



PHILKOR

Dynamics Solution & Sourcing Industry Inc.

Filsyn Compound Brgy. Don Jose City of Santa Rosa Laguna

Telfax: 049-530-10-66

Annex A

CONDITIONS OF SERVICE

1. This School Bus Agreement between *PHILKOR Dynamics Solution and Sourcing Industry, Incorporated and parents/guardians of ISM student school bus riders* whereby the former declares and the latter acknowledges that ISM is free from any and all claims, damages or liabilities arising from this School Bus Service Agreement, which is limited from the time bus riders board the bus until they have disembark from the same upon arriving at their place of destination.
2. *School bus fees are non-transferable, non-refundable after the quarter begins and shall not be pro-rated for partial attendance during a quarter or semester except for those whose parents who are relocating to other countries, then a pro-rated refund will be allowed.*

NOTE: * *Please make your check payable to Philkor Dynamics Solution and Sourcing Industry, Incorporated.*
* *Or make your payment thru wire transfer or bank deposits please see below the account details.*

Account Name	:	Philkor Dynamics Solution and Sourcing Industry, Incorporated
Savings Acct. Dollar	:	2334-0048-24
Savings Acct. Peso	:	2333-1186-99
Bank Name	:	BPI (Bank of the Philippine Islands)
Bank Address	:	Unit 35-36 Ground Floor Bldg D Solenad 3 Balibago-Tagaytay Road, Nuvali Boulevard, Santa Rosa, 4026 Laguna
Swift Code	:	BOIPHMM

* *If the payment has already been made, please email at schoolbus@ismanila.org for the transaction details.*

* **Telephone Nos.:**

- ISM Transportation Office – 02-8840-8540 & 02-8840-8541

3. All bus riders are requested to be ready on time at their respective designated pick-up points and to board the school bus immediately. *The school bus driver/ attendant will not ring the doorbell nor wait to pick-up for late riders.*
4. The after-school buses shall leave the school campus to home for **Pre-School 3** and **Pre-School 4** at **12:45 noon**. (Fort Bonifacio Global City, Makati, McKinley Hills Taguig, Ortigas and Valle Verde Areas Only).
5. Bus riders will locate their own respective school bus at the International School bus bay area for **2:25 pm, 3:30 pm and 4:55 pm** trips. The bus driver/attendant is not responsible for the bus riders who are not in their respective buses at the scheduled departure time. Once the bus is in motion, no student shall be allowed to board the bus. The school bus driver will not be held responsible for early or late dismissal of the school or its activities that will cause a bus rider to wait or miss the bus.



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6. The School Bus Company shall not be held responsible for any mishap while the bus riders are waiting for the school bus. **ONLY AUTHORIZED BUS RIDERS** are allowed to board the bus.
7. ***Bus riders are not allowed to get-off at any stop except at their respective assigned stop and to ride another bus going home (One Pick-Up; One Drop-Off point). An email or a written note from the parent in advance is necessary if a student will be picked up/dropped off to a different pick up/drop off point (subject to approval) and if the child will not be riding for an extended period of time it is the responsibility of the parents to notify the school bus office ahead of time.***
8. The bus company will not be responsible for losses, damages or any inconvenience that may be caused to any student rider for non-delivery to and from ISM or home or terminal point resulting from strikes, non-availability of fuel, fire, floods, or any fortuitous events and for any other causes beyond the control of the bus company.
9. Requests for suspension/cancellation of school bus service must be filed in writing to the School Bus Company with copy to the Transportation Office not less than thirty (30) days prior to the date of the effectivity. Refund shall be limited to those quarters which services have not yet started less a processing fee of Three Hundred Pesos (Php 300.00), Philippine currency per student.
10. The bus company agrees to support the decisions of the School with regard to the temporary suspension and/or cancellation of bus service arising from a student discipline problem. The authority to the Transportation Consultant does not interfere with the management of the bus company. However, the Transportation Consultant does represent the school in the day-to-day operations of the bus service.
11. ***In the afternoon, if an authorized person does not meet an Elementary Student (Preschool, Kindergarten, Grade 1, 2, 3 & 4) during the drop-off, students will be returned to ISM for the parent to pick-up.***
12. ***Special Conditions for ELEMENTARY Students (Preschool, Kindergarten, Grade 1,2,3 &4)***
 - The ELEMENTARY bus riders must be accompanied by a parent/guardian, both at pick-up and drop-off point. If there is no parent/guardian/responsible person with the child in the morning, the child will not be picked-up. If there is no adult as mentioned above to meet the child in the afternoon, the child will be returned to ISM. It then becomes the responsibility of the parent/guardian to transport the child from ISM to home if the above requirements are not met.
 - There will be a bus company employee called Bus Attendant on each bus. With the approval of the Transportation Consultant, she is responsible for an assigned group of PRE SCHOOL/KINDERGARTEN children and accompanies them to and from their classrooms.