

PART 1: YEAP TRANSPORT RIDER WAIVER AND INDEMNITY

Singapore American School Limited

To: c/o Transport Office

24 Sin Ming Lane #05-105/106 Midview City Singapore 573970

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.

Yeap Transport TM Driving the Future

FORM REG-SAS-01

- 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.
- 8. I have read this agreement. I understand that by checking the "tick box" and agreeing on the Online Registration form, I am granting waiver and indemnity as stipulated in the terms above.



PART 2: BUS RIDING CULTURE FOR PARENT'S INFORMATION

- 1. I have instructed my child to fasten their seat-belt for the entire journey and adhere to the SAS Core Values on the bus.
- 2. I have watched the **SAFE ROAD CROSSING VIDEO** together with my child/children. **View video at**

https://www.youtube.com/watch?v=h4nK2ZfZLgU https://www.youtube.com/watch?v=Z1koGYV4W8U&feature=youtu.be

- 3. 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 messages. 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.
- 4. 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.**
- 5. Parents should deal only with the Transport Office (6:30a.m. to 5:00p.m. Tel: 6360-6770 or send us enquiries through <u>form</u>) or the school administration and not directly with the driver or attendant. You can reach a Senior Operations Manager between 5pm and 8pm or during school holidays at 9296-6189.
- 6. Pre-school and Pre-kindergarten students must be seated in the first few rows of seats on the bus.
- 7. 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.
- 8. Students may occasionally be moved from one bus to another to accommodate changes in pick- up areas. Bus route and timing is subject to change during the school year. Parents will be informed of the new bus numbers, pick up and drop off times before the new schedules are implemented.
- 9. Only students of the school can be carried by prior arrangement. Kindergarten, Pre-Kindergarten and Pre-School students must carry their Identity Tags issued by the Transport Office at all times.
- 10. Students who wish to use one-way transportation will be accommodated only if there is availability. Preference will be given to children using two-way services.
- 11. 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.

- 12. A student'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.
- 13. A female bus attendant is assigned to travel on each bus.
- 14. Parents are **NOT** permitted to ride on the school buses.
- 15. If you intend to permit your children to be drop-off without supervision, the Transport Office must obtain a Letter of Permission which must be duly signed and returned through email.
- 16. If your child is not using the bus at any time for whatever reason, the Transport Office must be advised. Failure to notify may result in the child being put on the bus and taken home as usual. If the child is sick, please also advise the Transport Office, so that the bus is not delayed unnecessarily.
- 17. 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.
- 18. The school bus office Duty Manager will instruct the bus to **depart 1-minute** after the scheduled morning pick-up 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.
- 19. 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.
- 20. You agree to receive information regarding products and services from Yeap Transport and their partners.
- 21. The school bus insurance will only cover for any injuries, costs of damages whilst the child/ren are still onboard the school bus. Parent and/or guardian are responsible for the safety and well-being of the child/ren at the designated drop-off point.
- 22. Parent/guardian of Elementary riders must be present to receive child/ren at the designated drop- off point. Student will be returned to the campus if there is no one to receive the child/ren.
- 23. The buses are fitted with passenger-facing cameras system and their usage is regulated under the LTA's PDPA regulations.



Activity Bus Information

- 24. Activity Bus service serves designated point-to-point drop-off. Additional drop-off points cannot be added or removed at this juncture due to the limited number of buses that can return back to the campus by 4:40pm.
- 25. Two dismissal times are available for activity bus: **4.40pm and 6.15pm**.
- 26. The buses deployed as activity buses will change daily, unlike the regular 3.00pm buses. When an activity bus is full, another bus will be activated to cater to the remaining riders. Please advise your child/ren to approach the duty manager at the bus bay if there are any concerns.
- 27. Upon boarding, **riders must produce their SAS Student card for scanning**. The bus attendant may also record the student ID number manually (SAS student card) onto an attendance list. Riders whom forget to bring their SAS student card must report to the School Bus Office for a permission slip to ride the activity bus.
- 28. **Kindergarten to Grade 2:** Registration is only available at the Eagle Activities and Athletics office. Riders are allowed on the **4.40pm ASA bus only** and parents can select only **ONE drop- off point**. Parents need not inform the bus office of their children's activities enrolled with the school. A SAS Instructional Assistant (IA)is available on the activity bus used to serve K to Grade 2 students. The IA's role is to ensure the rider board the correct bus and there is someone to receive the rider at the designated drop-off point.
- 29. Grade 3 to Grade 12: Registration can be arranged through phone- call: 6360-6770 or walk-in at The Eagle Stop Transport office. Riders are allowed to board on both 4.40pm and 6.15pm ASA bus. As the riders have a wide selection of designated drop- off points, parents must be aware of their child/ren selected drop-off point as the bus crew will not stop Grade 3 to Grade 12 riders from disembarking at any of the drop-off points.



PART 4: BUS FARE AND PAYMENT INFORMATION

General Enquiries

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

SAS Bus Office – Yeap Operations Team		
Tel	6360-6770	
After 5:00pm or during holiday	9296-6189	
School Enquiry Form	Form Link	

For Bus fare enquiries, please contact our Accounts Department:

SAS Bus Office – Accounts Department		
Tel	6556-4471	
Email	sasbusaccounts@yeaptpt.com	

1) SINGAPORE AMERICAN SCHOOL BUS SERVICE CHARGES (FY2023-2024)

DISTANCE FROM SCHOOL	(IN K/M)	#Per Semester Bus Fare	
From	То	Large Bus	Small Bus
0	2	\$1229.04	\$1341.36
2.1	4	\$1326.24	\$1446.12
4.1	6	\$1402.92	\$1531.44
6.1	8	\$1479.60	\$1613.52
8.1	10	\$1555.20	\$1699.92
10.1	12	\$1632.96	\$1782.00
12.1	14	\$1728.00	\$1885.68
14.1	16	\$1864.08	\$2033.64
16.1	18	\$2016.36	\$2201.04
18.1	20	\$2208.60	\$2409.48
20.1	24	\$2610.36	\$2847.96
*Sentosa			\$3435.48

Bus Fare quoted is for the 2023/2024 academic year. The bus fares are subjected to annual increments similar to those applied towards the school fees unless special conditions necessitate an increment subject to the approval of SAS.



- 2) A student may ride one-way. For **one-way trip**, the bus service charges will be approximately **70% of the full fare** to the nearest dollar.
- 3) Optional After-School Activity Bus Fares (Notes: Please notify the bus office of ASA service required)

Services	Fees	Fees
Scrvices	(Semester)	(Season)
For students using the regular bus to and from school	\$251.94	\$179.95
For students using the regular bus from school only (PM)	\$251.94	\$179.95
For students using the regular bus to school only (AM)	\$394.27	\$269.93
For students who do not use the regular bus	\$565.10	\$385.59

4) For Kindergarten to Grade 2 students, the optional after-school activities (ASA) bus registration is available only through the Eagle Activities and Athletics (EAA) office, please register for the ASA bus service with the EAA office. You will receive the ASA bus fees invoice from Yeap Transport Pte Ltd after we receive your request for service from the EAA office. For Grade 3 to Grade 12 students, the optional ASA bus registration is available only through the school bus office.

Footnote

- ✓ All fares are quoted in Singapore Dollars (SGD).
- ✓ All fares quoted are inclusive of GST @ 8% (subject to Government's revision).
- ✓ Distances are calculated based on a straight-line radius from the school.
- 5) PAYMENT There are two (2) payments each school year (one for each semester). Payments must be made via the <u>online payment gateway link provided in the invoice email</u>. Kindly pay within the due date to avoid late payment surcharge. A LATE PAYMENT SURCHARGE of 5% of the outstanding amount will be imposed if payment is not received by the due date, followed by suspension of service.

We encourage you to make payment for the school bus fares using the online payment gateway link provided above to avoid having to send us a copy of your payment details. Please share your payment details with us if you have initiated payment using other platforms.

Kindly indicate the Family/Company ID and Invoice number after making the transactions and drop us an email (sasbusaccountsyeaptpt.com) to update us.

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

- a. Invoices are due one (1) month after the date of issue.
- b. Should any changes to 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.
- 6) <u>TERMINATION</u> If a parent wishes to terminate the use of the bus service, written notification must be given to the Transport Office at least **two** (2) 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.



- 7) <u>REFUND</u> 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 one month 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 at least one month before the termination date.
 - c) Refunds will not be made when the option is given to use a taxi service, as applied in "8. REIMBURSEMENT", below.
 - d) Partial refunds will be offered under Force Majeure conditions and/or when legislated by the government after consultation with the school administrators. 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.
- 8) <u>REIMBURSEMENT</u> 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.
- 9) <u>APPLICATION</u> 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. An administration charge of \$86.40 inclusive of GST @ 8% (subject to Government's revision) is applicable for re-registration during the same school year.



PART 5: AREA CURRENTLY SERVED BY THE SCHOOL BUS

IMPORTANT NOTE (Comprehensive information can be found in YEAP Transport FAO)

- The earliest pick-up time is currently **6.25am** and drop-off time is as late as **4.30pm** due to distance from campus and low demand in the areas
- Morning Buses arrive at the Elementary School compound between 7.25am to 7.50am
- During dismissal in the afternoon, buses depart from respective compound between 1:30pm (PS& PK) and 3:15pm (K to G12)
- Bus journey duration for regular areas is between 35 -55 minutes but can be later for families residing in Sentosa, South, West and East region
- There is no First-In-First-Out or Last-In-Last-Out in practice. Singapore roads are not bidirectional, road for travel to and from school may be different
- Considering journey time, our buses are not able to provide 'doorstep-service'. Certain condominiums and private housing have narrow roads that prevent larger bus size to enter. Hence, Pick-up & Drop-off is along the street beside the Condominium Guardhouse.
- Do note that buses are constrained to travel at a speed limit of 60km/h and below and must stay on the leftmost lane, a regulation by LTA (Land Transport Authority of Singapore). Thus, there is no equitable comparison with cars nor taxis

Updated on June 2022

Central Area			
+ Adam 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	+ Macpherson (s)	+ Sophia Road
Belmont Road	Ford Ave	Martin Place	Stevens Rd / Drive*
Binjai Hill / Pk / Rise / Walk	Gallop Rd / Walk / Park Rd	Merryn Road (s)	Suffolk Walk / Road
+ Balestier Road (s)	Garlick Rd / Ave	Mt Elizabeth	Swettenham Rd
Bishopsgate	Gentle Rd	Mt Sinai Rd / Rise / Dr*	Swiss Club Ave / Lane / View
Buckley Road	Gilstead Rd	Napier Road	St. Thomas Walk*
Bukit Timah Road*	Grange Gdn / Rd*	Nassim Rd* / Hill	Taman Nakhoda
Brizay Park	Greenwood Ave / Ter / Dr / Place	Nathan Rd**	Tanglin Rd / Rise / Hill / Walk



Greenleaf Ave / Dr / View / Place	Namly Rise / View / Hill / Gdns / Dr / Ave / Cres	Thomson Rd / Lane	
Hillcrest Road	Newton Rd	Tong Watt Rd	
Holland Rd / Park / Hill / Grove	Orange Grove Rd	Trevose Rd / Cres	
Holt Rd	One Tree Hill	Tyersall Road	
Hua Guan Ave	One North Gateway	University Rd / Walk	
Hullet Rd	Orchard Blvd* / Turn	Walshe Road	
Jervois Rd	Old Holland Road	Watten Hts / Estate Rd / Park / Ter	
Jln Kampong Chantek	Oxley Road / Walk	Wilby Rd	
Jln Lim Tai See	Pandan Valley	Woollerton Dr / Pk	
Kellock Road	Peck Hay Road	W 1 A /C /D /D1	
Kheam Hock Rd	Pierce Road (s)	Vanda Ave / Cres / Dr / Rd	
King Albert Park	Paterson Road		
East A	Area		
+ Fort Road	+ Lucky Cres / Gdns / Hts / Rise (s)	+ Simei Rise	
+ Goodman Rd / Branksome Rd (s)	+ Marina Parade Road+	+ St. Patrick's Rd (s)	
+ Joo Chiat Ave / Place / Rd / Ter (s)	+ Meyer Rd*	+ Tanah Merah Kechil Rd (s)	
	+ Rhu Cross	+ Tanjong Rhu Rd*	
+ Kew Cres / Hts / Dr (s)	+ Sennett Ave/ Pl / Lane / Ter (s)	+ Tembeling Road (s)	
	+ Siglap Rd / Ave (s)	+ Telok Kurau (s)	
West	Area		
+ Dover Rise / Cres	+ Jurong West	+ Toh Tuck Rd	
+ Eng Kong Rd / Dr / Gdn / Place / Terrace	+ Nanyang View (NTU) (s)	+ Toh Yi Drive / Road	
Hillview Ave / Rd /	_	Upper Bukit Timah Rd (s)	
Hindhede Dr / Place / Walk (s)	Way / Place / Terrace / Hts (s)	+ West Coast Rd / Cres / Way	
Hume Ave	Dairy Farm Road		
North Area			
Cartus Cres / Drive / Rd (s)	Lor Chuan	Springleaf Ave / Cres / Dr / Gdn / Hts / Rise (s)	
+ Canberra Rd / Sembawang Rd	+ Punggol	Sunrise Ave / Close / Dr / Lane	
Chuan Dr / Gdn / Place / Ter / Walk	Rosewood Dr*	Upper Thomson Rd	
+ Gerald Drive / Cres / Park / Ter (s)	+ Seletar Cres / Hills Drive (s)	+ Woodleigh Pk / Close / Lane	
+ Kovan (s)	+ Serangoon Ave / Garden (s)	Woodgrove Ave / Dr	
+ Mei Hwan Cres / Drive (s)	+ Sin Ming Ave / Walk / Drive (s)	Woodlands Cres / Dr	
	Hillcrest Road Holland Rd / Park / Hill / Grove Holt Rd Hua Guan Ave Hullet Rd Jervois Rd Jln Kampong Chantek Jln Lim Tai See Kellock Road Kheam Hock Rd King Albert Park East A + Fort Road + Goodman Rd / Branksome Rd (s) + Joo Chiat Ave / Place / Rd / Ter (s) West + Dover Rise / Cres + Eng Kong Rd / Dr / Gdn / Place / Terrace Hillview Ave / Rd / Hindhede Dr / Place / Walk (s) Hume Ave North Cartus Cres / Drive / Rd (s) + Canberra Rd / Sembawang Rd Chuan Dr / Gdn / Place / Ter / Walk + Gerald Drive / Cres / Park / Ter (s) + Kovan (s) + Mei Hwan Cres / Drive	Place	





+ Bright Hill Drive / Cres (s)	+ Miltonia Close (s)	Springside Ave / View (s)	+ Yio Chu Kang Road (s)
+ Begonia Drive / Rd /	+ Mimosa Rd / Cres (s)	+ Serangoon Ave / Gardens (s)	Yishun
Walk (s)	+ Lentor Rd / Plain / St / Loop (s)		Woodgrove Ave / Dr
South Area			
+ Keppel Bay Dr / View	+ Pasir Panjang (s)	+ South Buona Vista Rd	
+ Marina Boulevard	+ Sentosa Cove	+ Tanjong Pagar	

Legend:

You are encouraged to check with the transport office (Tel: 6360-6770) 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 & pick-up/drop-off time is subject to change every school year, depending on families residing within the area.

- **Existing bus routes is subject to change without any 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

* 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.

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 minimize the journey time
4) Special needs students, e.g. 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 one

^{&#}x27;*' denotes Popular Area / '(s)' denotes Areas served by smaller buses ranging from 10 to 29 seats buses. Bus Fare is higher for smaller buses.

^{&#}x27;+' denotes area with a journey time that may exceed 55-minutes.

^{&#}x27;(s)' denotes serve by small bus.



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 (1059.43+1156.17)/2 = 1637.51

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, e.g. 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.