

SCHOOL TRANSPORT POLICY



School Transport

The Department of Education & Science endeavours to provide suitable transport for all pupils attending St. Augustine's School. The scheme is administered by Bus Éireann as an agent of the Department of Education & Science.

Some students may be in a position to travel independently to school and if so a public Bus or Dart pass is provided for them. Travel on the Luas is not covered by this scheme.

Application for School Transport

Existing Students

A form is sent to the parents / guardians of all students at the end of the school year regarding travel requirements for the following year (see appendix). It is of the utmost importance that this form is promptly returned as there can be long delays in making changes once school restarts in September.

This information is required to update a computerised listing we receive from Bus Éireann. This must be checked for accuracy regarding address, date of birth, pupils who have left the school or are changing to public transport, etc.

For those attending the 'July Provision' special arrangements are made by the school where transport is required.

St Augustine's School strongly recommends that parents of our students consider in the interest of their child's future independence and quality of life assisting their child towards developing the ability to travel independently on public transport.

New Enrolments

Parents / Guardians of students accepted for enrolment in St. Augustine's School are required to complete '*Application for School Transport for Children with Special Educational Needs for School Year 20 /20* ' NCSE Form (see attachment). The Principal completes the '*Declaration of Principal*' section and submits the application form to the Special Education Needs Organiser (SENO) together with relevant professional reports to support the application. The SENO completes the application form and makes certain recommendations to the council (NCSE) e.g. type of transport required, requirement for an escort, wheelchair access, etc. Transport may be refused if there is a school nearer to the student's home that meets the student's special education needs. The NCSE forwards its decision to School

Transport Section, Department of Education & Skills. School Transport forwards its decision to Bus Éireann. Bus Éireann organises transport and notifies the school. The contractors hired by Bus Éireann to provide transport contact the parents.

When your child is offered a place in St Augustine's school the school will endeavour to provide all information necessary to facilitate a smooth transition for your child to our school. You will be given an overview of how the school bus scheme operates, this will be at a face to face information sharing meeting or via a Zoom meeting or similar. The school passes on all contact details re your child to Bus Eireann in the final term of the school year prior to enrolment. The bus inspector and his/her team plan to include all new students (If required) on bus lists for the following September. Bus Eireann invites contractors to tender for the different routes and this is finalised before school opens for the new school year.

The bus driver allocated to the route on which your child will travel will make contact with you in the days before school opens.

Arrangements will be made between you and the driver regarding times of collection and drop-off. Flexibility is necessary especially for the first few days until the driver has a clear view of how the route will work best for the comfort of all. It is important for you to have the number for both the driver and the escort and that a good working relationship is maintained.

You are asked to please give as much notice as possible if your son or daughter will not be attending school for any reason. If you need to collect your child early from school please text the bus staff so that they know not to wait for your child at home time.

Equally if your child is not on the bus in the morning and subsequently he/she is dropped to school please text bus staff to make sure they are aware they need to bring the student home.

A student is insured to travel only on the bus allocated to them and may not travel on a different bus e.g. For a play date.

In the event of your moving to a new address, notice should be given, to the school as early as possible. The Dept. of Education needs to sanction a place on a new bus. There is a three step process that happens: school contact the SENO and sends on the appropriate form, the SENO sends the form to the Dept. of Education for sanction and the Dept. sends it finally to Bus Eireann who try to find a new bus.

Note. Please be aware that occasionally a bus may not run for a variety of reasons, Mechanical failure, illness of bus staff, emergencies etc. Many of these situations will be outside of the control of the school. On such occasions, parents will need to make alternative arrangements.

Safety on school buses is of paramount importance to all involved in school transport. The Department of Education provides schools with a grant to pay salaries of escorts to supervise the students on the bus and ensure their safety and comfort. The bus escort gets to know the children and learns how to manage them in a respectful and caring way. See appendix "Responsibilities of an escort."

There is a legal requirement to wear seat belts on buses, and failure to wear the seat belt provided is regarded as a serious breach of safety and a disciplinary matter. For further information on this and for information on 'Behaviour on School Transport' see appendix 4.

Most behaviours of concern that arise on a school bus can be managed in a low key fashion. Open communication between driver/escort /parents and school staff will assist in highlighting any worries a student has relating to bus transport and managing to allay their concerns and lead to a solution

Given the importance of safety on the school bus, parents should be aware that any serious misbehaviour, such as vandalism, or bullying, will lead to sanctions that may include an extended period of exclusion from the school transport service or in a more serious situation, permanent exclusion. The bus inspector is the person who makes the decision to suspend or exclude a student from school bus transport. It is unusual for such a situation to occur.

*For Bus Éireann 'Guidelines for Discipline and Procedures for Dealing with Alleged Misbehaviour on School Transport' see appendix attached.
This applies whether on Public Pass or 'Minibus'.
This should be read by parent / guardian and explained to your son / daughter.*

Home Time /Collection Time

Due to the Covid pandemic we have in the interests of safety made new transport arrangements to ensure safety for the dropping off in the mornings and collection in the afternoons of our students. We now have 34 buses serving our school and although this has allowed for social distancing on the buses it has caused congestion and safety issues. We have endeavored to mitigate the problems with the following changes to our transport policy.

- All classroom staff needs to know number and parking area of bus for each student in their classroom.
- Classroom staff leaves their classroom with the students at 2.40 pm to accompany their students to their bus.
- Classroom staff accompanies the students to their bus and ensure safety of students en route.
- Particular care needs to be taken to closely supervise students because of the level of congestion with the large increase in bus numbers.
- Classroom staff divides up the students going to different areas and ensure that a workable arrangement is in place. Staff may accompany other students from classes within their bubble.
- Classroom staff hands over student to bus escort.
- Classroom staff informs bus staff if a student has been collected early and will not be using the bus.
- Students who are travelling in the buses parked in the car valeting area wait with their classroom staff at reception until their escort arrives. They walk in single file to the bus when every student has arrived.
- Buses enter to wait for students by the main school gate and proceed to their collection point to wait for students to be delivered to the bus.
- Buses have as much as possible been allocated a collection area. We are currently using 4 areas, the lower yard (nearest to PP3 classroom), The PE hall area, the car parking area near the residential houses and the car valeting car park area.
- Drivers are requested to park every day in their allocated area.
- Drivers for the most part exit by the blue exit gate.
- The buses which park in the residential houses car park area and the buses which park in the car valeting area may, while the current level of congestion continues, exit from the entrance gate using extreme caution when the driver has assessed that it is safe to do so.
- Parents who are collecting students park near the reception building.

- A parent who walks in for a student waits in the area near reception for their child.
- All students who are being collected by parents or guardians are accompanied by staff to the reception building and are supervised there until they are collected.
- The Deputy Principal is responsible for the overall supervision of transport. She/ he needs to be a visible presence in the mornings and afternoons at drop off and collection times.
- Deputy Principal needs to visit each parking area regularly to oversee the system with particular regard to safety and to deal with issues that arise and keep the lines of communication open between drivers, escorts and the school.
- The Deputy Principal needs to have to hand an up to date bus list especially at collection time as queries frequently occur.
- Deputy Principal needs to keep school principal and staff advised as to all changes/updates to school bus lists.
- Bus Éireann employs contractors to provide the bus service to the school. The bus inspector is a valuable resource in overseeing and managing parking and safety issues.
- The four post holders will assist with supervision of pupils at the time students are boarding buses in the afternoon. One post holder will be in position near the main door of the PE hall. Another post holder will be located between the car parking area for the residential houses and the lower part of the main entrance drive. A third post holder will supervise and support on the driveway down to the last Vocational skills area building. The fourth post holder will supervise in the lower car park.

Morning Drop Off for Students from Buses.

Due to the Covid pandemic we have in the interests of safety made new transport arrangements to ensure safety for the dropping off in the mornings and collection in the afternoons of our students. We now have 34 buses serving our school and this while allowing for social distancing on the buses has caused congestion and safety issues. We have endeavored to mitigate the problems by the following changes to our transport policy.

- St Augustine's School accepts responsibility for students arriving in school from 8.50 am onwards. Formal class begins at 9.20 am.
- Buses drop off students in two areas, the area directly opposite the main entrance door at Deputy Principal's office and the area just beyond PE hall with steps leading down to main entrance.
- Should a bus arrive in the school prior to 8.50 am the bus staff wait with the students on board until 8.50am.

1. Drop off PE hall area.

- Bus pulls up at wall nearest to PE hall door. Two SNA's in high visibility jackets are waiting. Bus moves forward to end of wall so that students are adjacent to steps leading down to school entrance. Students are facilitated by escort to alight safely from bus and proceed down the steps.
- The bus then turns right and departs from the exit gate.
- The next bus waiting moves forward carefully to the end of the wall and students are facilitated to alight.
- The SNA'S oversee the students alighting from buses and provide assistance if needed descending the steps.
- No bus will allow students to alight until bus in front has started to move off.
- Vocational one students will proceed to their training area, an SNA will be stationed outside the reception building to provide assistance if required and to oversee the movement of these students to their areas.
- All students from P5/Pre vocational and vocational 2 students enter the school through the main door.
- Two SNA'S will be positioned inside the door to oversee the arrival of the students.
- Deputy Principal will be in attendance for the arrival of buses and students and available to deal with queries and supervise the procedure.

2. Drop Off Front Door Area.

- An SNA in a high Visibility jacket will be positioned at the point of the wall where the buses alight the students.
- The first bus to arrive takes up position at the gap in the wall which leads down to the main entrance of the school.
- Further arriving buses queue behind the first bus.
- Should a bus arrive in the school prior to 8.50 am the bus staff waits with the students on board until 8.50 am.
- At 8.50 am the first bus facilitates the students to alight and they proceed to the front door.
- The bus moves off to the lower yard area where they have room to turn and they then proceed with caution to the blue Exit gate.
- The second bus in line alights the students.
- No bus in the queue should permit students to alight from the bus until the bus in front has driven away.
- An SNA in a high Visibility jacket will be positioned at the point of the wall where the buses alights the students.

- Two SNA's will be in the entrance hall to greet and oversee arrival of students.

Note to bus drivers and bus escorts:

Any documentation requiring signature should be presented, completed in full, to the Deputy Principal. Undated / incomplete documentation will be returned for completion before signature.

Independent Travel.

Some students may be in a position to travel independently to school and if so a public Bus or Dart pass is provided for them. Travel on the Luas is not covered by this scheme. St Augustine's school strongly encourage older students to progress towards independent travel, this will be of tremendous benefit in accessing further education and training on leaving our school and be a life enhancing skill into the future.

St Augustine's school will try to assist in every way it can to provide students with opportunities to try public transport. Class trips on bus and dart will be facilitated for older classes.

Bus Éireann run a Travel Assistance Scheme to help people with disabilities access public transport. The school will invite the travel assist coach to the school to talk to students and their parents. The guide will on occasion be accompanied by a bus and a driver and will take groups out for a practise run and talk through all aspects of safe bus travel. Parents can book the travel assist coach to work with their student when he/she is over 18. The coach will travel with the student on a route which is regularly used e.g to access further training and will give advice on planning a journey using Dublin Bus, the Dart or the Luas. This scheme is free and is available Mondays to Fridays between 8 am and 6 pm.

Use of Public Bus or Bus/Dart Pass

The Pass will only be valid to and from school during normal school hours and is not valid for use for extra-curricular activities or outside of school terms.

The Pass is not transferable and can only be used by the pupil to whom it is issued. It is only valid from the 'pick-up' point on the ticket to the 'set-down' point on the ticket.

Any misuse of the ticket will result in withdrawal of transport facilities.

Outing Notification Request Form

If teachers are bringing students off the school premises the following steps should be taken.

- Teachers should put forward their outing proposal to the principal two weeks in advance.
- On approval by the principal teachers should complete an 'Outing Notification Request' Form and submit it to the principal or deputy at least one week in advance.
 - The form should be updated if required to reflect attendance on that day of outing.

Use of school mini buses

To be a nominated driver (for one year) on the school bus:

- 1) The Principal needs to give authorization
- 2) You need to bring in current (full) driver's license
- 3) Declaration form needs to be completed

The Insurers need to be notified specifically if you are <25 years old or >70 years old and if you have penalty points, or penalty points pending.

Each new school year you need to repeat steps 1-3

Appendices.

Contact details re School Transport.

- Department of Education
- Fionnuala Fitzpatrick

School Transport Section

Department of Education

Portlaoise Rd, Tullamore, Co. Offaly, R35 Y2N5.

E-mail Fionnuala_Fitzpatrick@education.gov.ie

T +353(0)57 932 5461

Schools_transport@education.gov.ie

- Bus inspector [REDACTED]
- contact schools.dublin@buseireann.ie or phone 01 8302222.
- SENO Address Ground Floor, County Hall, Belgard Square North, Town Centre, Tallaght, Dublin 24 XOWP. Tel 01 6033468.

Email SENO name @ncse.ie e.g. emma.kilcommins@ncse.ie

- Travel Assistance Scheme.

www.dublinbus.ie

travelassist@dublinbus.ie

Telephone 01 7033204

It is very important that this form is returned to the
Deputy Principal as soon as possible
as requests for transport for September
will be confirmed in May or June.
Late replies will cause delays in providing transport.

School Transport September 2022

St Augustine's School encourages older students to consider independent travel if possible. The ability to travel independently on public travel is of great benefit in the future.

Student's name and class:

From September 2022 I wish my son / daughter to (please tick **one** box):

☐

Continue to travel on '**minibus**' transport to and from school
(You may not transfer from 'public' to 'minibus' transport)

or

☐

Use **public** transport to travel independently to and from school
(travel pass will be provided in September).

Does your child travel by Dart Yes No

or

☐

No transport required – will make own arrangements

Parent / guardian signature and address:

..... Date:

NOTE: LUAS IS NOT COVERED UNDER SCHOOL TRANSPORT SYS

Application for School Transport for School Year 20_/20_



An Roinn Oideachais
agus Scileanna
Department of
Education and Skills



C. SCHOOL DETAILS			
Name of School			
Address of School			
Eircode			
D. SCHOOL TRANSPORT REQUIREMENTS			
Please tick as appropriate ✓		YES	NO
The child's care and safety needs are such as to require the support of an escort (If yes, please complete section F - application to assess the need for an Escort)			
Wheelchair access is required			
Please provide any information you may have which may assist in determining the transport arrangement required			
Signature of School Principal			
Date			
E. REPORT OF SPECIAL EDUCATIONAL NEEDS ORGANISER (SENO)			
Please tick ✓		YES	NO
(i) The required professional report(s) submitted meet the Department of Education and Skills criteria for attending the relevant setting			
(ii) This school is the nearest to the child's home that is, or can be, resourced to meet the child's educational needs under Department of Education and Skills criteria			
(iii) Based on the information provided in professional reports made available to me I can report that this child cannot avail of mainstream school transport			
Any further information, (if any), which is relevant to this application:			
SENO Name			
SENO AREA			
Date			

1. This application for school transport should only be completed in circumstances where the child is not in a position to avail of a standard school transport service.
2. The NCSE is provided with this information to facilitate the allocation of school transport for children with special educational needs.
3. The professional report(s) required to support an application must be submitted with this form.
4. This application form will be forwarded by the SENO to School Transport Section, Department of Education and Skills (DES) for their decision on the provision of transport in accordance with the terms of the School Transport Scheme for Children with Special Educational Needs.

A. CHILD DETAILS

Name of child			
Home address			
Eircode			
PPSN			
Date of Birth			
Disability Category			
School Setting	Special School	Special Class	Mainstream School
Date child will commence in the School			
Class			

B. PARENTAL/GUARDIAN CONSENT

I/We, the undersigned, being the parent(s)/guardian(s) of the above named child, confirm that:

1. My child cannot avail of a standard school transport service.
2. I am aware that copies of this form and attached documents will be retained by the SENO and the school.
3. I consent to the information on this form and attached documents being shared with the DES.
4. I consent to the relevant information on this form being shared with Bus Éireann.
5. I am aware that, in the event of it being determined that a school nearer to my child's home is or can be resourced to meet my child's special educational needs, that my child will not be eligible for school transport under the terms of the School Transport Scheme for Children with Special Educational Needs.

Contact details for Parent(s)/Guardian(s)

Phone No(s)	
Email Address	
Parent/Guardian (Block Capitals)	
Parent/Guardian Signature	
Date	

**School Transport
Application for Escort Support**

1. This application for escort support should only be completed in circumstances where the child's care and safety needs while on school transport are such as to require the support of an escort.
2. The professional report(s) required to support this application must be submitted to the SENO.
3. This application form will be forwarded by the SENO to School Transport Section, Department of Education and Skills (DES) for their decision on the allocation of an escort.

Applications for Escort support will be considered under this scheme where the relevant professional reports set out that a child has significant care needs arising from: (i) a significant medical need, or (ii) a significant impairment of physical or sensory function.

F. BASIS FOR NEED FOR ESCORT SUPPORT

Please tick the primary care needs of the child	Physical	Hearing/Visual	Medical	Personal Care	Behavioural	Other

Does the child currently have SNA support?	Yes
	No

Do professional reports indicate the requirement for an Escort?	Yes
	No

If you do not have professional reports indicating care needs as outlined above, please indicate why Escort support is required.	
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G. DECLARATION BY PRINCIPAL AND SENO

I confirm, based on information made available to me that this child's care and safety needs while on school transport are such as to require the support of an escort.

	Principal	SENO
Signature		
Date		



Bus Éireann

Guidelines for Discipline and Procedures for Dealing with Alleged Misbehaviour on School Transport

General

Bus Éireann is responsible for the day-to-day operation of the School Transport Scheme under the general direction of the Department of Education and Skills. Bus Éireann is responsible for the discipline and safety of pupils while travelling on school buses. Pupils availing of transport are expected to behave in a responsible manner having regard for their own safety, that of other passengers, the driver and other road users.

In cases of misconduct, sanctions will be imposed by Bus Éireann. These have been agreed in consultation with the Department of Education and Skills and are set out below:

1. Misbehaviour

In the event of misbehaviour by pupils, such as failing to obey the instructions of the driver, not wearing their safety belt, etc., the school bus driver will:

- Seek an assurance from the pupil(s) that there will not be a repetition.

If there is a recurrence, the driver may ask the Inspector to speak to the child.

Guidelines for Discipline and
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Alleged Misbehaviour on
School Transport

re

The matter will be concluded at this point.

If there is a similar recurrence after this procedure is exhausted, the matter will be treated as serious misconduct.

2. Serious Misconduct

Serious misconduct consists of behaviour which poses a threat to the safety and well-being of pupils, the driver, or the safe operation of the service generally. Intimidation of pupils, damage caused to fixtures and fittings on the vehicle or to the property of others, and behaviour which may endanger other road users is included in this definition. A pupil who disregards the instructions of the driver/Inspector or does not respond to discipline and continues to be a source of misbehaviour may likewise be charged with serious misconduct.

3. Procedure for Investigation of Serious Misconduct

In the event that there is a complaint of serious misconduct, the following procedures will apply:

When the alleged misconduct is of a serious nature, the driver will report the matter to the Inspector, who will inform the local Bus Éireann Manager immediately and instructions will be given as to what action should be taken. The Inspector will also inform the school authorities of the position. The matter will be fully investigated by Bus Éireann personnel in consultation with the Transport Liaison Officer (T.L.O.)/ Chairperson of the Board of Management/ Principal and with the assistance of the school authorities.

Serious misconduct consists of behaviour which poses a threat to the safety and well-being of pupils, the driver, or the safe operation of the service generally. Intimidation of pupils, damage caused to fixtures and fittings on the vehicle or to the property of others, and behaviour which may endanger other road users is included in this definition. A pupil who disregards the instructions of the driver/Inspector or does not respond to discipline and continues to be a source of misbehaviour may likewise be charged with serious misconduct.

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When the alleged misconduct is of a serious nature, the driver will report the matter to the Inspector, who will inform the local Bus Éireann Manager immediately and instructions will be given as to what action should be taken. The Inspector will also inform the school authorities of the position.

The matter will be fully investigated by Bus Éireann personnel in consultation with the Transport Liaison Officer (T.L.O.)/ Chairperson of the Board of Management/ Principal and with the assistance of the school authorities.

4. Investigation by Bus Éireann Personnel The investigation by the Bus Éireann Inspector will involve:

Initial enquiries by the bus driver following an incident or complaint, involving speaking to students who travel on the bus, including the pupil(s) allegedly involved or the subject of complaint. The bus driver will report the matter to the Inspector who will contact the Principal(s) of the relevant school(s) to report the incident. The Principal(s) will assist by interviewing the student(s) who travel on the bus regarding the incident/ complaint. The Inspector and the Principal(s) will report the result of their interviews to Bus Éireann immediately for further investigation. Bus Éireann will give the pupil concerned all the details of the complaint made against him/her and inform him/her that there will be further investigation by Bus Éireann, without prejudice, and explain how the investigation will operate.

4. Investigation by Bus Éireann Personnel The investigation by the Bus Éireann Inspector will involve:

Initial enquiries by the bus driver following an incident or complaint, involving speaking to students who travel on the bus, including the pupil(s) allegedly involved or the subject of complaint.

The bus driver will report the matter to the Inspector who will contact the

Principal(s) of the relevant school(s) to report the incident. The Principal(s) will assist by interviewing the student(s) who travel on the bus regarding the incident/complaint. The Inspector and the Principal(s) will report the result of their interviews to Bus Éireann immediately for further investigation. Bus Éireann will give the pupil concerned all the details of the complaint made against him/her and inform him/her that there will be further investigation by Bus Éireann, without prejudice, and explain how the investigation will operate.

Interviewing the bus driver.

Interviewing pupil(s) alleged to be involved in the incident/complaint in the presence of School Principal/Teacher or Parent or both.

The pupil(s) concerned will be given the opportunity to respond to the allegations at this interview. Pupil(s) will also be given an opportunity to make written submissions. Where applicable, written submissions should be made within one week of the alleged incident.

Details and statements will be recorded by

Bus Éireann Personnel from students travelling on the bus where they had witnessed an incident. Students will be made aware of the consequences of giving false or misleading information, intentionally or otherwise.

Pupils may be interviewed separately, or as a group, to establish the veracity of the account of the incident/complaint.

All interviews should be conducted with sensitivity and with due regard to the rights and confidences of all parties concerned.

The Garda Authorities will be informed where deemed necessary, and full co-operation will be given in any further investigation.

5. Sanctions

Once the investigation has been concluded and the pupil(s) responsible identified, the following sanctions may be imposed:**

Pupil warned as to future conduct.

A written undertaking requested from pupil(s)/parent(s) that the pupil will not again misbehave himself/herself on the undertaking that if the pupil does not comply with the undertaking more serious measures will be considered, up to and including the withdrawal of the travel permit.

Withdrawal of the travel permit for a specified period or permanently, at the discretion of the Bus Éireann Manager.

Interviewing other students who travel on the bus.

In instances where a permit is being withdrawn, the pupil will be allowed to travel home on the service and parents / guardians will be advised of the circumstances by Bus Éireann.

In circumstances where a permit is being withdrawn and written confirmation is not immediately available, details of the sanction imposed will follow within seven days. Where it is not possible to identify the culprits, having investigated the incident with the assistance of the T.L.O. and school authorities, it may be necessary to withdraw the service for a period, for example, in cases where there is:

Danger to pupils, drivers and other road users.

Severe damage to the vehicle, where the vehicle will have to be repaired, including damage to the seat belts or fixtures.

**** If, in the opinion of Bus Éireann, the misconduct is of a sufficiently serious nature which compromises the safety of pupils or the safe operation of the service,
Bus Éireann may take immediate action to suspend the individual(s) concerned from transport while investigation is still underway.**

6. Appeal Procedures

The decision of the local Bus Éireann Manager to withdraw service or travel permit may be first appealed to:

**The Manager,
School Transport,
Bus Éireann,
Broadstone,
Dublin 7**

The written appeal should be accompanied by factual evidence. Bus Éireann will record such appeals.

School Transport Appeals Board

Appeals against decisions made by, or on behalf of, the Department of Education and Skills regarding the provision of school transport services and/or grant-aid under the terms of the School Transport Schemes or Appeals against decisions made by Bus Éireann, following the conclusion of any appeal procedures provided for under the *Guidelines for Discipline and Procedures for Dealing with Alleged Misbehaviour on School Transport* may be submitted to The School Transport Appeals Board.

Application Forms for the School Transport Appeals Board are available at www.education.ie and together with any other relevant documentation, should be sent to:

**The School Transport Appeals Board
c/o Department of Education and Skills,
Portlaoise Rd.,
Tullamore,
Co. Offaly.**

The School Transport Appeals Board will not examine cases deemed by Bus Éireann to involve serious misconduct or behaviour which poses a threat to the safety and well-being of pupils and/or the driver or to the safe operation of the service generally. Such cases may only be appealed to The Manager, School Transport, Bus Éireann.

Bus Escort Duties.

JOB DESCRIPTION OF BUS ESCORT

In addition to the listed duties the Bus Escort will undertake other duties pertaining to the role as may be decided/directed by the School Principal and/or the Board of Management and/or as may be dictated by the needs of the Employer/School. It is expected that the Bus Escort will on his/her own initiative, identify tasks/duties that need to be carried out as part of the role subject to the authorisation of the School Principal/Board of Management as appropriate.

The duties listed are not intended to be exhaustive or exclusive

1.00. The Bus Escort must:

- 1.01. Ensure that s/he is on the school transport at the time of the first pick-up and last set down.
- 1.02. Is responsible for the safety of children when opening and closing doors prior to "stop" and "move off".
- 1.03. Assist children to board and alight safely from the school transport.
- 1.04. Ensure that all children are seated with appropriate straps and harnesses where provided.
- 1.05. Ensure that each pupil is received by some responsible person at the set down point.
- 1.06. Supervise the children travelling on the school transport and to and from the school transport into and out of the School/classrooms.
- 1.07. Maintain a good working relationship with the driver of the school transport.
- 1.08. Act as liaison between the School Principal and/or class teacher and parents when required i.e. conveyance of messages and letters to parents.
- 1.09. Observe confidentiality in all aspects of work.
- 1.10. Be aware of particular disabilities of children on the school transport and be briefed by the School Principal and/or Deputy Principal on how to deal with same i.e. epilepsy etc.
- 1.11. Perform any other duties relevant to the position of escort which may be assigned by the School Principal from time to time.
- 1.12. Not leave the school transport unless under exceptional circumstances.
- 1.13. Ensure that his/her position on the school transport is where maximum control of the children is achieved.
- 1.14. Report all concerns to the School Principal, Deputy Principal and/or Class Teacher.

RESPONSIBILITIES OF AN ESCORT

- Must ensure that they are on the bus at time of first pick-up and last set down
- Are responsible for the safety of children when opening and closing doors prior to 'stop' and 'move off.'
- Assisting children to board and alight safely from the school bus.
- Making sure all children are seated with appropriate straps, harnesses where provided.
- Ensure that each pupil is received by some responsible person at the set down point

DUTIES OF AN ESCORT

- Supervision of children travelling on bus
- Maintain a good working relationship with the driver of the bus
- Act as liaison between Principal, Deputy Principal and/or Class Teacher and parents when required i.e. conveyance of messages and letter to parents.
- Observe confidentiality in all aspects of work.
- Be aware of particular disabilities of children on the bus and be briefed by the Principal on how to deal with same, e.g. epilepsy etc.
- Perform any other duties relevant to the position of escort which may be assigned by the Principal from time to time.
- Unless under exceptional circumstances, the escort should never leave the bus
- **The escorts position on the bus should be where maximum control of children is achieved i.e. at back of bus**
- Report all concerns to the Principal, Deputy Principal and/or Class Teacher

FREQUENTLY ASKED QUESTIONS

Who is the escort's employer and who should the the escort report to:

The Board of Management concerned is the employer of the Escort(s).

The Department Grant aids the Board of Management of special schools and classes to assist in defraying the cost involved in engaging a suitable person to act as escort on transport.

The Board of Management of the school to which the escort grant has been allocated has responsibility for employing the escort. The escort should report any problems on transport to the Principal/Deputy Principal of the school in which she/he is employed and the matter should then be communicated to the Principal of the school concerned. However, it is also considered that in the course of day to day work of the escort there will be informal contact with the staff/Principal of each school served by the transport service.

How are escorts allocated to schools and who must they supervise on the transport:

Most transport services (routes) serve more than one school. It was decided by the Department to allocate escorts on transport to the schools with the largest number of pupils travelling on a particular route.

Thus the escort is responsible for the supervision of all pupils travelling on transport to special schools and classes, not just the school of which the escort is an employee.

Reviewed and updated on:

Date: June 23rd, 2021

Chairperson's Signature: Ms Marian Coughlan

Date: June 23rd, 2021

Principal's Signature: Mr David O' Brien

Date for review: May 2022



St Augustine's School
Outing Notification / Request

Date of proposed outing: Transport Method: 7-Seater ☐ 9-Seater ☐

Purpose of Outing: Walking ☐ Hired vehicle ☐

From: St. Augustine's Other (details) ☐

To: *(if the 7-seater and 9-seater buses are being used for the same outing please fill out separate forms for each vehicle)*

Departure Time: Return Time:

Staff: Driver:	Mobile No:
Others:
.....
.....

Students taking part:

Name	Parental Per- mission Given	Medical or other relevant details (full note below. Please do not give details of medication.)

Specific Medical Details:

Any other info:



