

Appendix 1

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 AN 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 i.e. ensuring safety of children at all times and placing the wheelchair etc on the bus if required.
- 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
- Ensure the safety of other children on the bus should any child display challenging behaviour.

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 immediate vicinity of 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
- Bus Escort may be required to sit with a designated child in particular circumstances, as advised by the Principal or designate.
- Brief messages may only be taken from parents and parents should be advised to contact the Principal directly in all cases.
- Provide a safe environment for children to travel in and pre-empt any possible issues around the children's behaviour where possible.
- Attend training as required by the Principal i.e. manual handling, NCI (non- crisis intervention) where deemed necessary