

## AUSTRALIAN INTERNATIONAL SCHOOL MALAYSIA

### BUS TRANSPORT SERVICE EFFECTIVE 2017

The bus service is set up to provide a comprehensive transport facility as possible, given access to locations, timing and financial constraints. AISM outsources its transportation services to three (3) local bus operators, **Highway Liner Travel & Tour Sdn Bhd, Sri Juta Mutiara and Millennium Evolution.**

The school bus operators can be contacted at:

Bus Operator	Contact Person	Contact Number	Email Address
HIGHWAY LINER TRAVEL & TOUR	Mr Mutthu	012-391 6060	<a href="mailto:highwayliner@gmail.com">highwayliner@gmail.com</a>
SRI JUTA MUTIARA	Mr Thomas	016-7436716	<a href="mailto:srijuta_mutiara@yahoo.com">srijuta_mutiara@yahoo.com</a>
MILLENNIUM EVOLUTION	Mr Adam / Mr Nick	016-4215290 / 0123864864	<a href="mailto:M_evolution2011@hotmail.com">M_evolution2011@hotmail.com</a>

#### ROUTE

No	Operator	Routes
1	HIGHWAY LINER	Mont Kiara, Ampang, Seputeh, Bangsar, PJ, Taman Desa, TTDI, Damansara, Suasana Sentral (KL Sentral)
2	SRI JUTA MUTIARA	Gita Bayu, Kajang, Jade Hill, Semenyih
3	MILLENNIUM	Old Klang Road, Sri Petaling, OUG, Kuchai Lama, Bukit Jalil, Bandar Kinrara, Pusat Bandar Puchong, Puchong Jaya, Puchong Prima, Puchong Utama, Bukit Puchong, Puncak Jalil, Putra Permai, Equine Park

#### PAYMENT and TERMINATION

- All payments for the school bus service are to be **paid directly to the Operators.**
- Parents / Guardians who wish to terminate the service are required to provide a **thirty (30) days termination notice in writing** to the bus operator and the school, **prior to the end of the term the student will be withdrawn.**

#### NEW STUDENTS

- For safety and emergency reasons, we need to have the local contact number of parents / guardians clearly written in the Booking Form attached.
- Parents / Guardians are required to inform the school's Student Services (Bussing) Helpdesk and submit the Bus Booking Form at least **10 working days** prior to taking the school bus.
- Procedure of the submission of the bus booking form:
  - Bus Booking Form to be emailed at [bussing@aism.edu.my](mailto:bussing@aism.edu.my) or submitted to the Student Services (Bussing) Helpdesk located at 1<sup>st</sup> Floor Block B (Admin).
  - Operators to confirm to the parents the availability of the seat (within 7 working days from the date the completed form was received).
  - Parents can meet up with the Bus Operators during Term 1 Orientation Day for further queries and payment.

#### PICK UP and DROP OFF POINT

- Buses will arrive and depart from the pickup / drop off points at the scheduled pick up and drop off times and will not wait for late students or their parents / guardians.
- Parents / Guardians are asked to ensure students are at the designated pick up / drop off points in time. Parents / Guardians are recommended to arrive at the pickup / drop off points at least **5 minutes** prior to the arrival of the bus. Buses will not leave a stop before the scheduled time.
- On all routes pickups and drop off times will be subjected to weather, traffic and other unforeseen circumstances.

Please forward any queries, complaints and feedback to the **Student Services (Bussing) Helpdesk** at [bussing@aism.edu.my](mailto:bussing@aism.edu.my) or please call 03-8949 5038.

## AUSTRALIAN INTERNATIONAL SCHOOL MALAYSIA

### Rules and Regulations

*The role of the Bus Driver / Monitor is to ensure that the regulations as listed below are followed. In order to do this, the Bus Driver / Monitor must have good English language speaking skills.*

#### 1. SAFETY

- a. *All buses are fitted with seatbelts. Students are required to wear their seatbelts at ALL times whilst traveling on the bus.*
- b. *All Junior Students (Nursery – Yr. 5) must be collected from the bus unless alternative arrangements have been made with the Bus Operators. If for any reason, a student is not met by a parent / guardian and they cannot be contacted, that student will be brought back to school. Parents of older students should ensure that their child is able to make their way home.*
- c. *All bags and equipment must be stowed safely so that they do not inconvenience the driver or other passengers.*
- d. *A “Code of Conduct” has been developed for all students traveling on the bus. A copy is attached for your information. Each student is required to read and understand the Code of Conduct before it’s signed off by the parent / guardian.*
- e. *In the event of a breakdown or emergency where a considerable delay is envisaged, parents will be notified and kept informed of what action is being taken.*

#### 2. STUDENT DISCIPLINE

*It is the duty of the Bus Driver / Monitor to inform the Bus Operator and AISM of any breaches in the Code of Conduct.*

***Incidents of a disciplinary nature are dealt with by the respective Heads of School. Serious or repeated incidences may result in a period of suspension from the bus. No refund will be given in these circumstances.***

#### 3. CHANGES ON THE BUS ROUTINE

*Parents / Guardians are requested to email the Student Services (Bussing) Helpdesk at [bussing@aism.edu.my](mailto:bussing@aism.edu.my) or please call 03-8949 5038 should there be any changes in their child / children’s bus pick up and drop off.*

*A change of bus routine is subject to availability of seats on the requested route and cannot be guaranteed.*

- a. *A “Change of Bus Routine” form **must be completed** and signed by a parent / guardian and handed over to the receptionist.*
- b. *This procedure has been put in place to help keep your child safe as well as to help keep our daily bus attendance record accurate.*
- c. *As a courtesy, parents should inform the school / Bus Operator / Driver / Monitor if their child is sick and will not be getting on the bus that morning.*

#### 4. LOST PROPERTY

*Any lost item on school bus/van should be reported within 24 hours to the bus operator or school (transport helpdesk at [bussing@aism.edu.my](mailto:bussing@aism.edu.my)). Any property left on the bus will be handed to AISM by the Bus Operator / Driver / Monitor. The found items will be kept in the Student Services (Bussing) Helpdesk located at the 1<sup>st</sup> Floor, Block B (Admin) for collection by the student.*

#### 5. FEEDBACK

*The Bus Operator will be informed of any issues as soon as they arise and these will be addressed as soon as possible by both the operator and the school as appropriate.*

## AUSTRALIAN INTERNATIONAL SCHOOL MALAYSIA

### AIMS Student Code of Conduct

*The school bus service to AISM should be considered as an extension of service provided by the school.*

- *Students are required to wait at the pick up point 5 minutes before the estimated pick up time.*
- *In the afternoon, all Junior Students travelling on a bus must report at Junior School undercroft. The attendances are marked. A teacher aide, assistant teacher or teacher, escorts the students to the van / bus. The attendance will be verified and countersigned by the bus driver / monitor. For the Middle and Senior Students are required to go directly to the van / bus and advise bus driver / monitor of name to be recorded and then get on the bus.*
- *Younger students are encouraged to use the restroom before getting on the bus, i.e. before and after school.*
- *Students are required to wait until the bus comes to a complete stop before boarding and disembarking.*
- *Students riding a bus are expected to enter / exit the bus in an orderly manner.*
- *Eating or drinking – except water, or unless the student has written permission for the parent / guardian or school nurse due to medical reasons.*
- *Students must remain in their seats, with their seat belts fastened when the bus is moving.*
- *Bags should not be on the seats.*
- *Students must keep their hands, arms and bodies inside the bus all the time.*
- *Throwing any object on, in, or out of the bus is unacceptable.*
- *No littering out the bus windows.*
- *No graffiti, i.e. writing or marking on the bus.*
- *Students must not disturb, distract or be rude to the driver and the bus monitor.*
- *Respect the rights of others inside and outside the bus.*
- *Yelling, objectionable language and fighting are not allowed in the bus.*
- *Students who deliberately damage the bus will be disciplined.*
- *The Bus Driver / Monitor will not consider any request to make detours from the assigned route except in emergencies.*
- *The Bus Driver / Monitor will only change students drop off point upon written request, except in emergencies.*
- *Tampering, vandalism or willful destruction of the school bus is unacceptable. Parents and students are responsible for the costs of repairs for damaged bus property caused as a result of vandalism or destruction of property by the student.*

*Behaviors that are not appropriate in the school are also not appropriate on the bus. The school welfare policy will be followed to handle inappropriate behaviour in busses. Serious or repeated incidences may result in suspension from the bus for a period of time. No refund will be given in these circumstances.*

# HIGHWAY LINER TRAVEL & TOUR SDN BHD

## Bus Service Booking Form 2017

Please tick (✓) ( ) New application  
( ) Update information

I / We would like our children to use the school bus service.  
Please tick (✓) the bus route below:

Route	Areas of coverage – subject to change (pick up & drop off)	Rate per term per student	Pick up time (estimate)	Drop off time (estimate)	
				w/o CCP	with CCP
( ) <b>Ampang 1 A</b>	Marc Residences, The Pearl, Avare, Dua Residency, The Avari, Hampshire Park, Ampang Park, Quadro Residence	RM 1,420	7:30 AM ~ 8:00 AM	4:10 PM ~ 4:40 PM	5:10 PM ~ 5:40 PM
( ) <b>Ampang 1 B</b>	The Renainsse, The Marc, Ascott, Jalan Kia Peng	RM 1,420	7:30 AM ~ 7:50 AM	4:10 PM ~ 4:40 PM	5:10 PM ~ 5:40 PM
( ) <b>Ampang 2</b>	Flamingo Hotel (Petron Station), Jalan Ritche, Seri Hening, Embassy View, Sastra, Lanson Palace, Regal Villa, 7 Uthant	RM 1,420	7:30 AM ~ 7:50 AM	4:10 PM ~ 4:40 PM	5:10 PM ~ 5:40 PM

**Note:**

1) A 32 seaters bus will be used for the Ampang 1 route.

Commencement date: \_\_\_\_\_ (subject to confirmation of seat availability)

No	Student name		Gender M / F	Year Group
	Surname	First name		
1.				
2.				
3.				
4.				

Contact Details	Surname	First name
Parent / Guardian name		
Emergency contact person		
Residential Address		
Parent / Guardian contact number	Home :	Mobile :
Emergency contact number	Home :	Mobile :
Billing Details		
Email address		

Yes, I / we have read, understood and agreed to all the bussing terms and conditions in the attached document.

\_\_\_\_\_  
Parent / Guardian Name

\_\_\_\_\_  
Parent / Guardian Signature

Please submit form directly to: **Student Services (Bussing) Helpdesk** at [bussing@aism.edu.my](mailto:bussing@aism.edu.my) or fax to **03-8949 5100**  
For further enquiries please contact us at 03-8949 5038

Cheque in favour of: **HIGHWAY LINER ENTERPRISE**

Enclosed Cheque No \_\_\_\_\_ of RM \_\_\_\_\_ being payment for Term \_\_\_\_\_

**For office use only** (acknowledged receipt)

**For office use only** (acknowledged receipt)

\_\_\_\_\_  
**Student Services (Bussing) Helpdesk**

Date: \_\_\_\_\_

\_\_\_\_\_  
**Highway Liner Enterprise** (Muttu H/P: 012-391 6060)

Date: \_\_\_\_\_

Seat confirmed by bus operator: YES / NO

# HIGHWAY LINER TRAVEL & TOUR SDN BHD

## Bus Service Booking Form 2017

Please tick (✓) ( ) New application  
( ) Update information

I / We would like our children to use the school bus service.

Please tick (✓) the bus route below:

Route	Areas of coverage – subject to change (pick up & drop off)	Rate per term per student	Pick up time (estimate)	Drop off time (estimate)	
				w/o CCP	with CCP
( ) <b>MK 1</b>	Duta Tropika, Seni, Tiffani, Kiaraville, LaGrande, Lumina, Meridin, MK28, Banyan, Regency (Common)	RM 1,450	7:30 AM ~ 8:00 AM	4:00 PM ~ 4:30 PM	5:10 PM ~ 5:40 PM
( ) <b>MK 2</b>	Ayuria, Cendana, Danai, Sutera, Pines, Palma, Almaspuri, Angkupuri, Aman, Damai, Astana, MK10, MK11, Pelangi, Almarin, Amarin, Gateway KiaraMas <b>Common stop:</b> Plaza 1 and IZen	RM 1,450	7:30 AM ~ 7:55 AM	4:00 PM ~ 4:20 PM	5:05 PM ~ 5:25 PM
( ) <b>MK 3</b>	Casa Kiara 1, Designer, Cerian, Serene, Richmond, Kiara View, Gateway Kiaramas	RM 1,450	7:35 AM ~ 7:40 AM	4:25 PM ~ 4:45 PM	5:25 PM ~ 5:45 PM

### Note:

- 1) If you live outside Mont Kiara and would like to take the school van, please choose one of the above pick up / drop off points at your convenience.
- 2) If travelers exceed more than 32 per route, a 14 seaters van will be used.

Commencement date: \_\_\_\_\_ (subject to confirmation of seat availability)

No	Student name		Gender M / F	Year Group
	Surname	First name		
1.				
2.				
3.				
4.				

Contact Details	Surname	First name
Parent / Guardian name		
Emergency contact person		
Residential Address		
Parent / Guardian contact number	Home :	Mobile :
Emergency contact number	Home :	Mobile :
Billing Details		
Email address		

Yes, I / we have read, understood and agreed to all the bussing terms and conditions in the attached document.

\_\_\_\_\_  
Parent / Guardian Name

\_\_\_\_\_  
Parent / Guardian Signature

Please submit form directly to: **Student Services (Bussing) Helpdesk** at [bussing@aism.edu.my](mailto:bussing@aism.edu.my) or fax to 03-8949 5100  
For further enquiries please contact us at 03-8949 5038

Cheque in favour of: **HIGHWAY LINER ENTERPRISE**

Enclosed Cheque No \_\_\_\_\_ of RM \_\_\_\_\_ being payment for Term \_\_\_\_\_

**For office use only** (acknowledged receipt)

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\_\_\_\_\_  
**Student Services (Bussing) Helpdesk**

Date: \_\_\_\_\_

\_\_\_\_\_  
**HIGHWAY LINER** (Mutthu H/P: 012-391 6060)

Date: \_\_\_\_\_

Seat confirmed by bus operator: YES / NO

# HIGHWAY LINER TRAVEL & TOUR SDN BHD

## Bus Service Booking Form 2017

Please tick (✓) ( ) New application  
( ) Update information

I / We would like our children to use the school bus service.

Please tick (✓) the bus route below:

Route	Common pick up & drop off	Rate per term per student	Pick up time (estimate)	Drop off time (estimate)	
				w/o CCP	with CCP
( ) <b>Bangsar</b>	Capri Fraser (Bangsar South), Pantai Medical Center/Zen Condo, The Nomad, Sri WangsaRia, The BSC	RM 1,350	7:30 AM ~ 7.40 AM	4.25PM ~ 4.35PM	5.25PM ~ 5.35PM
( ) <b>KL Sentral</b>	<b>KL Sentral</b> – Suasana Sentral	RM 1,550	7:50 AM ~ 8:00 AM	4:00 PM ~ 4: 15 PM	5:00 PM ~ 5:10 PM

Note:

1) The Capri will be there first pick up in the morning.

Commencement date: \_\_\_\_\_ (subject to confirmation of seat availability)

No	Student name		Gender M / F	Year Group
	Surname	First name		
1.				
2.				
3.				
4.				

Contact Details	Surname	First name
Parent / Guardian name		
Emergency contact person		
Residential Address		
Parent / Guardian contact number	Home:	Mobile:
Emergency contact number	Home:	Mobile:
Billing Details		
Email address		

Yes, I / we have read, understood and agreed to all the bussing terms and conditions in the attached document.

\_\_\_\_\_  
Parent / Guardian Name

\_\_\_\_\_  
Parent / Guardian Signature

Please submit form directly to: **Student Services (Bussing) Helpdesk** at [bussing@aism.edu.my](mailto:bussing@aism.edu.my) or fax to 03-8949 5100

For further enquiries please contact us at 03-8949 5038

Cheque in favour of: **HIGHWAY LINER ENTERPRISE**

Enclosed Cheque No \_\_\_\_\_ of RM \_\_\_\_\_ being payment for Term \_\_\_\_

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**For office use only** (acknowledged receipt)

\_\_\_\_\_  
**Student Services (Bussing) Helpdesk**

Date: \_\_\_\_\_

\_\_\_\_\_  
**Highway Liner Enterprise** (Muttu H/P: 012-391 6060)

Date: \_\_\_\_\_

Seat confirmed by bus operator: YES / NO

**HIGHWAY LINER TRAVEL & TOUR SDN BHD****Bus Service Booking Form 2017**Please tick (✓) ( ) New application  
( ) Update information

I / We would like our children to use the school bus service.

Please tick (✓) the bus route below:

Route	Common Pick up & Drop off	Rate per term per student	Pick up time (estimate)	Drop off time (estimate)	
				w/o CCP	with CCP
( ) <i>Seputeh</i>	<b>Seputeh</b> – Common pick up & drop off @ Sierra Seputeh Guard Hse, Sri Langit	RM 1,380	7:45 AM ~ 8:00 AM	4.25PM ~ 4.35PM	5.25PM ~ 5.35PM
( ) <i>Tmn Desa</i>	<b>Tmn Desa</b> - Danau Permai Guard Hse, Shell station (Common)	RM 1,350	8.00 AM ~ 8:15 AM	4:00 PM ~ 4: 15 PM	5:00 PM ~ 5:10 PM
( ) <i>PJ</i>	<b>PJ – KWSP</b> – Jalan gasing	RM 1,600	7:25 AM ~ 7:45 AM	4:00 PM ~ 4:15 PM	5:00 PM ~ 5:10 PM

**Note:**

- Travelers from PJ, KL Sentral and Taman Desa are travelling in the same van in the morning and evening.
- KL Sentral, evening trip will combine with Taman Desa travelers.

Commencement date: \_\_\_\_\_ (subject to confirmation of seat availability)

No	Student name		Gender M / F	Year Group
	Surname	First name		
1.				
2.				
3.				
4.				

Contact Details	Surname	First name
Parent / Guardian name		
Emergency contact person		
Residential Address		
Parent / Guardian contact number	Home :	Mobile :
Emergency contact number	Home :	Mobile :
Billing Details		
Email address		

 Yes, I / we have read, understood and agreed to all the bussing terms and conditions in the attached document.\_\_\_\_\_  
Parent / Guardian Name\_\_\_\_\_  
Parent / Guardian SignaturePlease submit form directly to: **Student Services (Bussing) Helpdesk** at [bussing@aism.edu.my](mailto:bussing@aism.edu.my) or fax to 03-8949 5100  
For further enquiries please contact us at 03-8949 5038Cheque in favour of: **HIGHWAY LINER ENTERPRISE**

Enclosed Cheque No \_\_\_\_\_ of RM \_\_\_\_\_ being payment for Term \_\_\_\_

**For office use only** (acknowledged receipt)**For office use only** (acknowledged receipt)\_\_\_\_\_  
**Student Services (Bussing) Helpdesk**

Date: \_\_\_\_\_

\_\_\_\_\_  
**Highway Liner Enterprise** (Muttu H/P: 012-391 6060)

Date: \_\_\_\_\_

Seat confirmed by bus operator: YES / NO

# MILLENNIUM EVOLUTION

## Bus Service Booking Form 2017

Please tick (✓) ( ) New application  
( ) Update information

I / We would like our children to use the school bus service.  
Please tick (✓) the bus route below:

Route	Areas of coverage – subject to change (pick up & drop off)	Rate per term (Per student)	Pick up time (estimate)	Drop off time (estimate)	
				w/o CCP	with CCP
( ) Sri Petaling	TBA	RM 1,390	7:00 AM ~ 8:00 AM	4:15 PM ~ 4:45 PM	5:15 PM ~ 5:45 PM
( ) OUG	TBA	RM 1,700			
( ) Kuchai Lama/Yarl	TBA	RM 1,550			
( ) Bukit Jalil	TBA	RM 1,400			
( ) Bandar Kinrara	TBA	RM 1,890			

**Note:**

1) A 10 seaters bus will be used for the mentioned route.

Commencement date: \_\_\_\_\_ (subject to confirmation of seat availability)

No	Student name		Gender M / F	Year Group
	Surname	First name		
1.				
2.				
3.				
4.				

Contact Details	Surname	First name
Parent / Guardian name		
Emergency contact person		
Residential Address		
Parent / Guardian contact number	Home :	Mobile :
Emergency contact number	Home :	Mobile :
Billing Details		
Email address		

Yes, I / we have read, understood and agreed to all the bussing terms and conditions in the attached document.

\_\_\_\_\_  
Parent / Guardian Name

\_\_\_\_\_  
Parent / Guardian Signature

Please submit form directly to: Student Services (Bussing) Helpdesk at [bussing@aism.edu.my](mailto:bussing@aism.edu.my) or fax to 03-8949 5100  
For further enquiries please contact us at 03-8949 5038

Cheque in favour of: **MILLENNIUM EVOLUTION ENTERPRISE**

Enclosed Cheque No \_\_\_\_\_ of RM \_\_\_\_\_ being payment for Term \_\_\_\_\_

**For office use only (acknowledged receipt)**

**For office use only (acknowledged receipt)**

\_\_\_\_\_  
Student Services (Bussing) Helpdesk

Date: \_\_\_\_\_

\_\_\_\_\_  
Millennium Evolution Enterprise (Adam H/P: 016-4215290)

Date: \_\_\_\_\_

Seat confirmed by bus operator: YES / NO



# Sri Juta Mutiara Sdn Bhd

## Bus Service Booking Form 2017

Please tick (✓) ( ) New application  
( ) Update information

I / We would like our children to use the school bus service.

Please tick (✓) the bus route below:

Route	Common pick up & drop off	Rate per term per student	Pick up time (estimate)	Drop off time (estimate)	
				w/o CCP	with CCP
( ) <i>Gita Bayu</i>	Gita Bayu Club House	RM 980	8:25 AM	3:45 PM	4:55 PM
( ) <i>Jade Hills</i>	TBA	RM 1,150	TBA	TBA	TBA
( ) <i>Kajang, Semenyih</i>	TBA	RM1,350	TBA	TBA	TBA
( ) <i>Semenyih Ecohills</i>	TBA	RM 1, 400	TBA	TBA	TBA
( ) <i>C. Height, Sg Ramal</i>	TBA	TBA	TBA	TBA	TBA

**Note:**

1) Travelers from Country Heights and Gita Bayu are travelling on the same bus.

Commencement date: \_\_\_\_\_ (subject to confirmation of seat availability)

No	Student name		Gender M / F	Year Group
	Surname	First name		
1.				
2.				
3.				
4.				

Contact Details	Surname	First name
Parent / Guardian name		
Emergency contact person		
Residential Address		
Parent / Guardian contact number	Home :	Mobile :
Emergency contact number	Home :	Mobile :
Billing Details		
Email address		

Yes, I / we have read, understood and agreed to all the bussing terms and conditions in the attached document.

\_\_\_\_\_  
Parent / Guardian Name

\_\_\_\_\_  
Parent / Guardian Signature

Please submit form directly to: **Student Services (Bussing) Helpdesk** at [bussing@aism.edu.my](mailto:bussing@aism.edu.my) or fax to **03-8949 5100**  
For further enquiries please contact us at 03-8949 5038

Cheque in favour of: **SRI JUTA MUTIARA SDN BHD**

Enclosed Cheque No \_\_\_\_\_ of RM \_\_\_\_\_ being payment for Term \_\_\_\_

**For office use only** (acknowledged receipt)

**For office use only** (acknowledged receipt)

\_\_\_\_\_  
**Student Services (Bussing) Helpdesk**

Date: \_\_\_\_\_

\_\_\_\_\_  
**Sri Juta Mutiara Sdn Bhd** (Thomas Santiago H/P: 016 - 7436716)

Date: \_\_\_\_\_

Seat confirmed by bus operator: YES / NO