

KAVINES TRAVEL & TOURS

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

Kavines Travel & Tours, 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)

KTT 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. KTT 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. KTT 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 KTT'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 KTT. 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 – KAVINES TRAVEL & TOURS.
2. KAVINES TRAVEL & TOURS (1580652-M) will handle the application and coordination of the school transportation independently from the school. KAVINES TRAVEL & TOURS is responsible for the collection of the bus service fee.
3. Application for the school transportation service must be done online at: https://www.instagram.com/kavines_travel 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. KAVINES TRAVEL & TOURS 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	Kavines Travel & Tours (M)
	Account Number	3239489934
	Swift Code	PBBEMYKLXXX

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 KAVINES TRAVEL & TOURS.
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.

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



IMPORTANT INFORMATION

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JALAN MP2, TROPICANA METROPARK
47500, SUBANG JAYA, SELANGOR

SCHOOL BUS TRANSPORTATION OPERATIONAL POLICY AND STANDARD OPERATING PROCEDURE.

Company Name: KAVINES TRAVEL & TOURS (M) SDN. BHD.

Registration Number: 202401034805 (1580652-M)

Director: Kavines Nilamogan

Email: kavinestraveltours@gmail.com





RULES AND REGULATIONS FOR STUDENTS ON KAVINES TRAVEL & TOURS BUSES.

Students Violating any of the rules and regulations for buses will be suspended from using the bus for the time specified.

1. Students shall not board the bus until it is completely stopped, nor shall they be out of their seats when the bus is in motion.
2. Only students who have paid transportation fees will be allowed on buses. No other “guest” will be allowed to ride. Persons riding as PARENT AIDES are exempted from this rule.
3. Students are not allowed to ask the bus driver to take a different route.
4. Students may be dropped off only at their own drop-off point. A written request will be required for any changes in drop-off points.
5. Students may not hang out of windows. Arms and hands must always be inside. No items can be thrown from the bus. (Warning)
6. Students are to be always seated. No one is to stand while the bus is in motion. (Warning)
7. No students may distract the bus driver or cause the driver to divert his/her attention from the safe operation of the bus. Students therefore should not disturb, distract, be impudent or touch the driver. (Warning)
8. Screaming, swearing, yelling and excessive noise shall not be permitted. Obscene language shall not be allowed. (Warning)
9. Fighting in the bus is strictly prohibited. Both parties involved in the incident will be referred to Operational Manager for further enquiry and the offender with the proven evidence, get suspended immediately.
10. Harassment of any student in the bus by any individual student or group of students is not allowed. (Warning)
11. Wilful property damage will merit an immediate bus suspension. Students will be held financially responsible for tearing, breaking, pulling apart or any other deliberate damage to the bus. (Warning)
12. Smoking and chewing of tobacco are not permitted on the bus. (Warning)
13. Students are not allowed to throw items at each other, including paper, on the bus. Shooting of rubber-bands is also prohibited.
14. No student shall open or close bus doors.



15. No student shall open the emergency doors. (Warning)
16. No spitting in or out of bus.
17. No eating or drinking on the bus.
18. Students must sit on a seat, no sitting on the floor, doorsteps, or gearbox.
19. No cigarettes, matches, lighters, or fireworks are permitted on the bus.

Bus Riding Suspension

Students who choose to ignore the rules and regulations for riding the bus will be given a warning as follows:

Warning 1: Verbal warning and consultation.

Warning 2: Written warning by email and consultation.

Warning 3: Written warning by email with parent concern.

Suspension 1: 1 -3 Days

Suspension 2: 1 Week (5-Days)

If a student chooses again to ignore rules after a suspension, the student will be removed from the bus permanently. Bus fees will not be refunded. Even if the incident is their first offence, students who engage in dangerous acts while riding the bus may not be given a warning or suspension, even before being permanently removed from the bus.

BUS SERVICE – OVERVIEW

1. KAVINES TRAVEL & TOURS (M) SDN. BHD. as an outside company contracted by The Sri KDU International School, Subang Jaya provides busing services to assist parents with the transportation needs of their child/children to and from Sri KDU International School, Subang Jaya.
2. All buses are air-conditioned and clearly marked with a specific bus alphabet and number sign place on its dashboards for students' convenience. At Sri KDU International School, Subang Jaya Busing Operations Manager who facilitates communications between the parents, students, and school personnel.
3. Bus services are provided on all days when school is in session, starting from the first day continuing through up to the last day of school (unless you receive a special notice from the school that says otherwise).
4. Families looking for permanent housing or anticipating relocation within the city is advised to discuss busing needs and options with the Busing Office.
5. The busing company will provide bus services for a student when:
 - I. The school transportation operational policy and standard operating procedure been signed by the parent.
 - II. The busing fee has been paid to KAVINES TRAVEL & TOURS.
 - III. There is a bus servicing the route with available space to and from the student's residence.
 - IV. Students and parents have both agreed to comply fully with all busing rules and regulations.
6. The pick-up and drop-off points may not be automatically at the student's home. It depends upon:
 - I. Bus capacity and length of the route travelling time.
 - II. Street size, condition, and location.
 - III. Traffic situation and regulations.



7. The pick-up time, sequence and/ or route may be adjusted at times during the year when:
 - I. New students are added or withdrawing/moving students are removed from the bus roster.
 - II. Participation in after school activities affects the bus roster.
 - III. There is a change in the traffic situation/ regulation, which may be result in late arrivals.
8. The afternoon drop-off will vary depending on the noon route traffic situation and bus roster.
9. All buses will leave the campus by 3.15pm at regular dismissal and 4.20pm after school activities from Mondays to Thursday and on Friday 1.15pm at regular dismissal and 2.20pm following after school activities.
10. In the event there is a change in address, a minimum of 10 working days is required to re-arrange bus assignment and schedules. The pick-up and drop-off place will be determined accordingly, as stated in item #6. Changes in busing must be authorized by the Busing Operations Manager in advance. The bus drivers are not allowed to change the busing routes unless authorized by the Busing Operations Manager.
11. There are after-school activities buses available for students participating in scheduled activities. Bus rules will apply to students who are taking these buses.

BUSING REGISTRATION

1. Parents of bus riders must be careful to complete and sign the School Transportation Operational Policy and SOP. Please be informed that seats will not be reserved unless the form is completed and signed with payment made to KAVINES TRAVEL & TOURS Management.
2. TKAVINES TRAVEL & TOURS Busing Handbook will be provided after the processing of the School Transportation Operational SOP Form. By signing the School Transportation Form, parents and students have agreed to comply with all busing rules and regulations.
3. Returning or new students who wish to terminate the bus service must submit a written notification to the Busing Office at least one month in advance.
4. For new bus riders, parents should register their child/ children as early as possible. A minimum of 5 working days is required to make a bus assignment and to arrange the schedule. This also applies when a family moves from a temporary to a permanent address. Please note that if there is no space availability on a particular bus, and additional 5 working days is then needed to make other necessary alternative arrangements.
5. Upon receiving the School Transport SOP Form, a confirmation will be issued by the Operations Manager.
6. All registered school bus riders are covered by insurance for regular trips to and from school. This coverage is also extended to field trips and after-school activity bus riders.



SAFETY AND SECURITY MEASURES

1. All buses are equipped with seatbelts. First aid kits, emergency hammers and fire extinguishers are also available on all buses.
2. Bus drivers are provided with all relevant bus information including emergency procedures, bus routes, a name list of students riding the bus, as well as a set of rules and regulations handbook.
3. KAVINES TRAVEL & TOURS conducts safety and security training for all bus drivers and as well as conducting school emergency drills involving buses as needed.
4. KAVINES TRAVEL & TOURS monthly inspection of each bus.
5. All requests for changes regarding busing must be submitted to the Busing Operations Manager.
6. KAVINES TRAVEL & TOURS is not liable for any items left on the buses. Students are advised to check that no personal belongings are left on the bus before disembarking. All items found on the buses will be turned in to the KAVINES TRAVEL & TOURS Busing Office.
7. All parents concern, questions and comments relating to safety and security measures should be directed to the Busing Operations Manager, who will do a follow-up and report back to the parents accordingly.

BUS RULES AND REGULATIONS

1. Students Behaviour Expectations and Conduct on School Buses
 - Students are expected to conduct themselves in a mature and responsible manner while riding the bus to and from school. Students' behaviour expectations are part of the bus contract agreement between parents, KAVINES TRAVEL & TOURS, and the bus contractor. If a student violates these expectations, the student may be temporarily or permanently suspended from using the bus privileges. Misbehaviour on a school bus or at the bus stop will be reported by the bus driver to the Busing Operations Manager and/or to the KAVINES TRAVEL & TOURS Administration.
2. All school rules and regulations Must Be Observed on the buses.



3. Follow the KAVINES TRAVEL & TOURS plan.

- REMAIN SEATED
- KEEP HANDS TO SELF
- USE INDOOR VOICE
- NO EATING ON BUS
- OBEY BUS DRIVER

4. Students are advised to follow these 6 basic rules on the buses:

- To listen to the bus drivers.
- To call the drivers by name.
- To stay seated with seatbelts secured.
- To use inside voices and polite languages, no teasing.
- To respect others, hands-off people, and their belongings.
- No eating or drinking except water.

Be a safe bus rider

1. For your safety and the safety of others, please be always seated. Please wait until the bus comes to a complete stop before unfastening your seatbelt and getting up and moving out of your seat. Do not stand while the bus is in motion.
2. Never stick your head, hands, arms, or other parts of the body out of the windows or doors while on the bus.
3. Never throw anything in the bus or out of the windows.

Consequences

Students who fail to comply with the bus rules and regulations will be referred to the Operations Manager in the Busing Office.

1. Students who violate the above expectations will:
 - The Busing Operations Manager will report the incident to the KAVINES TRAVEL & TOURS PTA Busing committee.



- Parents will be informed in writing and by telephone by the KAVINES TRAVEL & TOURS PTA Busing Committee.
2. Actions that jeopardize the safety, physical/ psychological welfare of other students, or destruction of bus property will result in immediate suspension of bus privileges without regards to the disciplinary consequences. Cost of the damages will be borne by the respective students' parents.
 3. Refund of busing fee will be according to the Busing Billing Schedule.

Routing and Scheduling

1. Students should be present at the pick-up points to board the buses on time as buses depart on time and will not wait for late students.
2. It is the responsibility of the parents to see that someone will be accompanying their child/children to and from the buses. Bus drivers cannot leave the buses to escort the child/children.
3. Students must ride according to their assigned buses, unless special permission is given in advance by the Busing Operations Manager to ride another bus. Please note that this will only be allowed according to the terms and conditions as listed below:
 - Temporary change of home address, such as when a student is staying with another family while their parents are away out of town. Parents must submit the Short-Term Guardianship Information to the Busing Office. Please allow five working days for processing of the arrangement.
 - Request for a student to visit a friend/play-date on the same bus route will subject to busing space availability. Parents of both students must send noted to inform the Busing Office in advance of departure to ensure that all parties are aware and confirm the change.

If the request does not meet one of the above conditions, it is the responsibility of the parents to find other means of transport.

4. Students must get off at their designated stop, unless parents have arranged for another stop and informed the Busing Office in writing, in advance and the Busing Office Operations Manager has authorized this before buses leave the campus.

5. Students cannot ask the bus driver to deviate from his schedule route and/or stops. Only the Operations Manager from the Busing Office can authorize any changes.
6. Parents must inform the Busing Office of any changes to their child/children busing before 12.00PM. The Busing Office Operations Manager will then inform the school and bus driver respectively.
7. Parents should notify the school in writing when your child is being left under the supervision of someone else while you are away. Parents must provide specific details of the person who has been given permission to make decisions on transportation pick-up, drop-off, and emergency health decisions for your child.
8. Students will be assigned seats on the buses. Students must sit in their assigned seats according to the busing seating schedule.
9. Only students who are registered and have paid the transportation fees will be allowed on buses. No other guests will be allowed to ride.
10. Parents should call the Busing Office if a child who is a bus rider does not arrive home at the expected time.

All busing related enquiries, changes, complaints, and suggestions should be directed to Mr. Kavi, Busing Operations Manager at 016-5567175. You may also send in an email to kavinestravel&tours@gmail.com

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6. Termly registration will automatically renew, unless as advised in advance by the parents.
7. School bus services discontinuation-The parents are required to provide at least one (1) term advance notice to KAVINES TRAVEL & TOURS.
8. Students taking the school bus are required to observe and adhere to the school bus rules and regulations. A copy of the rules and regulation will be provided to both student and parents upon registration for the school bus service.

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 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 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 all liability's 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 after 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 all claims, demands, damages, costs, actions on 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 dependents to take actions 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).



DECLARATION AND ACKNOWLEDGEMENT

I hereby state that I have read, understand, and agree to the above terms and conditions of the school bus transportation service by KAVINES TRAVEL & TOURS.

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

I have read the important information attached above with my child(ren) and agree to comply and abide them with my child(ren).

Student Name: _____

Year: _____

Email: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____

Approved By,

KAVINES TRAVEL & TOURS (M) SDN. BHD.
202401034805 (1580652-M)
NO 86, Jalan Rentak 1/6, Rentak Perdana,
LBS Alam Perdana, 42300 Bandar Puncak Alam
Selangor, Malaysia