

Policy for Special Transport

Introduction:

With the opening of the Special Class for Children with Autism in Kildangan National School, it was necessary to employ Bus Escorts to accompany students on Special Transport to/from school. Taxi transport is provided for the children to and from Kildangan NS by Bus Éireann School Transport, on behalf of the Department of Education. This policy outlines the roles and responsibilities of all involved in the provision of the special transport for the students in the Special Class.

Rationale:

Formulating a policy for Bus Escorts supports the safe and smooth transition on journeys to and from school each day. It also clarifies the duties and responsibilities of the Bus Escort.

Aims of the policy:

- To ensure the safety of all on the taxis
- To create and maintain an atmosphere of calmness and order for all
- To ensure that each individual is aware of his/her responsibilities
- To establish a system and support the implementation of a regular and effective daily routine

Responsibilities:

The School Principal

- Submits applications for transport for each new entrant for the Special Class to the Special Educational Needs Office (SENO)
- Employs the bus escorts, on behalf of the BOM and as sanctioned by the Department of Education School Transport Section

- Informs Bus Éireann of the home addresses of the students and of any changes in address
- Passes on reports of any safety concerns or behavioural concerns on the bus to the Bus Éireann inspector
- Responsibility for implementation and compliance with the school's Child Safeguarding Policy and Procedures
- Provision of Safe Taxi Parking Space outside school
- Ensures that the SNAs/Teachers are at the collection point in good time to receive the children
- Notify parents/staff if unavoidable delays in transport and/or cancellation of transport due to weather conditions or if unable to secure cover for absence.
- Link with Bus Escorts regarding the needs of particular children
- Assign and review the duties of Bus Escorts in line with their contract (agreed contract provided by school patron CPSMA)
- Sign forms regarding School Calendar etc. for submission to Bus Éireann

Responsibility of Special Class Teacher:

- Meet and link in with Bus Escort regarding the children travelling on the taxis
- Have children ready in good time for collection
- Notify Principal if a student is unwell and leaves school early and will not travel on the taxi, so that the Principal can notify the bus escort in good time.

Responsibility of the driver:

- Safe transport of those on board the taxi, informing the school of any dangers due to behaviour or any other reasons.
- Link with bus escort to arrange meeting times, routes and drop off.

- Links with bus contractor for information on assigned students and route details
- Safe delivery home: if a parent/guardian is not home to receive the child in the afternoon the driver will contact the school immediately

Responsibility of the bus escort:

- Meets the taxi driver at an agreed place and time each morning
- Meets parent and child at the allocated address
- Assists the child to board safely and alight safely
- Secures the children's seatbelts/car seat as needed
- Follows all child safeguarding procedures and protocols and informs the DLP if they have any safeguarding concerns
- Supervises and watches over the safety and well-being of the children travelling on the taxi
- Informs the school if they are aware of a child causing danger to themselves or to others on the journey to/from school
- Must observe confidentiality in all aspects of work
- Must maintain a good working relationship with the driver of the school transport
- Ensure that the Principal and driver are informed as soon as possible if the bus escort is unwell and unable to work on any given day

Responsibility of the Parent/Guardian

- Must accompany the child to the taxi each morning
- Must be home each afternoon to receive the child from the taxi
- Informs the bus escort in advance if their child is not attending school
- Informs the bus escort in advance if their child will not be returning home on the bus
- Informs the bus escort in advance when their child is returning to school after a period of absence
- Supplies booster seats, harnesses etc. if required



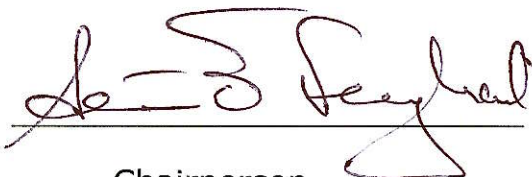
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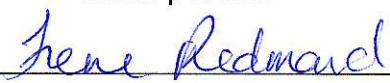
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- If there is a family emergency, the parent/guardian must arrange with the school and the bus escort to inform them that a named adult will be at the home to meet the child when the taxi arrives
- If a parent has any concern about the safety of the child on the taxi, they must speak first to the bus escort and driver. If the parent is not satisfied with the response, they should contact the school Principal

Policy reviewed/ ratified on the 29th September 2025

Signed:  Date: 29/9/25
Chairperson

Signed:  Date: 29/9/25
Principal

