

Education Bureau Circular Memorandum No. 16/2020

From: Secretary for Education

To: Supervisors and Heads of all Government, Aided (including Special Schools), Caput Schools and Schools under the Direct Subsidy Scheme

Ref: EDB(SA1)/SA/POL/11(VI)

Date: 14 February 2020

Opening Up School Parking Spaces to Student Service Vehicles Scheme (2020/21 School Year)

Summary

This circular memorandum serves to invite public sector schools (government, aided and caput schools) and schools under the Direct Subsidy Scheme (DSS) to participate in the “Opening Up School Parking Spaces to Student Service Vehicles Scheme” (the Scheme) in the 2020/21 school year.

Background

2. To alleviate the shortage of parking spaces for student service vehicles (SSVs) (i.e. school buses and private light buses), the Transport Department and the Education Bureau (EDB) launched the Scheme on a pilot basis in the 2018/19 school year and on full scale for participation by all public sector schools and DSS schools in the 2019/20 school year to encourage schools to open up their parking spaces to SSVs during non-school hours. Since its introduction, the Scheme has been well received by participating schools and other relevant stakeholders.

Details

3. Under the Scheme, the SSV service operators are allowed to park their SSVs in the designated school parking lots during non-school hours. The provision of parking spaces is included as an additional term under the trading operation of school bus service¹ in which a management fee is collected on a cost recovery basis for any management cost incurred for opening up the parking spaces. SSV service operators should be reminded that the management fee, which is part of their operating cost, is to be borne by themselves and would not induce additional fare from students.

¹ Based on principles and arrangements as stipulated in the EDB Circular No. 10/2016 on “Trading Operations in Schools”.

4. In view of the restrictions of tenancy agreement and/or land lease conditions held under by respective schools, schools intending to join the Scheme have to fulfil the following pre-requisites, where applicable:

- (a) The SSV service operator to be commissioned under the Scheme will provide service to schools' own students only or to students from a cluster of schools, including the participating schools;
- (b) There are suitable designated parking lots in the school premises, which will be subject to the Transport Department's advice and in accordance with the latest approved school layout plans;
- (c) Schools will be able to enter into a new agreement on trading operation of school bus service, including the provision of SSV parking spaces with service operator selected through open, fair and competitive bidding in the coming school year;
- (d) The opening up of parking spaces to SSVs would not contravene the tenancy agreement and/or land lease conditions. Please refer to the necessary arrangements for tenancy agreement and land lease as detailed at Annex 1;
- (e) For schools at public housing estates (estate schools) with tenancy agreement signed with the Hong Kong Housing Authority, prior written consent for the opening up of parking spaces has been obtained from the respective estate offices of the Housing Department; and
- (f) Prior approval of the Incorporated Management Committee / School Management Committee has been obtained.

Application Procedures

5. Schools must complete the form "Application for Participation" at Annex 2 and send it to the Transport Department **by post**, together with the latest approved school layout plans with designated parking location and the written consent from the estate office of the Housing Department (if applicable and once available) on or before **31 March 2020**. Moreover, schools should fax a copy of the application form to (i) EDB and (ii) Housing Department (for estate schools).

6. With the Transport Department's advice on the types and numbers of parking spaces that could be opened up for SSVs (Section II of Annex 2) by **7 May 2020**²,

² It is subject to applicant schools' timely submission of latest approved layout plans with designated parking location.

schools can then make invitation for trading operation of school bus service with provision of parking spaces through open bidding. They should follow the “Guiding Principles for Participation in the Opening Up School Parking Spaces to Student Service Vehicles Scheme” at [Annex 3](#) and suitably incorporate the “Conditions of Service” in its Appendix 2 to the tender/quotation documents.

7. Upon completion of the procurement procedures, applicant schools should complete and return to EDB the “Application for Permission to Enter into a Trading Undertaking on School Bus Service” at [Annex 4](#) on or before **3 August 2020**. The workflow for processing applications under the Scheme is at [Annex 5](#).

8. Schools not having joined the Scheme after submitting an “Application for Participation” in the previous year³ should follow the arrangements below to make an application for the 2020/21 school year:

- (a) For schools which have not submitted adequate information to the Transport Department to support their application, they should make a fresh application according to the procedures stated in paragraphs 5 to 7 above and furnish the Transport Department with all necessary documents/information (e.g. the latest approved school layout plan with designated parking location).
- (b) For schools which have been advised by the Transport Department on the types and numbers of the parking spaces that could be opened up under the Scheme, if matters related to land lease or contract with SSV service operators have been resolved/settled, they should complete and return to EDB the “Application for Permission to Enter into a Trading Undertaking on School Bus Service” at [Annex 4](#) upon completion of the procurement procedures. (However, if changes have been made to the school layout plan previously submitted to the Transport Department, schools should submit a fresh application according to the procedures stated in paragraphs 5 to 7 above.)

9. In addition, schools which obtained approval for participating in the Scheme on a pilot basis in the 2018/19 school year are also required to submit an application according to the procedures stated in paragraphs 5 to 7 above if they wish to join the Scheme in the 2020/21 school year.

³ For various reasons, such as failure to submit the required information to support the application, restrictions under the land lease and absence of a suitable SSV service operator.

10. For participating schools in the 2019/20 school year with contracts between their SSV service operators expiring before the end of August 2020, if they wish to continue to join the Scheme in the 2020/21 school year, they should complete and return to EDB the “Application for Permission to Enter into a Trading Undertaking on School Bus Service” at Annex 4 upon completion of the procurement procedures. (However, if changes have been made to the school layout plan previously submitted to the Transport Department, schools should submit a fresh application according to the procedures stated in paragraphs 5 to 7 above.)

Enquiry

11. For enquiries, please contact your respective Senior School Development Officer and/or the following officers:

Bureau / Department	Division / Section	Name of Officer	Telephone No.
Education Bureau	School Administration 1 Section	Mr Simon SIT	3509 7454
Transport Department	Strategic Studies Division / Section 3	Mr Peter FUNG	3842 5947
Lands Department	Headquarters Section	Ms Jennifer FU	2231 3761
Housing Department	Estate Offices	Respective contact numbers of the estate offices	

Ms Karen LAU
for Secretary for Education

c.c. Head of Sections – for information

Opening Up School Parking Spaces to Student Service Vehicles Scheme
Necessary Arrangements for Tenancy Agreement and Land Lease

School type	Bureaux / Departments to be approached	Necessary actions to be taken by schools
(a) Government schools	Education Bureau	As advised by EDB, if any.
(b) Aided and DSS schools located on government land without tenancy agreement signed with EDB	Education Bureau	Enter into a tenancy agreement with EDB.
(c) Aided and DSS schools located on government land with tenancy agreement signed with EDB	Education Bureau	Update relevant clauses of the current tenancy agreement, if necessary.
(d) Aided and DSS schools at public housing estates with tenancy agreement signed with the Hong Kong Housing Authority	Housing Department	Consult their respective estate offices of the Housing Department and obtain their written consent for opening up the parking spaces.
(e) Aided, DSS and caput schools located on private land	Lands Department	Apply to the respective District Lands Offices of the Lands Department for lease modification / temporary waiver of conditions, subject to the payment of administrative fee and land premium / waiver fee to be assessed; and consult professional surveyors for the concerned lease modification / temporary waiver application.

Schools may contact the respective District Lands Offices if they wish to make enquiries about the land status of their school premises. The contact information can be accessed at <http://www.landso.gov.hk/en/about/enquiries.htm>. The boundary plan of District Lands Offices can be accessed at https://www.landso.gov.hk/en/about/boundary_plan.htm.

Opening Up School Parking Spaces to Student Service Vehicles Scheme
Application for Participation
(2020/21 School Year)

Section I (To be completed by the applicant school)

Please send this form by post to the Transport Department by **31 March 2020**, with a copy by fax to (i) Education Bureau and (ii) Housing Department (if applicable).

 To: Team 3 of Strategic Studies Division, Transport Department

cc: School Administration 1 Section of the Education Bureau
 Housing Department (for schools with tenancy agreement
 signed with the Hong Kong Housing Authority (HA))

Fax no.: 2572 5402

Fax no.: *Please check with
 your respective Estate
 Office*

Our school would like to apply for participation in the captioned scheme and will clarify with the respective Government bureaux / department(s) that parking of student service vehicles (SSVs) inside school is permissible under the conditions in tenancy agreement and/or land lease. The information of our school is given below:

Name of School (District): _____ ()

Address: _____

Phone No. / Fax No.: _____ / _____

Contact Person (Position Held): _____ ()

Email of Contact Person: _____

The following documents will be sent to the Transport Department **by post**:

- (a) Original of the application form (both Sections I and II);
- (b) Latest approved school layout plans with designated parking location (signed /chopped);
- (c) A self-addressed stamped envelope with sufficient postage (for the return of school layout plans); and
- (d) Written consent from the Housing Department, if applicable and once available.

Address of the Transport Department:

12/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

(Please mark "Opening Up School Parking Spaces to Student Service Vehicles Scheme" on the Envelope.)

Other School Information:

Please put a tick in the appropriate box.

- (i) Our school is
- ☐ a government school. (*There is no need to answer (ii)*)
 - ☐ an aided school.
 - ☐ a caput school.
 - ☐ a Direct Subsidy Scheme school.

- (ii) Our school is located
- ☐ on government land
 - ☐ with tenancy agreement with EDB / HA*
 - ☐ without tenancy agreement with EDB / HA*
 - * delete as appropriate*

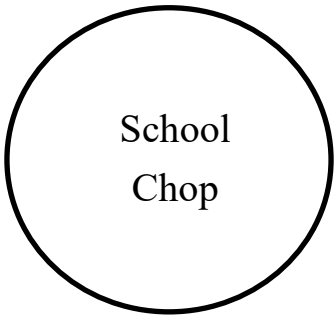
☐ on private land.

- (iii) Our school
(if applicable)
- ☐ participated in the Scheme on a pilot basis in the 2018/19 school year.
 - ☐ participates in the Scheme in the 2019/20 school year (with changes made to the approved school layout plan).
 - ☐ submitted an “Application for Participation” for the 2019/20 school year but did not obtain the approval for participating in the Scheme.

Signature of Supervisor:

Name of Supervisor:

Date:



School
Chop

Opening Up School Parking Spaces to Student Service Vehicles Scheme
Application for Participation
(2020/21 School Year)

Section II

To: (Name of School) _____ *(To be completed by the applicant school)*

cc: School Administration 1 Section of the Education Bureau Fax no.: 2572 5402
Housing Department (if applicable) Fax no.: _____
(Please check with your respective Estate Office)

We have received your school's application to participate in the Opening Up School Parking Spaces to Student Service Vehicles Scheme. Based on the latest set of approved layout plans with designated parking location provided and certified correct by your school, the type(s) and number(s) of parking spaces available for opening up are advised below:

Parking Spaces for Opening Up to SSVs		Remarks
Type(s)	Number(s)	
(i)		
(ii)		

(Information above to be filled in by the Transport Department)

2. The layout plans marked with the designated parking space(s) that is/are suitable for opening up are returned herewith. Please include the provision of parking spaces for SSVs as an additional term specified in the quotation / tender for school bus service. Upon completion of the procurement exercise, please complete the reply slip at Annex 4 to EDBCM No. 16/2020 and return it to EDB by **3 August 2020**.

Signature of Transport Department Representative : _____

Name of Transport Department Representative : _____

Date : _____

**Guiding Principles for Participation
in the Opening Up School Parking Spaces to Student Service Vehicles Scheme**

Schools are encouraged to open up their school premises for parking student service vehicles (SSVs) under the Opening Up School Parking Spaces to Student Service Vehicles Scheme (the Scheme). The provision of parking spaces to SSV service operator will be included as an additional term under the trading operation of school bus service. For schools joining the Scheme, clear service requirements and conditions in the quotation/tender specifications will be set to invite bidders to propose a management fee for using the parking spaces inside the school premises in addition to the routes and stops together with proposed fares for various routes in the service. The management fee is to be collected on a cost recovery basis for any management cost, such as in maintenance, security, manpower, etc. to be incurred under the Scheme. SSV service operators should be reminded that the management fee, which is part of their operating cost, is to be borne by themselves and would not induce additional fare from students.

Guiding Principles

1. Schools should seek prior approval from their School Management Committee (SMC) / Incorporated Management Committee (IMC) regarding the trading operation involving provision of parking spaces to SSV service operator;
2. Selection of operators should be conducted through open, fair and competitive bidding. Please refer to the Appendix 1 on “Major Items for Inclusion in the Quotation/Tender Documents”;
3. A Monitoring Committee on Trading Operations or an independent School Bus Services Committee comprising various stakeholders, like parent representatives, a senior member of the teaching staff, has to be set up. Pre-determined selection criteria have to be worked out in consultation with parents. In setting school-based criteria for selecting SSV service operator, the benefits of students will be the foremost concern;
4. Proper measures should be taken to avoid any possible conflict of interest, malpractice and corruption. The contract period should normally be not exceeding 3 years;
5. Schools should take measures to avoid any possible conflict of interest. Declaration of conflict of interests of school staff and managers involved in the procurement exercise concerned should be made in writing, or recorded in the meeting notes as appropriate. Records of such declarations should be duly kept for checking. The staff and managers having declared conflict of interest should refrain from processing the related quotation/tender or follow the instruction of the SMCs/IMCs;
6. The arrangement should not affect normal school operation or undermine the educational services for students, such as the conduct of after-school activities as well as the rights of other school stakeholders in using the parking facilities and the open space in the school premises. There should not be any exclusive use of parking space by the commissioned SSV service operator. The quotation/tender documents should specify clearly the type(s) and number(s) of parking spaces available for opening up as

recommended by the Transport Department, location of parking spaces and the opening hours of the parking facilities during school days, school holidays and public holidays, as well as the exception dates for important school functions/events;

7. The SSV service operators should ensure adequate insurance protection on their own and indemnify the schools and EDB in respect of any costs, expenses, damages incurred due to the act or negligence incurred by the operators;
8. There should be proper measures to ensure the safety of students, school staff and parents on opening up the school premises for parking SSVs. For example, notice to parents informing them of the details of the arrangement (e.g. location of parking spaces and opening hours for parking) and the enhanced security and safety measures taken by schools; notice at school campus and/or on school website to remind students on road safety; message to school staff and other members of the school (like alumni and school managers) of the arrangements under the Scheme, guidelines to school bus drivers, etc;
9. Necessary measures should be taken to ensure the security of school properties. For example, hiring security guard service or deploying stay-in workman to facilitate the opening up of the school premises during non-school hours should be hired. When deploying staff or hiring services to perform security work, schools are required to observe the statutory requirements under the related Ordinance and ensure that the person or service provider appointed holds a valid permit or license;
10. Schools have to review issues relating to the trading operation, such as opening hours of the parking facilities at regular intervals and make necessary adjustments, if deemed necessary;
11. Relevant land lease or tenancy agreement (TA) conditions should be complied with, and prior written approval has to be obtained from the landlord (EDB/Housing Department and/or relevant parties) before entering into any agreement with outside organizations. Necessary arrangements will be made with schools in relation to the TA as appropriate;
12. For aided, caput and DSS schools, any net income of the management fees collected should be credited to the schools' non-government fund account and used directly for the benefits of students;
13. A separate ledger for the trading undertaking is required to be provided in the school's non-government fund account and reflected in the school's annual audited accounts; and
14. Schools should observe the fundamental principles as set out in the EDB Circular No. 10/2016 on Trading Operations in Schools.

**Major Items for Inclusion in the Quotation/Tender Documents for
Trading Operation of School Bus Service
Under the Scheme**

(1) Quotation/Tender Objective and Services to be Provided

Schools should specify clearly what kind of trading services is now called at the outset and define the scope of services.

Bidders are now invited to make proposal on provision of school bus¹ service for students together with a proposed management fee to cover the basic cost for using the parking spaces on the school premises to be offered under the arrangement. For example, schools could state in the quotation/tender document that the management fee is to cover the cost of hiring 24-hour security service to the school premises throughout the contract period and the related day-to-day minor repairs work. The management fee, which is part of the operating cost of the school bus service, is to be borne by the service provider and would not induce additional fare from students.

(2) Contract Period

The contract period should normally not exceed 3 years. (Schools should reserve adequate time to invite quotation/tender before expiry of current contract.)

(3) Quotation/Tender Submission Deadline and Way of Submission

Schools should clearly state the quotation/tender closing date and time, place of quotation/tender box, and the way of submission. Adequate time should be provided to allow bidders to prepare and submit quotations/tenders. Under normal circumstances, at least 3 weeks should be set between the issue and the closing of quotation/tender. For example, the quotation/tender must be completed in duplicate and should arrive not later than 12:00 noon on (date). Late submission will not be accepted.

In case a black rainstorm warning signal or typhoon signal No. 8 or above is valid for any duration between 9:00 a.m. and 12:00 noon, the quotation/tender closing time will be extended to 12:00 noon on the next weekday (i.e. except Saturday, Sunday and public holiday).

(4) Identification of Bidders

Schools should specify in the quotation/tender document that bidders should not identify themselves on the quotation/tender envelope and a quotation/tender bid may be disqualified if the bidder discloses its identity on the sealed quotation/tender envelope.

Schools should also indicate in the quotation/tender document that, if bidders are allowed to amend their quotations/tenders after submission but before closing, the amendments should be submitted in the same manners as for submitting the quotations/tenders.

¹ “School bus” here refers collectively to student service vehicles including non-franchised public bus and private light bus.

(5) Specifications

Full specifications should be provided in clear and specific terms. Schools should ensure that quotation/tender specifications are drawn up in a manner which meets the principle of maintaining open and fair competition. Quotation/tender specifications shall not be prepared, adopted or applied with the effect of creating obstacles to competition amongst the potential bidders. Schools should enclose a layout plan indicating the location of parking areas, with the specified types and numbers of parking spaces to be provided under the trading operation. The parking spaces to be opened up on the school premises will only be available for the use of the student service vehicles (SSVs) that are providing services for the school's own students. Other SSVs of the same commissioned SSV service operators not serving the school are not allowed to use the designated parking spaces of the school.

(6) Mandatory Requirements

Mandatory requirements should be specified and bidders should be alerted in a prominent way that bidders failing to meet the mandatory requirements will be **invalidated** and will **not** be considered further. For example, only the bidders who sign to provide all school bus routes as specified in the mandatory requirements and hire the car parking spaces will be considered further. **Failure to comply with these requirements will render a quotation/tender invalid and the quotation/tender will not be further considered.**

(7) Conditions of Service

Please refer to Appendix 2.

(8) Evaluation Criteria of Quotations/Tenders

Evaluation criteria of quotations/tenders should be determined before inviting bidders and an outline of the evaluation criteria should be included in the quotation/tender documents to assist prospective bidders in preparing their biddings.

There are two main approaches to conduct quotation/tender evaluation – with or without marking scheme.

A. Non-marking Scheme Approach

The pre-determined evaluation criteria (i.e. the mandatory requirements and any other requirements in deciding the suitability of bidders) should be indicated in the quotation/tender documents. Given that the mandatory requirements should be the minimum level of requirements that bidders must meet, schools should not impose unfair or undue technical burden upon the bidders. Schools should ensure the mandatory requirements are fair and reasonable when taking into account market situation, trade practice and previous experience on similar quotation/tender exercises. To encourage fair and open competition by all potential bidders, schools should periodically review whether any of the mandatory requirements should be relaxed. Selection of bidders should be based on price only once the bidders have met/compiled with all prescribed requirements.

Under the arrangement, the provision of school bus service could be specified as the

mandatory requirements whereas the management fee and bus fares are the price elements. Schools have to set their own school-based assessment weightings as other requirements for quotation/tender evaluation.

B. Marking Scheme Approach

Marking scheme should be used for contracts where both the quality of services and prices are of vital importance. It should also be pre-determined and included in the quotation/tender documents to facilitate the prospective bidders preparing the biddings. The following points can be observed when doing assessment:

- (a) The weightings for technical and price assessments, the assessment criteria and their relative weightings, passing mark for individual attributes or a minimum score (where appropriate), and the formula to be used to calculate the technical and price scores should be pre-determined, well-defined and approved by the relevant authorities before quotation/tender invitations are sent out. The setting of relevant mandatory requirements and passing marks would ensure that only capable contractors with quality proposals would be considered for the contracts.
- (b) When determining the relative weightings for technical and price assessments, schools should normally adopt a reasonable weighting for technical score, as against a weighting for price score. If the quality of the school bus service is of sufficiently high importance, schools may consider giving a heavier weighting for the technical score. Since this is partly a value judgment of the key stakeholders of the school, a consensus should be reached before the commencement of quotation/tender exercise and schools should provide full justification in their submissions to the relevant authorities for approval.
- (c) The quotation/tender documents should require bidders to submit technical and price information in separate sealed plain envelopes with the words “Technical” and “Price” clearly marked on the sealed plain envelopes as appropriate.
- (d) In quotation/tender evaluation, price proposals should only be opened and assessed after completion of the technical assessment. Bidder with the highest total score will normally be recommended for acceptance of contract.

(9) Prevention of Bribery Clause

The prevention of bribery clause should be included in the quotation/tender documents:

“The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC/IMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.”

(10) Enquiries

Schools should ensure that all bidders are provided with equal knowledge of quotation/tender information to prepare their bids.

**Conditions of Service for Trading Operation of School Bus¹ Service
under the Scheme**

- (i) The operators should have been approved with a valid Passenger Service Licence (PSL) and their vehicles have been issued with Passenger Service Licence Certificate (PSLC) with the specific service endorsement by the Transport Department. Schools can request the operators to provide the PSL and PSLC for verification.
- (ii) The school buses on service must meet the safety standards established by the Transport Department.
- (iii) The parking spaces to be opened up shall be made available for the use of the buses which provide school bus services for students of the school only. Other school buses of the same commissioned school bus service operator are not allowed to use the designated parking spaces of the school.
- (iv) The school buses with vehicle registration marks prescribed by the school bus service operator can only park at the designated areas in accordance with the specified vehicle types and numbers on the school premises as advised by the Transport Department. The school bus service operator should provide school with the name and phone number of a responsible person for emergency use.
- (v) The school buses can only park at the school during the time and days as stipulated in the quotation/tender documents. The school buses must enter and leave the school premises during the respective timeslots on school days and school holidays as agreed between the school and the school bus service operator.
- (vi) The school bus service operator shall be responsible for meeting the cost of repairing any damage caused to the school facilities and/or properties during the use of the parking facilities.
- (vii) The school bus service operator shall take out adequate insurance to cover all eventualities during the use of parking facilities including third party liability insurance. The school bus service operator shall also purchase a third party liability insurance of a specified amount and include the school appropriately as the name of the insured and make a copy of the insurance policy to school for record.
- (viii) The school bus service operator shall indemnify and keep indemnified school against all actions, claims, and demands by any person who suffers or sustains any death, injury, loss or damages arising out of or as a result of the use of the parking facilities by the school bus service operator or any person so authorised by it due to the negligence on the part of school bus service operator or on the part of such authorised person.
- (ix) The school bus drivers must maintain a neat and tidy personal appearance and carry staff card with photo to show to school staff on entrance into the school premises.

¹ "School bus" here refers collectively to student service vehicles including non-franchised public bus and private light bus.

- (x) The school bus drivers shall take appropriate action to safeguard the safety of students, school staff and other members of the school.
- (xi) The school bus drivers shall not use the other facilities of the school unless with the prior consent of the school.
- (xii) The school bus drivers shall not smoke in school.
- (xiii) The school may close the parking facilities due to road conditions such as damage to school grounds or weather conditions such as the issue of Tropical Cyclone Signal No. 8 or the RED/BLACK Rainstorm Warning Signal. The school may also exercise discretion to reserve the parking facilities for the use of school stakeholders during important or occasional school events. As the management fee is calculated on the basis of the whole contract period, the school bus service operator cannot request the school for partial refund of management fee owing to the aforesaid circumstances.
- (xiv) The school buses shall not display or disseminate event related publicity materials that contain false, biased, misleading or deceptive information. The school bus service operator shall not expressly or by implication make reference to the school in any publicity materials without prior permission of the school.
- (xv) The school buses shall not carry outside passengers to enter the school, without the prior approval of the school.

Opening Up School Parking Spaces to Student Service Vehicles Scheme
Application for Permission to Enter into a Trading Undertaking on School Bus Service
(2020/21 School Year)

Section I (To be completed by the applicant school)

(Please return this form to EDB by fax on or before **3 August 2020**)

Name of School (District): _____ (_____)

Address: _____

To: Senior Education Officer (School Administration)¹

Fax no. 2572 5402

cc.: Chief School Development Officer (_____)

Our school would like to apply for permission to enter into a trading undertaking on school bus¹ service including the provision of parking spaces inside school premises with effect from 1 September 2020, with details as follows:

Name of school bus service operator Contact Person (Phone No. of Contact Person)	Types and nos. of parking spaces to open up [#]		Management fee (Please specify the amount per month or per annum as appropriate)	Opening hours for parking	Agreement with Contractor		School Management Committee's / Incorporated Management Committee's Approval (School's reference no. and date of approval)
	Type	No.			Commencement date	Termination date	
<i>e.g.</i> <i>ABC Company Limited</i> <i>Mr. XXX (xxxx xxxx)</i>	<i>Bus</i>	<i>1</i>	<i>\$3,000 per month</i>	<i>18:00 to 07:00 the next day</i>	<i>1.9.2020</i>	<i>31.8.2021</i>	<i>Ref: 135 in SBS III 13.7.2020</i>
	<i>Light bus</i>	<i>2</i>					

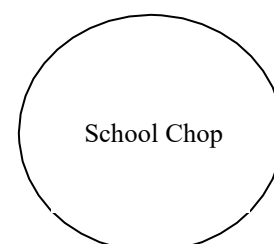
[#] Based on the Transport Department's advice, stakeholders' views and operational need of the school.

2. Regarding our application for conducting / entering into the above business or trading undertaking / arrangement, I confirm that our school will observe the requirements laid down in the prevailing Education Bureau circular on "Trading Operations in Schools" and ensure that the trading operation will be conducted in an open, fair and transparent manner. I further confirm that any net income arising from the above trading operation will be used for purposes directly benefiting own students.

Signature of School Supervisor : _____

Name of School Supervisor : _____

Date : _____



¹ "School bus" here refers collectively to student service vehicles including non-franchised public bus and private light bus.

Section II (To be completed by School Administration 1 Section of the Education Bureau)

To: _____ (School in Section I)

cc.: Chief School Development Officer ()

Permission is hereby given to your school to conduct the trading operation on school bus service with details specified in Section I above. The school bus operator is required to observe the Conditions of Service as set out at the “Guiding Principles for Participation in the Opening Up School Parking Spaces to Student Service Vehicles Scheme” at Annex 3 to EDB Circular Memorandum No. 16/2020.

Signature of EDB Representative : _____

Name of EDB Representative : _____

Date : _____



Opening Up School Parking Spaces to Student Service Vehicles Scheme

Workflow

Schools to clarify with relevant Government bureaux and departments; and obtain prior written consent from estate office of the Housing Department (for schools with tenancy agreement signed with the Hong Kong Housing Authority) or seek advice from professional surveyors (for schools on private land) on whether parking of student service vehicles (SSVs) inside school premises during non-school hours is permissible under the tenancy agreement and/or land lease conditions.



Schools to (i) complete the form “Application for Participation” at Annex 2 and send it to Transport Department by post, together with the latest approved school layout plans with designated parking location and prior written consent from estate office of the Housing Department (if applicable and once available); and (ii) fax a copy of the application form to EDB and the respective estate office (if applicable), by **31 March 2020**.



Schools to follow the necessary arrangements for tenancy agreement with EDB and / or land lease as detailed at Annex 1.



Transport Department to advise schools of the types and numbers of SSV parking spaces available for opening up by **7 May 2020** via Annex 2, Section II.



Schools to make invitation for trading operation of school bus service with provision of parking spaces.



Schools to (i) complete the form “Application for Permission to Enter into a Trading Undertaking on School Bus Service” at Annex 4 upon completion of procurement exercise; and (ii) return it by fax to EDB by **3 August 2020**.



EDB to give approval for schools’ application for trading operation on school bus service with provision of parking spaces by **10 August 2020**.