



TRANSLAND SINGAPORE PTE. LTD.
ANGLO-CHINESE SCHOOL (PRIMARY)
SCHOOL BUS REQUEST FORM

PLEASE NOTE:

1. This Form sets out your request for school bus Services. **It does not constitute the School Bus Operator's agreement to provide the Services.** The School Bus Operator will review the information you provide in this Form and will confirm with you on whether your child/ward is to be picked up (and/or dropped off, as the case may be) from either the pickup address, the drop-off address, **or from a common location**, as well as the monthly bus fares payable. The use of a common location to pick-up and/or drop off your child/ward could help operators deploy their drivers more efficiently, as it allows them to ferry more students on each school bus route and, where appropriate, use larger capacity buses. Such an arrangement would not only help operators cope with fewer drivers but may also help reduce the overall journey time due to fewer stops, as well as allow for later boarding times for students who are picked up first. If you are agreeable to and accept the location on where your child/ward is to be picked up (and/or dropped up, as the case may be), as well as the bus fare proposed by the School Bus Operator, a contract will be constituted between you and the School Bus Operator for the provision of school bus Services for the calendar year of 2025 ("**Parent Agreement**").
2. The Terms and Conditions Governing this Request for School Bus Services set out in **Annex A1** below are deemed to be incorporated into the Parent Agreement.
3. **You must submit this Request to the School Bus Operator via the Online Bus Registration Link below by 18-October-2024 if you would like the School Bus Operator to consider your request.**
4. Please note that the School Bus Operator is not obliged to provide transport Services where the Requested Distance is more than 6km, or where your child/ward requires transport services for after school activities that end after 4.30pm.
5. Late registration may result in unavailability of bus service for the first two weeks of the 2025 school term. Late registrants will be placed on a waiting list, and bus service will be allocated on a first-come, first-served basis as seats become available. Thank you.

Online Bus Registration Link: acspri.translandsg.com
Login Code: 25ACSP





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ANNEX A1

TERMS AND CONDITIONS GOVERNING THE REQUEST FOR SERVICES
(the “Terms and Conditions”)

DEFINITIONS

1. All references to “**Parent Agreement**” shall refer to the contract between the School Bus Operator and the Parent for the provision of Services, and shall be deemed to include these Terms and Conditions.
 - 1A. In these Terms and Conditions, unless the context otherwise requires:
 - a. “**Bus Fare**” means the price payable by a Parent for the Services, which shall be agreed upon by the Parent and School Bus Operator;
 - b. “**Main Agreement**” refers to the agreement between the School and the School Bus Operator pursuant to which the School Bus Operator has agreed to provide school bus transport services to the Parent.
 - c. “**Not to Exceed Price**” means the maximum price chargeable for each distance range category, as published on the School’s website.
 - d. “**School**” means **THE SECRETARY OF THE TRUSTEES OF THE METHODIST CHURCH IN SINGAPORE** which owns and operates Anglo-Chinese School (Primary).
 - e. “**School Day**” means any day that the Ministry of Education determines to be part of the period during which schools under their purview hold classes.
 - f. “**Services**” means the school bus transport services that the School Bus Operator is required to provide to a Parent as set out in the Parent Agreement.

SERVICES TO BE PROVIDED BY THE SCHOOL BUS OPERATOR

2. In consideration of the Parent paying the Bus Fare in such manner and at such time as may be agreed between the School Bus Operator and the Parent, the School Bus Operator agrees to provide the Services in accordance with the Parent Agreement and the Main Agreement.
3. The School Bus Operator shall provide the Services on all School Days and with all reasonable care, skill and diligence.
4. The School Bus Operator shall ensure that the student shall only be dropped off or picked up at pick-up address, drop-off Address **or common location**, as the case may be, as agreed by the Parent, and not any other address (unless otherwise agreed by the Parent).
5. The School Bus Operator shall bear all costs in relation to the provision of the Services, including all costs required for the maintenance and operation of all vehicles provided by the School Bus Operator.
6. The Bus Fare charged by the School Bus Operator shall be agreed between the Parties but in any case, shall not exceed the Not to Exceed Price based on the relevant distance range category as reflected on the School’s website. In determining which distance



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range category applies, the School Bus Operator shall comply with Clause 5 of the Terms and Conditions of the Main Agreement.

7. In respect of all the Services provided in a calendar year, the School Bus Operator shall only collect the Bus Fare from Parents in respect of the months of January, February, March, April, May, July, August, September, and October. The Bus Fare shall be paid on a monthly basis by the 7th day of the said months. For the avoidance of doubt, Services are required for the months of June, November, and December only on School Days, and no Parent shall be required to pay any Bus Fares for those months.
8. Save for the Bus Fare, which is to be paid by the Parent in accordance with these Terms and Conditions, no additional fees or expenses (which includes but is not limited to deposits and any requests by the School Bus Operator for advance payment for the Services) shall be payable by the Parent to the School Bus Operator in respect of the Services.

RIGHTS OF THIRD PARTIES

9. The School may enforce the Parent Agreement, including the recovery of damages from the School Bus Operator, to the same extent as if it were a party to the Parent Agreement, PROVIDED ALWAYS that the School Bus Operator shall not be required to compensate both the School and the Parent in relation to the same losses.
10. Save as set out in Clause 9, the Parent Agreement does not create any right under the Contracts (Rights of Third Parties) Act 2001, which is enforceable by any person who is not a party to it.

SUBCONTRACTING AND ASSIGNMENT

11. The School Bus Operator shall not sub-contract, transfer or assign the Parent Agreement or any part of the Parent Agreement without the School's prior written consent. The School Bus Operator shall be responsible for the acts, defaults, neglects or omissions of any assignee or subcontractor, their agents, servants or workmen as fully as if they were the acts, defaults, neglects or omissions of the School Bus Operator.

TERMINATION OF CONTRACT

12. Subject to Clause 13 of these Terms and Conditions, the Parent Agreement may be terminated by the Parent at any time by giving the School Bus Operator at least two (2) months' notice in writing.

13. A Parent may terminate the Parent Agreement immediately if:
 - a. there is a breach by the School Bus Operator of the terms and conditions of the Parent Agreement;
 - b. the Main Agreement has been terminated for any reason;
 - c. where the School Bus Operator is a company, a receiver, manager or liquidator has been appointed over the School Bus Operator, or a resolution for winding up the School Bus Operator has been passed, or the School Bus Operator is subject to a winding-up order of a court of competent jurisdiction;



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- d. where the School Bus Operator School Bus is a partnership, the partnership is dissolved or there is a bankruptcy order made against it;
- e. where the School Bus Operator is an individual, the School Bus Operator commits an act of bankruptcy, is adjudged a bankrupt by a court of competent jurisdiction, or dies; or
- f. the School Bus Operator enters into any composition or similar arrangement with its creditors or becomes insolvent.

14. The School Bus Operator may terminate the Parent Agreement immediately if the Parent breaches any term of the Parent Agreement that is not capable of remedy, or where it is a remediable breach, the Parent has failed to remedy the breach within fourteen (14) days from a receipt of a notice in writing by the School Bus Operator requiring the Parent to do so.

WAIVER AND VARIATION

- 15. No waiver or variation of the Parent Agreement shall be of any force unless such waiver or variation is agreed upon in writing and signed by an authorised representative of each of the Parties.
- 16. Any waiver under the Parent Agreement shall be effective only in the instance and for the strict purpose for which it is given.

APPLICABLE LAW

- 17. The Parent Agreement and all its subsequent variations shall be subject to, governed by and interpreted in accordance with the laws of the Republic of Singapore for every purpose, and the Parties agree to submit to the exclusive jurisdiction of the Courts of the Republic of Singapore.

INDEMNIFICATION OF PARENT

- 18. The School Bus Operator shall hold the Parent harmless and shall fully indemnify the Parent against all losses, damages, expenses and costs that the Parent or his child/ward may sustain or incur as a result, whether directly or indirectly, out of:
 - a. a breach of the Parent Agreement by the School Bus Operator; or
 - b. the provision of Services by the School Bus Operator.

USE OF INFORMATION

- 19. The Parent agrees that the School Bus Operator may collect, use and disclose to the School and the Ministry of Education all information necessary to provide the Services, including the student's name, class, monthly Bus Fare payable, and the location where each student is to be picked up (and/or dropped off, as the case may be).



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PARENT AGREEMENT

BUS RULES AND REGULATIONS:

1. The school bus service is provided for trips to and from school before and after official school hours according to MOE's official school terms.
2. Parents shall understand that no bus transport service will be provided by bus operator to the students during school holidays except for special arrangements requested by the School for the whole cohort of students.
3. ***This Parent Agreement may be terminated by the Parent at any time for convenience by giving the School Bus Operator at least two (2) months' notice in writing; failure to do so will result in the payment of one month's bus fare in lieu of notice. The School Bus Operator will continue to collect the bus fare for the whole month even if the last day of bus service required does not fall on the last day of the month. For example, if the Parent gave two months' notice on 14 Mar and the last day of bus service required is 14 May, the Parent is still required to make school bus fee payment for the whole month of Apr and May, i.e. no proration of school bus fee.***
4. There should not be any default in payment of the bus fare in between each semester. Where such a default occurs, the bus operators reserve the right to request for payment and/or discontinue our service at any time or for the new semester.
5. There will be no refund or rebate of bus fare if your child is absent for any period of time for any reason whatsoever or in the event of school closures mandated by the Ministry of Education or any other government authorities.
6. ***Bus service registration is structured on a monthly subscription and provides transportation to and from a single specified location (same pick-up and drop-off point) for the entire month, regardless of the number of days the student utilizes the service within the month. The bus service is offered only as a complete monthly package and is not available on a daily or partial-month basis. Round trip fares (2-way) are quoted based on the same pick-up and drop-off points. One-way fares apply to different pick-up and drop-off points, pegged at approximately 90% of the 2-way fare. Bus fees are maintained on a monthly basis and are not subject to pro-rating if a student chooses not to use the service daily.***
7. As an exception to Annex A1, Clause 7 on bus fare collection for November, parents are liable to pay a prorated bus fare for November (covering half to a full month's fare) if the student begins using the bus service at any time during the second semester (i.e., between July and November).
8. If a student is sick or will not be taking the bus at any time for any reason, parents shall have to contact and inform the respective bus driver or operator personally but not through the School or any staff.
9. ***Students shall wait for their bus at their designated pick-up point 5 minutes earlier before the scheduled time provided by the bus driver. If a student is late, the bus will wait for a grace period of 1 minute before proceeding to the next pick-up point, with no obligation to inform the parents. This policy ensures that the bus schedule is not unduly delayed for subsequent pick-ups. If certain students consistently cause delays, the bus operator may report the issue to the***



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Contractor. If the issue persists, parents may be asked by the Bus Contractor to make alternative transportation arrangements.

10. Students may occasionally be reassigned to different buses to accommodate changes in traffic conditions, student cohorts, or bus routing adjustments. Pick-up and drop-off times, as well as bus routes, are subject to change throughout the school year. These changes may occur annually or as needed to accommodate new routes and the intake of new students. Please note that there may not always be a consistent, fixed location for student pick-up and drop-off. Additionally, the first or last student picked up may not necessarily be the first or last student dropped off, as pick-up and drop-off arrangements are solely dependent on the route travelled.
11. The Bus Contractor reserves the right to modify bus routes, pick-up and drop-off schedules, bus assignments, and bus drivers as necessary.
12. ***Students residing on roads with dead-end or narrow lanes, pick-up and drop-off points will be designated by the Bus Operator, ensuring practicality and safety. In some cases, students may be required to walk to these designated points. For students residing in HDB flats, condominiums, or houses, pick-up and drop-off locations will be limited to areas outside the main road, security guardhouse, or main gate, where accessibility permits. Buses will not enter car parks, lobbies, or car porches. In certain situations, students may also be required to board or alight from the school bus across the road, particularly when the route necessitates the bus travelling in the opposite direction.***
13. Students will be dropped off ONLY at the school, their home, or the designated drop-off point arranged by the parents and agreed upon by the bus operator. No provision can be made for students to take their friends home who normally travel on a different bus or through private arrangement.
14. Parents and guardians must understand that they are NOT permitted to board the bus at any time for the safety of all students on board. Consequently, they will be held fully liable for any incidents. The bus operator reserves the right to prevent parents and guardians from boarding the bus in such cases.
15. If a student registers for the school bus after the school reopens, they will be accepted immediately if there is a vacancy on the designated bus. However, if the bus servicing the student's area is fully occupied, it may take up to two working weeks for the bus operator to adjust the routes before the student can be accepted for registration. Otherwise, the student will be placed on a waitlist.
16. A minimum notice of two weeks is required for new applications or for students changing residences. Parents must notify the Bus Contractor to arrange transportation services. Parents will be informed when a vacancy becomes available. If no vacancy is available, the request will be placed on a waitlist. For availability of transport to your location or to check for vacancies, please contact the Bus Contractor.
17. Students must be seated safely with their seat belts fastened before the bus sets off and while in motion, except during boarding and alighting from the bus.
18. Handheld games and mobile games are prohibited on the bus.
19. Students are expected to maintain a respectful and considerate demeanour while traveling on the bus. This includes speaking softly and refraining from name-calling, teasing, bullying, fighting, or engaging in rough play. Such behaviour is not tolerated to ensure the safety of all passengers and to prevent distractions to the bus driver. Additionally, the use of vulgar or abusive language is prohibited. ***If any disorderly behaviour is observed, the bus operator will report the incident to the Bus Contractor, who will then contact the***



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parents or guardians of the child involved to address the matter. Depending on the severity or persistence of the issue, it may be escalated to school personnel, potentially resulting in the suspension of bus services for the student in question. We emphasize the importance of safe and respectful conduct on the bus for the well-being of all passengers and the safe operation of our services. Parents' cooperation in upholding these standards is greatly appreciated.

20. Eating and drinking aerated drinks or juices is prohibited on the bus to prevent the spread of contagious diseases.
21. Out of consideration for others, school bags, satchels, rucksacks, and similar items must be placed on the floor of the bus.
22. Students must not vandalize the interior of the bus or any of its fittings. Parents will be held liable to pay for any damages caused by their child.
23. Dangerous and sharp objects, such as pocketknives, weapons, or hazardous materials, are not permitted on the bus. Stationery, mobile phones, toys, and similar items should be kept inside school bags. Parents will be held liable for any damages caused by their children, including vandalism to the interior of the bus or its fittings.
24. Questions or complaints regarding the bus service should first be directed to the Bus Operator/Contractor, who will endeavour to resolve the issue directly with the affected parents and/or student. When appropriate, the Bus Contractor will raise the matter with the school administration, and parents will be informed of the outcome.
25. The transport fare is based on the actual traveling distance between the student's home and the school.
26. For students residing within the **Central Business District (CBD)** area, an additional charge will be applied based on the prevailing ERP rate at the time of entrance at the gantry. This charge will be assessed on a monthly basis, with one entry per day for each student living within the CBD areas on each bus route.
27. The longest travelling time for students is capped at approximately one and a half hours.
- 28. *Extra charges will apply in addition to the regular bus fare for students using the bus for after-school activities. This extended service is available only for students who are using regular bus transport (round trips or one-way) returning home from school. Otherwise, it will be considered a regular trip and charged according to the regular one-way fare.***
29. For reimbursement of transport costs in the event of a bus breakdown, students affected must provide a corresponding dated transport fare receipt to facilitate the reimbursement process. If a receipt is unavailable, the reimbursement will be calculated based on the student's monthly bus fare divided equally by 22 trips for a one-way fare or 44 trips for a round trip.
- 30. *The Bus Contractor reserves the right to modify and change the Bus Rules and Regulations as deemed necessary, without prior notice.***
31. All rules and regulations outlined above must be adhered to. Failure to comply may result in suspension or termination of the school bus transport service. The Bus Contractor will notify the school of any breaches of these rules by students. Following an investigation, the Bus Contractor will have the discretion to suspend or terminate the bus service for the student. There will be no refund of bus fees during any period of suspension or termination.



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Personal Data Protection Act (PDPA) and Do Not Call (DNC) Agreement

The Request Form cannot be processed unless it is duly agreed upon by the parent. By submitting the Online School Bus Request Form, parents have agreed to the Terms and Conditions mentioned herein in Annex A and Annex B of the accompanying documents. You also agree that Transland Singapore Pte. Ltd. may collect, use and disclose your personal data as provided in this application form to the school, our staff, business partners and government statutory boards (e.g., MOE, LTA, etc.). In accordance with the Personal Data Protection Act 2012 and our data protection policy, please note that the information will be directly sent to and from our staff and business partners, and we shall disclose only the relevant contact information to them for purposes of providing our services.

Our staff or our sub-contractors will only contact you on school bus service-related issues via phone call, text messages or email.

Please note that your acknowledgment of the above is required before we can provide our service. For further clarifications, please contact Carrie Lee at 65608032. Thank you.

CHANGES IN PAYMENT SCHEDULE FOR BUS FARES

It is an industry practice to charge school bus fares on 12-month basis. Parents are also required to pay fees in advance in January (for December), in May (for June) and in October (for November). This has given rise to confusion and financial hardship for some parents. Under the enhanced process, a 9-month payment schedule has been introduced to spread the yearly total amount equally over 9 payments from Jan to May, and July to October. No payments will be required for the months of Jun, November and December.

Frequently Asked Questions

1. Why parents are required to pay bus fares for the whole year including those months which are school holidays?

During school holidays, bus operators continue to incur the bulk of their operational costs, such as drivers' wages, vehicle maintenance and depreciation costs, parking charges, insurance premium and road tax.

2. Why my child needs to pay a higher monthly bus fare under the 9-month payment schedule?



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Though your child pays a higher monthly bus fare under the 9-month payment schedule, he needs to pay for 9 months instead of 12 months, and the total amount payable by him will be the same as that for another child who is under the 12-month schedule.

3. What do I gain for joining the 9-mth payment schedule for my child?

Under the 9-month payment schedule, though you pay a higher monthly fare, there will be no advance payments needed and you need not have to remember which months to make such payments. This will also help to ease the cash flow problem, if any, for months where fares of 2 months have to be paid; and avoids the situation when parents find it difficult to claim refunds from operators for the advance payment made whenever there is a school transfer or early termination.

4. My neighbour's child is studying in another school in the same neighbourhood. Why his school bus fare is lower than my child's fare?

Individual bus operators determine the bus fares based on several considerations such as bus capacity, number of students taking school buses, distance travelled, insurance premium, etc. Thus, school bus fares vary from school to school.

5. Why is there different pricing for buses of different sizes?

Charges for small buses are generally higher as students enjoy more benefits such as mandatory installation of seat belts, one-to-one seating, easier access to pick up points and shorter journey time. On the other hand, the number of students a small bus can take is much fewer than that a big bus.

6. Why there is no school bus attendant on big buses?

LTA has ruled that only a bus with 30-seater or more is required to have a school bus attendant.