

# Yeap Transport Pte. Ltd.

## CIS Bus Transport Registration Form 2021/2022



<b>Family ID</b>	<i>FOR YEAP TPT OFFICE USE</i>	<b>Parents'/Guardian's Particulars</b>
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	<i>Father's (Guardian) Family Name</i>	<i>Father's (Guardian) Given Name(s)</i>	<i>Contact Nos</i>
<i>MR DR</i>			<i>Tel</i>
<i>Email</i>			<i>Fax</i>
<i>Company Name</i>			<i>Mobile</i>

	<i>Mother's (Guardian) Family Name</i>	<i>Mother's (Guardian) Given Name(s)</i>	<i>Contact Nos</i>
<i>MS DR</i>			<i>Tel</i>
<i>Email</i>			<i>Fax</i>
<i>Company Name</i>			<i>Mobile</i>

<b>Residential Address</b>				
<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	Given Name(s)	Class/ Grade	Start Date DD/MM/YYYY	To School (Y/N)	Return Home (Y/N)	Campus (LS/TK)*	Medical Condition @ (Y/N)
1.									
2.									
3.									
4.									

\*LS – Lakeside Campus; TK – Tanjong Katong Campus. @Please email us separately regarding your child's medical conditions e.g. Allergy, seizures

Yeap Transport Pte. Ltd. (hereinafter called the "Contractor") which expression shall where the context so admits include its assigns and successors in title, hereby undertakes, covenants and agrees to provide the bus transport services to the above mentioned students of Canadian International School (hereinafter called the "School") under such terms and conditions as set out between the School and the Contractor and on such terms and conditions as may be modified, altered or agreed upon between the School and the Contractor in the provision of and/or during the tenure of the provision of the bus transport services to the above students.

**We require 2 weeks' advance notice for all new applications. Late submissions 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 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 6 of the accompanying documents. In accordance to the Personal Data Protection Act 2012 and our data protection policy, you have agreed that Yeap Transport Pte. Ltd. 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; (c) the dissemination of information regarding our products and services; and
- (d) the sending of our organisation's newsletters via mail.
- (e) I have watched **SAFE ROAD CROSSING VIDEO** together with my child/children. View video at:

<https://www.youtube.com/watch?v=h4nK2ZfZLgU>

Signature \_\_\_\_\_ Name of Parent (Guardian) \_\_\_\_\_ Date \_\_\_\_\_



## WAIVER AND INDEMNITY

Canadian International School

To: c/o Transport Office  
3 Ang Mo Kio Street 62 #05-09 LINK@AMK Singapore 569139

In consideration of you, Canadian International School, a company registered under the Companies Act (Cap. 185) and having its registered office at 7 Jurong West Street 41, Singapore 649414 (hereinafter referred to as the “School”) negotiating with, approving of and imposing such terms and conditions with such modifications and alterations including such modifications and alterations as may be agreed between yourselves and the independent contractor known as Yeap Transport Pte. Ltd. (hereinafter referred to as the “Contractor”) which approval and/or appointment I do hereby acknowledge and approve on such terms as may be agreed between yourselves and the Contractor at all material times in respect of the provision of a bus transport system for my child/children to be conveyed to and/or from School, I \_\_\_\_\_ holding Passport No. \_\_\_\_\_, do hereby agree as follows:

1. I understand that in consideration of the Contractor (and Bus Operators) providing a bus transport for my child/children in accordance with the conditions defined and agreed by the School, 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 defined and agreed by the School.
2. I understand that my child/children is conveyed to and/or from School at my own risk and not at the risk of the School, who 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 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 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. Based on Singapore Land Transport Authority legislation the bus service is for registered students ONLY. Parents are not allowed to travel on a bus.
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 stated 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 persons 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 (other than the School) the Contractor, Bus Operators or their officers, employees, agents or other persons authorized to act on their behalf.

## Student Bus Rules

1. Only fully-enrolled students of Canadian International School registered with the Committee of Private Education are permitted to ride on Yeap Transport Pte Ltd school buses.
2. Only registered bus riders are permitted to ride on the school buses.
3. Applications will only be processed when the Registration Form has been signed by a parent or guardian, acknowledging the “Waiver and Indemnity”, “Student Bus Rules”, “Parents’ Information” and “Accounting Information”. A two weeks’ notice is required for processing of new applications.
4. If a parent wishes to terminate the bus service, written notification must be given to the Bus Office at least one month prior to the last day of service.
5. Priority will be given to students using Yeap’s two-way services. Students who wish to use only the one-way service will be accommodated if there is room on the bus.
6. Students must wear seat belts at all times while on the bus.
7. Students are not allowed to eat on the bus. Water is the only drink allowed.
8. Students are not allowed to bring dangerous and/or sharp objects such as pocket knives on to the bus. Pencils, pens, toys, etc., should be kept inside students’ bags.
9. Animals are not allowed on the bus at any time.
10. Students must not change their clothes when on the bus.
11. Students are not allowed to reserve seats for friends travelling on the bus.
12. Students are expected to keep their hands and feet to themselves.
13. Students are expected to speak in a soft tone of voice and use acceptable language.
14. Students are expected to be courteous and respectful towards the driver, attendant and fellow students. **Rudeness to drivers and attendants will not be tolerated.** The driver and/or attendant will report all matters of misbehaviour to the Bus Office. These reports will be passed on to School Administration for appropriate action. This may result in the suspension of bus-riding privileges.
15. Students will only be dropped off at their designated drop-off points.
16. **If a bus is unable to enter a condominium compound, students will be given designated pick-up and/or drop-off points (after assessments of the area are carried out) which may result in students having to walk a short distance from their residence.**
17. **If a bus is unable to enter or exit a residential roadway, students will be given designated pick-up and/or drop-off points which may result in students having to walk a short distance from their residence.**
18. Kindergarten students must have their name cards/tags indicating their bus numbers visible when boarding the bus.
19. Kindergarten students must only travel on their assigned buses. They are not permitted to cross-transfer to other buses under any circumstances, unless assigned by the Bus Office.
20. Parents should communicate only with the Bus Office and not directly with the driver or attendant.

## Parents’ Information

1. Parents are not permitted to ride on the bus.
2. Buses will wait only one minute after the designated pick-up time before moving on to the next pick-up point.
3. Bus service is not provided on any Public Holiday or weekend even if School is in session.
4. A female bus attendant is assigned to travel on each bus.
5. Students may be reassigned from one bus to another to accommodate bus service requirements.
6. Parents of students from Nursery to Grade 2 must ensure that a responsible adult is at the assigned drop-off point to meet their child when the bus arrives. Students not met by a responsible adult will be taken back to the Bus Office at School to await collection.
7. Please inform the Bus Office if your child is not using the bus at any time for any reasons.
8. Please note that the Bus drivers and attendants are not trained medical personnel. CIS health services staff shall provide all relevant medical information to the Contractor so that the bus crew is informed. In the event of a medical emergency, the bus crew shall call for an ambulance and inform the Bus Office Duty Manager and School as soon as possible.
9. You agree to receive information regarding products and services from Yeap Transport Pte. Ltd. and their partners.

10. It is the objective of the Contractor to plan routes with times of not more than 65 minutes for the regular school bus routes. However, route times are permitted to be more than 65 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 8:00am and 8:25am in the morning and depart from the campus between 3:50pm and 4:00pm in the afternoon.

## General Enquires

For general enquiries about the bus service, Application Packet or non-account related information, please contact the relevant campus at the following telephone numbers and email addresses:

### Lakeside Campus

Email: [CISLS@yeaptpt.com](mailto:CISLS@yeaptpt.com)

Contact: 6316 1419 | 6316 2048

### Tanjong Katong Campus

Email: [CISTK@yeaptpt.com](mailto:CISTK@yeaptpt.com)

Contact: 8298 1903

## Accounting Information

For accounting enquiries, please contact our Accounts Department:

Tel: 6556 4471

Fax: 6556 5194

Email: [cisbusaccounts@yeaptpt.com](mailto:cisbusaccounts@yeaptpt.com)

### 1) CANADIAN INTERNATIONAL SCHOOL BUS SERVICE CHARGES

<u>Distance from School</u>			<u>Zone</u>	<u>Per Semester Charges*</u>	
<u>Kilometers Mark</u>				<u>2 ways</u>	<u>1 way</u>
0	to	2.0	1	S\$1,018.11	S\$775.54
2.1	to	4.0	2	S\$1,161.81	S\$883.39
4.1	to	6.0	3	S\$1,191.77	S\$905.86
6.1	to	8.0	4	S\$1,347.45	S\$1,022.60
8.1	to	10.0	5	S\$1,353.44	S\$1,027.09
10.1	to	12.0	6	S\$1,437.22	S\$1,090.01
12.1	to	14.0	7	S\$1,551.07	S\$1,175.29
14.1	to	16.0	8	S\$1,563.06	S\$1,184.28
16.1	to	18.0	9	S\$1,688.78	S\$1,278.65
18.1	to	20.0	10	S\$1,700.77	S\$1,287.53
20.1	to	22.0	11	S\$1,874.43	S\$1,417.86
22.1	to	24.0	12	S\$1,874.43	S\$1,417.86
24.1 and above			13	S\$1,874.43	S\$1,417.86

a) All fares are quoted in Singapore Dollars (SGD).

**b) All fares quoted are inclusive of GST @ 7% (subject to Government's revision).**

c) Distances are calculated based on a straight-line radius from the school.

d) All fares quoted are applicable to both Lakeside and Tanjong Katong campuses.

## 2) **Optional After-School Activity Bus Fares\***

This service is only available to students who are in **Grade 3 and above**.

For students using the regular bus to and from school	-	S\$90.95 per season*
For students using the regular bus from school only	-	S\$90.95 per season*
For students using the regular bus to school only	-	S\$181.90 per season*
For students who do not use the regular bus	-	S\$288.90 per season*

@ No pro-rata rates for After-School Activity Bus

\* **Please note that the Bus Fares quoted above are inclusive of GST @ 7% (subject to Government's revision).**

- 3) **PAYMENT** – There are two (2) payments each school year (one for each semester). Payments must be made via crossed cheque (payable to YEAP TRANSPORT PTE. LTD.) or via 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	601470958001
Bank Name	OCBC SINGAPORE	Bank Address	OCBC CENTRE
Bank Code	7339	Bank Branch	601

**\*\*Kindly indicate the Family/Company ID after making the transactions and drop us an email ([cisls@yeaptpt.com](mailto:cisls@yeaptpt.com) (Lakeside campus) or [cistk@yeaptpt.com](mailto:cistk@yeaptpt.com) (Tanjong Katong campus) to update us.**

**There will be no bus service commences until FULL payment of the bus has been receive before the start of each term.**

- a. Invoices are due one (1) month after the date of issued.
  - b. Should any changes of the bus services be required, kindly note that two (2) weeks written notice is required. This will allow the bus office sufficient time to make the necessary adjustments to accommodate the changes.
- 4) **TERMINATION** - If a parent wishes to terminate the use of the bus service, written notification must be given to the Bus Office at least one month prior to the termination date. There will be no refund if written notification is not received prior to the termination of the bus service.
- 5) **COOLING-OFF PERIOD** – A parent is entitled to withdraw from the use of the bus service without any reason with no penalty within a cooling-off period of five (5) working days starting on the date stated on the Registration Form herein above. If the payment has been made to Contractor, the parent is entitled to a full refund of the payment subject to administrative fees and charges (if any).
- 6) **REFUND** - A Parent or Guardian is entitled to a refund of the balance of fare paid for the outstanding period based on the number of weeks remaining, provided that one month's notice is given.
- 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 at least one month before the termination date.

- c. Partial refunds will be offered under Force Majeure conditions and/or when legislated by the government. Partial refunds will be offered from costs saved due to the inability to operate the school bus routes such as fuel and maintenance costs. A full refund cannot be made as the bus operators have to continue with servicing monthly fixed costs such as the financing of the bus, bus insurance and bus crew salaries in order to ensure that the service can continue after the crisis is over. For the avoidance of doubt, Force Majeure conditions shall include but are not limited to the suspension of bus services due to the government-mandated shift to Home-Based Learning or otherwise during the COVID-19 pandemic.
  - d. For all termination / refund, there will be an administrative charge of \$85.60 inclusive of GST @ 7% (subject to Government's revision).
  - e. Refunds will not be made when the bus office had agreed to reimburse for the taxi service, as applied in "7. REIMBURSEMENT", below.
- 7) **REIMBURSEMENT** - Parents are entitled to reimbursement of taxi fares when approval has been given by the Bus Office to use a taxi service. An official receipt from the taxi driver is required before any reimbursement is made. 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.
- 8) **APPLICATION** – We require 2 weeks' advance notice for all new applications, changes of addresses and re-registrations. Late submissions may result in students not being able to ride on the bus on the desired dates.