

Singapore American School

School Bus Transport Registration Form 2017/18



Family ID	FOR YEAP TPT OFFICE USE	Parents' Particulars
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	<i>Father's Family Name</i>	<i>Father's Other Name (s)</i>	<i>Office Contact Nos</i>	
<input type="checkbox"/> MR <input type="checkbox"/> DR			Tel	
<i>Job Position</i>			Fax	
<i>Company Name</i>			Mobile	
	<i>Mother's Family Name</i>	<i>Mother's Other Name (s)</i>		
<input type="checkbox"/> MS <input type="checkbox"/> DR			Tel	
<i>Job Position</i>			Fax	
<i>Company Name</i>			Mobile	

Please submit
one passport size
photograph for
each child

Residential Address

<i>Block</i>	<i>Street Name</i>	<i>Unit</i>	<i>Building/Condominium Name</i>	<i>Postal Code</i>
<i>Home Tel</i>	<i>Email:</i>			

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

<i>Attention to</i>					
<i>Department</i>					
<i>Company Name</i>					
<i>Billing Address</i>					
<i>Postal Code</i>	<i>Tel:</i>	<i>Fax:</i>	<i>Email:</i>		

Children's Particulars

No	Male/ Female	Family Name	Other Name (s)	Class / Grade	Start Date DD/MM/YYYY	To School (Y/N)	Return Home (Y/N)	Activity + e.g. A1, B2, E3
1.								
2.								
3.								
4.								

+ Activity Buses drop-off points – Please choose one point near to your destination. Exact position of drop-off points can be found at www.yeaptpt.com.

A – (1) Marsiling MRT 6:15pm only (2) Stevens Road (3) American Club B – (1) Rail Mall (2) Pandan Valley (3) Dover MRT C – (1) Sime Darby (2) Dunearn Road (3) Watten Park (4) Farrer Road (5) Holland Village D – (1) Four Seasons Park (2) Great World Serviced Apts E – (1) Meyer Rd (2) Tanjong Rhu (3) S'pore Indoor Stadium (4) Kallang MRT	F – (1) Yio Chu Kang MRT (2) Thomson Plaza G – (1) Sembawang Shopping Centre (2) Youth Center H – (1) Chancery Court (2) Newton Carpark J – (1) Vivo City
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We require 2 weeks advance notice for all new applications. Late submission may result in students not being able to ride the bus on the desired date. Singapore American School does not itself provide bus service for its students. This service is provided by external bus contractor. The School acts in a liaison role 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.

This registration form cannot be processed unless duly signed. By signing this application form, you have agreed to the terms & conditions of the waiver and indemnity form overleaf as well as the Terms and Conditions mentioned herein in pages 3 to 5 of the accompanying documents. In accordance to the Personal Data Protection Act 2012 and our data protection policy, you have agreed that Yeap Transport may collect, use and disclose your personal data, as provided in this application form for the following purposes:

- (a) the processing of this application; and
- (b) the administration of the application with our organisation; and
- (c) receive information regarding our products and services; and
- (d) receive our organisation's newsletter via mail.

Signature	Name of Parent	Date
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WAIVER AND INDEMNITY

To: Singapore American School Limited
c/o Transport Office
40 Woodlands Street 41, Singapore 738547

In consideration of you, Singapore American School Limited (Reg No.:196400340R), a company registered under the Companies Act and having its registered office at 40 Woodlands Street 41, Singapore 738547 (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 YEAP TRANSPORT 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 Owners ("Bus Owners" 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 Singapore American 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 semester at the prescribed rates and I will be bound by the conditions and bus rules defined and agreed to 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 authorize 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 authorized by the School from time to time; but shall not include the Contractor and/or Bus Owners or their officers, employees, agents or others authorized 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 Owners or their officers, employees, agents or other persons authorized to act on their behalf.

(W&I2012)

Terms and Conditions



1. I have talked to my child about wearing their seat-belt for the entire journey and following the SAS Core Values on the bus.
2. No eating or drinking is allowed on the bus. The bus drivers and attendants are not trained medical personnel. SAS Health Services Division shall provide all relevant medical information to the contractor so that the bus crew is informed of children with pre-existing medical conditions. In the event of a medical emergency, the bus crew will call for an ambulance and inform the Bus Office Duty Manager and school as soon as possible. In the event that the bus is unable to proceed with its route, a replacement bus will be sent and all families will be informed via SMS broadcast. The children may be brought home using both the original & replacement buses if necessary. All delays will be communicated using the SMS system to ensure that the affected families are informed.
3. Students are expected to speak in a quiet tone of voice, and use acceptable language.
4. Students are expected to act in a safe manner by keeping their hands and feet to themselves.
5. Students are expected to be courteous and respectful towards the bus driver, attendant and fellow students. **RUDENESS TO DRIVERS AND ATTENDANTS WILL NOT BE ALLOWED.** The driver will report all matters of misbehavior to the Transport Coordinators, who will take action accordingly. This will involve the transport coordinators telephoning the parents of the child concerned. A second complaint may lead to suspension of bus riding privileges.
6. Only students of the school can be carried by prior arrangement. Kindergarten, Pre-Kindergarten and Pre-School students must carry their Identity Tags at all times.
7. Dangerous and sharp objects such as pocket knives cannot be carried on the bus. Pencils, pens, toys, etc. should be kept inside school bags.
8. Students shall carry their SASCards or Bus Cards at all times and shall scan their SASCards or Bus Cards when boarding or alighting from the regular school bus and After-School Activity bus. Parents may be asked to make alternative arrangements after a student had failed to produce the SASCard or Bus Card 3 times within a semester.
9. Seats cannot be saved for friends travelling on the bus.
10. Changing clothes on the bus is forbidden. No pets are allowed at all times.
11. Parents of Pre-School/Pre-Kindergarten and Elementary School students are requested to ensure that an adult meets the bus on arrival home from school. **Students whom are not met will be taken to the Transport Office at School to await collection.**
12. Parents should deal only with the Transport Office (6:30a.m. to 5:00p.m. Tel: 6360-6000 Ext 3 / Fax: 6363-8501 / Email: SAS@yeaptpt.com) or the school administration and not directly with the driver or attendant. The Bus Contractor may be contacted between 5pm and 8pm or during school holidays at 9296-6189.
13. **Students will be dropped off ONLY at the School, their own home or the designated after-school activity bus drop-off point. NO PROVISION CAN BE MADE FOR A STUDENT TAKING A FRIEND HOME WHO NORMALLY TRAVELS ON ANOTHER BUS OR BY CAR.**
14. If your child will not be using the bus at any time for whatever reason the Bus Driver and the Transport Office must be advised. Failure to notify us that a child has permission to stay after school may result in the child being put on the bus and taken home as usual. If the child is sick, please also advise the Bus Driver and the Transport Office, so that the bus is not delayed unnecessarily.
15. The school bus will depart 1 minute after the scheduled time. If drivers are continuously kept waiting by certain children, then a report will be made to the Transport Coordinators. If the situation continues, parents may be asked by the Transport Coordinators to make alternative arrangements.
16. If buses fail to turn up within 15 minutes of the scheduled pick-up time, other than due to heavy rain or flooding, parents may claim taxi fare from the transportation office by submitting a written claim. Claims must be submitted within 14 days of the incident.
17. Students who wish to use one-way transportation will be accommodated only if there is room. Preference will be given to children using the bus both ways.
18. A child's place on the relevant bus will be allocated only if the required form and waiver have been completed, signed and returned to the Transport Office.
19. Students may occasionally be moved from one bus to another to accommodate changes in pick-up areas. Timings are subject to change during the school year.
20. Students residing on roads with dead-ends or on narrow lanes must walk to the pick-up points designated by the Transport Coordinators. Students residing in condominiums/houses will wait for their buses outside the security guardhouse/main gate. Students may be required to board the school bus from across the street where the route requires the bus to travel in the opposite direction.
21. Please note that parents are NOT permitted to ride on the school buses.

Terms and Conditions

22. A female bus attendant will travel on each bus.
23. You agree to receive information regarding products and services from Yeap Transport and their partners.
24. It is the objective of the Contractor to plan routes with times of not more than 55 minutes for the regular school bus routes. However, route times are permitted to be more than 55 minutes subject to the approval of the School in order to cater to areas further away from the school and where there is low demand for the school bus services, etc. The regular school buses arrive at the campus between 7:20am and 7:55am in the morning and depart from the campus between 3:15pm and 3:20pm in the afternoon.

General Enquires

For general enquiries about the bus services and non-account related matters, you can reach us at :

SAS Yeap's Bus Operations Team
Tel : 6360-6000 Ext 3
9296-6189 (After 5pm or during holiday)
Fax : 6363-8501
Email : SAS@yeaptpt.com

Accounting Information

For accounting enquiries, please contact our Accounts Department:

Tel : 6556-4471
Fax : 6556-4194
Email : SASbusaccounts@yeaptpt.com

1) **SINGAPORE AMERICAN SCHOOL BUS SERVICE CHARGES**

<u>Distance from School (In Kilometers)</u>				<u>Per Semester Charges</u>	
From		to		[Large Bus]	[Small Bus]
0.0		2.0		S\$889.59	S\$970.88
2.1		4.0		S\$959.43	S\$1,046.44
4.1		6.0		S\$1,015.53	S\$1,108.26
6.1		8.0		S\$1,070.48	S\$1,167.80
8.1		10.0		S\$1,125.44	S\$1,229.62
10.1		12.0		S\$1,181.54	S\$1,289.16
12.1		14.0		S\$1,250.23	S\$1,364.72
14.1		16.0		S\$1,348.69	S\$1,471.20
16.1		18.0		S\$1,458.60	S\$1,592.56
18.1		20.0		S\$1,598.28	S\$1,743.68
Above 20.0				Negotiable**	Negotiable**

** Additional surcharge is applicable to make it financially viable to offer school bus services.

- a) All fares are quoted in Singapore Dollars (SGD).
- b) All fares quoted are inclusive of GST @ 7%.
- c) Distances are calculated based on a straight-line radius from the school.

2) A student may ride one-way. For one-way trip, the bus service charges will be 70% of the full fare to the nearest dollar.



3) **Optional After-School Activity Bus Fare***

For students using the regular bus to and from school -	S\$189.39 per semester
For students using the regular bus from school only -	S\$189.39 per semester
For students using the regular bus to school only -	S\$296.39 per semester
For students who do not use the regular bus -	S\$424.79 per semester

4) **PAYMENT** - This is in the form of two (2) payments each school year. Payments must be made by crossed cheque (payable to YEAP TRANSPORT PTE LTD) or Interbank Transfer (details below) by the due date as indicated on the invoice. A LATE PAYMENT SURCHARGE of 5% of the outstanding amount will be imposed if payment is not received by the due date.

Account name:	YEAP Transport Pte Ltd	Account Number:	019-900525-3
Bank Name:	DBS BANK LTD	Bank Address:	WOODLANDS BRANCH
Bank Code:	7171	Bank Branch:	019

5) **TERMINATION** - If a parent wishes to terminate the use of the bus service, written notification must be given to the Transport Office at least two weeks prior to the termination date. There will be no refund if written notification is not received prior to the termination of the bus service.

6) **REFUND** – A refund of the balance of fare paid for the outstanding period based on the number of weeks is applicable if written notification is given to the Transport Office at least two weeks prior to the termination of the bus service.

- a) Refunds will not be made for students who are suspended from School.
- b) Refunds will not be made if the student is withdrawn from the service without submitting advance notification in writing two weeks before the termination date.
- c) Refunds will not be made when the option is given to use a taxi service, as applied in “7. REIMBRUSEMENT”, below.

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

8) **APPLICATION** – We require 2 weeks’ advance notice for all new applications, changes of address and re-registrations. Late submission may result in students not being able to get on the bus on the desired date. An administration charge of \$85.60 is applicable for re-registration during the same school year.

School Bus Routes

Central Area			
Adams Dr / Road (s)	Draycott Pk / Dr*	King's Rd / Dr / Close	Queen Astrid Pk (s)
Alexandra Road / View / Park	Dunearn Rd	Kim Seng Rd / Walk*	Ridout Rd (s)
Ampang Road	Duchess Ave / Place / Rd*	Laurel Wood Ave	Robertson Quay
Anderson Road	Emerald Hill Rd	Leedon Rd / Pk / Hts	River Valley Rd* / Close
Anthony Road	Ewe Boon Rd	Leonie Hill / Hill Road*	Scotts Rd
Arcadia Road*	Evelyn Road	Lloyd Road	Shelford Rd
Ardmore Park**	Farrer Rd / Dr	Lincoln Road	Sixth Ave / Fifth Ave
Balmoral Rd / Cres / Pk	Fernhill Rd / Close / Cres	Martin Place	Sophia Road
Belmont Road	Ford Ave	Merryn Road (s)	Stevens Rd / Drive*
Bin Tong Park	Gallop Rd / Walk / Park Rd	Mt Elizabeth	Suffolk Walk / Road
Balestier Road (s)	Garlick Rd / Ave	Mt Sinai Rd / Rise* / Dr*	Swettenham Rd
Buckley Road	Gentle Rd	Napier Road	Swiss Club Ave / Lane / View
Bukit Timah Road*	Gilstead Rd	Nassim Rd* / Hill	St. Thomas Walk*
Brizay Park	Grange Gdn / Rd*	Nathan Rd**	Taman Nakhoda
Cairnhill Rd / Rise / Circle	Greenwood Ave / Terrace	Namly Rise / View / Hill / Gdns / Dr / Ave / Cres	Tanglin Rd / Rise / Hill / Walk
Chancery Lane / Hill Rd / Walk	Greenleaf Ave / Dr / View / Place	Newton Rd	Thomson Rd / Lane
Chatsworth Rd* / Ave / Pk	Hillcrest Road	Orange Grove Rd	Tong Watt Rd
Claymore Road* / Hill	Holland Rd / Park / Hill / Grove	One Tree Hill	Trevoze Rd / Cres
Cluny Pk / Pk Road / Hill (s)	Holt Rd	One North Gateway	Tyersall Road
Coronation Dr / Rd* / Rd West	Hua Guan Ave	Orchard Blvd* / Turn	University Rd / Walk
Cuscaden Road* / Walk*	Hullet Rd	Old Holland Road	Walshe Road
Cornwall Gardens	Jervois Rd	Oxley Road / Walk	Watten Hts / Estate Rd / Park / Ter
Dalvey Rd / Estate	Jln Kampong Chantek	Pandan Valley	Wilby Rd
Depot Road	Jln Lim Tai See	Peck Hay Road	Woollerton Dr / Pk
Devonshire Rd	Kellock Road	Pierce Road (s)	Vanda Ave / Cres / Dr / Rd
	Kheam Hock Rd	Paterson Road	
	King Albert Park		

East Area			
Arthur Rd	Fort Road	Lucky Cres / Gdns / Hts / Rise (s)	Simei Rise
Amber Road / Garden	Goodman Rd / Branksome Rd (s)	Marina Parade Road	St. Patrick's Rd (s)
Bayshore Road (s)	Joo Chiat Ave / Place / Rd / Ter (s)	Meyer Rd*	Tanah Merah Kechil Rd (s)
Eastwood Dr / Green / Place / Rd (s)	Kew Cres / Hts / Dr (s)	Rhu Cross	Tanjong Rhu Rd*
Everitt Road (s)		Sennett Ave / Pl / Lane / Ter (s)	Tembeling Road (s)
		Siglap Rd / Ave (s)	Telok Kurau (s)

West Area			
Almond Ave / Cres / St (s)	Dover Rise / Cres	Jurong East / West	Toh Tuck Rd
Bukit Batok (s)	Eng Kong Rd / Dr / Gdn / Place / Terrace	Nanyang View (NTU) (s)	Toh Yi Drive / Road
Cashew Rd (s)	Hillview Ave	Stirling Road	Upper Bukit Timah Rd (s)
Chestnut Drive / Garden / Walk / Ave (s)	Hindhede Dr / Place / Walk (s)	Sunset / View / Vale / Way / Place / Terrace / Hts (s)	West Coast Rd / Cres / Way
Clementi Rd	Hume Ave	Dairy Farm Road	

North Area			
Ang Mo Kio (s)	Canberra Road	Lor Chuan	Springleaf Ave / Cres / Dr / Gdn / Hts / Rise (s)
Andrew Rd / Terrace	Gerald Drive / Cres / Park / Ter (s)	Rosewood Dr*	Sunrise Ave / Close / Dr / Lane
Bishan	Mei Hwan Cres / Drive (s)	Seletar Cres / Court / Hills Drive (s)	Upper Thomson Rd
Braddell Heights Estate (s)	Miltonia Close (s)	Serangoon Ave / Gardens (s)	Woodgrove Ave / Dr
Bright Hill Drive / Cres (s)	Mimosa Rd / Cres (s)	Sin Ming Ave / Walk / Drive (s)	Woodlands Cres / Dr
Begonia Drive / Rd / Walk (s)	Lentor Rd / Plain / St / Loop (s)	Springside Ave / View (s)	Yio Chu Kang Road (s)
Cartus Cres / Drive / Rd (s)			Yishun Ave 1

South Area			
Keppel Bay Dr / View	Pasir Panjang (s)	South Bouna Vista Rd	
Marina Boulevard	Sentosa Cove		

Updated on March 2016

Legend:

‘*’ denotes Popular Areas

‘(s)’ denotes Areas served by smaller buses ranging from 10 to 29 seats buses. Bus Fare is higher for smaller buses.

- You are encouraged to check with the transport office (Tel: 6360-6000 Ext 3) if the Residential Area you are considering is not listed above. The staffs will be able to advise you on the availability of school bus transportation and the approximate journey time.

- Please note that all routes are subject to change without prior notice.

- Large bus means a bus with a seating capacity greater than 29 passengers.

- Small bus means a bus with a seating capacity equal to or fewer than 29 passengers.

FAQ on the use of Small Buses

Q1: What determines the use of small buses?

A1: Small buses are assigned to routes to address one or more of the following challenges:

- 1) Narrow lanes, probability is higher if you are residing in a landed property
- 2) Low density areas where demand for the service is low
- 3) Areas further from the school; aim is to keep journey time under 55 mins if possible
- 4) Special needs students, eg student who has difficulty with steps

Q2: Can I request a small bus to serve my route?

A2: A request for a small bus is subject to the following conditions:

- 1) There must be sufficient numbers of students before a new route can be considered
- 2) Availability of additional small buses can be an issue due to the limited supply
- 3) The journey time is capped at 55 mins unless the route serves low density areas or areas further from school
- 4) We reserve the right to refuse the creation of a new route if the new route would have a negative effect on existing ones

Q3: Can I request that my child to ride on a large bus?

A3: Yes, subject to seat availability on the other bus, you may request that your child ride on a large bus. However, you may need to walk or drive your child to the nearest pick-up point assigned to the families who are riding that large bus.

Q4: My child rides a large bus to school and a small bus home from school. How is the bus fare calculated?

A4: You will pay half the fare for both the large and small bus. (e.g. a student residing under 2km from school will pay $(\$889.59 + \$970.88)/2 = \$930.24$

Q5: How is the regular bus fare calculated if I move to a different address during the semester?

A5: The regular bus fare is prorated according to the number of weeks you will be using the different buses, eg, there are 20 weeks in the semester and you moved in on week 9, you will pay 9 weeks for the old address and 11 weeks for the new address.

For a comprehensive list of FAQ, you can obtain a copy of the Bus Transportation Guide at the school's website and www.yeaptpt.com.