



BUKIT TIMAH PRIMARY SCHOOL

111 Lorong Kismis

Singapore 598112

Tel: 64662863 Fax: 64692179

E-Mail : bukittimahps@moe.edu.sg

School Website : <http://www.bukittimahpri.moe.edu.sg>

INFORMATION SHEET ON SCHOOL BUS SERVICES FOR YEAR 2022

Date: 16 November 2021

Dear Parents

Introduction

Currently, the school appoints one or more school bus operators to help parents make transport arrangement for their children. The school will invite proposals from operators registered with the Government Electronic Business Centre (Gebiz) and select the operators who can deliver the services required and have submitted the most competitive prices in term of base fare. Parents will then engage the appointed bus operators to agree on the actual bus fare, taking into account the distance, route and other factors such as the seating capacity of the bus. The contract period is normally about 2-3 years. When the contract expires, the school will go through the procurement process again.

School Bus Operator for 2022

1. We are pleased to inform you that the school has appointed Peng Yang Transport Pte Ltd for the period of 2 years from January 2022 to December 2023 to provide the following services:

- a. Daily School Bus Services (i.e. for sending pupils from home to school and vice versa); and
- b. Bus Services for after school activities (i.e. sending pupils home from school after enrichment programmes, supplementary classes or CCA).

2. Parents who are interested in taking up the school bus services in 2022 please complete and submit the google form - <https://forms.gle/XmUYAVrxP9dvRBzs5> by 19th November 2021.

Name of Bus Operator /Liaison officer: Peng Yang Transport Pte Ltd/ Mr Tang

Tel No/ Hand phone No: 64726046/91998844

Email address: pengyangtpl@yahoo.com.sg

School Bus Fares

3. Parents may discuss their requirements directly with the bus operators to agree on the actual bus fares based on the 'Not to Exceed' Price (i.e. the maximum) fare for each distance benchmark (i.e. 2km, 4km and 6km). For students staying beyond the maximum distance range, parents will negotiate fares with the bus operator. The bus fares will not go beyond the NTE during the service period.

4. The tables below show the 'Not to Exceed' Prices for both the daily school bus services and services for after school activities:

A. Daily School Bus Services based on Not to Exceed Price (i.e. for sending students from home to school and vice versa)

Distance	Up to 15 seater		>15-30 seater		>30 seater	
	1 way	2 way	1 way	2 way	1 way	2 way
Up to 2km	115	125	105	115	80	90
>2 – 4km	150	160	135	145	110	120
>4 – 6km	180	190	170	180	140	150

B. Bus Services for after school activities (i.e. sending students home from school after supplementary lessons /enrichment programmes and Co-Curricular Activities) – 4pm

Distance	Up to 15 seater	>15-30 seater	>30 seater
Up to 2km	\$5/per trip	\$4/per trip	\$4/per trip
>2 – 4km	\$6/per trip	\$5/per trip	\$5/per trip
>4 – 6km	\$7/per trip	\$6/per trip	\$6/per trip

5. For students staying beyond the maximum distance range, parents may approach the bus operator directly for negotiation of bus fares.

Other Information

6. We would like to highlight the following:

a. The school bus service is provided for trips to and from the school before and after official school hours as follows:

- Daily school timing: 7.25 am
- Latest arrival time in school: 7.15 am
- Latest departure time from school:

Monday, Tuesday and Thursday – 1.45 pm

Wednesday – 1.15 pm

Friday: 12.45 pm

- b. It is the parent's responsibility to pay the monthly bus fare directly to the bus operator by First day of the month.
- c. The annual bus fares will be collected over 9 months in January, February, March, April, May, July, August, September and October. There will be no collections for the months of June, November and December. School services will still be provided on every school day in the months of June, November and December.
- d. Parents are advised to take note of the operator's termination clause.

Feedback

7. The school will continue to seek feedback from parents periodically. Parents may also provide feedback directly to the school. The information gathered will help the school in assessing the appointed bus operators' performance and decide whether to renew their contracts or go through the proposal invitation process to appoint new operators.

8. For any feedback concerning the service standards and behaviour of the bus drivers/attendants, parents may contact the school's office at 64662863

Thank you.

Madam Teresa Kelly Len
Principal

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Block 154 Mei Ling Street #01-42 Singapore 140154 Tel: 6472 6046 Fax: 6472 6537
Business Registration No. 201429170E Email: pengyangtpl@yahoo.com.sg

16th November 2021

Dear Parents / Guardians,

RE: School Bus Service for Bukit Timah Primary School – 2022 (P1 to P6)

Thank you for engaging our bus service for the year 2021. Our company continues to serve pupils from Bukit Timah Primary School for year 2022 and 2023 under the new contract. We continue to provide bus service for ONE CHILD to ONE SEAT arrangement.

Please refer to Annex A for monthly One or Two ways rate, as well as the rate per trip for the 4pm bus service.

We are pleased to inform that our company has put in place:

- Contactless Temperature Scanner in all our buses
- Sanitizer Spray Guns to sanitize all buses daily
- All drivers, attendants and co-ordinators adhere strictly to whatever latest MOM / MOE / LTA guideline for the Covid-19 SMM like: Daily Temperature Taking, Self-Administered Antigen Rapid Tests ART, Put on mask at all times etc
- We have already started taking daily attendances (digitally) in Term 3 of 2021 and will continue to do so.
- We are in the process of creating an App for Parents to log in to receive information when child is pick up from Home and Set down in School. And also when pupils report to Queue area in School and also when alighted from bus for return trip. It will be Push Notification whereby Parents need not pay for the SMS charges. Parents will also be able to receive reminders via the Apps to make payment for Monthly Bus Fare and Term Fee for the 4pm bus service. Parents can use the Apps to inform us once payment is made. Thus, please do bear with us till this App is ready sometime in Term 1 or 2 in 2022.
- Parents will also be informed where to log in to retrieve information of their child's bus details (like timing, bus numbers, drivers (and attendants for big buses) names and contacts etc. Thus, please ensure that you input your child's FULL Name (as in Birthcert) and Date of Birth Correctly in the Google Form.

Meanwhile, our company will continue to send normal text messages to remind parents (Main Contact) of bus fare and other communication. We are sorry that we are unable to send reminders via Whatsapp, WeChat, telegram etc. and we can only send to One Main Contact Parent.

We seek parents' cooperation to input their request for 2022 transport need via the link, taking into consideration following information to be provided:

- Both parents Full Name (this will allow us to double check payment if no child's ref is indicated for payment)
- Main Contact Person (Pls do not put both as Main Contact)
- Main Contact Person's HP and Email may be link to future apps which we are preparing
- Child's FULL name (as in their Birth Cert) and Birthdate (DD/MM/YYYY)

Procedures:

- Read and acknowledge This Bus Regulations by Submitting google form (individual form for each child)
- PYTPL will advise rate to parents via sms to Main Contact Person
- Parents to confirm taking school bus (1 or 2 ways etc)
- PYTPL will advise rate (for Jan 2022) and details for Parents to make payment to secure seat for 2022
- PYTPL confirm receipt of payment for Jan 2022 fare
- PYTPL send bus details to Main Contact Person 2 to 5 days before school reopens in Jan 2022.

Link for 2022 Transport Request Form : <https://forms.gle/XmUYAVrxP9dvRBzs5>

Please send message to 91998844 if you require us to send the link to your hp.



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We would appreciate if you could submit the form to us asap to help us facilitate the planning of the routes, type of bus to use and number of buses required as Rate for 2022/2023 is different from 2021.

Closing dates for Form Submission and One Month's fare payment.

Pupils who CURRENTLY are taking the school bus in 2021 *	Submit Form by 10 th November 2021	PYTPL will confirm Rate after checking your form submitted	Please make payment of One Month's fare by 15 th November 2021 to secure seat for your child for year 2022, thru PayNow or Bank Transfer
Existing Pri 1 to 5 pupils (in 2021) who did not taking the school bus in 2021 ** New for 2022	Submit Form by 10 th November 2021	PYTPL will confirm Rate after checking your form submitted	Please make payment of One Month's fare by 15 th November 2021 to secure seat for your child for year 2022, via PayNow or Bank Transfer. PYTPL will provide a Child Ref # eg BTxxx
New Primary 1 (in 2022) pupils	Submit Form by 30 th October 2021.	PYTPL will confirm Rate after checking your form submitted	Please make payment of One Month's fare by 10 th November 2020 to secure seat for your child for year 2022 via PayNow or Bank Transfer. PTYPL will provide a Child Ref # eg BTxxx

* and ** For Existing Pupils (P1s to P5s pupils in 2021):

Kindly submit the form to us as early as possible so that we can confirm the rate for 2022 to Main Contact Parent. Parent to make One Month's fare payment (which is for 2022 Jan bus fare) to secure seats for 2022 BY **15th November 2021**. PYTPL will provide your child's Reference # for you to indicate under Remarks when you are making payment via PayNow or Bank Transfer. If you are depositing CASH to our Bank Account (which we strongly do not suggest) we would appreciate you indicate your child's ref, if not we will not be able to match your payment to your child from bank statement.

Closing date for accepting request is 30th November 2021. As all seating arrangement will be finalized after taking into account the bus capacity, any late application after 30th November 2021 will be placed on waiting list. The bus company reserves the right to reject any late application. Any pupils with incomplete payment (outstanding bus fare or late fee for year 2021 and/or earlier) will not be accepted.

SCHOOL BUS REGULATIONS – BTPS – 2022 (P1 TO P6)

1. Please call or sms Mr Tang / Anna at 91998844 / 64726046 (during office hour), preferably between 8pm to 9.30pm during weekdays or 10am to 2pm during weekends if you have any doubts of the details listed here.
2. We provide bus service according to the MOE school terms. No transport will be provided for activities on weekends or during the school / public holidays.
3. Bus fare rate is for seating arrangement based on **1 Child : 1 Seat. Seat will be assigned for each child.** Please remind your child to be seated at his/her designated seat. Due to contact tracing, please remind your child TO ADHERE TO THE FIXED SEAT.
4. Any late application will be put on waiting list if not submitted by **30th November 2021**. We **will only attend to these requests from second/third week of school in 2022.**
5. Terms of Collections: The computation of the school bus fare is based on a 12-month period. The annual bus fees will be payable over 9 months in a school academic year as follows: This rate is for whole year commitment for 2022.

Bus Fare collection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
For Pupils who join the school bus service from Term 1	Jan	Feb	Mar	Apr	May	-	Jul	Aug	Sep	Oct	-	-

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6. Full month transport fare will be charged regardless on the starting date.
7. Pupils who have different address for pick-up and drop-off points will have to pay for the one-way rate for each bus route. We are unable to provide more than one location pickup/setdown within a week. Eg 2 days to Point A and 3 days to Point B.
8. Bus fare rate quoted is for whole year commitment. We are unable to provide bus service for adhoc service, eg to take a few months then stop (eg parents can or want to arrange own transport temporary) Bus fare is still payable if pupils is not taking school bus temporary for regardless of the reason. For MOE's decision on HBL, bus fare is still payable.
9. Seat will not be allocated for 2022 for those who did not make full payment for year 2021 or earlier.
10. We no longer issue bus cards for hygiene reason. Thus, we will send SMS to Main Contact Parent, to remind them of following month's fare.
11. Parents can either arrange bus fare payment via PayNow to our company's **UEN 201429170E** OR Bank Transfer to our **UOB Current A/C 3413049871**. Please remember to set as Same Day Payment. Please DO NOT deposit Cash as we UNABLE to identify the person who deposit.
12. SMS will be sent from every 20th onwards. We are unable to send reminders via other applications, like Whatsapp, WeChat, telegram etc We can only send to ONE parent. Eg, SMS reminder send on 20th January 2022 is for parents to make bus fare payment for February 2022 bus fare. Please note that there is NO COLLECTION for June, November and December for pupils who took the bus service since January 2022.
13. PYTPL will provide a child's reference number eg BT001 for each child. Parents are to indicate this reference number when making payment for monthly bus fare or termly 4pm trip fare.
14. Parents are to indicate in their payment remarks: BTxxx Mth (Feb22) and Child's Name (John) when making payment for your child's monthly or Termly 4pm bus fare. Please indicate in the remarks/reference in order for us to account for your payment.
 - i) For Monthly fare, must indicate BTxxx Mth (eg Jan22) Child's name (eg John) **<BT001 Jan22 John>**
 - ii) For 4pm Term fare, must indicate BTxxx Term (eg T1) child's Name (eg John) **<BT001 T1 John>**
15. To avoid late payment to our bus team, please note that there will be late payment charge of S\$10 for payment made after the first of each collecting month. Eg March 2022 bus fare paid **after** 1st March 2022. However, we will waive if it is the first time payment is made late. We will charge late fee for subsequent late payment. Bus service may stop if payment is not made by the 6th of the collecting month and note that bus fare for the month is still payable. We will take parents' prompt payment into consideration for the application for future years request.
16. We seek parents' assistance to make prompt payment to avoid late fee.
17. Bus fares PAID are NON-REFUNDABLE OR to be offset with other month or siblings.
18. **ONE MONTH's advance written notice** via email to: pengyangtpl@yahoo.com.sg must be given should you wish to terminate the bus service. Failing which, you will have to pay for a month's bus fare in lieu of notice. The ending date should be the last day of the calendar month since full month's fare will be charged. Eg. To Terminate bus service end of March (31st March), written notice must be given **BEFORE 1st March**.
21. The bus company reserves the right to discontinue their services to pupils who continue to default on their payment by end of the current month or did not make payment for late fee for subsequent late payment.
22. The bus company reserves the right to terminate the bus service in the event that your child is disruptive to the bus mate, displays misconduct and/or causing hurt to others, including bus drivers, bus attendants or the bus co-ordinators.
22. The bus company reserves the right to amend any bus regulations without prior notice.
23. The bus company reserve the right to discontinue their transport service to pupils upon giving one month's advance notice to the parents. Failing which, the bus company shall not collect the following month's fare in lieu of notice.
24. Please only liaise with our company liaison office directly for all bus matters. Please do not liaise with the bus drivers or attendants directly.

OTHER INFORMATION

01. Bus waiting time, place and bus numbers will be sent via SMS to your handphone 2-5 days before school opens in January 2022. We may also send a link for you to view the bus details.
02. Pupils to observe punctuality, ie. must wait for the school bus **5 minutes before** the pick up time at the same waiting place daily. The school bus will not wait for the pupils if they are late. Parents will have to make their own arrangement to school. If the school bus arrives earlier than the pick-up time, driver will wait for the pupils till the pickup time.

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3. Parents are requested to ensure someone waits and fetches the child on arrival at their set down point. The bus company will not be responsible for any missing child if you decide to let your child return home on his/her own. Adults must be at waiting point earlier than the given time as drivers have other pickup/setdown points to service. Please provide our company a letter indicating your instructions to allow your P1 or P2 child to go home after alighting from bus and not to hold our company or the school responsible.
4. Delays may be experienced during the first few days of the school term in January, raining days or special days like Lunar Chinese New Year's eve and National Day's eve. However, parents should still wait 5 minutes earlier than the given time.
5. Pupils residing on roads with dead-end or narrow lanes may have to walk to the pick-up points designated by the bus company. Pupils residing in condos may have to wait for their buses at the main gate along the road where the security guardhouse is usually located.
6. Pupils may be requested to be pick-up or drop-off along main road if big bus is unable to turn into estate where electronic gantry is being installed.
7. Bus routes are fixed by the bus company. The bus company will not entertain any request to change the designated bus route based on personal preferences.
8. Parents or family members **ARE NOT ALLOWED** to accompany the child on board the school bus **AT ALL TIMES**.
9. Parents will not be allowed on board to scold other kids. Please direct your feedback to our transport co-ordinator, Anna or to the school.
10. Any changes in pickup/setdown address must be email / fax to our company **at least TWO (2) weeks in advance** as our company requires time to plan and organize the transport service. During this period, parents have to make own transport arrangement till new schedule is ready for pick up at new address.
11. As partners in education, both the school and the bus company would like to enlist your assistance as parents/guardians in imparting safety rules and etiquette to your child while they are on board the buses. This will help to ensure that our pupils enjoy a safe and pleasant bus journey to and from the school every day.
12. Pupils must put on the seatbelt and remain seated throughout the bus journey.
13. Pupils are expected to speak quietly and to use respectable language to each other, the driver and the bus attendant. There should be no name calling, bad language, teasing, bullying or fighting.
14. Pupils are only allowed to drink plain water on the bus to maintain cleanliness.
15. Pupils are not allowed to eat on the bus and please do keep the bus free of litter.
16. Pupils are not allowed to take a different bus from their regular assigned bus. We seek your understanding as cross-transfers will create unnecessary disruptions in transport arrangements.
17. Changing or removal of clothing items is not allowed on bus.
18. Dangerous and sharp items are not allowed on the bus. Kindly keep their stationery and any potentially dangerous items such as pencils and scissors in their bags.
19. No pets are allowed on bus.
20. Pupils to put on their face mask at all times.
21. Parents to ensure child is well before putting them on bus.
22. Pupils to report to bus queue immediately after school. Those who miss the bus without valid reasons (eg go to canteen or bookshop or play with friends) will have to call parents to pick them up.
23. Any child who misbehaves in the bus will be reported to transport coordinator, who will consult the school for action to be taken by the school. For serious / repeated cases, the school may consider suspension of bus riding privileges.
24. Parents are required to provide a written note to bus co-ordinator if your child is required to alight at another location, subject to approval from bus company.
25. Kindly inform bus co-ordinator if you are picking or sending your child to school. We will appreciate if you could minimize such disruption.
26. Color Ribbons will be tied to your child's school bag to identify pupils taking school bus on Return Trips, usually for the Pri 1s and Pri 2s. Kindly DO NOT REMOVE them till end of Term 1. Do not remove the ribbon.

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28. Any feedbacks are welcome via sms / calls / email to bus company:

- Sms / calls = 91998844 (Mr Tang / Anna) 64726046 (office)
- Fax: 64726537
- Email: pengyangtpl@yahoo.com.sg

For sms, would appreciate if your message includes details like child's name, Pri ? BTPS, blkand then your message...

Eg. I'm parent of BTPS pupil staying at.... Need to check....

Or

Eg. I'm parent of <child's name> <Pri 1A> fr BTPS @ <blk/add>. No need to pick my child today <date> etc...

Notes to Parents who have child/children with SCC:

Please be informed that from 2022, the 4pm late trip is strictly for after school class, enrichment programmes, supplementary classes or CCA.

ANNEX A

A. Daily School Bus Services (i.e. for sending pupils from home to school and vice versa) (HDB)

Distance is calculated based on Goggle Map, taking the shortage distance if more than one Route is suggested. Rate (**Monthly fare**) for distance above 6km will be quoted to parents upon request received.

Distance	Up to 15 seater		>15-30 seater		>30 seater	
	1 way	2 way	1 way	2 way	1 way	2 way
Up to 2km	115	125	105	115	80	90
>2 – 4km	150	160	135	145	110	120
>4 – 6km	180	190	170	180	140	150

Note: Charges for small buses (15 and below seater type) are generally higher for the host of benefits of mandatory installation of seat belts, one-to-one seating, easier access to pick up points and shorter journey time.

B. Bus Services for after school activities (i.e. sending pupils home from school after enrichment programmes, supplementary classes or CCA). (4pm Mondays to Fridays, EXCEPT Wednesdays)

Distance	Up to 15 seater	>15-30 seater	>30 seater
Up to 2km	\$5/trip	\$4/trip	\$4/trip
>2 – 4km	\$6/trip	\$5/trip	\$5/trip
>4 – 6km	\$7/trip	\$6/trip	\$6/trip

Note:

- Only pupils who are on our regular bus service for **Two=ways or One-way Return** Trip are eligible to apply for the 4pm bus service.
- Pupils who are on our regular One-Way bus service **TO School** are not eligible to apply for the 4pm bus service.
- The 4pm bus service is Strictly cater for pupils who stay back for Enrichment Programmes, Supplementary Classes or CCA ONLY.
- Collection of fare for the 4pm trip is BY TERM. Request Form for 4pm trip for each term will be given to pupils and Parents have to make payment for such request By the first week of the Term (except Term 1, which may start from week 2/3)
- There is **NO REFUND** of 4pm trip fares for whatsoever reason if activities are cancelled, pupils on MC or by PT arrangement.
- Eg If Pupil A requires 4pm bus for every Monday for Term 2, then rate to pay will be 10 Mondays x \$4 (when we advise it will be a >30 bus to send Pupil A home (who is within the up to 2km Distance)
- Bus routes and type of buses used are fixed by the bus company. It may not be the same bus as the normal dismissal bus route.

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Following is the list of **estimated** waiting time for your perusal. Final timing depends on demand and request for 2022. Actual details will be informed by SMS 2 to 5 days before the school re-opens in January 2022.

	Waiting time	Areas
1.	6.10am – 6.45am	Jurong West, Jurong East, Taman Jurong
2.	6.25am – 6.40am	Toh Guan
3.	6.30am – 6.50am	Hillview
4.	6.15am – 6.50am	Bukit Batok
5.	6.05am – 6.40am	Choa Chu Kang, Yew Tee, Teck Whye
6.	6.10am – 6.40am	Bukit Panjang Area
7.	6.15am – 6.45am	Upper Bukit Timah Area
8.	6.45am – 7.05am	Toh Yi, Toh Tuck, Jurong Kechil, Hindhede, Shamah Terrace, Burgundy
9.	6.10am – 6.50am	Ghim Moh, Clementi, West Coast
10.	6.15am – 6.45am	Dunearn Road, Sixth Avenue, Bukit Timah

Any areas other than above will be advised after we have received all application form.

Thank You.

Anna Siow (HP: 9199 8844)

Marketing Manager

Peng Yang Transport Pte Ltd

Authorized School Bus Operator for Bukit Timah Primary School (2022 and 2023)

Office Tel: 6472 6046

Email: pengyangtpl@yahoo.com.sg

Parents, please take note of following Covid-19 SMM:

1. Please check and ensure your children are well before putting them with the school bus.
2. Pupils to take their temperature with the Contactless Temperature Scanner (inside school bus) and board with normal temperature.
Pupils will be advised not to take the school bus if temperature is abnormal (high).
3. Pupils to be seated at their designated seat and not to change seat
4. Pupils to put on their mask at all times and do not interact with other pupils on same bus.
5. No Eating and drinking (except plain water) on bus ride
6. All drivers will also monitor their health and daily temperature, as well as sanitized their buses after each trip. Our company has also bought the Sanitizer Spray and will help them in school before pupils board their bus after dismissal.