



Our Ref: RS1811-02

Dear Parents/Guardians,

SCHOOL BUS SERVICE FOR 2019

Congratulations on your child's successful enrolment to Rosyth School.

We wish to inform you that Min Yang Trading and Transport Services Pte Ltd is the appointed school bus operator for Rosyth School.

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** by 19 December 2018 to facilitate the school bus arrangement for your child.

1. Bus routes coverage and bus rates (Not-to-Exceed Price*) under 9-month scheme as follows:

Linear Distance	Up to 15 seater (S\$)	>15-30 seater (S\$)	>30 seater (S\$)
	2 way	2 way	2 way
Up to 2km	270	240	200
>2 - 4km	300	240	200
>4 - 6km	400	240	NA
>6 - 8km	400	NA	NA

*Actual bus fare will be lower or equal to the Not-to-Exceed Price

- 1 way rates will be up to 15% off from 2 way bus fare. Not applicable if ridership of the same bus route is less than 50% of the bus size. The child still pays 2 way rates for 1 way service.
- The expected pick-up time range from 0600 - 0630 hours.
- For 2 different pick up/ drop off points, the 2 way bus fare will be based on the higher bus fare.
- Bus fare varies with bus size deployment and ridership. Bus routes are planned based on popularity, bus accessibility and timing.
- Other coverages are subjected to availability.
- The above rates do not apply to special route arrangement.
- Linear distance can be retrieved from google maps.

2. Registration and Confirmation

- a. Seats availability are based on first come first serve basis.
- b. 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 service at a later time.
- c. Late registration/ confirmation of services is subjected to seats availability. 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.
- d. For relocation arrangement, the service is subjected to seats availability of the latter location.
- e. Parents are responsible to update the operator of any changes to their contact details.

Dates to take note:



By 19 Dec 2018	Submit this registration form to the School Bus Operator.
By 20 Dec 2018	Receive our acknowledgement and detailed bus arrangement (e.g driver and vehicle details)

* Please contact our office at 62888298 if you do not receive the SMS from us.

3. Things to note

- a) 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.
- b) Your child must be seated and belted up (if seat belts are available) throughout the journey.
- c) 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.
- d) Bus timing/route is subjected to changes during the first 3 weeks of school. From experience, the pick-up/ drop-off timing will stabilise by week 4 of Term 1.
- f) Do plan your child transport arrangement in advance. We will try to cater to your needs.
- g) 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.
- h) Bus routes/ pick up timings/ bus sizes may change due to change of ridership during the year. Parents will be informed separately.
- i) 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

- a) Kindly fill in the Bus Fare Payment Record Card with the required particulars and read the conditions printed therein;
- b) We will be collecting 9 months bus fare, namely; Jan, Feb, Mar, Apr, May, Jul, Aug, Sep and Oct.
- c) 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;
- d) **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.
- e) Please pay the bus fare together with the issued bus card.
- f) You are encouraged to pay the bus fare by cheque; payable to "MIN YANG TRADING AND TRANSPORT SERVICES PTE LTD" or "Min Yang Trdg & Tpt Svcs Pte Ltd". 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 of S\$20.00 applies;
- g) 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 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.
- h) Advance Payment - Parents may pay in advance. For example, 2 months payment during the first collection. This Advance Payment will be deemed as Oct payment or the last month of service.



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- i) 30 days advance notice (Written notification / SMS) is required to terminate the bus service. **Verbal notification is NOT accepted.** If no written notification/SMS by the parent, you will still need to pay the bus fare for the upcoming month.
- j) 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**
- k) 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 \$6.00 and \$20.00 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.**

Distance	For those who engaged School Bus Service (Rates Per Trip)
Less than 2km	S\$6
➤ 2 - 4km	S\$8
➤ 4 - 6km	S\$10
➤ 6 - 8km	S\$15
➤ 8km	Up to S\$20

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.**

Thank you and we wish your child a wonderful experience at Rosyth School.

For enquiry:

Tel: 6288 8298 Fax: 6282 2298

Our office hours (Mondays - Fridays, 0900 - 1800 hours)

Email: info@myservices.com.sg



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Note to Parents/Guardians:

- 1) The Terms and Conditions governing this Request for School Bus Services are set out in the Agreement for Appointment of School Bus Operator to Provide School Bus Services dated 10 Oct 2018.
- 2) The administrative details for engaging the School Bus Operator's services are in **Annex A**.
- 3) Please submit this Request Form to the School Bus Operator by 19 December 2018.
- 4) Tel: 62888298 Fax: 62822298 Email: info@myservices.com.sg
- 5) Delay in registration may result in your child not being able to secure the school transport if the bus quota is full.

• PART 1 PARTICULARS OF STUDENT

NAME OF STUDENT (FULL AS IN BIRTH CERT.)		BIRTH CERTIFICATE NO
DATE OF BIRTH (DD/MM/YY)	GENDER (*DELETE ACCORDINGLY) MALE / FEMALE	CLASS P4 _____
RESIDENTIAL HOME ADDRESS (IN FULL)		
NAME OF SIBLING TAKING THE SCHOOL TRANSPORT IN THIS SCHOOL (IF ANY)		SIBLING CLASS (IN 2018)

• PART 2 BUS TRANSPORT SERVICE

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

• PART 3 PARTICULARS OF PARENT/GUARDIAN

NAME OF PARENT/GUARDIAN		EMAIL ADDRESS	
CONTACT NO: (FATHER)	CONTACT NO: (MOTHER)	CONTACT NO: (HOME)	CONTACT NO: (GUARDIAN)
Please indicate first person to contact above:			
I acknowledge that I have read and understood the contents of the letter (Ref: RS1811-02 dated 19 Nov 2018) and the Terms & Conditions Governing this request for School Bus services in Annex A. I also agree and accept to the payment terms and conditions.			
PARENT'S / GUARDIAN'S SIGNATURE		DATE	