

# Australian International School Singapore

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

**\*PLEASE USE CAPITAL LETTERS TO FILL OUT THIS FORM\***

**Parents' Particular**

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Dr	Father's Family Name	Father's First Name
Contact Number(s)		
Email address		

Please submit one passport size photograph for each child

<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		

**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	Start Date	Start Date	To School	Return Home
					DD-MM-YY	AIS DD-MM-YY	School Bus DD-MM-YY	Morning (Y/N)	Afternoon (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 minimum two (2) weeks processing period 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 bus company and the waiver and indemnity form overleaf.

\_\_\_\_\_  
Signature    Name of Parent    Date

**AUSTRALIAN INTERNATIONAL SCHOOL  
2024 TERMLY SCHOOL BUS FARE**

Distance > (km)	Distance ≤ (km)	Return	1 Way
0	2	\$709	\$532
2	4	\$749	\$563
4	6	\$830	\$625
6	8	\$910	\$683
8	10	\$991	\$745
10	12	\$1,044	\$784
12	14	\$1,097	\$824
14	16	\$1,246	\$935
16	30	\$1,497	\$1,069

**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 eight percent (9%).**

The bus fare shall be determined based on the straight-line distance between the School and the residence for pick-up/drop-off, obtainable from [www.streetdirectory.com](http://www.streetdirectory.com) at the time of enrolment by direct input of the addresses concerned (no further deliberation of details required), with reference to the table of rates shown above. Any possible changes on the linear distance from streetdirectory.com, adjustment on the fare will be reflected on the upcoming term.

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.

Bus fare is charged based on payment for a full term. In the event, the student is absent for any reason (CCA, MC, vacation, holidays, change of school schedule, **off-days, etc...**) during the term for whatever the period or part thereof, no refund shall be allowed for the period of absence.

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 Preschool and Preparatory 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 (ride safer vest - 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 child safety restraint, you may enquire to AIS Website or contact Early Learning Village (ELV) Department.

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. APPLICATION:** A minimum **two (2) weeks' processing period** 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.

Enrolment into the bus service is only necessary once; your enrolment will be automatically renewed for the next semester unless you choose to cancel.

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.

- 2. 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.  
A **Stop/Change charge** of S\$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.
- 3. 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 inter-bank transfer, cash or 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.

\*Where you have made an **inter-bank transfer**, you are required to inform us **by email** the name(s) of your child(ren), the invoice number as well as the date of payment, the amount paid and the bank transaction reference, for verification.

\*We shall not be responsible for failure to identify any payment by inter-bank transfer not communicated to us in an effective and timely manner and any follow-up actions by us as a result thereof.

**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.**

- 4. BUS CARD:** School bus card for boarding and alighting for school buses will be issued to each student registered on the bus. For newly registered students on the bus, a student card will be provided once the bus fare payment is received. Please collect the bus card from the AIS Transport office.

Students must always bring their cards and tap for entry and exit on their designated bus. This enables us to monitor real-time the movement of students and our buses. There will be unique bus card for each child.

Immediately report to Transport office for lost, damaged, or faulty card.

Card to be returned upon termination of the bus service. A replacement charge of SGD20.00 per card will be imposed if lost, damage of the card or non-return.

Parents may be asked to make alternative transport arrangement to go to school or back home after a student had failed to produce the Bus Card 3 times within a Term. No refund on the bus fee will be made in this case

- 5. 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.

In cases where parents fail to inform the Transport office about any termination, the bus company reserve the right to assume that the existing service is still required and bus fare is chargeable. Besides, an additional bus fare equivalent to 2 weeks of service from the date of notification will also be charged.

Passengers who wish to terminate the bus service in the middle of a school term, and wish to re-register for the bus service within 3 months of the withdrawal date or upon a new school term re-opening, immediately after the current term will have to pay the re-activation service fee of \$100.00

Re-registration exercise can be done 2 weeks after the withdrawal date. You must complete the entire registration process. Re-registration of passengers who had earlier withdrawn from the bus service will be subjected to approval by Johnson Bus and the school.

Re-registration of the bus service is subject to seat availability of the bus.

6. The bus company offers a point-to-point pick-up & drop-off service. Students/children will board and alight from the bus at pre-designated points which are safe and convenient. This is usually the main gate of the condominium. However, the bus company reserves the right to designate the final pick-up point in compliance with traffic and safety rules, size of the bus and road condition.

In places with space constraints such as cul-de-sacs, narrow lanes, any situation that the bus shall make a 3-point turn or reverse etc. where the bus is prevented from making a U-turn, the child/student may be required to walk to a point designated by the bus company for pick-up & drop-off under the supervision of parents-

7. **Students/children are not allowed to alight at non-designated points**, other than their homes or school, or travel on any other buses.

**The registrations are nominative and seats are not transferrable.** Students whose names that are not included in the Bus Attendance list are not permitted to ride the school bus concerned.

8. **Year 2, Year 1, Preschool and Preparatory children must be met by a parent or guardian or care-giver.** Children will not be allowed to alight the bus without the presence of an adult, even accompanied by an older sibling. Failing to do so, the child will be taken back to the School and await his or her parents to fetch home. A send back fee of \$50.00 is applicable for any student that is brought back to school due to absence of authorized guardian at the drop-off point.
9. **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).

10. **From Gate 2 bus bay, Junior bus departure (Year 5 and below) is at 3:25 pm and Senior bus departure (Year 6 and above) is at 3:45 pm.** Students must be onboard the bus before the scheduled departure time.

11. **If your child doesn't require the school bus on particular day(s), please inform the class teacher(s) and the Transport Office via the Bus Service Hotlines or email at the earliest notice.** This will allow us to inform the driver and minimise delays to the morning journey.

The bus driver and attendant should not be held responsible if the child who has after-school activity or who otherwise doesn't require the bus service, in the situation contemplated in the preceding paragraph, yet the child still boards and takes the bus back home.

12. The travelling time for morning and afternoon buses may take up about 50 minutes depending on traffic condition and bus routing. It is subject to adjustment every term or where necessary.

**Parents are advised to consider this factor before making arrangement for an afterschool activity too close to the scheduled drop-off time because of some delays that may occur such as bad weather, traffic jam, road works etc.**

13. 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. Bus driver is authorized to proceed without notice to the next pick-up point if the student/child is not present after the scheduled pick-up time. If the passenger so misses the bus, there will be no reimbursement for own transport arrangement.

14. **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.

15. **In the event that a delay occurs due to unforeseen circumstances, the Transport Office personnel will inform the parents via 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 ten (10) minutes of the scheduled pick-up time, call the Transport Office to check the location of the bus. Once they confirm that the bus will be more than fifteen (15) minutes late, you may opt to wait for the bus or 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. Submit 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.

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, Gogovan, and the like. Mini bus should only be used for a sizeable group of 5 or more children. Refunds will not be made when the option is given to use a taxi service, as applied in "REIMBURSEMENT", below.

REIMBURSEMENT – Parents are entitled to reimbursement of taxi fares when approval has been given by the Transport Office. Parents who wish to make arrangements other than the taxi service permitted by the Bus Office will be reimbursed a taxi- fare equivalent for the journey.

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@itt.com.sg](mailto:aisbus@itt.com.sg)

16. Some buses will be fitted with CCTV for security and surveillance purposes.
17. Buses are equipped with a GPS tracking system to communicate about the location of the buses in live time.
18. **Pick-up and drop-off times are subject to change with prior notice to parents.** Students may be reassigned to a different bus route due to the changes in the enrolment of the School throughout the year. However, such changes will be kept to a minimum.
19. Parents should communicate only with the Bus Office and not directly with the bus driver and/or attendant to avoid miscommunication.
20. As partners in education, AIS and Transport office would like to enlist your assistance as parents in imparting safety rules and etiquette to our students/children while they are on board. This will help to ensure that our passengers enjoy a safe and pleasant journey every day.

### Safety Rules & Bus Etiquette

- Students/children must board the bus in a peaceful and orderly manner.
- Students/children must remain seated and keep their seat belts fastened throughout their journey.
- Eating and drinking are not allowed on the bus.
- 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.
- Students/children shall follow safety instructions given by the bus driver and attendant during their bus journey.
- Students/children are expected to be considerate and respectful towards the bus driver, attendant and fellow passengers.
- Fighting, bullying, shouting, uttering 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.
- Students/children are advised to put their bags under the seat. They should observe cleanliness and keep the bus free of litter.
- Students/children are expected to use the bus facilities with care. In the event of any damage caused by a student, incident will be reported to the School and the parents will be held responsible and financially liable for the cost of the repair.
- Preschool children must carry their identity tags at all times.
- Reservation of seats is not allowed.
- Changing of clothes on the bus is not permitted.
- Pets are not allowed on the bus at all times.
- Please note that parents/guardians are not permitted to ride the school bus.
- 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.

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.

## COLLECTION OF PERSONAL DATA

*I/We consent to the school/bus company collecting, using, retaining and disclosing "Personal data" (such as residential details and medical information), for the purposes of safeguarding and promoting the welfare of our child, and where necessary, for the legitimate interests of the School/bus company and ensuring that all relevant legal obligations of the school/bus company and ourselves are complied with. I/ We give my/our consent to such collection, use processing and disclosure provided that at all times any collection, use, processing or disclosure of personal data is done lawfully and fairly in accordance with the Personal Data Protection Act (Act No. 26 of 2012).*

*The personal data you supply to Johnson Transport & Trading Pte Ltd will only be used in connection with your application for a school/bus place. It will be held securely in line with the Personal Data Protection Act and will not be passed to third parties except in accordance with the provisions of the Personal Data Protection Act.*

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

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Signature & 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](mailto:aisbus@jtt.com.sg)

## 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 are subject to review and approval of the authorized Medical Team of AIS. After clearance, the bus service application will proceed and is subject 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 should not 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 commuting on school bus to and/or from school at my own risk. I agree that the bus company shall not be liable or responsible for anything that may cause/affect/activate the child's medical condition(s) nor any consequences thereupon, howsoever occurred.

I hereby release and indemnify the bus company from/against any and all claims, demands, damages, costs, actions or causes of actions on account of or arising from any incident/accident that may occur in relation to or arising from the medical condition(s) whether disclosed herein, elsewhere or otherwise, which anyone who may be interested in the matter, may bring, make or have against the bus company.

\_\_\_\_\_  
Parent / Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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