

「運輸業輸入勞工計劃—公共小巴／客車行業」  
**The Labour Importation Scheme  
for the Transport Sector – Public Light Bus / Coach Trade**

**申請須知 Points to Note**

本計劃的申請者須注意以下事項 –  
Applicants for the Scheme should take note of the following –

**I. 申請資格 Eligibility**

1. 申請者須持有由運輸署署長發出經營公共小巴或公共巴士服務<sup>1</sup>相關的客運營業證。持有多於一個客運營業證的申請者，可分別就個別客運營業證提出申請。輸入勞工必須直接受僱於同一僱主（即客運營業證持有人），擔任本計劃訂明的「標準僱傭合約」指定的職位並在指定的地點工作，一般不可轉換僱主、職位或職務範圍。被運輸署勒令暫停營運的客運營業證持有人並不符合資格在本計劃下提出申請。  
The Applicant shall be a holder of the relevant Passenger Service Licence issued by the Commissioner for Transport for the operation of public light bus or public bus services<sup>1</sup>. Applicants holding more than one Passenger Service Licence may submit separate applications for individual Passenger Service Licences. The imported worker must remain under the direct employment of the same employer (i.e. the holder of the Passenger Service Licence) for the specified post and in the work place(s) as stipulated in the “Standard Employment Contract”. Change of employer, post or job descriptions is in general not permitted. Any holder of Passenger Service Licence whose service(s) is suspended by the Transport Department is NOT eligible for submitting an application under the Scheme.
2. 申請本計劃配額的職位必須為公共小巴或客車司機。申請者須在提交申請前四個月內，以不低於政府編製的每月工資中位數的薪酬金額，連續 14 個曆日透過指定的途徑進行本地招聘。  
The post applying for the quota under the Scheme must be public light bus or coach driver. The Applicant shall have conducted local recruitment through specified channel(s) for a continuous period of 14 calendar days in four months preceding the submission of application, by a wage not lower than the Median Monthly Wage as compiled by the Government.
3. 申請者須維持本地與輸入勞工的最低指定比例。目前的指定比例為 2:1（即每聘用兩名全職本地僱員（不限職位），最多只可申請輸入一名公共小巴或客車司機）。由申請者直接僱用以經營申請表第 3 部分所列明服務的所有全職本地僱員（包括所有工種），除運輸署署長批准外，一般不包括申請者就其他業務僱用的僱員、向申請者提供服務的外判商員工或自僱人士。全職是指該僱員每周總工作時數不少於 35 小時。  
The Applicant shall maintain a minimum designated ratio of local to imported worker. The current designated ratio is 2:1 (i.e. import one public light bus or coach driver only for every two full-time local employees employed (regardless of position)). All full-time local

<sup>1</sup> 申請輸入公共小巴司機者須持有有效的公共小巴服務客運營業證；申請輸入客車司機者須持有有效的公共巴士服務客運營業證。

The Applicants for imported public light bus drivers shall hold valid passenger service licence for public light bus services; the Applicants for imported coach drivers shall hold valid passenger service licence for public bus services.

employees (including all types of staff) under direct employment of the applicant for the services specified in Part 3 of the application form, unless with approval by the Commissioner of Transport, generally exclude those employed for other businesses of the applicant, staff of sub-contractor(s) or self-employed person(s) providing service to the applicant. A full-time employee refers to one who works not less than 35 hours per week.

## II. 申請期 Application period

- 申請者須於 2024 年 4 月 26 日或之前提交申請。如黑色暴雨警告信號、八號或以上的熱帶氣旋警告信號或政府公布的「超強颱風後的極端情況」於 2024 年 4 月 26 日下午生效，申請截止時間將延至下一個工作天。

The Applicant shall submit application by 26 April 2024. If a black rainstorm warning signal, tropical cyclone warning signal no. 8 or above, or “extreme conditions after super typhoon” announced by the Government is in force in the afternoon on 26 April 2024, the application closing time will be postponed to the next working day.

## III. 計劃要求 Requirement under the Scheme

- 申請者可以就以下的職位申請輸入勞工配額，其工資不得低於下表所列由政府編製的每月工資中位數：

The Applicant may apply for quota(s) of imported worker for the following posts, at which the salary shall not be lower than the Median Monthly Wage as compiled by the Government as listed in the following table:

職位 Post	每月工資中位數（港元） <sup>2</sup> （包括津貼但不包括超時工作 津貼） Median Monthly Wages (HK\$) (including allowances but excluding overtime pay)	平均每月工 作日數 Average Working Days per Month	平均每日工作 時數（小時） Average Working Hours per Day (Hours)
公共小巴司機 Public Light Bus Driver	\$14,300	26	8
本地客車司機 Local Coach Driver	\$19,300	26	8
跨境直通巴士司機 Cross-boundary Coach Driver	\$22,000	26	9

- 以本計劃配額輸入的勞工必須持有由香港法例第 374B 章道路交通（駕駛執照）規例附表 4 所列的國家或地方的主管當局所發出，並准許在當地駕駛相當於私家車或輕型貨車類別的汽車的認可駕駛執照達一年或以上。

The imported worker with quota under the Scheme must hold a recognized driving licence issued by a competent authority in the countries or places listed in the Fourth Schedule of Road Traffic (Driving Licences) Regulations, Cap. 374B, for one year or more for driving motor vehicles of the class equivalent to private car or light goods vehicle outside Hong Kong.

<sup>2</sup> 以入境事務處收到有關透過本計劃輸入勞工的簽證／進入許可申請時的最新每月工資中位數為準。

Based on the latest Median Monthly Wages at the time the Immigration Department receives a visa / entry permit application for an imported worker under the Scheme.

#### **IV. 輸入勞工配額的分配原則 Quota allocation principle for importation of workers**

1. 在本計劃下，公共小巴和客車行業可獲分配的輸入勞工配額總數上限任何時候不得超過 1 700 個。  
The overall quota ceiling for importation of workers for the public light bus and coach trades under the Scheme should not exceed 1 700 at any given time.
2. 在每輪申請期完結後，若公共小巴／客車行業符合資格的申請配額總數低於該行業可獲分配的輸入勞工配額總數，則輸入勞工配額將全數按符合資格的申請配額分配予申請者。若該行業符合資格的申請配額總數多於可獲分配的輸入勞工配額總數，則輸入勞工配額會依據該行業符合資格的申請配額數目按比例分配予每個申請者。  
After closing of each round of application, if the total number of eligible quotas being applied by the public light bus / coach trade is less than the total number of quotas available for importation of workers by the trade, the quotas for importation of workers will be fully allocated to each applicant according to the eligible quotas being applied. If the total number of eligible quotas being applied by the trade exceeds the total number of quotas available, the quotas for importation of workers will be allocated to each applicant on a pro-rata basis according to the number of eligible quotas being applied by the trade.

#### **V. 使用已分配的配額 Use of allocated quotas**

1. 在獲分配輸入勞工配額後，申請者須在六個月內安排其每名擬聘用的輸入勞工向入境事務處遞交簽證／進入許可申請，否則配額將被取消。  
Upon allocation of labour importation quota, the quota is available for use by the Applicant **in six months**. The Applicant shall arrange for his / her prospective labour to be imported to each submit a visa / entry permit application to the Immigration Department (ImmD), failing which the allocated quotas will be forfeited.
2. 申請者不得安排透過配額聘用的輸入勞工從事公共小巴或客車司機以外的工作。  
The Applicant must not use the allocated quotas in engaging imported worker in employment for a job different from public light bus or coach driver.
3. 如申請者預計未能使用獲分配的配額，申請者應盡快通知運輸署，退還有關配額。如申請者在在獲分配配額六個月後仍未使用有關配額，除有關配額會被取消外，申請者在本計劃往後的配額申請或會被編配較後的考慮次序。  
If the Applicant expects not able to utilize the quota allocated, the Applicant should inform the Transport Department and return the quota as soon as possible. If the Applicant has not used the quota within six months after being allocated the quota, in addition to the relevant quota being cancelled, the Applicant's subsequent application for the quota under the Scheme may also be given a lower priority for consideration.

#### **VI. 提交申請文件 Submission of application documents**

申請者須提交以下申請文件 –

The Applicant shall submit the following documents in order for their application(s) to be considered –

1. 填妥的申請表 (TD-ID-1)  
Duly completed Application Form (TD-ID-1)
2. 本地招聘確認書 (附件一)

**Confirmation Form on Local Employment (Annex 1)**

3. 全職本地僱員資料報表（附件二）

**Information of Full-time Local Employees (Annex 2)**

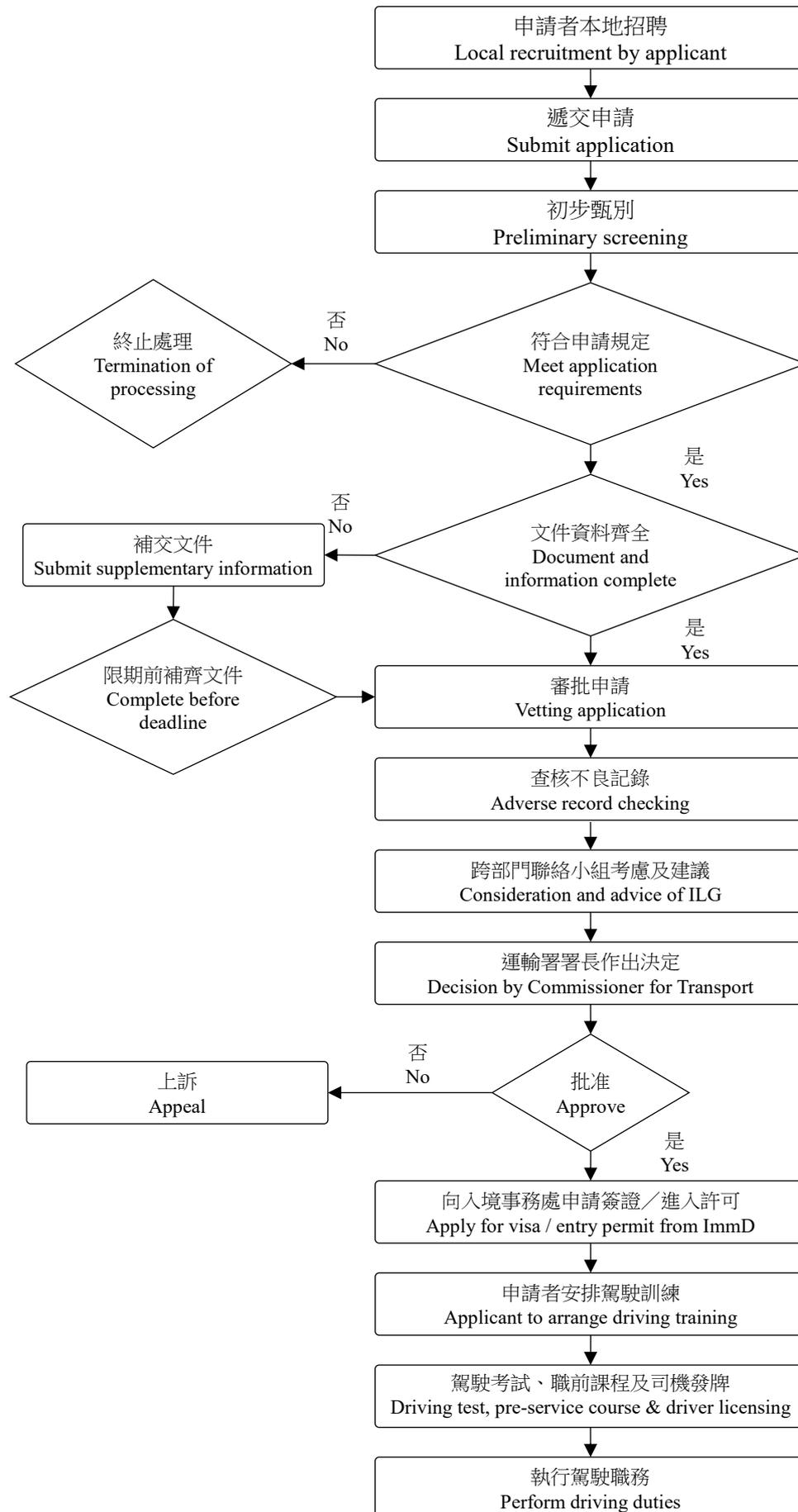
4. 現職輸入勞工名單（附件三）（如適用）

**List of In-employ Imported Workers (Annex 3) (if applicable)**

5. 已獲「運輸業輸入勞工計劃—公共小巴／客車行業」配額但有關輸入勞工（包括替補輸入勞工）仍未到港報表（附件四）（如適用）

**List of imported workers (including replacement of imported workers) not yet arrived in Hong Kong while quota(s) under the “Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade” have been granted (Annex 4) (if applicable)**

## VII. 處理申請流程 Processing of an application



## 註釋 Explanatory notes

- ① 申請者提交申請時，須證明申請者已經通過運輸署署長指定途徑招聘本地勞工。即在申請前四個月內，連續 14 個曆日，(i)在勞工處「互動就業服務」網站進行招聘，或(ii)在本地報章／招聘網站刊登兩則廣告招聘本地勞工。上述招聘廣告內所訂明的本地勞工薪金必須不低於輸入勞工，而輸入勞工的薪金不得低於政府編製的相關職位每月工資中位數；廣告內亦不可設有任何限制性規定或超越工作需求的不合理條件，如年齡、性別及技能等。有關本地勞工招聘廣告的規定，請參閱附件。  
At the time of application, the applicant must submit proof of conducting recruitment of local worker(s) for the applicant through channel(s) specified by the Commissioner for Transport. The applicant must conduct recruitment within 4 months preceding the application, either (i) through the “Interactive Employment Services” website of the Labour Department (“LD”), or (ii) two recruitment advertisements published in local newspaper(s) / on recruitment website(s) to recruit local worker(s), for a continuous period of 14 calendar days. The salary of local worker(s) specified in the recruitment advertisement must not be lower than that offered to imported workers(s), while the salary of the imported worker(s) must not be lower than the Median Monthly Wage of the relevant post as compiled by the Government. There must not be unreasonable job requirements in the recruitment advertisements that are restrictive or excessive, such as age, sex and skills. For requirements on the recruitment advertisement of local worker(s), please refer to the Annex.
- ② 申請者須在申請期內遞交填妥的申請表（TD-ID-1）連同該表格第 6 部分列明所需的文件。  
The applicant shall submit the completed application form (TD-ID-1) together with the required documents as stated in Part 6 of the Form within the application period.
- ③ 運輸署會檢視申請文件及招聘本地勞工的紀錄，如不符合申請規定，申請會被終止處理。  
The Transport Department will check the application documents and records on recruitment of local worker(s). If the requirements for the application are not met, the processing of application will be terminated.
- ④ 如申請文件或資料不齊全，運輸署會要求申請者在指定限期內提交有關文件或補充資料。  
If the application documents or information are incomplete, The Transport Department will request the applicant to submit the relevant documents or supplementary information within a specified period of time.
- ⑤ 申請的審批會由運輸署收齊全部所需申請文件及資料的日期決定（親身遞交的申請／資料，以遞交日期為準；郵遞方式遞交的申請／資料，以郵戳日期為準）。  
The processing will be determined by the date when the Transport Department received all the required application documents and information. (For application submitted in person, the date of submission will be taken; for application submitted by post, the date of postmark will be taken).
- ⑥ 運輸署會向相關政府部門查核申請者過往曾否有任何因僱用輸入勞工而留有任何不良紀錄。  
The Transport Department will check with relevant government departments if there is any adverse record of the applicant in relation to employment of imported worker(s) in the past.
- ⑦ 跨部門聯絡小組會考慮各客運營業證持有人的類別、本地招聘證明及相關紀錄、全職本地僱員與輸入勞工的人數等資料，就申請提供意見。  
The Inter-departmental Liaison Group (ILG) will consider the type of holder of passenger service licence, proof of local recruitment and relevant record, number of full-time local employee(s) and imported worker(s), etc. and will give advice on the application.
- ⑧ 運輸署署長在考慮跨部門聯絡小組提供的意見後，並在尚未超出本計劃配額的情況下，會就每宗申請作出決定。  
The Commissioner for Transport will decide on each application after he / she considers the advice of the ILG, provided that the quota of the Scheme is not exceeded.
- ⑨ 如申請獲得批准，申請者可安排其每名擬聘用的輸入勞工向入境事務處按入境申請流程（包括申報是否有刑事定罪紀錄的最新規定）遞交簽證／進入許可申請。  
If an application is approved, the applicant may arrange for each prospective imported worker(s) to submit a visa / entry permit application to the Immigration Department according to the application procedures (including the latest requirement to declare whether they have any criminal convictions).

### **VIII. 終止處理 Termination of processing**

申請者必須詳細填寫申請表 (TD-ID-1) 內各適用欄目，連同該表格第 6 部分列明所需的文件一併於申請期內遞交，包括但不限於「本地招聘確認書」。如不符合申請規定，申請會被終止處理。

Please complete all the applicable items of the application form (TD-ID-1) and submit together with the required documents, including but not limited to the Confirmation Form on Local Recruitment, as stated in Part 6 of the Form within the application period. If the requirements for the application are not met, the processing of application will be terminated.

### **IX. 遞交申請 Application submission**

申請者須將填妥的申請表 (TD-ID-1) 連同該表格第 6 部分列明所需遞交的文件郵寄或親臨至運輸署遞交申請。

The applicant shall submit the completed application form (TD-ID-1) and the required documents in accordance with Part 6 of the form by mail or by hand to the Transport Department.

九龍油麻地海庭道 11 號  
西九龍政府合署 (南座) 10 樓  
運輸署輸入勞工計劃秘書處

The Secretariat for the Labour Importation Scheme,  
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