



俊和巴士服務有限公司

CHUN WO BUS SERVICES LIMITED

ICS 2025-26

CWB School Bus e-Service

User Manuel

(Account Set up & Registration)

CWBus Student e-Service – Registration (New bus users)

- Please scan the QR code below, or visit <http://schoolparent.chunwobus.com/> for registration.

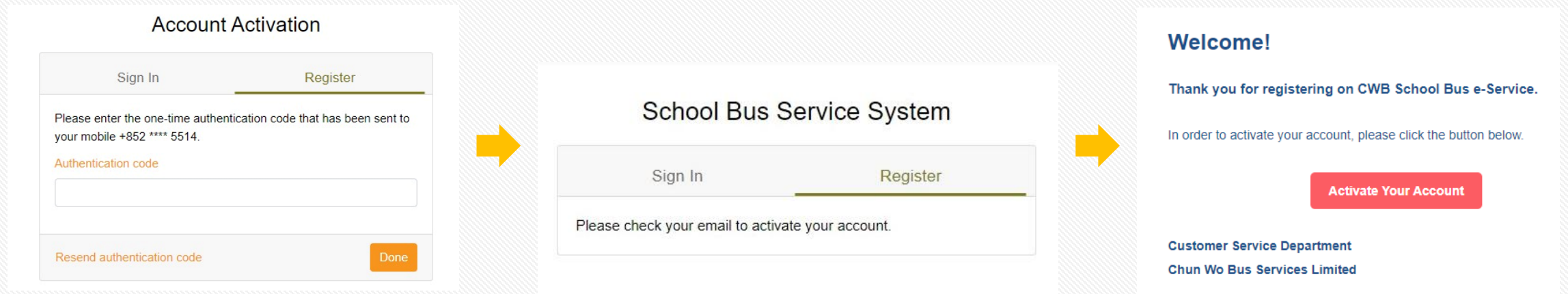


- Parents are required to provide their full names, contact phone numbers and email addresses. The phone number and email address used at registration will be used to activate your account.
- The phone numbers used during the account set up will be used as the emergency contact number.

School Bus Service System

Login	Register			
<p>Name of parent/guardian *</p> <table border="1"><tr><td>Please ▾</td><td>Last Name</td><td>First Name</td></tr></table>		Please ▾	Last Name	First Name
Please ▾	Last Name	First Name		
<p>Relationship with student(s) *</p> <p>Please Select ▾</p>				
<p>Email *</p> <input type="text"/>				
<p>Mobile *</p> <input type="text"/> <p>Please input a mobile number can receive SMS The registered mobile phone number will be used for emergency contact</p>				
<p>Password *</p> <input type="password"/> <p>Contain minimum one character, one Number and minimum 8 characters</p>				
<p>Confirm Password *</p> <input type="password"/>				
<p>Language Preference *</p> <p><input type="radio"/> Chinese (中文) <input type="radio"/> English (英文)</p>				

CWB School Bus e-Service – Account Activation

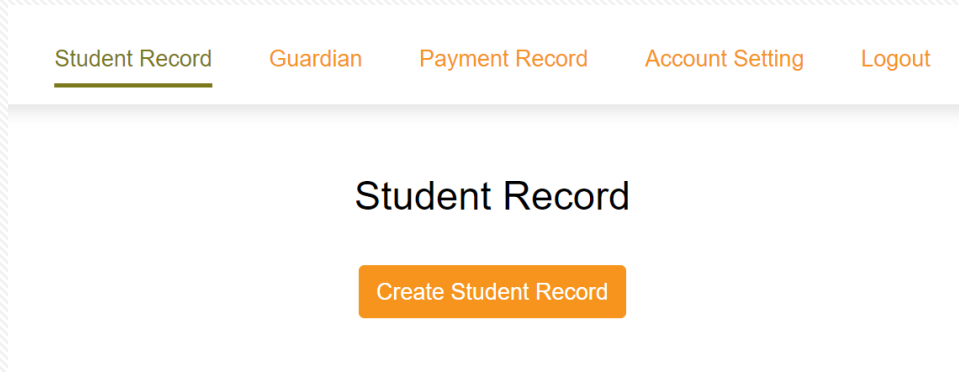


- Please be reminded that the email sent to activate your account may sometimes be dropped to your junk mailbox. If you do not see the activation email, please check the junk box of your email.

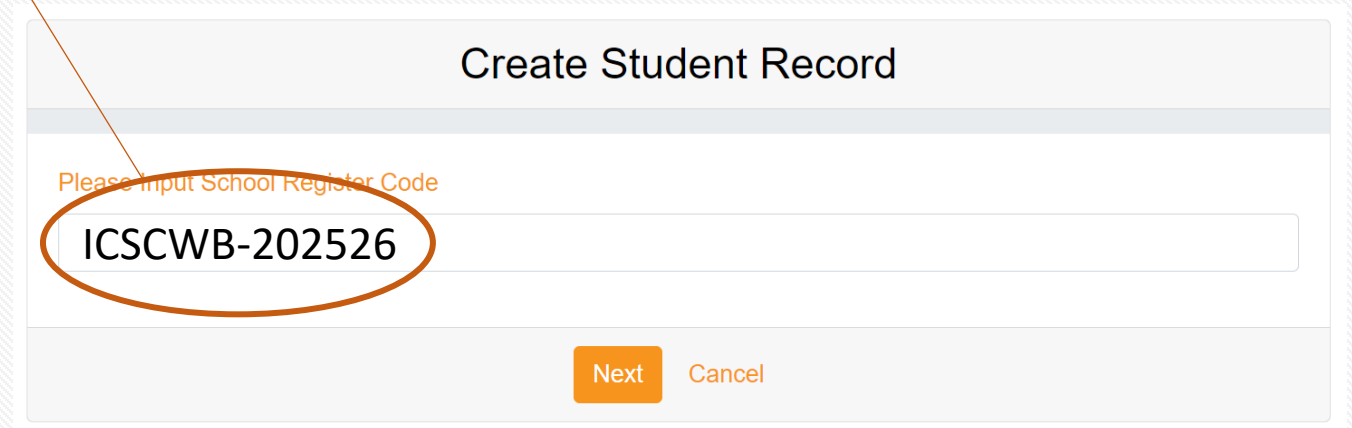
CWB School Bus e-Service– Enrol & Create Student Record

- After your have signed in, please click on “ Create Student Record”;
- Please input the designated School Registration Code for ICS as follows:

ICSCWB-202526



This screenshot shows the main menu of the CWB School Bus e-Service. At the top, there is a navigation bar with five links: "Student Record", "Guardian", "Payment Record", "Account Setting", and "Logout". The "Student Record" link is underlined. Below the navigation bar, the text "Student Record" is displayed in a large font. At the bottom, there is an orange button labeled "Create Student Record".



This screenshot shows the "Create Student Record" form. The title "Create Student Record" is at the top. Below the title, there is a text input field with the placeholder text "Please Input School Register Code". The code "ICSCWB-202526" is entered into this field and is circled in orange. An orange arrow points from the large "ICSCWB-202526" text above to this input field. At the bottom right, there are two buttons: "Next" (orange) and "Cancel" (grey).

CWB School Bus e-Service - Guidelines and Term & Condition

- Please read the guidelines and the terms & conditions of our service carefully. Such information has been agreed mutually between Chun Wo Bus Services Limited and the School. Should you be interested in our service, you will be required to accept our terms and conditions before we could further proceed with your application.

Service Term

School Bus Service Subscription Terms and Conditions

School Bus Services Subscription



I agree to the terms indicated above and understand the associated responsibilities.

Previous

Next

Cancel

CWB School Bus e-Service– Student Information

- Please fill in student's information, the full name used for registration **must be** the same name used for registration with the School;

Student Personal Information

English Name *

First Name	Middle Name	Last Name
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Gender *

☐ Male ☐ Female

Address *

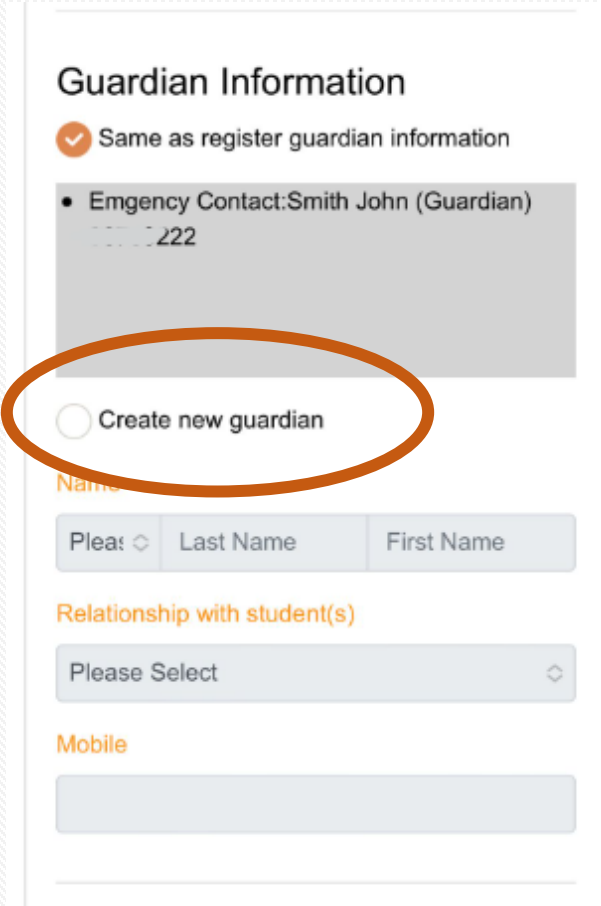
Building / Apartment

Street Number

Region

CWB School Bus e-Service– Emergency Contact/ Daily Contact

- Parents' / guardian's phone numbers used during account set up is the emergency contact number. Should the daily contact parent/ guardian be different to the emergency contact person, please add a new guardian and provide their contact information. Otherwise, the emergency contact will also be used as daily contact.



Guardian Information

☒ Same as register guardian information

• Emergency Contact: Smith John (Guardian)
222

☐ Create new guardian

Name

Please	Last Name	First Name

Relationship with student(s)

Please Select

Mobile

CWB School Bus e-Service –

Permission to disembark without accompanying parent/guardian

- Due to safety concerns, students of kindergarten and elementary school are not allowed to return home on their own. (i.e., without an accompanying adult) from the bus stops except those in Grade 4 or above with a written consent from their parents. Should you allow your children to return home with or without an accompanying adult, please tick the boxes accordingly.

Permission to disembark without accompanying parent/guardian

☐

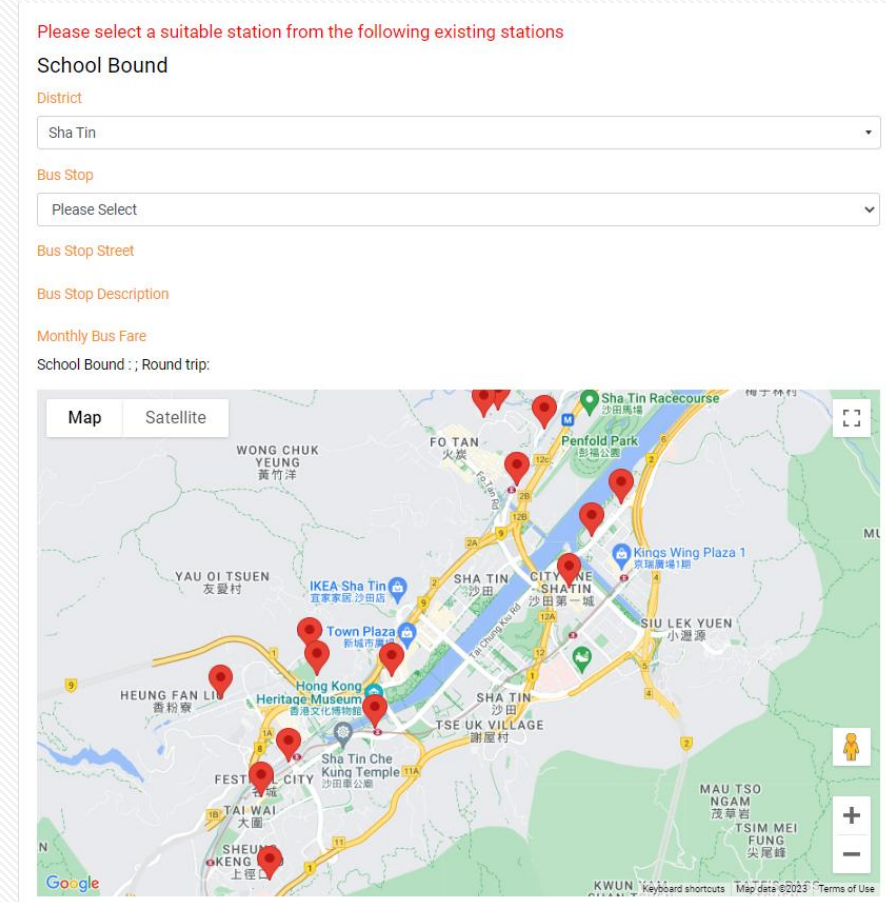
Guardian required

☒

Guardian not required

CWB School Bus e-Service – Bus Stops Selection

- Parents are required to select a bus stop of their choice from the list;
- Parents will be able to view the bus stop locations on Google map. Street views/ street photos are for reference only;
- Monthly bus fare of the bus stops is also available for your reference;
- If you have chosen a round trip service, please pick a bus stop for both school-bound and home-bound.



CWB School Bus e-Service – Account Preview

- Please check if information on the Student Record is correct and amend where necessary. Information cannot be changed once submitted.

Student Record

Name

Gender:

Address :

Name of school:

Classes:

Permission to disembark without accompanying parent/guardian :

Guardian Information (Daily contact)

Name of parent/guardian :

School Bus Information

School Bus Choice :

School Bound :

Home Bound :

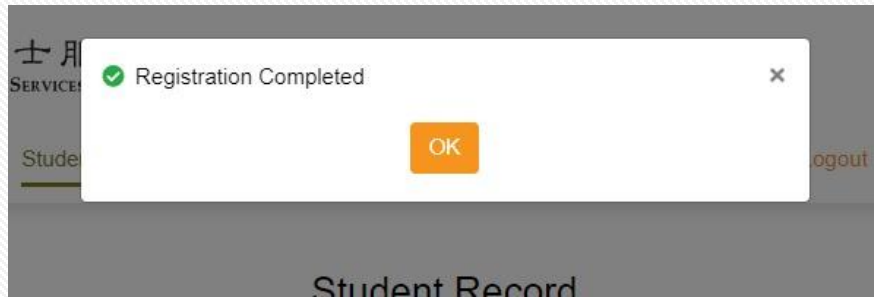
Monthly Fare :

Preferred Stop :

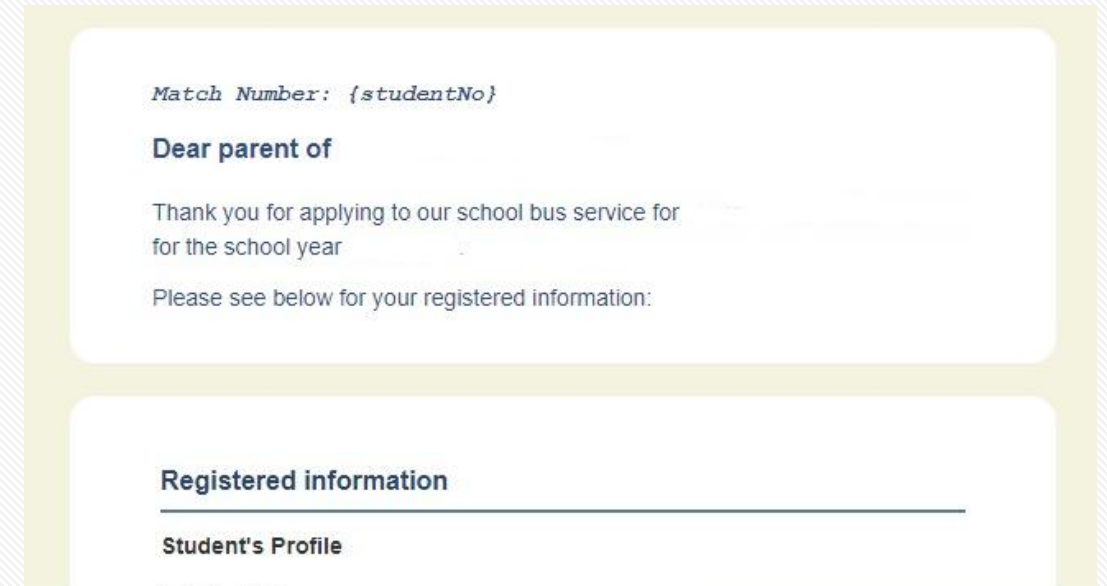
Previous

Submit

CWB School Bus e-Service – Registration Completed

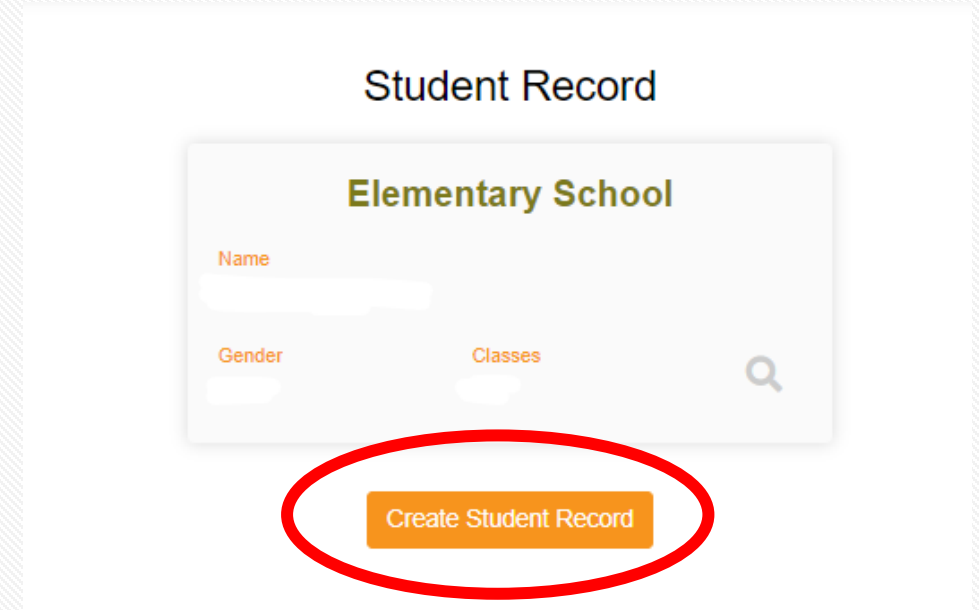


- Once you have submitted your registration, CWB School Bus e-Service will send a copy of your registered information via email;
- Each student will have their unique match number.
- You will also be able to view such information under “Student Record”when you log in.



CWB School Bus e-Service – Registration for siblings in the same school

- If you have more than one children to register for our service, please create another student record, using the same account and method by creating another student record.



The screenshot shows a web form titled "Student Record" for "Elementary School". It contains input fields for "Name", "Gender", and "Classes", along with a search icon. Below the form, the "Create Student Record" button is highlighted with a red oval.

Student Record

Elementary School

Name

Gender

Classes

Create Student Record

CWB School Bus e-Service – Seat Reservations

- Once we have our tentative bus route arranged, we will be sending you a reply slip to your registered email with full amount of seats reservation fee (1st installment). Kindly complete the first instalment and **upload your payment record to our CWB School Bus e-Service system.**
- Please be reminded that the payment of the first instalment is for seats reservation only. Seats will be reserved on a first come first served basis. Any payments received after the deadline may not be considered.
- Once your payment record has been received, a receipt will be sent to you by email.
- For further information on seat reservations, please refer to our “School Bus Service Subscription Terms and Conditions”.
- Should you have any further inquiries on our service or school bus registration, please do not hesitate to contact our **Customer Service Department on 2683 5266.**

Thank you.