



Convent of the Holy Infant Jesus (Katong)

Our Vision – From Girls to Women of Grace and Substance

Ref No: GO/P1 Admin Day/DC/116/2021

Date: 6 October 2021

Dear Parents and Guardians

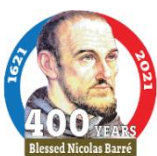
INFORMATION SHEET ON SCHOOL BUS SERVICES FOR YEAR 2022

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.

Enhanced Process

2. We have enhanced the process under the MOE School Bus Service Pilot Project which will take effect from January 2021 as follows:
 - a. The school will extend the invitation for proposals for bus services to all interested bus operators so as to attract more competitive offers. To achieve this, the school will advertise the invitation at the Information Notice Board for School Bus Services (IBSB) website developed by MOE HQ.
 - b. Interested bus operators will be required to submit the 'Not-To-Exceed" (i.e. the maximum) fare for each distance benchmark (i.e. 2km, 4km and 6km). These fares will help parents negotiate with the appointed school bus operators, if there is a need to do so. The bus fares will not go beyond the NTE during the service period. For students staying beyond the maximum distance range, parents will negotiate fares with the bus operator.
 - c. The annual bus fares will be payable over 9 months in a school academic year. The collection months are January, February, March, April, May, July, August, September and October. There will be no collections for the months of June, November and December. Please refer to the illustration in Appendix A.
 - d. The school will publish the fares quoted by the appointed bus operators in the IBSB website at <https://schadmsvc.moe.gov.sg/moeibsb/> for viewing by parents. Parents can also access the IBSB website through the 'Info for School Bus Services' button in MOE Internet Homepage (at <http://www.moe.gov.sg/>).





Convent of the Holy Infant Jesus (Katong)

Our Vision – From Girls to Women of Grace and Substance

School Bus Operator for 2022

3. We are pleased to inform you that the school has appointed Arcelie Bus Service for the period of two years from Jan 2021 to Dec 2022 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).
4. Parents who are interested in taking up the school bus services in 2022 please complete the “Request for School Bus Services” form via QR code or online link by Friday, 31 October 2021.

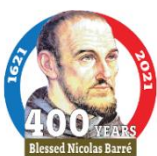
School Bus Fares

5. Parents may discuss their requirements directly with the bus operators to agree on the actual bus fares based on the ‘Not to Exceed’ Price.
6. 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 (i.e. for sending pupils 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	130	150	130	150	130	150
>2 – 4km	140	160	140	160	140	160
>4 – 6km	150	180	150	180	150	180
>6 – 8km	160	200	160	200	-	-
>8 – 10km	220	240	220	240	-	-
>10 – 12km	240	280	240	280	-	-
>12 – 14km	300	340	300	340	-	-
>14 – 16km	350	380	350	380	-	-
>16 – 18km	400	450	400	450	-	-
>18 – 20km	500	550	500	550	-	-
>20 – 22km	600	650	600	650	-	-
>22 – 24km	700	850	700	850	-	-

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.





Convent of the Holy Infant Jesus (Katong)

Our Vision – From Girls to Women of Grace and Substance

B. Bus Services for after school activities (i.e. sending pupils home from school after enrichment programmes, supplementary classes or CCA).

Distance	Up to 15 seater (\$)	>15-30 seater (\$)	>30 seater (\$)
Up to 2km	4	4	4
>2 – 4km	5	5	5
>4 – 6km	5	5	5
>6 – 8km	6	6	-
>8 – 10km	6	6	-
>10 – 12km	8	8	-
>12 – 14km	8	8	-
>14 – 16km	10	10	-
>16 – 18km	10	10	-
>18 – 20km	12	12	-
>20 – 22km	12	12	-
>22 – 24km	12	12	-

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

Other Information

8. 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:

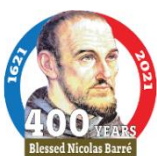
- Daily school timing: 7.30am to 1.30pm (Curriculum time)
- Latest arrival time in school: 7.10am
- Latest departure time from school: 1.30pm (time which the buses depart from the school)

b. It is the parent's responsibility to pay the monthly bus fare directly to the bus operator by the first week of every 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

d. of June, November and December. School services will still be provided on every school day in the months of June, November and December.

e. Parents are advised to take note of the operator's termination clause 13 in the Annex A.





Convent of the Holy Infant Jesus (Katong)

Our Vision – From Girls to Women of Grace and Substance

Feedback

9. 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.

10. For any feedback concerning the service standards and behaviour of the bus drivers/attendants, parents may contact the following:

Arcelie Bus Service

First Point-of-Contact: Aunty May (9734 5155)

Second Point-of-Contact: Mr Lim (9098 2622)

School's General Office

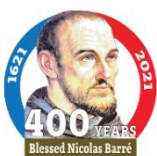
Office: 6344 3072

Thank you.

Yours sincerely

Mrs Judina Cheong
Principal

This is a computer-generated letter. No signature is required.





Convent of the Holy Infant Jesus (Katong)

Our Vision – From Girls to Women of Grace and Substance

Appendix A

This example compares 12-months and 9-months payment schedule based on an annual fare of \$1,080.

Month	12-months		9-months	
Jan	\$180	Pay Dec fare in advance	\$120	Payments are spread equally over 9 months
Feb	\$90		\$120	
Mar	\$90		\$120	
Apr	\$90		\$120	
May	\$180	Pay Jun fare in advance	\$120	
Jun	0		0	
Jul	\$90		\$120	
Aug	\$90		\$120	
Sept	\$90		\$120	
Oct	\$180	Pay Nov fare in advance	\$120	
Nov	0		0	
Dec	0		0	
Total	\$1,080		\$1,080	

Benefits of 9-month payment schedule:

- No advance payment is required for the month of Dec, Jun and Nov.
- Bus fare is paid over 9 equal payments.
- Pay as use basis.

