

## **JOB DESCRIPTION**

**The Responsibilities And Duties Listed Below Are General In Scope And Are Not Meant To Be Exhaustive In Relation To The Work To Be Undertaken By A School Transport Escort.**

### **JOB TITLE: SCHOOL TRANSPORT ESCORT**

#### ***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 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 and/or Class Teacher

**Hourly Rate:** Revised hourly rate effective from 1<sup>st</sup> October 2020 is €13.40 (CL62/2020).