

School Bus Services Agreement

1. The school bus service is provided for trips to and from the school (i.e. before and after official school hours) according to MOE's official school terms.
2. Two-way bus fares are quoted according to the same pick-up and drop-off points. Additional charges may be imposed if different or additional pick-up or drop-off points.
3. Bus route and pick-up & drop off timing will be decided by the bus company.
4. Pupils who missed the bus after school, must report to the school's general office immediately.
5. Pupils will be allocated one seat per student.
6. Payment are strongly preferred to be paid by **Paynow**
7. For Paynow, please transfer to **Paynow UEN 200507800G "Teo Boon Transport Pte Ltd"** stating your **child's full name** and **School Name (PYPS)**
8. The full month's school bus fare should be made by the first day of each month.
9. School bus fares are computed based on a 9-month period, Jan to May, and July to October. No Bus fare is payable on June, November & December.
10. Bus transport services that commence after the 15th of the month will be charged half-a-month's fee. Otherwise, the full month's transport fee applies.
11. The bus company reserves the right to stop providing bus services for your child if payment of the bus fare is not made within 5th day of the month.
12. Please give the Company two month's written notice and two month's bus transport fee in lieu of notice should you wish to terminate the arrangement for our school bus services. You may email the withdrawal notice to office@teoboan.com For example, if you wish to stop the bus transport services on 01st August, you would need to give the notice by 01st June or to pay the fees for the whole of August by 01st August.
13. Should you wish to change the pick-up and drop-off points after school bus services have commenced, please send your request two weeks in advance to office@teoboan.com Changes are subject to seat availability of the buses serving the new locations.
14. Should the bus fail to turn up, a **\$4 (Up to 2km) and \$5 (>2 km to up to 4km)** will be refunded.
15. Student will be picked up at agreed pickup points and dropped off at agreed destination.
16. Parents and guardian must be on time if students need to pick up by them during drop off
17. Student should not carry dangerous items onto the bus
18. Student must be on time at pick up points, recommended five-minutes before stipulated pick-up time.
19. If bus fails to turn up on time without notice, the operator's office should be informed immediately
20. Operator's office to be notified in advance if students is not taking school bus
21. Parents and guardians are not allowed to board the bus
22. Seats are assigned by the bus attendant/bus driver. Children are not allowed to reserve seats.
23. Student should attempt boarding of vehicles when vehicles have stopped completely and upon signal by the bus driver or attendant.

24. Students should board and alight the bus in orderly and peaceful manner.
25. Student should respect one another in the bus.
26. Students should not shout, use offensive languages and gestures in the bus.
27. Students should remain seated when vehicles are in motion.
28. Student should be seated and fastened seat belts in the bus.
29. No eating and drinking while on the bus. No litter to be left on the bus.
30. Children on board the bus should follow the instructions from the bus driver and bus attendant at all times. Unruly behaviour as well as drinking, eating, running or playing on the bus is not permitted. Children who flout the rules shall be reported to their School. Arrangement of bus transport services may be terminated after Teo Boon Transport Pte Ltd issues two written warning letters.
31. Teo Boon Transport Pte Ltd reserves the rights to change its buses, pick-up time, routes, and drivers without prior notice.
32. Parents shall be held liable for any damage done to the buses as a result of their children's actions.
33. Transport details such as driver's/attendant's and vehicle number will be sent to you within two to five days before the school term begins. The driver/attendant will also be contacting you to confirm the pick-up point and time. You are also encouraged to contact the driver/attendant directly to make the necessary arrangement regarding the pick-up point and time.
34. Teo Boon Transport Pte Ltd committed to respecting the privacy of every individual and adhering to the Personal Data Protection Act 2012, Singapore ("PDPA") when conducting our businesses. When you do provide us with your personal data, the information will be used related to registration, billing, and collection of debt and business communication only. We do not sell, rent or market personal data to third parties. It is the Company's policy to keep personal data only for as long as needed. At any time, you may request Teo Boon Transport Pte Ltd to correct or remove any such personal data. Should you have any queries, you may contact our Data Protection Officers at business@teoboan.com
35. Teo Boon Transport Pte Ltd reserves the rights to make further changes to the above Terms and Conditions, anytime without notice

**During new school term, there are usually various issues, such as bus pick up/drop-off timing, due to new traffic condition and traveling pattern. Usually, these issues are stabilized after two weeks. Please note: *Application takes 10 working days to process.*

I fully understand the terms and conditions stated above for engaging Teo Boon Transport Pte Ltd transport services and agree to abide by the said terms and conditions.

For 2026 School Bus Services, please submit request by **02nd December 2025** if you wish the School Bus Operator to consider your request.