Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

Job Description - Bus Escort Panel

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

Applicants are requested to complete a short application form and list routes in order of preference. Application forms are available by e-mailing: recruitment@lcetb.ie subject reference: Post Ref. No. 26.45 Bus Escorts for Hazelwood College, Dromcollogher, Co. Limerick. Closing date for receipt of completed application form is Friday 2nd October, 2026 at 12 noon.