

**PART 1: YEAP TRANSPORT RIDER WAIVER AND INDEMNITY**

**To: Dover Court International School  
c/o Transport Office  
24 Sin Ming Lane #05-105/106 Midview City Singapore 573970**

In consideration of you, Dover Court International School, a company registered under the Companies Act (Cap. 185) and having its registered office at 301 Dover Road, Singapore (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's legislation, the bus service is for registered students ONLY. Parents are not allowed to travel on the school 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.
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: YEAP TRANSPORT BUS RULES FOR ALL STUDENTS**

1. Only fully enrolled students of Dover Court 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 who had paid for their bus fares are permitted to ride on the school buses. Yeap Transport reserves the right to suspend bus services for riders with outstanding bus fare payment.
3. Ridership Applications will only be processed when the Registration Form has been signed by a parent or guardian, acknowledging the "Part 1 - Waiver and Indemnity", "Part 2 - Student Bus Rules", "Part 3 - Parents' Information" and "Part 4 – Bus Fare and Payment Information". Please take note that a two-week notice period is required for processing 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 Transport'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 always wear seat belts while on the bus.
7. Due to hygiene reasons, students are not allowed to eat on the bus, except for drinking water from their respective water bottles.
8. Students are not allowed to bring dangerous and/or sharp objects such as pocketknives on to the bus. Stationery such as pencils, pens, rulers etc. as well as toys should be kept inside students' school bags.
9. Animals and pets are not permitted on the bus at all times.
10. Students are not permitted to change their clothes or remove their clothing when on the bus.
11. Students are not allowed to reserve seats for friends travelling on the bus.
12. For safety reasons, students are requested to refrain from kicking or extending their limbs into the aisle as it may accidentally trip others.
13. Students are expected to speak in a soft tone of voice and use acceptable language. Usage of vulgar words and languages would be reported to the school administrators.
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 misbehavior to the Bus Office. These reports will be passed on to the 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 suitability and safety assessments of the area are carried out by Yeap Transport) 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. Infant School students must have their name cards/tags indicating their bus numbers visible when boarding the bus.
19. Infant School 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.
21. Students are prohibited from tampering with security equipment, e.g., on-board Camera

## **PART 3: BUS RIDING CULTURE FOR PARENT'S INFORMATION**

1. Parents are not permitted to ride on the school bus.
2. Buses will wait for 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 all Public Holidays or weekend even if School is in session.
4. A 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 on arrival by a responsible adult will be taken back to the Bus Office at School to await collection.
7. Please inform the Bus Office at least one day in advance 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 professionally trained medical personnel. DCIS 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 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 8:00am and 8:25am in the morning and depart from the campus between 3:10pm and 3:20pm in the afternoon.
11. The buses are fitted with passenger-facing cameras system and their usage is regulated under the LTA's PDPA regulations.

## **PART 4: BUS FARE AND PAYMENT INFORMATION**

For Bus fare enquiries, please contact our Accounts Department:

Tel: 6556 4471

### **1) DCI SCHOOL BUS SERVICE CHARGES (FY2023-2024)**

DISTANCE FROM COLLEGE (IN K/M)			TERM 1 (17 WEEKS)		TERM 2 (11 WEEKS)		TERM 3 (10 WEEKS)		ANNUAL (37)	
			With 8% GST		With 8% GST		With 9% GST		With GST	
From	To	Area Code	2 ways	1 way	2 ways	1 way	2 ways	1 way	2 ways	1 way
0	4	1	\$1,085.84	\$814.02	\$1,085.84	\$814.02	\$1,095.90	\$821.55	<b>\$3,267.58</b>	<b>\$2,449.59</b>
4.01	6	2	\$1,167.24	\$875.07	\$1,167.24	\$875.07	\$1,178.05	\$883.17	<b>\$3,512.54</b>	<b>\$2,633.31</b>
6.01	8	3	\$1,225.38	\$918.68	\$1,225.38	\$918.68	\$1,236.72	\$927.19	<b>\$3,687.48</b>	<b>\$2,764.55</b>
8.01	10	4	\$1,364.93	\$1,024.79	\$1,364.93	\$1,024.79	\$1,377.56	\$1,034.28	<b>\$4,107.42</b>	<b>\$3,083.86</b>
10.01	12	5	\$1,548.08	\$1,162.88	\$1,548.08	\$1,162.88	\$1,562.42	\$1,173.65	<b>\$4,658.58</b>	<b>\$3,499.41</b>
12.01	14	6	\$1,613.50	\$1,210.85	\$1,613.50	\$1,210.85	\$1,628.44	\$1,222.06	<b>\$4,855.44</b>	<b>\$3,643.77</b>
14.01	16	7	\$1,753.05	\$1,315.50	\$1,753.05	\$1,315.50	\$1,769.28	\$1,327.69	<b>\$5,275.37</b>	<b>\$3,958.70</b>
16.01	18	8	\$1,959.45	\$1,469.59	\$1,959.45	\$1,469.59	\$1,977.60	\$1,483.20	<b>\$5,896.51</b>	<b>\$4,422.37</b>
18.01	20	9	\$2,200.75	\$1,651.29	\$2,200.75	\$1,651.29	\$2,221.13	\$1,666.58	<b>\$6,622.62</b>	<b>\$4,969.15</b>
Above 20.01		10	\$2,450.77	\$1,838.81	\$2,450.77	\$1,838.81	\$2,473.46	\$1,855.83	<b>\$7,375.00</b>	<b>\$5,533.45</b>

\* \* Availability of service depends on the demand. We can not guarantee a seat.

- All fares are quoted in Singapore Dollars (SGD).
- All fares quoted are inclusive of GST (subject to Government's revision).

- PAYMENT** - There are three (3) payments each school year (one for each semester). Payments must be made via the online payment gateway link provided in the invoice email. 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 (dcisbusaccounts@yeaptpt.com) to update us.

Bus service will only commence when FULL payment of the bus fare has been received before the start of each term.

- Invoices are due one (1) month after the date of issue.
- 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.

- 3) **TERMINATION** - If a parent wishes to terminate the use of the bus service, written notification must be given to the Bus Office at least two (2) weeks prior to the termination date.
- a) No charges will be incurred if the termination notice is given **two (2) weeks prior to start** of each school term.
  - b) Half of the term's fees will be charged if the termination notice is provided after the term has started.
  - c) Full term's fees will be charged if termination notice is provided after the mid-term break.
  - d) For all termination / refund, there will be an administrative charge of \$27.25 inclusive of GST @ 9% (subject to Government's revision).
- 4) **COOLING-OFF PERIOD** - A new parent is entitled to withdraw from the use of the bus service without any reason and with no penalty within a cooling-off period of five (5) working days starting from the date stated on the Registration Form. 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 (\$27.25 inclusive of GST @ 9% (subject to Government's revision)).
- 5) **REFUND** - A refund of half of that term's fare is applicable if the student's withdrawal date is before the mid-term break of that term.
- a. Refunds will not be made if the student is withdrawn from the service after the mid-term break.
  - b. Refunds will not be made for students who are suspended from School.
  - c. Refunds will not be made if the student is withdrawn from the service without submitting advance notification in writing at least two (2) weeks before the termination date.
  - d. 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 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.
  - e. Refunds will not be made when the bus office has agreed to reimburse for the taxi service, as applied in "6. REIMBURSEMENT", below.
- 6) **REIMBURSEMENT**- Parents are entitled to reimbursement of non-premium taxi fares when approval has been given by the Bus Office to use a non-premium taxi service. An official receipt from the taxi driver is required before any reimbursement is made. Parents who wish to make alternative arrangements other than the non-premium taxi service permitted by the Bus Office will be reimbursed a taxi-fare equivalent for the journey.
- 7) **APPLICATION** - We require 2 weeks' advance notice for all new applications, changes of address and re-registrations. Late submissions may result in students not being able to ride on the bus on the desired dates.

## **PART 5: GENERAL ENQUIRIES**

For general enquiries about the bus service, Application Packet, or non-account related information, please contact the following telephone numbers bus office working hours (7:30am-530pm):

### **Dover Court Campus**

Contact: 6775-7664 Ext.1500

Form: [Enquiry Form](#)