

SCHOOL TRANSPORTATION INFORMATION



EASY ACCESS FROM ANY PART OF KLANG VALLEY

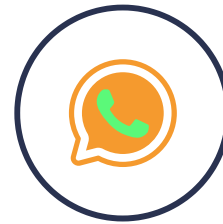
Sri KDU International School, Subang Jaya is located in a residential neighbourhood, flourished with a lush landscape and looping scenic walk. 20+ minutes away from Kuala Lumpur City Centre.



Year 1 to Year 13 students travel to school with School Transportation daily.



GPS tracking devices on all vehicle for safety reasons



Whatsapp Live Location to monitor our vehicles movements

TRANSPORTATION SERVICES

Anthikas Crew Resources (ACR), an external transportation provider, is contracted by Sri KDU Subang Jaya to ferry children to and from school. The service will cover the entire return trip from house pick-up to school drop-off and back home.

You may track your child's school vehicle journey with WhatsApp live location and all vehicles have GPS as an added safety step.

CCA AFTERNOON TRANSPORTATION (ONE-WAY)

ACR also provides an afternoon transportation service for students participating in Co-Curricular Activities (CCAs) to home



Vehicle Safety

Guideline

RULES FOR BOARDING THE VEHICLE

- Hold the handrail when getting on to the vehicle.
- Do not push or shove others who getting on, inside or getting out of the vehicle.
- Once you are on the vehicle, quickly find a seat, sit down and stay seated.

RIDING ON THE VEHICLE

- Students must remain in their seat with their seatbelt on securely.
- Do not put your head, hands or arms out of the transportation vehicle window.
- Do not yell or make other loud noises that could distract the driver. Talk quietly, use your 'indoor' voice while on the vehicle.
- Do not consume any food or drinks while on the vehicle.
- Do not block the aisle with backpacks, books or musical instruments.
- Do not touch or play with the emergency exits.
- Do not throw objects at other passenger on the vehicle or out of the vehicle windows.
- Once you have reached school, please ensure you grab all your belongings with you.

GETTING OFF THE VEHICLE

- Please remain seated on the vehicle at all times until you have reach your destination
- Move to the front of the vehicle and hold the handrail while stepping out of the vehicle.
- Do not get off the vehicle unless it is your stop.
- If an item was left on the vehicle and you have step out, please do not chase the vehicle. You may collect the item from the driver the next day should the item is still on the vehicle at the end of the trip.

IF THE VEHICLE IS RUNNING LATE

Unfortunate scenarios such as accident, traffic, road closures, weather, vehicle breakdowns may cause late pick up or drop off. Parents will be notified in the Whatsapp group by the driver or attendant if delay are expected to take 10 minutes. The School will be alert should the arrival to school exceed more than 20 minutes.

There must be mutual respect among the passengers/students, driver and attendant. It is unethical to act in a hurtful and destructive manner toward others. (including bullying).

The students are expected to be careful not to cause any damage to the vehicle in any way. Students should not deface any surface on the vehicle with sharp devices, such as pencils and pens, during the journey. Costs for damage repairs will be the charged to the parents.

Stern actions will be taken for ANY MISCONDUCT from either the driver or students.

VEHICLE CONDITION

Our vehicles are well maintained and clean. We have installed interior cam recorders and GPS trackers as safety and precautionary measures. All of our vehicles have valid licences and are road-worthy as mandated by law.

DRIVERS

All of our drivers are able to converse in English. They will present themselves in a professional manner. A copy of each driver's documentation and license are kept at the school and can be shown to parents upon request. ACR employ only experienced and vaccinated drivers.

REGISTRATION FOR THE SCHOOL AND/OR CCA AFTERNOON SERVICE

Parents are required to submit an ONLINE Application Form. The application form can be downloaded [here](#). You will be notified via email to confirm all details. All applications must be received within the deadlines as stipulated. Each application will take 2 to 4 weeks processing time and subject to confirmation once payment has been made in full.

PRIVATE AND CONFIDENTIAL

All details of students are confidential. ACR is NOT to share any student's details at any time to any parties.



PAYMENT

Transportation fees must be paid in advance at the beginning of each term. Payments must be made online directly into ACR's nominated account. No cash transaction is allowed. Drivers and attendants are not authorised to receive payments from parents. The School will also not process any payments on behalf of ACR. During the contract period, no changes to transportation rates can be made without first consulting the School and parents. If a lockdown is imposed (again), the transport fee will be charged at 40%. Payment methods and account details will be provided upon registration.

TRANSPORTATION SCHEDULE

| DAY | MORNING PICK UP | AFTER SCHOOL PICK UP |
|-----------|-----------------|----------------------|
| Monday | 6.45 AM | 3.00 PM |
| Tuesday | 6.45 AM | 3.00 PM |
| Wednesday | 6.45 AM | 3.00 PM |
| Thursday | 6.45 AM | 3.00 PM |
| Friday | 6.45 AM | 1.00 PM |

This will change according to students' academic schedule upon discussion with the parents. The morning and after school transportation journeys are fully traceable by WhatsApp live location.



IMPORTANT INFORMATION

1. Sri KDU Subang Jaya SDN BHD (1106232-P), addressed at Sri KDU Subang Jaya, Jalan MP 2, Tropicana Metropark, 47500 Subang Jaya uses the service of a third party school transportation provider – ANTHIKAS CREW RESOURCES

2. ANTHIKAS CREW RESOURCES (002481005-D) will handle the application and coordination of the school transportation independently from the school. ANTHIKAS CREW RESOURCES is responsible for the collection of the bus service fee.

3. Application for the school transportation service must be done online at: <https://www.facebook.com/KAVINESTRAVEL/> at the latest, one week before the requested commencement date.

4. Processing of the application may take up to seven (7) working days. The availability of the school transportation service is subject to the seat availability.

5. Upon confirmation of the transportation service availability, the parents are required to make payments before commencing to use the school vehicle service. Payments for the school transportation service will be on a termly basis. ANTHIKAS CREW RESOURCES will issue an official receipt upon payment received.

6. Parents are required to make full termly payments for the school transportation service before the school term commences, within one (1) week of receiving the invoice

| | | |
|---------------|----------------|-------------------------|
| Bank Details: | Bank | Ambank |
| | Account Name | Anthikas Crew Resources |
| | Account Number | 8881041131730 |
| | Swift Code | ARBKMYKL |

7. Termly registration will automatically renew, unless as advised in advance by the parents.

8. School transportation services discontinuation - The parents are required to provide at least one (1) term advance notice to ANTHIKAS CREW RESOURCES.

9. Students taking the school transportation are required to observe and adhere to the school transportation rules and regulation. A copy of the rules and regulation will be provided to both student and parents upon registration for the school transportation service.

10. The school's liaison person is Ms Nina Osu Email: support_gim@gemsedu.com

*Terms, conditions, support features, procedures, pricing and support availability for future periods are subject to change at any time with prior notice



SCHOOL TRANSPORT SERVICE OVERVIEW

School Transport Services follows all applicable regulatory issued protocols with regards to the operation of student transportation. As a responsible organization we have used the regulators protocols and developed detailed standard operating procedures (SOPs). These SOPs will be used to inform, train and monitor all stakeholders in the operating and safety practices required for the delivery and support of student transportation.

- All drivers will be monitored and temperature tested prior to each working day in line with our Company SOP.
- All drivers will be issued, wear and be monitored for the required Personal Protective Equipment (PPE) when operating services.
- Vehicles will be operated in line with the regulators capacity requirements.
- Vehicles will be sanitised with an approved surface cleaner and in line with School SOPs and quality monitored each day.
- Students will be monitored for any health concerns and temperature checked.
- Vehicles will have a clear seating plan and markers on each seat in line with the seat capacity requirements.
- During transportation registration, parents and students will be issued with a transportation safety guide and pictogram.
- School will provide regular communication to parents and transportation user students during September 2021 on the requirements for safe bus travel.



SCHOOL TRANSPORT SERVICE SAFETY PROTOCOL

VEHICLE HYGIENE/EQUIPMENT PROTOCOL

| ITEM | DRIVER | STUDENT | COMMENT |
|--|-----------------------|------------------------|---|
| Hand sanitiser (HS) A requirement for all bus users to sanitise hands prior to operations or boarding. | Provided by employer. | Provided by parent. | <ul style="list-style-type: none"> • HS is not to be stored in any vehicle due to risk of combustion with prolonged heat exposure. • HS must be personal issue to reduce multi touch and risk of skin allergy. • Note: HS may be provided to students where required when boarding the bus. |
| Face mask (FM) A requirement for all passengers, to wear an appropriate face mask for operating or travelling in the vehicle. | Provided by employer. | Provided by parent. | <ul style="list-style-type: none"> • FM users must comply with government protocol. • FM must not impede the transportation drivers ability to safely control the vehicle. • FM must not be disposed of on the vehicle, users are responsible to safely remove and dispose of sensibly. • Spare FMs will be held on vehicle for emergency purposes, i.e. a student arrives at the vehicle without a FM. • Students/staff with medical conditions (non covid) are exempted from wearing an FM and must provide a medical certificate. |
| Glove (GV) A requirement for gloves to be worn by passengers who are allergic to HS or in instances where HS is not available. | Not required. | Provided by parent. | <ul style="list-style-type: none"> • GV not required by driver as may impede safe control of vehicle. • GV must not be disposed off, users are responsible to safely remove and dispose off sensibly. • Students to wear gloves where HS not suitable. |
| Body temperature Noninvasive temperature checks to be carried out for all passengers prior to boarding the bus. | Provided by employer. | Provided by bus driver | <ul style="list-style-type: none"> • Driver checked by supervisor prior to departure and before student collection. • All passengers will be checked prior to boarding the vehicle and will not be permitted to board the bus if their temperature is equal to or above 37.5°C . <p>Note: It is advisable that parents also conduct a temperature check prior to their child leaving their residence.</p> |

SCHOOL TRANSPORT SERVICE SAFETY PROTOCOL

VEHICLE TRANSPORT GUIDELINE

| VEHICLE OPERATOR PROTOCOL | STUDENT PROTOCOL | COMMENT |
|---|---|--|
| <p>All vehicles will be sanitised prior to each AM and PM journey. All records will be maintained as per regulatory requirements.</p> | <ul style="list-style-type: none"> Students to maintain the PPE protocol for each journey. No food or fluids to be consumed on any vehicle. | <ul style="list-style-type: none"> Deep vehicle sanitisation provided at the end of each day. Vehicle operator/user touch points to be sanitised at the end of each journey. Each vehicle to display a sign stating 'sanitisation programme in place'. Waste management and disinfection practices must be adhered to. As per company T&Cs, no unauthorised person to board any vehicle Vehicle air circulation will be managed in line with the relevant type approvals of design and construction. |
| <p>No employee is permitted to provide any duties if they have any symptoms related to COVID 19 or contact with symptomatic citizens.</p> | <ul style="list-style-type: none"> Any student with a temperature which is equal or above 37.5°C will not be allowed to board the vehicle. No student will be permitted to travel on any school transportation service if they have any symptoms related to COVID 19 or contact with symptomatic citizens. Parents or nominated Guardian must attend the vehicle collection point and remain with their child until clear for boarding the vehicle. If a student begins to show symptoms of COVID 19 whilst travelling on the vehicle, then this will be considered a probable COVID 19 case and reported to the school prior to arrival so that correct isolation protocols can be followed. | <ul style="list-style-type: none"> If any passenger is identified in this category or fails to maintain the PPE protocol they will be refused access to the vehicle. The employer will manage replacement employees for services if they are unfit for duty Parents will remain responsible for safeguarding and return of students to home if they do not follow protocols or have a temperature is equal to or above 37.5°C . prior to boarding the vehicle. If a child begins to show symptoms of COVID 19 in the bus, the immediate measure is to ensure the child is seated at least 2 meters away from other passengers. The driver should immediately inform the school administration/ parents or nominated guardian. Should any student begin to show symptoms on the journey home, the student should be dropped off first, even if this means extending the journey time. If the journey is to school, the student must be isolated by the school. If students or staff have been confirmed positive according to a COVID 19 PCR test by an accredited facility, they are not to be permitted to return until a negative test result has been provided. |

SCHOOL TRANSPORT SERVICE SAFETY PROTOCOL

VEHICLE TRANSPORT GUIDELINE

| VEHICLE OPERATOR PROTOCOL | STUDENT PROTOCOL | COMMENT |
|---|---|--|
| Each allocated Driver will be responsible for managing the hygiene/PPE vehicle boarding protocol. | <ul style="list-style-type: none"> Students will maintain an orderly queue at all designated boarding points and only board the vehicle when instructed by the Driver. | <ul style="list-style-type: none"> All vehicle will have adequate signage to guide students towards hygiene practices. |
| Drivers will register students | | <ul style="list-style-type: none"> Manual paper registration of students will be conducted on any journey. Drivers will update the record of student attendance to school administration. |
| Driver will ensure that the allocated seating plans are adhered to. | <ul style="list-style-type: none"> Students will observe the allocated seating plan. All personal possessions must be safely stowed. Students will remain seated and seat belts must be worn at all times | <ul style="list-style-type: none"> All school transportation must be used at the capacity levels as notified by the relevant authority. Signs will be placed on seats for seating guidance. |
| School arrivals will be managed in line with the student disembarkation protocol. | <ul style="list-style-type: none"> Students will remain seated until advised by the Bus Driver to disembark. Disembarkation will commence from the front seats row by row to the back seats. Students will be responsible for carrying all personal items. | <ul style="list-style-type: none"> All school transport must be used at the capacity levels as notified by the relevant authority. Signs will be placed on seats for seating guidance. |
| Each school will manage the departure of students to the vehicle departure areas. This will be in line with the school protocols. | <ul style="list-style-type: none"> Students will adhere to boarding protocols. Students will maintain an orderly queue at all designation boarding points and only board the vehicle when instructed by the Driver. Students must not board the vehicle if the Driver is not present. | <ul style="list-style-type: none"> Schools will remain responsible for student movements between the main school facility and departure area. Boarding protocols remain the same as guideline points 3/4/5. |
| Home arrivals will be managed in line with the student disembarkation protocol. | <ul style="list-style-type: none"> Students will remain seated until advised by the BG to disembark. Students will be responsible for carrying all personal items. Students will be handed over to parent/guardian. | <ul style="list-style-type: none"> Parents remain responsible for the collection of their child at the designated disembarkation point. Driver are not permitted to escort students into residential properties and must remain with the vehicle at all times. |



TERMS AND CONDITIONS OF SERVICE

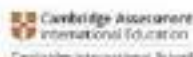
1. I understand that the Contractor (and Bus Owners) is providing a bus transport service for my child in accordance with the conditions as defined and agreed to by the school on my behalf. I will pay directly to the Contractor for the bus transport service at the beginning of each semester at the prescribed rates and I will be bound by the conditions as defined and agreed to by the School on my behalf.
2. I understand that my child is conveyed to and/or from school at my own risk and not at the risk of the School, who is acting only 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 for any damage to my child's personal belongings, howsoever caused, whilst my child is being conveyed to and/or from school, or is waiting to be conveyed to school. I hereby absolve the School from any and all liabilities 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 a personal injury has occurred.
3. In the event of any emergency, I do hereby authorize the School to arrange such medical attention for my child 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 and to reimburse the School for any such fees and charges and all incidental costs and expenses which may have been paid by the School.
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 shall not be held liable in any way whatsoever.
5. I further agree to indemnify the School against any and all claims, demands, damages, costs, actions or causes of action which my child, his/her next-of-kin, parent, guardian, personal representatives and/or dependents may bring, make or have against the School on account of any of the 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 Owners of their officers, employees, agents or other authorized to act on their behalf.
7. Nothing in this document shall limit the right of the child, next-of-kin, parent or guardian, personal representative and/or dependants to take action against any third party (other than the School save for any act of negligence or omission by the School, its servants and/or agents), the Contractor, Bus Owner or their officers, employees, agents or other persons authorized to act on their behalf.

I hereby state that I have read, understand and agree to the above terms and conditions of the school van transportation service.

Signature of Parent / Guardian:

Name:

Date:





SCHOOL TRANSPORTATION CHARGES

(2022/2023)

School Bus

Transportation charges will cover the full return trip from home pick-up to school drop-off and back home again.

| TRANSPORTATION CHARGES (BY TERM) | | | |
|----------------------------------|--------|--------|--------|
| Zone | Term 1 | Term 2 | Term 3 |
| A | 2450 | 2240 | 1610 |
| B | 3150 | 2880 | 2070 |
| C | 3850 | 3520 | 2530 |
| ➤ 25 KM | 4550 | 4160 | 2990 |

- The rate for one-way trip is the same as two-way trip.

| Distance from the School | Zone |
|--------------------------|------|
| Within 15 Km | A |
| 15.1 Km – 20 Km | B |
| 20.1 Km – 25 Km | C |
| ➤ 25 Km | D |

Note

1. Transportation may not be available if there is an insufficient number of children signed up for a particular area.
2. All the charges above subjected in **RINGGIT MALAYSIA**.
3. Payments for the school bus service are on termly basis.
4. For more info, please contact Mr.Kavines at anthikascrew@gmail.com

Payment Method

Direct Debit/ TT

| | | |
|----------------------|----------------|--------------------------------|
| Bank Details: | Bank | AmBank |
| | Account Name | Anthikas Crew Resources |
| | Account Number | 8881041131730 |
| | Swift Code | ARBKMYKL |

Enquiry

| | |
|----------------------|---|
| Facebook | https://www.facebook.com/KAVINESTRAVEL/ |
| Email | anthikascrew@gmail.com |
| Call/WhatsApp | +6016-5567175 |

Important Information

1. GEMS EDUCATION M2 SDN BHD (1106232-P), addressed at GEMS International School, Jalan MP 2, Tropicana Metropark, 47500 Subang Jaya uses the service of a third-party school bus provider – ANTHIKAS CREW RESOURCES
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**Terms, conditions, support features, procedures, pricing and support availability for future periods are subject to change at any time with prior notice*



JALAN MP2, TROPICANA METROPARK
47500, SUBANG JAYA, SELANGOR