



# RUSHOWL SINGAPORE PTE. LTD.

## Mobility, Reimagined.

71 Ayer Rajah Crescent, #01-09, S (139951)

[www.rushowl.app](http://www.rushowl.app) | +65 6871 8817

### SCHOOL BUS REQUEST FORM

#### PARENT PARTICULARS

Parent's/Guardian's name ( <i>underline first name</i> )	Contact no.	
Email address		
Parent's/Guardian's name ( <i>underline first name</i> )	Contact no.	
Email address		

#### STUDENT PARTICULARS

Student's name ( <i>underline first name</i> )	Date of birth ( <i>dd-mm-yy</i> )		
Gender <input type="checkbox"/> M <input type="checkbox"/> F	Class		
Block no	Street name		Unit no
Building name			Postal code
Drop-off / Pick-up location ( <i>fill in only if location is different from above</i> )			Start date ( <i>dd-mm-yy</i> )
Bus service ( <i>tick where applicable</i> ) <input type="checkbox"/> To School <input type="checkbox"/> Return home <input type="checkbox"/> To School and Return			
Permission for student to alight without adult at drop-off location (Yes / No) <i>Circle where applicable</i>			

\*This registration form cannot be processed unless it is signed. By signing, you agree to the terms and conditions of the bus company, the waiver and indemnity, and the PDPA agreement overleaf.

Name:

Signature:

Date:



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### Terms and Conditions

#### 1 Registration

- 1.1 Parents who wish to register their child for the bus service must complete the school bus request form. Bus allocation will take two weeks to process, subject to the seating availability on the required bus route. Parents will be notified by RushOwl Singapore Pte Ltd once seats are allocated.
- 1.2 Any change to the transportation service (e.g. 1 way or 2 way) can only be made at the commencement of each month, or at latest availability. Twins/Triplets discounts will be at 10/15 % nett.
- 1.3 Bus service will be provided only from and to the residential address as provided on the registration form. For safety reasons, any other address, other than the officially registered address will not be entertained, unless otherwise written in request to the school in advance notice. The request will be subject to approval at the bus service provider's discretion.

#### 2 Payment

- 2.1 Payment must be made at the start of each month through RushTrail mobile app payment feature, inter-bank transfer, or cheque.

*Bank Transfer:*

When making payment through bank transfer, please indicate student's name and payment month as reference.

Account name: RushOwl Singapore Pte Ltd  
Account number: 072-001035-3  
Bank: DBS  
Bank code: 7171  
Branch code: 072  
Account type: DBS Current A/C  
Swift code: DBSSSGSG  
Paynow to UEN: 201815849W

*Cheque:*

To be crossed and made payable to RushOwl Singapore Pte Ltd. Please indicate student's name on the reverse side of the cheque and mail to 71 Ayer Rajah Crescent #01-08/09, Singapore 139951.

- 2.2 RushOwl Singapore Pte Ltd and the school reserve the right to discontinue the bus service for the student should there be an accumulation of more than two (2) months of outstanding payment.
- 2.3 RushOwl Singapore Pte Ltd reserves the right to revise the bus fares when necessary. The revision will be communicated to the school and parents through a written notification of at least two (2) months in advance.
- 2.4 In the event that the student is unable to utilise the bus service or is absent due to illness, injury, emergency, vacation or other unforeseen event, no refund of fees will be made.



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### 3 Termination

- 3.1 If a parent wishes to terminate the bus service, written notification must be submitted to RushOwl Singapore Pte Ltd with at least one (1) month's notice.
- 3.2 Continued absence from school, or the non-usage of the bus service, is not deemed to be a notice of termination of bus service. As such, bus fares shall continue to be payable during this period, until an official notice of termination of service is served.

### 4 Policies

- 4.1 Parents and guardians must ensure that their child is met upon their arrival home. Student will not be allowed to alight the bus without the presence of an adult. Failure to do so, the student will be sent back to the Parent Liaison Office at school after the bus completes the entire bus route. Charges apply.
- 4.2 Punctuality must be observed all times. Students or adults must be at the designated pick-up point or drop-off point 5 minutes before the scheduled time. Bus driver is authorized to proceed without notice to the next point if the student or adult is not present after the scheduled pick-up or drop-off time. In the event as such, no reimbursement will be made.
- 4.3 The school bus provider will adhere to the pick-up and drop-off timings, although we seek your understanding that traffic conditions, especially in the morning peak hours, may cause unforeseen delays.
- 4.4 In the event that a delay occurs due to unforeseen circumstances, the transport office personnel will inform the parents via phone call or sms. Please ensure that the contact numbers provided are up to date. If you do not receive any notification and the bus fails to arrive within ten (10) minutes of the scheduled pick-up time, please contact Mr. Jish at (65) 9674 9366. In the event of vehicle breakdown or no-show, the bus company will provide immediate replacement within fifteen (15) totwenty (20) minutes.
- 4.5 In the event of rain, students will be picked-up and dropped-off at the nearest sheltered area that is safe for boarding and alighting. When in doubt, parents may check with the transport office for wet weather arrangements.
- 4.6 Students will only be collected and dropped off at their homes or the school at the prescribed time each day. Students are not permitted to alight from the bus before or after the designated point.
- 4.7 If your child is not using the bus at any time, please inform the school and the transport office at the earliest time. Failure to notify that a child is not taking the school bus may result in the child being put on the bus and taken home as usual.
- 4.8 If your child is taken ill and is not able to board the bus for the morning pick-up, please inform the bus provider directly so as not to cause any unnecessary delays.
- 4.9 Students may occasionally be moved from one bus to another to accommodate changes in bus routes. In the event of such, parents will be informed of the new bus number, pick-up and drop-off time.
- 4.10 Parents should communicate only with RushOwl Singapore Pte Ltd's operations personnel and not directly with the driver or bus attendant. Parents with queries or encounter issues with the service should email directly to RushOwl Singapore Pte Ltd at [school@rushowl.sg](mailto:school@rushowl.sg)



- 4.11 Buses are fitted with CCTVs for security and surveillance purposes.
- 4.12 Bus attendants and drivers are all enrolled into school safeguarding course, are first aid trained and every bus is equipped with its own set of first aid kit.
- 4.13 Due to insurance issues, only students and employees of the school with prior arrangements may travel on the school buses, as stipulated by the Registry of Motor Vehicles.
- 4.14 The school and parent will be informed of any incident on student behaviour on bus - if poor behaviour persists then RushOwl reserve the right to permanently remove the student from their service. RushOwl will determine what constitutes this and their decision is final.

### **School Bus Onboard Rules and Etiquettes**

- Boarding or alighting of bus should be done in a safe and orderly manner.
- Students must remain seated while the bus is moving.
- Seat belts must be fastened at all times throughout the journey.
- Students are expected to use respectful language with each other, the driver or the bus attendant. There should be no shouting, name calling, offensive language, teasing, bullying, fighting or any unruly behaviour on the bus. Likewise, the attendant and driver will also interact with the students and families in a respectful manner.
- Eating and drinking are not allowed, except for still water.
- Students are to keep the bus litter-free.
- Seats are assigned by the bus attendant and reservation of seats are not allowed.
- Changing or removal of clothes on the bus is not allowed.
- Dangerous and sharp objects are not allowed on the bus.
- Pets are not allowed on the bus.
- Parents and the school will be informed of any incidents/accidents that should occur on the school bus.
- In midst of a pandemic setting, parents are responsible to equip your child with a mask and reasonable protection gears to prevent the spread of a virus.



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### Passenger Health Declaration Form

The following medical declaration is subjected for review and clearance by the school and RushOwl Singapore Pte Ltd. Should the student be deemed unfit to travel by school bus, the bus provider reserves the right to decline service. Students who have severe allergy or medical condition that may pose a risk during the transportation journey are strongly discouraged from the use of school bus service.

Medical History and Declaration	Tick where applicable
Has your child suffered any major illnesses? If yes, please state:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child had any major operations? If yes, please state:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child have any allergies, breathing, heart, physical or medical condition that the bus company or bus attendant should be aware of? If yes, please declare:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any more information about your child that the bus company or bus attendant should be aware of? If yes, please state:	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Acknowledgement

I hereby declare that the above medical history and declaration information provided is accurate at the date of application. I am aware and understand that my child is conveyed to and/or from the school at my own risk, and the bus company shall not be liable or responsible for any reason and/or cost that may cause/affect my child's medical conditions.

In the event that my child requires immediate medical attention during the travel journey, I/we hereby authorise the bus driver or bus attendant of RushOwl Singapore Pte Ltd to seek medical assistance for my child. All cost incurred will be borne by me. In the case where insurance company is involved, I authorise RushOwl Singapore Pte Ltd or the insurance company to release any information required to process my claims.

Name:

Signature:

Date:



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### Confirmation of Shuttle Bus Service

I, Parent of ( \_\_\_\_\_ ) agree to the schedule of rates and the T&Cs involved.

Name:

Designation:

\_\_\_\_\_  
Signature