

## APPENDIX 1

### JOB DESCRIPTION OF BUS ESCORT

Bus Escorts accompany students with special educational needs arising from a diagnosed disability to and from school on the school transport services operated by Bus Éireann on behalf of the Department of Education. Bus Escorts are accountable at all times to the Principal/Board of Management of the school.

The purpose of the job is to supervise and assist students with special needs, who require close individual adult attention while being transported on a school bus/taxi service.

In addition to the listed duties the Bus Escort will undertake other duties pertaining to the role as may be decided by the School Principal/Deputy Principal and/or the Board of Management. 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.

Discussion on school matters **should only be between the College and the parent**. Due discretion is required in matters of a confidential nature, in particular, issues pertaining to the young person must not be discussed with those, who have no right to this information.

The duties listed are not intended to be exhaustive or exclusive.

#### 1.0. Main Duties and Responsibilities of the Bus Escort: -

- 1.01 Be on the service at the time of the first pick-up and last set down. In the morning the Escort meets the service at St. Nathy's College, travels on the service to collect the student(s) and both the escort and the student(s) are transported to the College. The bus escort meets the student(s) at the College at the end of the school day. The bus escort accompanies the student(s) to their home and completes their duties on their return to the College following the last set down;
- 1.02 Emergency procedures, which are laid out for the student **must** be strictly adhered to;
- 1.03 Be responsible for the safety of the student(s) when opening and closing the doors prior to '*stop*' and '*move off*';
- 1.04 Assist the student(s) to board and alight safely from the service;
- 1.05 Ensure that the student(s) is/are seated with the seat belt secure;
- 1.06 Ensure that the student(s) is/are seated with appropriate straps where provided;
- 1.07 Supervise the student(s) travelling on service by sitting with them in the body of the bus/taxi;
- 1.08 Be knowledgeable of the student(s)' requirements assigned to the service;

- 1.09 Manage the student(s)' behaviour to provide the driver freedom to operate the bus/taxi safely by creating a positive and safe transportation environment;
- 1.10 Be aware of particular disabilities of the student(s) on the service;
- 1.11 Exercise constant alertness to student(s)' physical problems and to react promptly in the event of any issue/problem;
- 1.12 Ensure that the student(s) is/are received by an authorised adult at the set down points:-  
**St. Nathy's College:** SNA/Teacher/Tutor/Year Head/Principal/Deputy Principal  
**Home:** Parent/guardian and/or other nominated adult by the parent/guardian
- 1.13 Maintain a good working relationship with the driver of the service;
- 1.14 Observe confidentiality in all aspects of work;
- 1.16 Perform any other duties relevant to the position of the Bus Escort which may be assigned by the Principal/Deputy Principal from time to time;
- 1.17 Unless under exceptional circumstances, the Bus Escort should never leave the service while the student(s) remains in the vehicle;
- 1.18 All incidents on the service must be recorded and the Principal/Deputy Principal must be informed;
- 1.19 If the student(s) becomes unwell on the way to school the Principal/Deputy Principal shall be informed and who will advise as to what procedures should be followed;
- 1.20 Inform the Office at the College by telephone/text if the service is delayed for any reason; *and*
- 1.21 In accordance with Child Protection Procedures for Primary and Post Primary Schools 2025, the Bus Escort is obliged to report any concerns on the service in line with the Child Safeguarding Statement to the Designated Liaison Person (DLP).