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

Job Description - Bus Escort Panel

Limerick Community Special School

Limerick Community Special School, Mungret, Co. Limerick is a Special School that provides an appropriate education for students, aged 4 to 18 years old, who have a diagnosis of Moderate General Learning Disabilities and complex learning needs. The school is located in Dromdarrig, Mungret Woods, Co. Limerick. Limerick Community Special School is opening in September 2024.

Limerick Community Special School is funded by the Department of Education. The Patron of the school is Limerick and Clare Education and Training Board. Limerick Community Special School is a state school, multi-denominational and co-educational. Limerick Community Special School is underpinned by the ETB core values of Excellence in Education, Care, Respect, Equality and Community.

Limerick Community Special School wishes to form a panel of Bus Escort for the school year 2026/2027. All routes start at Limerick Community Special School, V94ND77.

Limerick Community Special School opens at 8:50am and transport will arrive from 8:45am. School starts at 8:50am, infant day finishes at 1:30 and senior day 2:30pm. Routes may have two afternoon trips at 1:30 and 2:30pm. While each route is different, the average day will be 7:30-9.00 a.m. and 1:30/2:30pm-3:30/4:30pm.

Pay: The revised hourly rate of pay effective from Friday 29th May, 2026 is €15.82 plus 8% holiday pay.

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. 26/25 Panel of Bus Escorts for Limerick Community Special School**. **Closing date for receipt of completed application form is Friday 13th November, 2026 at 12 noon.**