

## School Transport Escort

In accordance with Department of Education & Skills guidelines regarding the revision of pay for all staff paid directly by a recognised school or ETB the following are the revised hourly rates for School Bus Escorts.

### Hourly Rate

The hourly rate effective from 1st October 2020 is **€13.40**.

### Holiday Pay

Holiday pay will continue to be paid at 8%. The revised hourly rate, inclusive of holiday pay, will be **€14.47** (€13.40 + 8%) with effect from 1<sup>st</sup> October 2020.

### 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 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 escort's 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 and/or Class Teacher.