

SCHOOL BUS SERVICE

Terms and Conditions

1. The bus fare is determined based on the distance between the residence for pickup/drop-off and the School, obtainable from Google Maps (maps.google.com.sg) by direct input of the addresses concerned (no further deliberation of details required). Fares are based on the rate table below.
2. All charges shown above are in Singapore dollars and subject to prevailing GST rates.
3. Distances exceeding 14 km are subject to an additional surcharge. For AY 2026–2027, the surcharge rate is S\$31.28 per km (S\$34.10 with GST).

Distance	AY 2026-2027	
	Fee Per Semester (Before 9% GST)	Fee Per Semester (After 9% GST)
Within 2km	\$ 1,180.73	\$ 1,287.00
>2 - 4km	\$ 1,332.11	\$ 1,452.00
>4 - 6km	\$ 1,530.67	\$ 1,639.00
>6 - 8km	\$ 1,665.14	\$ 1,815.00
>8 - 10km	\$ 1,796.33	\$ 1,958.00
>10 - 12km	\$ 1,947.71	\$ 2,123.00
>12 - 14km	\$ 2,088.99	\$ 2,277.00
>14km	To be advised	To be advised

* No sibling discount for school bus fee.

Students may opt for a one-way service (home-to-school or school-to-home). The one-way fare is 75% of the full semester fee.

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Payment must be made by the due date stated on the invoice. Route assignment and seat confirmation are subject to receipt of payment.

All invoices and receipts will be issued through the School's Finance Office. Payment can be made in **cash, crossed cheque, PayNow** or through **telegraphic** or **interbank transfers**.

- Cash payment can only be made at the Finance Department
- All crossed cheques should be issued to **ISS International School Pte Ltd**
- PayNow: 201316975E
- Telegraphic or interbank transfers to:

Bank:	Development Bank of Singapore Ltd Shenton Way Branch 6 Shenton Way DBS Building Tower 2 Singapore 068809
Bank number:	7171
Branch number:	003
Bank account type:	DBS Current
Account name:	ISS International School Pte Ltd 21 Preston Road Singapore 109355 Tel: 64754188 / 69396153
Account number:	003-922508-3
Swift code:	DBSSSGSG

ISS International School Pte Ltd (Co. Reg. No. 201316975E)

21 Preston Road, Singapore 109355
T +65 6475 4188
W www.iss.edu.sg



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Message:	<p>Please indicate the student's name and invoice number in the payment details column upon remittance.</p> <p>Kindly email your payment advice to yapphekling@iss.edu.sg</p>
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For early termination, written notice must be submitted to the School Bus Office at least three (3) weeks prior to the intended termination date. Refunds, where applicable, will follow the School's standard course fee refund policy.

Bus routes are planned ahead with the objective of ensuring a smooth journey in the shortest time. Drivers are therefore not authorised to make any changes without the approval of the school.

ISS requires at least four (4) weeks' advance notice for new bus applications or changes to pick-up/drop-off locations during the academic year. Late submissions may result in students being unable to ride the bus on the requested date.

The bus route, pick-up time and arrival times are subject to unexpected road and traffic conditions beyond the control of the drivers. However, all efforts will be made to minimise any inconveniences caused and keep the delays to no more than 15 minutes.

Where the students' residences are not on main roads or the locations are inaccessible for any reason, they must walk to the pick-up location as designated by the school bus office. Students residing in condominiums or apartments should wait for their buses either at the security guardhouse, clubhouse or main gate as designated by the estate's Management Office. Students may also be required to cross the road to board the school bus if the bus is travelling in the opposite direction.

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Unauthorised personnel — including parents, family members, guardians, and domestic helpers — are not permitted to accompany students on the bus.

All students attending **Grade 3 and below** should always be accompanied by an adult when boarding and alighting from the school bus.

For morning pick-up, students are reminded to be at the pick-up location at least 5 minutes before the stipulated pick-up time. There will only be a 2-minute waiting time before the bus moves off to the next location. **If the student missed the bus, the student will need to arrange alternative transport to school at their own cost.**

On return trips, there should be a designated adult to wait for students in **Grade 3 and below** at the drop-off location at least 5 minutes before arrival time. If no adult is present at the drop-off location, the student will be returned to school. Parents will be notified and must arrange a collection from the school campus at their own cost.

If the parents decide to keep the student at home for any reasons, the parent or designated guardian should contact and inform the School Bus Office or driver in advance.

If the designated adult missed the pick-up at the drop-off location, he or she should contact the School Bus Office to make alternative arrangements or arrange to pick up the child at the next drop-off location.

Should there be any change of pick-up (or drop-off) location during the academic year, the parent or guardian should formally inform the School Bus Office at least one month in advance to incorporate the new location. Ability to incorporate the new location among the existing bus routes is subject to the possibility of fitting it into existing bus routes and seat availability. Parents may want to consult the School Bus Office prior to their move to confirm that the school bus services will still be available.

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For any bus related matters, parents can contact **School Bus Office** Mr. William Cheong, Senior Transport Executive. Available on school days, 7:30 am – 5:00 pm Mobile: 96636100 | Email: schoolbus@iss.edu.sg. Alternatively, they can also contact the respective office secretaries to convey messages to the School Bus Office. ISS contracts bus operators to provide bus services for its students. This service is offered at the request of the parents or guardians. ISS will make the necessary arrangements with the bus contractors on behalf of parents and work closely with them to manage the daily bus operations and services.

All applicants must agree to the **Release Waiver and Indemnity Agreement** prior to the confirmation of the bus service.

Students travelling on a school bus are expected to strictly adhere to the following rules and regulations:

- Seat belts should be worn at all times during the bus journey.
- Littering, smoking and chewing gum are strictly prohibited.
- Students shouting, quarrelling or using coarse or vulgar language will receive a warning from the bus attendant.
- Eating and drinking, other than plain water, are not allowed on the bus.
- Pets are not allowed on the bus (except with approval from the Principal's Office).
- Students must not carry dangerous or potentially harmful items (e.g. penknives, scissors, or other sharp implements) in accessible areas. Such items must be stored inside the student's school bag for the duration of the journey.
- Students who opt for a one-way service (home-to-school or school-to-home) will only be allowed to board for their opted trip.
- Students can only board the buses assigned by the school.

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- Students should use the specific seat assigned by the School Bus Office. The seating arrangements will follow the principle of allowing the younger children to be seated nearer to the bus attendant or at the front rows. Students are not allowed to switch their seats without the approval of the bus attendant.
- The bus attendants are tasked to ensure safety and discipline on the bus at all times and students should follow their instructions. Students should be courteous and respectful towards the drivers, attendants and other passengers.
- Students should inform the bus attendant in advance if they know that they will not be taking the bus on any particular school day.

ISS International School reserves the right to amend these Terms and Conditions at any time. Where practicable, parents will be notified of significant changes.

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