

Application Form (A) for School Bus Drivers and Nannies Serving Local Students  
[This form is not applicable to school bus drivers and nannies serving cross-boundary students.  
The drivers and nannies concerned please complete Application Form (B)]

<p><b>Notes to Applicants is not required to be submitted with the Application Form</b></p>
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**Anti-epidemic Fund (December 2020)  
“School Bus Service Providers Subsidy Scheme”**

**Notes to Applicants**

**For School Bus Drivers/ Nannies who have successfully applied for the “School Bus Service Providers Subsidy Scheme” under the “Anti-epidemic Fund 3.0”/ have applied for it but are still pending the vetting by the Education Bureau (EDB) (Serving Local Students)**

**(I) Introduction**

- 1.1 The “School Bus Service Providers Subsidy Scheme” (“this Scheme”) aims to provide a one-off relief subsidy to school bus service providers (i.e. school bus drivers/ school private light bus drivers/ school bus nannies). Each eligible school bus driver and school private light bus driver will receive a one-off subsidy of \$10,000 and \$10,000 per vehicle will be provided for eligible nannies (the subsidy of \$10,000 will be shared among nannies based on the proportion approved in the “School Bus Service Providers Subsidy Scheme” under the “Anti-epidemic Fund 3.0” if more than one nanny serves at the same vehicle. The subsidy for each nanny will be rounded down to the nearest integer). In addition, if the same nanny serves different school buses, the total amount of subsidy he/she receives under different vehicle plates will be no more than \$10,000. The application workflow of this Scheme is set out in Appendix.
- 1.2 Relevant applications must be submitted to the Education Bureau for approval. The Government reserves the final right to approve application and to disburse subsidy of any amount.

**(II) Eligibility of Applicants**

- 2.1 “Eligible school bus driver/ school private light bus driver/ school bus nanny” must fulfil the following criteria:
  - a. providing transport/ school bus escort service on a non-franchised public bus/ school private light bus with a valid Passenger Service Licence for service endorsement(s) (A03) and/or (D01); and providing student transport service for a school bus operator in the 2020/21 school year to kindergartens, primary schools, secondary schools and special schools (including public sector schools, schools under the Direct Subsidy Scheme, schools under the English Schools Foundation, international schools, Private Independent Schools, kindergartens and private schools providing full and formal curriculum). In addition, the applicant must still be providing transport/ school bus escort service for the school bus operator concerned at the time of application submission; and
  - b. holding a valid full driving licence for the relevant vehicle during the period of transport service (applicable to school bus drivers/ school private light bus drivers).

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### **(III) Application Procedures**

#### 3.1 Application Period

- a. The eligible school bus driver/ school private light bus driver/ school bus nanny who has successfully applied for the “School Bus Service Providers Subsidy Scheme” under the “Anti-epidemic Fund 3.0”/ has applied for it but is still pending the vetting by the EDB must submit the original copy of an application form and relevant document(s) to the school bus operator concerned for confirmation before the school bus operator submits the application to the Education Bureau for the applicant (*If the applicant concerned is not approved of the “School Bus Service Providers Subsidy Scheme” under the “Anti-epidemic Fund 3.0”, the Application Form (A) submitted by him/her will be invalid and will not be further processed. If an applicant has special reasons and wishes to re-apply/ submit a new application for this Scheme, please contact the Education Bureau.*) The school bus operator must submit the confirmed/ completed Application Form (A) and the relevant document(s) (if any) to the School Development Division/ Central Team 2, Education Bureau by post (Address: School Development Division/ Central Team 2, Education Bureau, 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong) or to the Education Bureau’s “Application for the “Anti-epidemic Fund” (AEF)” drop-in box located at the 2/F Entrance by hand (Address: 2/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong) for the applicant on or before 1 February 2021. Late submission will not be considered. The postmark date will be taken as the date of the application submitted by post. To allow sufficient time for the school bus operators to organise the applications, all eligible applicants should submit their application forms to their school bus operators for confirmation as soon as possible.
- b. Each “eligible school bus driver/ school private light bus driver” can only submit one application. Duplicate application will not be processed. If an “eligible school bus driver/ school private light bus driver” serves more than one school bus operator, only one of the school bus operators is required to submit the application to the Education Bureau for the applicant. If an “eligible school bus nanny” serves more than one school bus operator, he/she should submit the application forms to the relevant operators according to the number of school bus operators served.
- c. The Education Bureau will issue “application acknowledgement” by SMS through the applicant’s Hong Kong mobile phone number provided in the application form for the “School Bus Service Providers Subsidy Scheme” under the “Anti-epidemic Fund 3.0” or the Hong Kong mobile phone number provided in the attachment of the application form (*applicable to the applicant who needs to amend his/her Hong Kong mobile phone number*). If the Hong Kong mobile phone number provided by the applicant is incorrect, or the Hong Kong mobile phone number could not be provided, the Education Bureau may not be able to issue “application acknowledgement” to the applicant. Therefore, applicants are requested to fill in the relevant information clearly and accurately.

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### 3.2 Application Form and Documents

The applicant should submit the following documents to their respective school bus operator(s) for confirmation of their service and to the Education Bureau:

- a. the original copy of a completed application form;
- b. a completed attachment (*applicable to the applicant who needs to amend his/her personal particulars*); and
- c. a copy of the proof of the Hong Kong correspondence address (*applicable to the applicant who needs to amend his/her Hong Kong correspondence address*) (which must be a public utilities or bank statement within the last three months issued from the date of application, e.g. a water bill, electricity bill, demand for rates or bank monthly statement, that clearly shows the applicant's name and the relevant address and the name shown on the document of address proof must be identical to the applicant's name). If the applicant is unable to provide proof of the Hong Kong correspondence address, the crossed cheque will be mailed to the correspondence address of the school bus operator he/she serves.

3.3 The Education Bureau reserves the right to request school bus operators and applicants to submit supplementary supporting document(s) and information in respect of their applications.

### **(IV) Disbursement of Subsidy**

4.1 Each "eligible school bus driver/ school private light bus driver" who has successfully applied for the subsidy will receive a one-off subsidy of \$10,000 and a total amount of \$10,000 per vehicle will be provided for eligible nannies (the subsidy of \$10,000 will be shared among nannies based on the proportion approved in the "School Bus Service Providers Subsidy Scheme" under the "Anti-epidemic Fund 3.0" if more than one nanny serves at the same vehicle. The subsidy for each nanny will be rounded down to the nearest integer). The Government will arrange the subsidy to be disbursed by a crossed cheque by post to the Hong Kong correspondence address as specified by the applicant in the "School Bus Service Providers Subsidy Scheme" under the "Anti-epidemic Fund 3.0" or in the attachment of the application form (*applicable to the applicant who needs to amend his/her Hong Kong correspondence address*). If the applicant is unable to provide a Hong Kong correspondence address, please fill in the correspondence address of the school bus operator served. The Government will mail a crossed cheque to the school bus operator for it to forward the cheque to the applicant.

### **(V) Other Important Notes**

5.1 If the applicant is eligible for any other schemes (including the "Tourism Industry Additional Support Scheme") under this "Anti-epidemic Fund", he/she can only

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apply for the subsidy of any one of the schemes. In other words, if the applicant has successfully applied/is applying for the subsidy of any other schemes under this “Anti-epidemic Fund”, he/she cannot apply for the subsidy of this Scheme.

- 5.2 The information provided in the application form and the attached document(s) (including supplementary document(s) and information) has to be true and correct. If the applicant knowingly or wilfully makes any false statement or withholds any information, in order to mislead the Government for the purpose of processing the application or obtaining the subsidy under this Scheme, he/she may be liable to prosecution. The Government will also cancel the approved subsidy and the applicant shall return the whole sum of the subsidy disbursed to the Government.
- 5.3 The Government has no obligation to process the application or make any payment under this Scheme in respect of an applicant if:
- a. the applicant is not eligible under this Scheme or cannot make an application under this Scheme in the circumstances described in paragraph 5.1 above; or
  - b. any information/document(s) provided by the applicant and/or the authorised person of the school bus operator who signs the confirmation form in Part (III) of the application form for the applicant under this Scheme is/are at any time found to be false, incomplete, inaccurate, incorrect or misleading; or
  - c. the authorised person of the school bus operator who signs the confirmation form in Part (III) of the application form for the applicant is not eligible to sign the confirmation form; or
  - d. the applicant (*applicable to school bus drivers/ school private light bus drivers*) submits more than one application (if the applicant serves more than one school bus operator, only one of the school bus operators is required to submit the application for the applicant); or
  - e. The applicant (*applicable to school bus nannies*) applies for a total amount of more than \$10,000 (regardless of the number of school buses served or the number of school bus operators served, each school bus nanny can only receive a one-off subsidy of \$10,000 at maximum).
- 5.4 The applicant must notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to him/her under this Scheme and refund the same to the Government. In this respect, the beneficiary must refund such amount certified by the Government as overpayment or payment by mistake, and indemnify the Government against any losses, damages, costs, charges and expenses which the Government may sustain or incur, which may include those as a result of delay in returning or failure to return such overpayment or payment by mistake.
- 5.5 The applicant (*applicable to school bus nannies*) should consult with the school bus operator before filling in the application form as the operator can sign the confirmation form for the same nanny in respect of each/ multiple eligible non-franchised public bus(es)/ school private light bus(es) (which refers to a non-

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franchised public bus/ school private light bus holding student service (A03) and/or (D01) endorsement(s)). When confirmation is given by different/the same school bus operator(s) for the school bus escort service on different school buses, if the total amount of calculated subsidy is higher than \$10,000, the excess subsidy will not be disbursed to the applicant.

- 5.6 If the applicant is driving a cross-boundary school coach with a special quota granted which passes through Shenzhen Bay Port, Lok Ma Chau (Huanggang), Man Kam To, Sha Tau Kok BCPs and Hong Kong-Zhuhai-Macao Bridge Hong Kong Port or a local school bus which serves cross-boundary students accessing Lok Ma Chau Spur Line and Lo Wu Station Road (MTRCL Section), he/she is required to complete Application Form (B).

## **(VI) Notes to Personal Information Involved in the Application**

### *Purposes of Collection of Personal Data*

- 6.1 The Government and its agents will use the information provided by the applicant for this Scheme (including but not limited to the personal data of the applicant) for one or more of the following purposes and any directly related purposes:
- a. to process applications and payment (if applicable) under this Scheme and, if required, to communicate with the applicant for matters relating to this Scheme;
  - b. to administer this Scheme, including but not limited to effecting payment;
  - c. statistical analysis but the statistics obtained will not be released or made available to a third party in a form that allows personal details of any individual being identifiable; and
  - d. any other purposes as may be required, authorised or permitted by law.
- 6.2 The Government and its agents may require the applicant and/or the school bus operator to provide further document(s) and information to verify whether the document(s) and information provided by the applicant is true and correct.
- 6.3 Provision of information for the application is voluntary. If the applicant and/or the authorised person of the school bus operator who sign(s) the confirmation form in Part (III) of the application form do(es) not provide adequate and accurate data, the Government and its agents may not be able to process the application.

### *Possible Transfer of Collected Data*

- 6.4 The data provided by the applicant may be disclosed to the relevant bureaux and departments of the Government, their agents, law enforcement agencies, banks and other transferees and any other parties involved in the administration and operation of this Scheme to obtain and verify the information for the purposes set out in paragraphs 6.1 and 6.2 above (including matching with the databases of the relevant bureaux and departments and relevant organisations for the purposes of approval, assessment, review, monitoring and law enforcement).

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*Access to Personal Data*

6.5 Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), the applicant has the right to request access to and correction of personal data when the data have not been erased.

**(VII) Enquiry**

7.1 For enquiries, please contact the School Development Division/Central Team 2, Education Bureau:

Email: sd\_centralteam2@edb.gov.hk

Telephone: 3509 8537

Address: 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue,  
Tamar, Hong Kong



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- c. I also confirm that I am still providing transport/ school bus escort service on a non-franchised public bus/ school private light bus with a valid Passenger Service Licence for service endorsement(s) (A03) and/or (D01) (collectively referred to as “student service” thereafter); and providing student transport service for a school bus operator in the 2020/21 school year to kindergartens, primary schools, secondary schools and special schools; and I am holding a valid full driving licence for the relevant vehicle during the period of transport service (applicable to school bus drivers/ school private light bus drivers).
- d. I understand that each eligible school bus driver will receive a one-off subsidy of \$10,000 and a total amount of \$10,000 per vehicle will be provided for eligible nannies (the subsidy of \$10,000 will be shared among nannies based on the proportion approved in the “School Bus Service Providers Subsidy Scheme” under the “Anti-epidemic Fund 3.0” if more than one nanny serves at the same vehicle. The subsidy for each nanny will be rounded down to the nearest integer). The maximum amount of the subsidy for each nanny is \$10,000.
- e. I understand that if I am eligible for applying for this Scheme and any other schemes (including the “Tourism Industry Additional Support Scheme”) under this “Anti-epidemic Fund”, I can only apply for the subsidy of **any one of** the schemes. In other words, if I have successfully applied/am applying for the subsidy of any other scheme(s) under this “Anti-epidemic Fund”, I cannot apply for the subsidy of this Scheme.
- f. I have read the following “Personal Information Collection Statement” and fully understand its contents:

**Personal Information Collection Statement**

*Purposes of Collection of Personal Data*

1. The Government and its agents will use the information provided by me for this Scheme (including but not limited to my personal data) for one or more of the following purposes and any directly related purposes:
  - (a) to process applications and payment (if applicable) under this Scheme and, if required, to communicate with me for matters relating to this Scheme;
  - (b) to administer this Scheme, including but not limited to effecting payment;
  - (c) statistical analysis but the statistics obtained will not be released or made available to a third party in a form that allows personal details of any individual being identifiable; and
  - (d) any other purposes as may be required, authorised or permitted by law.
2. The Government and its agents may require me and/or the school bus operator to provide further document(s) and information to verify whether the document(s) and information provided by me is true and correct.
3. Provision of information for the application is voluntary. If I do not provide adequate and accurate data, the Government and its agents may not be able to process the application.

*Possible Transfer for Collected Data*

4. The data provided by me may be disclosed to the relevant bureaux and departments of the Government, their agents, law enforcement agencies, banks and other transferees and any other parties involved in the administration and operation of this Scheme to obtain and verify the information for the purposes set out in paragraphs 1 and 2 above (including matching with the databases of the relevant bureaux and departments of the Government and relevant organisations for the purposes of approval, assessment, review, monitoring and law enforcement).



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*Access to Personal Data*

5. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), I have the right to request access to and correction of personal data when the data have not been erased.

*Enquiry*

6. My requests or enquiries can be made to the Education Bureau at the School Development Division /Central Team 2 , Education Bureau, 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

- g. I understand each “eligible school bus driver/ school private light bus driver” can only submit one application. Any duplicate application will not be processed. If I serve more than one school bus operator, only one of the school bus operators is required to submit the application to the Education Bureau for me. I understand that each “eligible school bus nanny” should submit one application for each school bus operator served. If I serve more than one school bus operator, I should submit the application forms to the relevant operators according to the number of school bus operators served in order for them to submit the applications to the Education Bureau for me.
- h. The information provided by me in Part (I) and Part (II) of this application form and the attached document(s) (including supplementary document(s) and information) is true and correct. I understand that if I knowingly or wilfully make any false statement or withhold any information, in order to mislead the Government for the purpose of processing the application or obtaining the subsidy under this Scheme, I may be liable to prosecution. I understand the Government will also cancel the approved subsidy and I shall return the whole sum of the subsidy disbursed to the Government.
- i. I agree the Government has no obligation to process the application or make any payment under this Scheme in respect of me if:
- i. I am not eligible under this Scheme or cannot make an application under this Scheme in the circumstances described in paragraph (e) above; or
  - ii. any information/document(s) provided by me and/or the authorised person of the school bus operator who signs the confirmation form in Part (III) of the application form for me under this Scheme is/are at any time found to be false, incomplete, inaccurate, incorrect or misleading; or
  - iii. the authorised person of the school bus operator who signs the confirmation form in Part (III) of the application form for me is not eligible to sign the confirmation form.
- j. I agree the Government will disburse the subsidy under this Scheme to me by crossed cheque by post (if I am unable to provide a Hong Kong correspondence address, I agree with the Government to mail a crossed cheque to the school bus operator according to the correspondence address of the school bus operator I filled in for it to forward the cheque to me.) I also agree and undertake to notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to me under this Scheme and refund the same to the Government. I will refund such amount certified by the Government as overpayment or payment by mistake, and indemnify the Government against any losses, damages, costs, charges and expenses which the Government may sustain or incur, which may include those as a result of delay in returning or failure to return such overpayment or payment by mistake.

Applicant's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Part (III) Confirmation Form of School Bus Operator**

I am the authorised person of the school bus operator (“the Company”) as specified in this confirmation form. I hereby confirm that the applicant in this application form (English Name: \_\_\_\_\_) is, at the time of applying for the “School Bus Service Providers Subsidy Scheme” under the “Anti-epidemic Fund 3.0” and currently, still providing transport service/ school bus escort service on a non-franchised public bus/ school private light bus with service endorsement(s) (A03) and/or (D01) for the Company; and providing student transport service to kindergartens, primary schools, secondary schools and special schools. I also confirm that the Company is still providing transport service/ school bus escort service to the schools specified in the Confirmation Form of School Bus Service of the “School Bus Service Providers Subsidy Scheme” under the “Anti-epidemic Fund 3.0”<sup>2</sup>. In addition, the Company has not applied for the “Tourism Industry Additional Support Scheme” under this “Anti-epidemic Fund” for the applicant. I understand that if I provide false information or make any false statement, the Company and I may be liable to prosecution for providing false information or making any false statement.

**Particulars of School Bus Operator:**

Name of School Bus Operator  
(in Chinese) \_\_\_\_\_  
Name of School Bus Operator  
(in English) \_\_\_\_\_

**Signature and Stamp of School Bus Operator:**

Authorised Person’s  
Signature \_\_\_\_\_  
Authorised Person’s  
Name \_\_\_\_\_  
Authorised Person’s  
Position \_\_\_\_\_  
Authorised Person’s  
Contact No. \_\_\_\_\_

Stamp \_\_\_\_\_  
Date \_\_\_\_\_

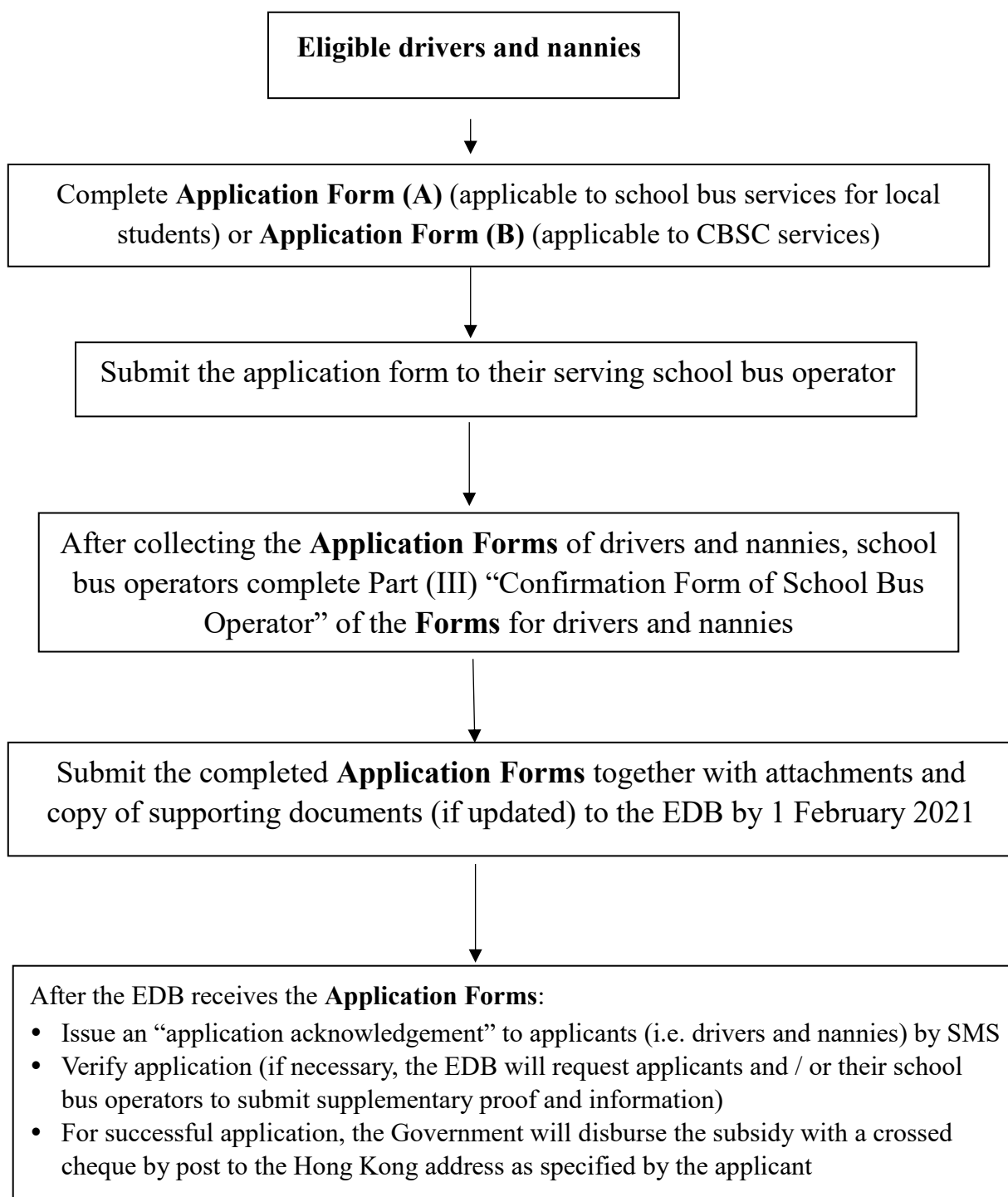
<sup>2</sup> If necessary, the Education Bureau will request the school bus operator to obtain confirmation from the school as a proof.

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**Appendix**

**Application Workflow of  
“School Bus Service Providers Subsidy Scheme”**



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**Attachment**

**Anti-epidemic Fund (December 2020)  
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**Amendment of Personal Particulars Form<sup>1</sup>**

**(only applicable to the applicant who needs to amend his/her personal particulars)**

I (English Name: \_\_\_\_\_, Identity Card Number: \_\_\_\_\_) need to amend my personal particulars provided in the application for the “School Bus Service Providers Subsidy Scheme” of the “Anti-epidemic Fund 3.0”. The amended particulars are as follows:

Hong Kong Correspondence Address

*(for convenience, please fill in English)*

Amend Personal Correspondence Address

*(MUST tally with the copy of the proof of the Hong Kong correspondence address for receiving the crossed cheque of the subsidy approved under the “School Bus Service Providers Subsidy Scheme” disbursed by the Government by post.)*

Amend the Correspondence Address of the School Bus Operator Served

*(If the applicant is unable to provide proof of the Hong Kong correspondence address, please choose this option and fill in the correspondence address of the school bus operator served. The Government will mail a crossed cheque to the school bus operator for it to forward the cheque to the applicant. Please consult with the school bus operator before filling in.)*

Email Address (if any)

Hong Kong Mobile Phone Number

*(for communicating with the applicant and issuing “application acknowledgement” by SMS to the applicant)*

Please ✓ the appropriate box

Applicant’s

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note:** The applicant must submit the completed application form, this attachment and a copy of the proof of the Hong Kong correspondence address to the Education Bureau (applicable for the amendment of the Hong Kong correspondence address) (which must be a public utilities or bank statement within the last three months issued from the date of application, e.g. a water bill, electricity bill, demand for rates or bank monthly statement, that clearly shows the applicant’s name and the relevant address and the name shown on the document of address proof must be identical to the applicant’s name).

<sup>1</sup> Apart from the personal particulars (i.e. Hong Kong correspondence address, email address (if any) and Hong Kong mobile phone number), if the applicant needs to amend other information, please contact the Education Bureau.