



JOB DESCRIPTION FOR CANDIDATES APPLYING FOR BUS ESCORT

Purpose of Job: **To assist a student from home to school on a daily basis**

Responsible to: **Principal and the Chief Executive**

Hours of Work: **To be decided hours (morning and afternoon)**

Responsibilities:

- 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:

- Supervision of children travelling on the 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 the bus
- Report all concerns to the Principal and/or Class Teacher
- To comply with Laois and Offaly Education and Training Board policies and procedures
- The above list is not exhaustive