

# Guidelines for Cross-Border Transportation Service

## 1. Introduction

The University has obtained the Valid Approval Notice (粵港澳機動車輛往來及駕駛員駕車批准) from the Guangdong Public Security Bureau to use the vehicle car numbers SB 2796 and VY 8033 for providing the cross-border transportation service ("CBTS"). SB 2796 and VY 8033 are multi-purpose vehicles (both are Toyota Vellfire) each with maximum seating capacity for 6 passengers (excluding the driver).

## 2. Eligibility and Priority

2.1 Users' requests for the CBTS will be accommodated on a first-come-first-serve principle. Higher priority will be given to the requests for the CBTS than those for the local transportation service.

2.2 Due to limited resources (i.e. only 2 vehicles with valid cross-border licences and 3 registered cross-border drivers), the CBTS will normally be provided for the following senior management staff:

- a. President and Vice-Chancellor, Provost or Vice-Presidents (President's Office);
- b. Associate Vice-Presidents;
- c. Deans;
- d. Heads of academic departments;
- e. Heads of administrative offices; and
- f. Honourable guests, Council members or other staff as approved by members of the President's Office on exceptional basis

2.3 The Purchasing & Support Services Section ("PSSS") of the Finance Office ("FO") reserves the right to adjust the bookings according to priority and actual order conditions.

## 3. Normal Operating Hours

Monday – Friday	08:00 – 17:30
Saturday, Sunday and public holiday	closed

- 3.1 Since the travelling hours between Hong Kong and Mainland is usually longer than 3 hours for a return trip, no CBTS is provided on Saturdays, Sundays and public holidays for the sake of work-life balance of the registered cross-border drivers. PSSS will assist users in finding suitable outside service provider upon request.
- 3.2 For CBTS required outside normal operating hours, the requisitioning departments/offices will be charged for the overtime usage. The overtime charge is HK\$153 per hour as of July 2019 and is subject to review from time to time.
- 3.3 The service ending time for the CBTS is the time when the vehicle has returned to the University's carpark at HSH Campus (i.e. same calculation method as local transportation service). For example, if a user books a single trip to Shenzhen in the afternoon and the vehicle returns to HSH carpark at 6:30pm, the user will be charged HK\$450 for the single trip plus HK\$153 overtime charge despite the user may have left the vehicle before 5:30pm.

#### 4. Fees and Charges

The CBTS charging rates (including fuel and tunnel tolls) to the user department are as follows:

	CBTS Charging Rates* (HK\$)	
	Shenzhen	Guangzhou/ Zhuhai
Single trip	\$450	\$2,000
Round trip	\$700	\$3,500
Overtime charge*	\$153 per hour	\$153 per hour

\* subject to review from time to time

#### 5. Booking Procedures

- 5.1 Requesters may call PSSS to check the availability of the vehicles and submit the CBTS booking requests to PSSS preferably one month in advance for priority scheduling.
- 5.2 The Cross-border Transportation Services Request Form (**Appendix I**) can be downloaded from FO website.

- 5.3 All bookings made will be subject to cancellation when the vehicles are required for urgent repair, non-availability of the driver, or upon ad-hoc urgent instruction from the President's Office.

## **6. Use of Service**

- 6.1 CBTS is provided for business use of the University only. Passengers are restricted to the senior management staff mentioned in paragraph 2.2 above. Other senior staff requesting the CBTS may be considered by PSSS, subject to availability, on a case by case basis. Please contact PSSS for further information.
- 6.2 For security and custom inspection reasons, the driver has the right to refuse any person or passenger, who is not a full-time University staff, from using the CBTS.
- 6.3 In view of the tight scheduling of pool car service and complexity of traffic condition in Mainland, passengers should not instruct the driver to change or add additional location(s) to the original itinerary.

## **7. Arrangements on Approach of Typhoons/Rainstorms**

- 7.1 When Typhoon signal no. 8 is hoisted before 08:00 or will be hoisted later on the service day, the CBTS booking will be cancelled. PSSS would contact the main user in the first instance to discuss further arrangements.
- 7.2 If a Rainstorm 'Amber'/'Red' Warning Signal is in force before the normal operating hours *OR* is issued during the service day, the CBTS booking may be cancelled depending on the actual traffic and weather conditions. PSSS would contact the main user in the first instance to discuss further arrangements.
- 7.3 If a Rainstorm 'Black' Warning Signal is in force, it means that roads are seriously flooded and the weather conditions are unfavourable. The CBTS booking will be cancelled automatically. PSSS would contact the main user in the first instance to discuss further arrangements.

- 7.4 Other than the Typhoon or Rainstorm signals in Hong Kong, PSSS will also keep watching the traffic and weather conditions in or near the requested destination. PSSS reserves the right to cancel the CBTS booking when the traffic and weather conditions are unfavourable.

## **8. Notes for Attention**

- 8.1 Passenger should bring along his/her Hong Kong Identity Card, Hong Kong Re-entry Permit, permit or visa and other valid travel documents required for travelling to Mainland.
- 8.2 Passenger shall bear full responsibilities if he/she is detained or fails to pass through the checkpoints due to his/her travel document, permit, visa or personal belongings not conforming to the relevant immigration rules and regulations. Should a passenger be detained, he/she may need to arrange his/her own transportation after being released. No refund on the CBTS charges will be made to the requisitioning departments/offices under such circumstances.
- 8.3 Passenger shall strictly observe and comply with the relevant laws and regulations in relation to the importation/exportation of prohibited/controlled items into or out of HK and/or Mainland. The commonly found prohibited/controlled items include dangerous drugs, psychotropic substances, controlled chemicals, antibiotics, arms, ammunition, fireworks, strategic commodities, rough diamonds, animals, plants, endangered species, telecommunication equipment, game, meat, poultry, powdered formula, newspaper and magazine. The above items are for reference only and passenger may refer to the hyperlink below for more information.

[https://www.customs.gov.hk/tc/trade\\_facilitation/prohibited\\_articles/index.html](https://www.customs.gov.hk/tc/trade_facilitation/prohibited_articles/index.html)

<http://www.customs.gov.cn/customs/302249/index.html>

- 8.4 Passenger may be liable to prosecution if any of the prohibited/controlled items is brought into/out of HK and/or Mainland without a valid license or permit.

- 8.5 In the event of any breach of relevant laws and/or regulations by the passenger which results in any damages to the University, the University reserves its rights to claim all losses and damages against such passenger.

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