

**CIS Bus Transport Registration Form
2025/2026**

<i>Family ID</i>	<i>OFFICE USE</i>	Parents'/Guardian's Particulars					
------------------	-------------------	--	--	--	--	--	--

<i>Father's (Guardian) Family Name</i>		<i>Father's (Guardian) Given Name(s)</i>			<i>Contact Nos</i>	
<i>MR DR</i>			<i>Tel</i>			
<i>Email</i>			<i>Fax</i>			
<i>Company Name</i>			<i>Mobile</i>			

<i>Mother's (Guardian) Family Name</i>		<i>Mother's (Guardian) Given Name(s)</i>			<i>Contact Nos</i>	
<i>MS DR</i>			<i>Tel</i>			
<i>Email</i>			<i>Fax</i>			
<i>Company Name</i>			<i>Mobile</i>			

Residential Address

<i>Block</i>	<i>Street Name</i>	<i>Unit</i>	<i>Building/Condominium Name</i>	<i>Postal Code</i>
<i>Home Tel</i>		<i>Email</i>		

Billing Details

Transport fees are paid by: *Company / Family* *Send invoice to: Residence / Company*/ Other Billing Address**

** Fill in details below if invoices are to be sent to non-residential addresses.*

<i>Attention to</i>						
<i>Department</i>						
<i>Company name</i>						
<i>Billing Address</i>						
<i>Postal Code</i>		<i>Tel</i>		<i>Fax</i>		<i>Email</i>

Children's Particulars Details

<i>No.</i>	<i>Male/Female</i>	<i>Family Name</i>	<i>Given Name(s)</i>	<i>Class/Grade</i>	<i>Start Date DD/MM/YYYY</i>	<i>To School (Y/N)</i>	<i>Return Home (Y/N)</i>	<i>Medical Condition (Y/N)</i>
1.								
2.								
3.								
4.								

@Please email us at cis@comfortdelgrobus.com.sg separately regarding your child's medical conditions e.g. Allergy, seizures

ComfortDelGro Bus Pte. Ltd. (hereinafter called the "Contractor") which expression shall where the context so admits include its assigns and successors in title, hereby undertakes, covenants and agrees to provide the bus transport services to the above mentioned students of Canadian International School (hereinafter called the "School") under such terms and conditions as set out between the School and the Contractor and on such terms and conditions as may be modified, altered or agreed upon between the School and the Contractor in the provision of and/or during the tenure of the provision of the bus transport services to the above students.

We require at least 2 weeks' advance notice for all new applications to be processed. Late submissions may result in your child/children not being able to board and commence the bus transport services on the desired start date.

This registration form cannot be processed unless it is duly signed. By signing this application form, you have agreed to the Terms & Conditions of the waiver and indemnity form overleaf as well as the Terms and Conditions mentioned herein from pages 3 to 9.

In accordance with the Personal Data Protection Act 2012 and Personal Data Protection and Privacy Policy set out at <https://www.comfortdelgro.com/sustainability/policies/>, you have agreed that the Contractor may collect, use and disclose your personal data, as provided in this application form for the following purposes:

- a) the processing of this application; and
- b) the administration of the application;
- c) the dissemination of information regarding our products and services; and
- d) the sending of our organization's newsletters via mail.

We use inward-facing in-vehicle recording cameras in our buses to record your child/children's images and videos. You have further consent (by signing this Registration Form) that the School and the Contractor may collect, use and disclose your child/children personal data collected through the video footage for security and safety purposes, for monitoring passengers on the Bus, and to facilitate the management of the Bus and review and development of services. If you have any inquiries in relation to your Personal Data, or you would like to exercise any of your rights, you may contact us at: dpo@comfortdelgrobus.com.sg (Data Protection Officer, CDGB)

I confirm that I have watched the **SAFE ROAD CROSSING VIDEO** together with my child/children at this link <https://www.facebook.com/singaporepoliceforce/videos/road-safety-animation-video-part-1-kerb-drills/10156893397919408/>

Signature _____ Name of Parent (Guardian) _____ Date _____

**PART 1: COMFORTDELGRO BUS
RIDER WAIVER AND INDEMNITY**

Canadian International School
To: c/o ComfortDelGro Bus Pte Ltd
383 Sin Ming Drive Singapore 575717

In consideration of you, Canadian International School, a company registered under the Companies Act (Cap. 185) and having its registered office at 7 Jurong West Street 41, Singapore 649414 (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 ComfortDelGro Bus 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 _____, the holder of 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 including the arrears, which are subject to annual review by the School and Contractor. I further agree to pay any revised fares resulting from such reviews.
2. I understand that my child/children will be transported 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/children's death or for any damage or loss to my child/children'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 for any loss or damage suffered by me, including but not limited to any death, personal injury or property damage. 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 howsoever arising which my child/children, his/her next-of-kin, parent, guardian, personal representatives and/or dependents may bring, make or have against the School and/or the Contractor on account of any matters stated above.
6. References 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 understand that by checking the “tick box” and agreeing on the Online Registration Form, I am deemed to have fully read, understood and accepted all terms as set out in this Waiver and Indemnity.

PART 2: COMFORTDELGRO BUS **RULES FOR ALL STUDENTS**

1. Only fully enrolled students at Canadian International School registered with the Committee of Private Education are permitted to ride on ComfortDelGro Bus Pte Ltd (CDGB) school buses.
2. Only registered bus riders who had paid for their bus fares are permitted to ride on the school buses. CDGB 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 notice period of at least two weeks 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 CDGB'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. The students shall fasten their seat belts, remain seated and comply with the instructions provided by the bus attendants for the entire journey while on the buses. The students are responsible for their own safety and must adhere to all safety guidelines and instructions provided by the bus attendants. CDGB shall not be held liable for any injuries, damages, or claims arising from the students' failure to fasten their seat belt, remain seated or to comply with the instructions provided by the bus attendants during the course of transportation.
7. Due to hygiene reasons, students are not allowed to eat or drink on the bus, except for drinking plain water from their respective water bottles.
8. Students are not allowed to bring dangerous and/or sharp objects such as pocketknives onto the bus. Stationery such as pencils, pens, rulers etc. as well as toys should be kept inside students' school bags at all times.
9. CDGB shall not be liable for any reason whatsoever for any loss or damage to personal belongings, including but not limited to bags, electronic devices, or any other items, left, misplaced, or lost on the bus. Students are solely responsible for the safekeeping of their belongings while traveling on the buses and CDGB assumes no responsibility for the same.
10. Animals and pets are not permitted on the bus at all times.
11. Students are not permitted to change their clothes or remove their clothing when on the bus.
12. Students are not allowed to reserve seats for friends travelling on the bus.
13. For safety reasons, students are requested to refrain from kicking or extending their limbs into the aisle as it may cause injury to others.
14. 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.
15. Students are expected to be courteous and respectful towards the driver, bus 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 School Administration for appropriate action. This may result in the suspension of bus-riding privileges and no refunds shall be provided in the event of such suspension.
16. Students will only be dropped off at their designated drop-off points.
17. If a bus is unable to enter a condominium compound or residential roadway, students will be given designated pick-up and/or drop-off points (after suitability and safety assessments of the area is carried out by CDGB) which may result in students having to walk a short distance from their residence.

18. Kindergarten students must have their name cards/tags indicating their bus numbers visible when boarding the bus.
19. All 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 on the buses, e.g., on-board cameras.
22. Parents are responsible for educating their children about respecting school property, including the school bus, and shall be accountable for any damage caused by their children to the school bus.

**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 weekends 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. A service fee may be imposed by CDGB.
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. CIS 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 CDGB and their partners.
10. It is the objective of the Contractor to plan routes with times of not more than 65 minutes for the regular school bus routes. However, route times are permitted to be more than 65 minutes subject to the approval of the School 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 3:45pm and 4:00pm in the afternoon. The After-School Activity buses depart from the campus between 4:45pm and 5:00pm in the afternoon.
11. The buses are fitted with a passenger-facing cameras system and their usage is regulated under the Land Transport Authority's guidelines.

PART 4: BUS FARE AND PAYMENT INFORMATION

For bus fare enquiries, please contact our Bus Office at cis@comfortdelgrobus.com.sg

1) **CANADIAN INTERNATIONAL SCHOOL BUS SERVICE CHARGES (FY2025-2026)**

FY2025-2026					
DISTANCE FROM COLLEGE (IN KM) (IN KM)			Zone	Per Semester Charges	
From	To			2 ways	1 way
0	to	2	1	\$1,633.90	\$1,290.78
2.1	to	4	2	\$1,864.50	\$1,472.95
4.1	to	6	3	\$1,912.58	\$1,510.94
6.1	to	8	4	\$2,128.54	\$1,681.55
8.1	to	10	5	\$2,172.03	\$1,715.91
10.1	to	12	6	\$2,306.47	\$1,822.11
12.1	to	14	7	\$2,444.48	\$1,931.14
14.1	to	16	8	\$2,508.44	\$1,981.67
16.1	to	18	9	\$2,661.51	\$2,102.59
18.1	to	20	10	\$2,729.45	\$2,156.26
20.1	to	22	11	\$2,954.10	\$2,333.74
22.1	to	24	12	\$2,954.10	\$2,333.74
24.1 and above			13	\$2,954.10	\$2,333.74

- All fares are quoted in Singapore Dollars (SGD).
- All fares quoted are inclusive of GST@ 9% (subject to Government's revision).
- Distances are calculated based on a straight-line radius from the school.

2) **Optional After-School Activity Bus Fares**

This service is only available to students who are in **Grade 3 and above**.

For students using the regular bus to and from school	S\$144.23 per season*
For students using the regular bus from school only	S\$144.23 per season*
For students using the regular bus to school only	S\$289.82 per season*
For students who do not use the regular bus	S\$459.90 per season*

@ No pro-rata School Activity Bus

* "season" means a period of four (4) calendar months. Please note that the Bus Fares quoted above are inclusive of GST @ 9% (subject to Government's revision).

- 3) **PAYMENT** - There are two (2) 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/Students' names after making the transactions and drop us an email at (cis@comfortdelgrobus.com.sg) to update us.

Bus service will only commence once full payment of the bus fare has been received before the beginning of each term.

- a. Please make payment by the due date as stated in the invoices.
 - b. Should you make any changes to the bus services, kindly note that at least two (2) weeks' written notice is required. This will allow the bus office sufficient time to make the necessary adjustments to accommodate the changes.
- 4) **TERMINATION - If you wish to terminate the bus service, please give the Bus Office written notification at least one month before the termination date.** Refunds will not be issued if written notification is not received before the termination of the bus service.
- 5) **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 on 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 a deduction for administrative fees and charges (\$87.20 inclusive of GST @ 9% (subject to Government's revision)).
- 6) **REFUND** - A Parent or Guardian is entitled to a refund of the balance of fare paid for the outstanding period based on the number of weeks remaining, provided that one month's notice is given.
- 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. Partial refunds will be offered under Force Majeure conditions and/or when legislated by the government. Partial refunds will be offered in the Contractor's discretion 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 because of government restrictions imposed due to national emergency e.g. the COVID-19 pandemic.
 - d. For all termination / refund, there will be an administrative charge of \$87.20 inclusive of GST@ 9% (subject to Government's revision).
 - e. Refunds will not be made when the bus office has agreed to reimburse the taxi service, as applied in "7. REIMBURSEMENT", below.

- 7) **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 with a taxi-fare equivalent for the journey.

- 8) **APPLICATION** - We require at least 2 weeks' advance notice for all new applications, changes of address and re-registration. Late submissions may result in students not being able to board 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 our bus office at the following telephone numbers and email addresses:

Lakeside Campus

Enquiry: cis@comfortdelgrobust.com.sg

Thank you for your interest and applying to take our school bus services.