

White Lodge Education Group Services Pte Ltd

School Bus Transport Registration Form



Family ID		Parents' Particulars
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<i>Dad's Family Name</i>		<i>Dad's Other Name</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>Mum's Family Name</i>		<i>Mum's Other Name</i>		<i>Office Contact Nos</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: <input type="checkbox"/> Company <input type="checkbox"/> Family		Send Invoice to: <input type="checkbox"/> Residence <input type="checkbox"/> Company* <input type="checkbox"/> 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	Class / Grade	Start Date DD/MM/YYYY	To School (Y/N)	Return Home (Y/N)	Dismissal Time (Half day/ Full day)	Days that require service (Please Circle clearly)	Campus Location (A - H)*
1.									M / T / W / Th / F	
2.									M / T / W / Th / F	
3.									M / T / W / Th / F	
4.									M / T / W / Th / F	
5.									M / T / W / Th / F	

*Locations: A – Bukit Timah, B – Upper Bukit Timah, C – Loewen Gardens, D – Phoenix Park, E – Central North, F – West Coast, G – East Coast, H – Upper East Coast

White Lodge Education Group Services Pte Ltd does not itself provide bus service for its students. This service is provided by an outside 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. We require 2 weeks advance notice for all new application. Late submission may result in students not being able to ride on the bus on the desired date.

**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

WAIVER AND INDEMNITY

To: White Lodge Education Group Services Pte Ltd
c/o Yeap Transport Office

In consideration of you, White Lodge Education Group Services Pte Ltd (Reg No.: 200817186C), a company registered under the Companies Act and having its registered office at 970 TOA PAYOH NORTH #06-01 SINGAPORE 318992 (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 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 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 term 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 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 Operators or their officers, employees, agents or other 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 Operators or their officers, employees, agents or other persons authorized to act on their behalf.

(W&I2007)

White Lodge Education Group Services Pte Ltd -- BUS RULES

1. Students will wear seat-belts at all times, except when getting on or off the bus.
2. Students are expected to speak in a quiet tone of voice, and use acceptable language.
3. No eating or drinking is allowed on the bus.
4. 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.
5. Dangerous and sharp objects such as pocket knives cannot be carried on the bus. Pencils, pens, toys, etc. should be kept inside school bags. Students are expected to act in a safe manner by keeping their hands and feet to themselves.
6. Seats cannot be saved for friends traveling on the bus.
7. The changing of clothes on the bus is forbidden. No pets are allowed at all times.
8. Parents of pre-kindergarten and kindergarten students are requested to ensure someone meets the bus on arrival home from school. Students not met will be taken to the Transport Office at School to await collection, with additional fees imposed.
9. Parents should deal only with the Transport Office (8:00a.m. to 5:00p.m. Tel: 8822 5255 /Fax: 6363 8501 / Email: WL@yeaptpt.com or the school administration and not directly with the driver or attendant. The Bus Contractor may be contacted in the evening or during school holiday at 8822 5255.
10. Students will be dropped off ONLY at the School, their own home or other pre-arranged designated drop-off point. NO PROVISION CAN BE MADE FOR STUDENTS TAKING THEIR FRIENDS HOME WHO NORMALLY TRAVELS ON ANOTHER BUS OR BY CAR.
11. 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 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 to avoid the bus waiting for pick-up and being delayed unnecessarily.
12. 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. Please note that the bus will only wait for **1 minute** from the allocated pick up time before leaving for the next stop. It is advised to be at the waiting point early as no calls will be made to the families prior to leaving after waiting.
13. PAYMENT - This is in the form of four (4) termly payments each school year. Payments must be made PROMPTLY on receipt of an invoice and must be made by crossed cheque only in the name of YEAP TRANSPORT PTE LTD.
14. Payment of bus fees must be made within 2 weeks of receipt of invoice. Failure to do so may result in loss of seat on bus.
15. TERMINATION- If a parent wishes to terminate use of the bus, written notification must be given to the Transport Coordinators at least one month prior to the termination date. No refund will be made for students whom are suspended by the School.
16. 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.
17. 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.
18. Students may occasionally be moved from one bus to another to accommodate changes in pick-up areas.
19. Students residing on roads with dead-end or narrow lanes must walk to the pick-up points designated by the Transport Coordinators. Students residing in condominiums will wait for their buses at the main gate where the security guardhouse is usually located.
20. Please note that parents are NOT permitted to ride on the school buses.
21. An attendant will travel with each bus.
22. APPLICATION – We require 2 weeks advance notice for all new application. Late submission may result in students not being to get on the bus on the desired date.
23. The determination and alteration of all routes and services shall be decided by the Contractor. The Contractor strive to achieve a maximum journey time of 65 mins. Please note that allocated timings may change from time to time due to changes in the operating requirements such as incoming and outgoing riders. The Service is not an Island-Wide service. Please contact the bus office to check the availability of service in your area.

General Information



WHITE LODGE EDUCATION GROUP SERVICES BUS SERVICE CHARGES

Regular Trip:

KM Mark	Zone	2-way, per week	1-way, per week
0.0	1	51.00	38.25
0.6	2	57.00	42.75
1.1	3	63.00	47.25
2.1	4	70.00	52.50
3.1	5	75.00	56.25
4.1	6	82.00	61.50
5.1	7	88.00	66.00
6.1	8	93.00	69.75
7.1	9	99.00	74.25
8.1	10	105.00	78.75
9.1	11	111.00	83.25
10.1	12	116.00	87.00
11.1	13	122.00	91.50

Distance is calculated based on shortest road distance from school.

Sentosa area is considered a unique zone. Sentosa residents will be considered Zone 13.

Price quoted in Singapore Dollars and excludes prevailing GST.

There is a non-refundable one-time registration fee of **\$150** per rider.

No pro rata for bus fees.

- 1) **PAYMENT** - This is in the form of four (4) Termly payments each school year. All invoices and receipts will be issued through the Transport Office. Payments must be made by crossed cheque (payable to YEAP TRANSPORT PTE LTD) or Interbank Transfer 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.
- 2) **TERMINATION** - If a parent wishes to terminate the use of the bus, written notification must be given to the Transport Office at least one month prior to the termination date.
- 3) **REFUND** – A parent is entitled to a refund of the remaining weeks of service excluding the week the notice was requested for to the Bus Office in writing, and provided that one month notice was provided. There will be a miscellaneous fee of \$80 that is non-refundable.
- 4) Parents should deal only with the Transport Office by Tel: 8822 5255, Fax: 6363 8501 or Email: WL@yeaptpt.com and not directly with the bus driver or attendant. The Bus Contractor may be contacted in the evening or during the holidays at 8822 5255.
- 5) We require 2 weeks advance notice for all new application. Late submission may result in students not being to get on the bus on the desired date.