



CAR PASS PROCEDURES

Jerudong International School requires the registration of any motor vehicle of families for their access and parking within the campus premises.

1. Every academic year, each family is given two (2) complimentary car passes.
2. Information needed for car registration includes: vehicle licence number, make, model and colour. Car Pass forms are available from the Admissions Office or from the Visitor Centre and come together with the copy of the school car park rules and JIS Road Entry Map.
3. Should a family require an extra car pass / passes for other family vehicles, the administrative charge for an extra car pass or replacement (if lost) is \$20.00 per pass.
4. The car passes are valid from 1st of August of the academic year until 31st July of the following year.
5. The colour of the passes changes each academic year. Car Passes issued to the student boarder's family has a white diagonal line to distinguish it from the regular car passes.
6. Vehicles with expired car passes will require new passes to be able to continue to have access to JIS. **ALL** expired car passes must be surrendered at the Visitor Centre to receive the new ones.
7. The car passes must be prominently displayed inside of the front windscreen and used only on the corresponding vehicle/s registered on the system.
8. Families are advised to remove the JIS car pass and place it on their new vehicle and must update the vehicle details with the Visitor Centre should they be selling their vehicles.
9. Families who use other transport or service of company drivers in sending and collecting their children are required to apply for extra car passes.
10. A separate form will be issued by our staff to get the basic details of drivers and vehicles for security purposes.
11. Security Passes and Car Passes remain the property of Jerudong International School and as such when they are lost or damaged, the Visitor Centre must be informed of the loss or damage, to issue new passes but also to be able to keep records up to date.
12. Standard Parent Car passes do not give access through the Staff Entrance (Post 2) and Post 3 (Boarding House).