential fuel levy be considered or imposed.

Transport for Early Years Children

For very young children who are required by law to use child restraint while travelling on a bus, their parents shall equip the child with the necessary harness (one approved by the relevant Authority) and shall be responsible for properly fitting the harness on the child before boarding the bus during the forward trip to school. On the return trip, the teacher assistants will put the harness on the child before boarding the bus at school.

For more details about the required child harness, you may enquire with our Transport Office.

No separate "half-a-day" services will be operated at 1300h for these early years children. However, in conjunction with the preparatory years and elementary school children, "full-day" services at 1525h will be made available to them.

TERMS AND CONDITIONS OF THE BUS SERVICE

1. Students/children must remain seated and keep their seat belts fastened throughout their journey.
 2. Eating and drinking are not allowed on the bus.
 3. Sharp and potentially hazardous items such as pen knives and aerosol sprays are prohibited on the bus; stationery and toys must be kept in school bags.
 4. Students/children are expected to be considerate and respectful towards the bus driver, attendant and fellow passengers.
 5. Fighting, bullying, offensive language, or any unruly behaviour will be reported to the School and subsequent disciplinary action may be taken. A student/child with repeated misconduct will be suspended from the use of the bus service.
 6. Preschool children must carry their identity tags at all times.
 7. Reservation of seats is not allowed.
 8. Changing of clothes on the bus is not permitted.
 9. Some buses will be fitted with CCTV for security and surveillance purposes.
 10. Pets are not allowed on the bus at all times.
 11. Students/children will board and alight from the bus at pre-designated points which are safe and convenient. However, the Contractor reserves the right to designate the final pick-up point in compliance with traffic and safety rules, size of the bus and road conditions.
 12. **Students/children are not allowed to alight at non-designated points**, other than their homes or school, or travel on any other buses.
 13. **Preschool and Preparatory children must be met by a parent or guardian or care-giver.** Failing to do so, the child will be taken back to the School and await his or her parents to fetch home.
 14. **Generally, pick-up times may start at 7:10 am onwards and buses will arrive at the School by 8.10 am, with a buffer to 8:20 am** (except students/children who reside more than 14km away from the School OR “difficult” locations for bus routing by reference to the other pick-up locations nearby).
- Buses will depart from the School fifteen (15) minutes after Preschool, Elementary School and Secondary School dismissal times.**
15. The travelling time for morning and afternoon buses may take up to 50 – 60 minutes depending on traffic condition and bus routing.
 16. Punctuality must be observed at all times and students/children must be at the designated pick-up point **5 minutes before the scheduled pick-up time** for fetching in the morning.
 17. **In the event of rain, students/children will be picked-up and dropped-off at the nearest sheltered area that is safe for boarding and alighting.** When in doubt, parents may check with the Transport Office for wet weather arrangements.
 18. **In the event that a delay occurs due to unforeseen circumstances, the Transport Office personnel will inform the parents via the phone or sms.** Please ensure that the contact numbers provided are updated. If you do not receive any notification and the bus fails to arrive within fifteen (15) minutes of the scheduled pick-up time, you could proceed to arrange for the student/child to take a taxi to school and seek reimbursement from the Transport Office for the cost incurred for the 1-way journey by submitting a designated claim form duly filled out and supported by proper proof of payment/receipt within 3 working days of the expenses being incurred.

Such taxi claims will only be paid if the bus fare for the current school term has been fully paid. No late claims will be entertained as the Company's position in taking appropriate remedial action will be prejudiced.

Reimbursement of the taxi fares incurred will only be made for ordinary cab service (Comfort, CityCab, SMRT, SilverCab, TransCab, PrimeTaxi, etc) and not for premium cabs such as LimoCab, Uber, Gogovan, and the like.

Mini bus should only be used for a sizeable group of 5 or more children.

19. **If your child is not taking the school bus, please inform the Transport Office via the Bus Service Hotlines at the earliest notice.** This will allow us to inform the driver and minimise delays to the journey.
20. **Pick-up and drop-off times are subject to change with prior notice to parents.** This is due to the changes in the enrolment of the School throughout the year. However, such changes will be kept to a minimum.
21. Please note that parents/guardians as well as students whose names that are not included in the Bus Attendance list are not permitted to ride the school bus concerned.
22. The bus company shall not be held liable for any loss if it is unable to retrieve or return any item of lost property left in the bus by passengers.

However, any items found will be kept in our office for three months. Thereafter, we reserve the right to donate or otherwise dispose of the items accordingly.

APPLICATION: A minimum **two (2) weeks' advance notice** is required for all new applications. Late submissions may result in students not starting the bus service on the desired date. Application for the bus service can only be processed if the application form as well as the Waiver and Indemnity form have been completed, signed and returned to the Transport Office. Bus allocation, hence actual commencement of service, is determined at the discretion of the bus company based on existing service coverage and seat availability in the relevant bus(es).

Please fill out the Passenger Health Declaration form should your child(ren) have any medical concerns or allergies.

Priority will be given to students who use the two (2) way bus service as opposed to one (1) way service which is subject to availability.

A **Stop/Change charge** of \$30 per child/student shall be levied in the event of a premature termination of service during the term, or any change of address or pickup-point for each occasion of change.

CHANGE OF ADDRESS: Parents must submit the Bus Change Address form to Transport Office and provide **at least two (2) weeks' notice** for any change of address. Please check with the **Transport Office** if the new address is being served by any existing bus route.

PAYMENT: Four (4) termly payments are required in each school year. Upon receipt of invoice, payment must be made **within two (2) weeks or any other date as specified**, by crossed cheque made payable to **Johnson Transport & Trading Pte Ltd**. Payment must be received prior to the commencement of service. For any reason, non-payment even after commencement of service could still result in suspension of the service until the outstanding payment is received.

Johnson Transport & Trading Pte Ltd reserves the right to refuse a student/child on the bus if payment due is not made promptly after notice has been served.

The terms and conditions provided herein are subject to change from time to time as our operating condition evolves. The parents/guardians are deemed to accept the latest terms and conditions as may be published OR obtainable at the website of the School, particularly at the start of every school term.

TERMINATION: If you wish to terminate the use of the bus service, Bus Termination form must be given to the Transport Office at least **two (2) weeks prior to the termination date**. No refund will be made to parents whose children are suspended by the School.

I,, *Parent /Guardian (print name)* hereby agree and accept the Terms and Conditions for the use of the Bus Service.

Signature/Date

WAIVER AND INDEMNITY

To: Australian International School
c/o Transport Office
Room 328, Level 3, Lower Elementary School Building
Gate 3, 1 Lorong Chuan
Singapore 556818

In consideration of you, **Australian International School (Reg No.: 199204405H)**, a company registered under the Companies Act and having its registered office at 1 Lorong Chuan, Singapore 556818 (hereinafter referred to as the "School") arranging transportation on my behalf for the child/children named overleaf to be conveyed to and/or from school by means of a bus transport system provided by an independent contractor known as **Johnson Transport & Trading Pte Ltd** (hereinafter referred to as the "Contractor") and which appointment I do hereby acknowledge and approve. I do hereby agree as follows:

1. I understand that in consideration of the Contractor and Bus Operators ("Bus Operators" means all owners of buses engaged by the Contractor and whose buses are supplied in the operation of the bus transport service for the students of the Australian International School) providing a bus transport service for my child/children in accordance with the conditions and bus rules (enclosed herewith) defined and agreed by the School on my behalf, I will pay the contractor for the bus transport service at the beginning of each quarter at the prescribed rates and I will be bound by the conditions and bus rules defined and agreed by the School on my behalf.
2. I understand that my child/children is/are conveyed to and/or from school at my own risk and not at the risk of the School, which is acting in a liaison role between the Contractor and parents. I agree that the School shall not be liable or be responsible for any accident or personal injury sustained or suffered by my child/children or for my child's death or for any damage or loss to my child's personal belongings, however caused, whilst my child/children is/are being conveyed, or is/are waiting to be conveyed, to and/or from school. I hereby release the School from any and all claims, demands, damages, costs, actions or causes of action on account of or arising from any of the foregoing matters, including such action that may be taken by the School subsequent to any accident or incident in which personal injury, death, loss or damage has occurred.
3. In the event of any emergency, I do hereby authorise the School and/or the Contractor to arrange such medical attention for my child/children as may be reasonable and available in the circumstances and I undertake to pay all medical and hospital fees and incidental charges in respect of medical attention given to my child/children and to reimburse the School and/or the Contractor for any such fees and charges and all incidental costs and expenses which may have been paid by the School and/or the Contractor.
4. I fully understand that if I should board any of the buses under the said transport service there shall not be any insurance coverage for myself, and the School and/or the Contractor shall not be held liable in any way whatsoever.
5. I further agree to indemnify the School against any and all claims, demands, damages, costs, actions or causes of action which my child/children, his/her next-of-kin, parent, guardian, personal representatives and/or dependents may bring, make or have against the School on account of any matters above.
6. Reference herein to the School shall include references to the School, its officers, and office bearers, employees, agents and other persons authorised by the School from *time to time*; but shall not include the Contractor and/or Bus Operators or their officers, employees, agents or other authorised to act on their behalf.
7. Nothing in the above document shall limit the rights of any child/children, next-of-kin, parent or guardian, personal representative and/or dependents from taking action against any third party (with the exception of the School) including but not limited to the Contractor, Bus Operators or their officers, employees, agents or other persons authorised to act on their behalf.

Passenger Health Declaration and Acknowledgement Form

Please declare any medical conditions/allergies of your child(ren) below:

Student Name /Class	Health/Medical Condition

AM Bus no: _____

PM Bus no: _____

Acknowledgement

Health/medical conditions declared above is subject for review and approval of the authorized Medical Team of AIS. After clearance, the bus service application will proceed however is still subjected to availability.

Should the student require any medical treatment during transportation, please note: - Bus drivers and bus aunties are not first aid trained and they will call an ambulance if required. First Aid kit is nevertheless available on the bus and they may be able to administer cure to minor bumps and scratches ONLY.

Parents are expected to inform children to occupy seat near to the bus auntie to be able to call for immediate attention if need be. The bus auntie's role is to generally look out for ALL the children on the bus.

**Note that the vehicle is also being used to cater for other services for adults such as excursion and/or private hire before and after AIS school bus trips. For those concerning severe allergies on such nuts and eggs – there is no guarantee that previous passengers may or may not have consumption from home or outside before boarding thus traces may be found on surfaces that may possibly cause reaction.*

It is strongly suggested that students with severe allergies and special health conditions not to use the bus service as medical attention is not provided and included in this service.

Student Bus Travel may be suspended or withdrawn if:

- Circumstances exist which make it unsafe or impractical for the student to continue to travel on the bus.
- The student behaves in a way that endangers the safety of other passengers or causes malicious damage.
- The student requires any ongoing medical treatment which may affect the overall bus service.

By signing this form, I have noted and fully understand that my child(ren) is/are conveyed to and/or from school at my own risk. I agree that the bus company shall not be liable or responsible for any reason and/or cost that may cause/affect the children's medical conditions. I hereby release the bus company from any and all claims, demands, damages, and costs of accounts arising from any of the forgoing matters subsequent to any incident in which personal injury/case of his/her medical condition has occurred.

Parent / Guardian Name

Signature

Date

For Official use only	
Remarks:	
Status:	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
Checked by:	