



### **School Bus (for Macau and Taipa)**

**Service Provider: Chong Ou Travel Agency Ltd.**

Address : Av. Xian Xing Hai No.105, Golden Dragon Centre, 10/D, Macau

Tel : (853)2835 7659 Fax : (853) 2897 3178

Contact: Ms Bel Chu (English and Chinese)

Email: [chongoumacau@yahoo.com](mailto:chongoumacau@yahoo.com)

### **BUS EMERGENCY HOTLINE 8893 6702**

TIS School Contact: Stella Chu (English and Chinese)

In case of an emergency, the following protocol will be followed:

1. If a **student misses the bus after school**, the teacher shall bring the student to the office and contact the parent to pick up the student at TIS.
2. If a **student gets on the wrong bus**, the student will wait for the parent in the bus company office. Ms Bel Chu will contact the parents directly. If a parent cannot be reached, the school will be contacted to assist.
3. If a **parent does not pick-up a student (PreK-Gr3) at the drop-off point**, the student will wait for the parent in the bus company office (at the address above). Ms Bel Chu, will contact the parents directly. If a parent cannot be reached, the school will be contacted to assist.
4. If a **student does not arrive at the bus stop or does not arrive home**, the parents will call the **BUS EMERGENCY HOTLINE**. The school will immediately investigate by initiating the **MISSING CHILD PROTOCOL** and contacting the bus company. The school will follow up with the parents accordingly.
5. If the **school bus breaks down**, the bus company will call the school and inform the respective parents as soon as possible.
6. If a parent or child has any concerns about bussing, please contact the bus company and the school will assist where appropriate.

### **BUS EMERGENCY HOTLINE 8893 6702**

### 校巴服務 (澳門及氹仔)

服務供應商: 中澳旅行社有限公司

地址: 澳門氹星海大馬路金龍中心 10 樓 D

電話: (853)2835 7659 傳真機: (853) 2897 3178

聯絡人: 朱小姐 – Isabel (中英雙語)

電郵: [chongoumacau@yahoo.com](mailto:chongoumacau@yahoo.com)

### 校巴服務緊急熱線 8893 6702

澳門國際學校聯絡人: 朱小姐 – Stella (中英雙語)

如遇緊急情況，請跟隨以下守則:

1. 如有學生於放學後錯過了校巴，老師會將他們帶到校務處並通知家長前來學校接回子女。
2. 如有學生錯上了校巴，學生將被帶到巴士公司等待家長前來接回。巴士公司朱小姐 (Bel) 會負責直接通知家長。如未能與家長聯繫，巴士公司會通知學校尋求協助。
3. 遇有家長沒有到所定落車地點接回子女（幼稚園一年級至小學三年級），學生會被帶到巴士公司等候家長前來（地址如上）。巴士公司朱小姐 (Bel) 會直接與家長聯繫。如未能與家長聯繫，巴士公司會通知學校尋求協助。
4. 如學生未有到巴士站或沒有回家，請家長立即致電校巴緊急熱線。校方接獲通知會即時啟動失蹤學生程序並會與巴士公司聯繫。校方會與家長繼續跟進。
5. 如校巴發生故障，巴士公司會盡快通知校方以及受影響學生之家長。
6. 家長或學生如對巴士服務有任何意見，歡迎致電巴士公司反映，而校方亦會作出適當協助。

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