



# School Bus Transport Policy

*Of Firhouse Educate Together National School*

Address: Ballycullen Drive, Firhouse, Dublin.24.

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Roll Number: 20411J

**Bus or taxi transport** is provided for the children to and from school by the Department of Education and Skills, through **Bus Éireann**.

Please note, the bus or taxi can only collect and drop children to the address stated on the application form. The driver is strictly not allowed to leave a child at a different address unless special arrangements are made in advance through Bus Éireann.

## **Responsibilities**

### **The School:**

- **ensures applications for transport** for each new child are submitted to the Special Educational Needs Officer (SENO)
- **employs the bus escorts**, as sanctioned by Department of Education
- **informs Bus Éireann of a new home address or other changes**
- **passes on reports of any safety concerns to Bus Éireann Inspector**

### **Bus Éireann Inspector:**

- **gives contracts to bus companies** to provide school transport
- **assigns children to bus routes** and gives contact details to the contractors
- **contacts parents/guardians if a child's behaviour is causing ongoing danger to himself or others.** In this case, parents/guardians will be asked to make their own arrangements for getting the child to and from school, until the situation is resolved.

### The Bus Contractor:

- assigns a driver to the route
- informs parents/guardians of the time of morning collection

### The Driver:

- ensures safe transport of those on board the bus/ taxi, informing the school of any dangers due to behavior or for other reasons
- wheels wheelchairs/ buggies up the ramp and secures them safely
- On arrival the driver will beep if there is no sign of child being brought to the bus/taxi
- time-keeping: a 5-minute wait period only is allowed at each house. If a child is not brought to the bus within the 5-minute period, the driver must drive on to collect the next child and parents/ guardians will need to make their own transport arrangements that day
- safe delivery home: if a parent/ guardian is not at home to receive the child in the afternoon, the driver is obliged to leave the child at the nearest Garda Station.

### The Bus Escort:

- meets the parent/guardian and child at the bus entrance
- assists the child to board
- secures the child's seatbelt
- watches over the safety and well-being of the children
- informs the school if aware of a child causing danger to themselves or others on the bus journey.

### The Parent/Guardian:

- provides a booster seat if required for a child's safe travel
- brings the child to the bus/taxi each morning on time
- receives the child at the bus/taxi in the afternoon.
- informs the school/ driver in advance if their child will not be attending school so the bus/taxi does not make a wasted journey
- informs the school/ driver in advance if their child will not be returning home on the bus/taxi, i.e. when a child is collected from school.

**NOTE: Please note that, for safety and insurance reasons, both driver and escort are not allowed to leave the bus to knock on your door or to deliver your child home.**

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### Bus Transport: Changes or Concerns

- **If you need to change transport arrangements for any day**, please contact the school office two weeks in advance to allow time for your request to be forwarded to Bus Éireann for implementation. Requests at less notice may not be able to be fulfilled.
- **If there is a family emergency**, you must arrange with the school that a named adult will be at your home to meet your son or daughter when the bus arrives.
- **If you are planning to move house**, please let the school know as soon as possible and they will contact Bus Éireann. It can take Bus Éireann a few weeks to arrange transport to and from the new address.
- **If you have any concerns about the safety of your child when on the bus/taxi, please speak first to the driver.** If you are still unhappy, please contact the school.

### Ratification and Review

This policy was ratified by the BoM on the\_\_\_\_\_.

The BoM reserves the right to alter this policy, subject to its statutory obligations, including its obligations to its Patron.

This policy is available to all parents on the school website. A copy of this policy will be made available to the Department and the Patron if requested.

This policy will be reviewed by the Board of Management as required.

This policy was ratified by the Board of Management in September 2020 and updated on 10th May 2021

Date of next review: May 2022

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_

Francis Fullen: Chairperson: Board of Management

\_\_\_\_\_ Date: \_\_\_\_\_

Collette Dunne: Principal