

## School Transportation Information

KIS transportation service is under the responsibility of Student Services, Events and Activities (SEA) department. KIS has commissioned Montri Transport Corporation PCL. to provide and operate school transportation. There are 2 modes of transportation system to/from school, door-to-door van and MRT shuttle van.

### Door-to-Door Van Service

17 door-to-door school vans are available running under 4 zoning distances and offering service to students from Early Year 1 to Grade 12. Currently the zonings cover the following areas.

Zone 1	<ul style="list-style-type: none"> <li>• Pracha-Utit Road</li> <li>• Ladprao Road Soi 23-101 (odd no.)</li> <li>• Ladprao Road Soi 28-124 (even no.)</li> <li>• Asoke Road</li> <li>• Soi Soonvijai</li> <li>• Sukhumvit Road Soi 13-71 (odd no.)</li> <li>• Ekamai Road</li> <li>• Thonglor Road</li> <li>• Suthisarn Road (Aree - Ratchadapisek)</li> <li>• Praditmanutham Road</li> <li>• Ratchadapisek Road (Asoke-Ratchadapisek-Suthisarn)</li> <li>• Rama 9 Road (Ratchadapisek – Rama 9 Soi 19)</li> </ul>
Zone 2	<ul style="list-style-type: none"> <li>• Sukhumvit Road Soi 1-11 (odd no.)</li> <li>• Sukhumvit Road Soi 73-101 (odd no.)</li> <li>• Sukhumvit Road Soi 2-62 (even no.)</li> <li>• Rama 4 Road (Prakanong up to Kluay Nam Thai)</li> <li>• Pradiphat Road Soi 7-25</li> <li>• Ladprao Road Soi 1-21 (odd no.)</li> <li>• Ladprao Road Soi 4-26 (even no.)</li> <li>• Kaset Nawamin Road</li> <li>• Ramintra Road (even Sois up to Outer ring Road)</li> <li>• Suthisarn Road (Phaholyothin – Vibhavadee)</li> <li>• Rama 9 Road (Premier – Ramkhamhang)</li> <li>• Ratchadapisek Road (Ratchadapisek-Ladprao-Ratchayothin)</li> </ul>
Zone 3	<ul style="list-style-type: none"> <li>• Rama 4 Road (Kluay Nam Thai up to Witthayu junction)</li> <li>• Silom Road</li> <li>• Narathiwat Road</li> <li>• Rama 3 Road Soi 39-57</li> <li>• Rajadamri Road</li> <li>• Ploenchit Road</li> <li>• Pattanakarn Road</li> <li>• Kanchanapisek Road (Outbound heading to Fashion Island department store)</li> <li>• Sathorn Road (Rama IV side)</li> </ul>
Zone 4	Other areas will be offered only subject to demand

## Bus Description

All school buses are air-conditioned with safety belts installed in all seats. The buses are installed with GPS and equipped with a fire extinguisher, first aid kit, passenger detection safety alarm and other safety systems etc. The brakes and tires of all vehicles are checked before they are released from the depot every morning. An emergency replacement vehicle is on standby.

## Bus Personnel (bus driver and bus monitor)

- All school van drivers and monitors have attended professional development training.
- All drivers undergo breathalyzer and blood pressure tests on a daily basis before work every morning.
- All drivers and monitors require to have annual health checks and regular vision checking as well as checking for communicable diseases.
- Bus monitors receive annual training on basic first aid and CPR.
- Bus monitors speak and understand basic English.

## Timing

The approximate pick up time is between 5:45 am. and 7:00 am. and the drop off time is between 3:30 and 6:00 pm., depending on the traffic conditions and the distance of the dropping off address. If the bus has only primary school students on board, it will leave at approximately 3:00 p.m.

## Bus student categories

### Regular bus student:

Regular bus students are those who have requested to use the bus service on a regular basis and use the service to the end of the term. The bus fees are shown on a termly and yearly basis below:

School Bus Fee 2019/20:

Zones	Term 1	Term 2	Term 3	Yearly
Zone 1	30,660	23,000	15,340	69,000
Zone 2	33,860	25,400	16,940	76,200
Zone 3	37,340	28,000	18,660	84,000
Zone 4	39,820	29,870	19,910	89,600

### Bus fee

#### Round trip

- First child pays full fee
- Second child discount 10% from full fee
- Third child and thereafter discount 20% from full fee

#### One-way morning or afternoon

Discount 20% from full fee for all students and siblings

### Fee calculation and payment process for regular bus students

Once the bus request form has been submitted, the SEA department will confirm the pick up and drop off times with the parents following which an invoice will be issued. Payment will need to be settled before the bus service starts. Please note that the fee will be invoiced and paid on a termly basis

**Non-regular bus student:**

Non-regular bus students are those who have requested occasional or short-term bus use. This service is subject to space availability. All requests must be contacted via SEA department.

Zones	One Way per Day	Round Trip per Day
Zone 1-4	400 Bht.	800 Bht.

\*Fees are quoted in Thai Baht

**Refund and Cancellation of bus use**

- Cancellation of the bus service must be made in writing to SEA department ([kistransport@kis.ac.th](mailto:kistransport@kis.ac.th)) at least 2 weeks in advance.
- Fees are invoiced on a termly basis. Due to leasing agreement with Montri, no refund can be given to any cancellation during the term.

**Communication and Contact Point**

Please direct your requests to [kistransport@kis.ac.th](mailto:kistransport@kis.ac.th) if you have these inquiries:

- Applying for school van service.
- Fees inquiry
- Termination of school van service.
- Comments/Feedback
- Non-bus friends joining in the van.
- Change in the pick-up and drop off addresses.
- Pick-up / drop off times (only for family joining for the first time).

**Montri Customer Service**

Please direct your inquiries to Montri Customer Service:

[info@montri.co.th](mailto:info@montri.co.th) or call 02-517-9203-5 ext. 301- 304.

You can also keep our school staff informed by cc, [kistransport@kis.ac.th](mailto:kistransport@kis.ac.th)

**The following inquiries are to be communicated:**

- Request no bus use due to absences from the school. However, you are still responsible for letting the school know of the absence reason.
- Late picking up
- Late dropping off
- Left belongings in the vehicle
- Change of pick-up person

**Transportation Rules and Regulations**

All bus students and families will be given a handbook which will indicate common practice and procedures. Bus families will need to be familiar with rules and regulations for safety of the child. Parents will be asked to sign KIS School Bus Acceptance document.

## Shuttle Van Transportation

On the regular school days, there will be 4 shuttle vans available. The service will be on a first come first served basis and is free of charge.

- The morning round will start at 6:50 am departing from the Thailand Cultural Centre EXIT 2 in the car park area. Four shuttle vans will depart as soon as the seats are all taken.
- 4 shuttle vans will be available in each round offered in the afternoon: 15:00, 16:00 and 16:45hrs. The shuttle service will depart from the secondary school entrance. The drop off is at the MRT station, the Thailand Cultural Centre (TCC) EXIT 2 in the car park area. Please note that the shuttle will not make any other stops prior to and/or after the MRT (TCC) EXIT 2.
- Although we have increased the numbers of shuttle vans, we would like to request that the seat allocation for primary school families is one adult per family. Primary school students who have older siblings in secondary school are permitted to use the shuttle service with their older siblings i.e. no adult supervision is required. Please note that under no circumstances are primary school students allowed to use the shuttle service on their own. Please refer to KIS Primary School Dismissal Authorization Policy.
- For any questions or enquiries, please contact SEA department or email [kistransport@kis.ac.th](mailto:kistransport@kis.ac.th)

## School Bus Request Form

Applicable for door-to-door van service and designated stop service

(Please complete and return to SEA department, one form per family)

Please note that applicants are not guaranteed the use of the bus service until KIS bus acceptance form has been signed. Mobile no. only in the 1st contact will receive SMS notification from Montri in the event of delay arrival. Email addresses you have provided below will be used to send boarding notification of your child(ren).

### First Child

Student's full name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Grade level: \_\_\_\_\_

### Second Child

Student's full name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Grade level: \_\_\_\_\_

### Third Child

Student's full name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Grade level: \_\_\_\_\_

### Parents/Guardians Contact Information (Also for emergency purpose)

\* First contact will receive SMS notification

1<sup>st</sup> Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile Phone No.\*: \_\_\_\_\_

2<sup>nd</sup> Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile Phone No.\*: \_\_\_\_\_

3<sup>rd</sup> Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile Phone No.\*: \_\_\_\_\_

1. How long would you be interested to use the bus service?

Term 1 Only  Term 2 Only  Term 3 Only  Whole Academic Year \_\_\_\_\_

2. When will you require this service to start?

Beginning of Term \_\_\_\_\_, for academic year \_\_\_\_\_

Immediately Specific Date \_\_\_\_/\_\_\_\_/\_\_\_\_

3. What type of trip would you be interested in?

Round Trip     Morning Only     Afternoon Only

On certain days of the week, please specify \_\_\_\_\_

4. Please write down the pick-up address:

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5. Please draw a map of the pick-up address in the area below or provide google map address:

6. Please write down the drop off address (if different from the pick-up address):

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7. Please draw a map of the drop off address in the area below: