Scoil Charthaigh Naofa Bus Escort Route Allocation and Continuity Policy

Purpose: The purpose of this policy is to facilitate clarity regarding the allocation of Bus Escort Routes within the school and to establish procedures regarding the operation of the Bus Escort System within the school.

Opening Statement

1. Bus Escorts are allocated by the NCSE to assist children with Special Educational Needs on their journey to and from the school.
2. Each Bus Escort will be allocated a contract on an annual basis for the school year in which they have been allocated a bus route.
3. The Board of Management of Scoil Charthaigh Naofa is the employer and the principal of the school oversees the operation of the Bus Escort Scheme on behalf of the board. This role may be allocated to a member of the In School Management Team.
4. The Bus Escort Contract is a stand-alone contract and separate from any other role within the school whereby the Board of Management is the employer.

Allocation of Bus Routes

1. Bus routes will be allocated to Bus Escorts by the principal on an annual basis considering the needs of the school and any factor that they deem pertinent to the running of the route.
2. Bus routes will be offered to the Escorts who fulfilled the role in the previous school year first. For example, if there are 7 routes for the academic year 2024-2025 and there were 7 routes for the academic year 2023-2024, then the routes for 2024-2025 will be offered to the escorts who fulfilled the role the previous school year.
3. If there is a reduction of Bus Escort roles due to a reduction of school routes, Escorts who have the longest service will be given priority.
4. If a Bus Escort route becomes vacant, a recruitment process will be initiated and procedures will be determined by the Board of Management of Scoil Charthaigh Naofa.

Career Break/Job Share

1. There is no provision for the running of a Career Break or Job Share Scheme as part of the Bus Escort contract as it is not mandated by the Department of Education nor procedures agreed with the school management body the CPSMA.
2. Bus Escort roles or positions will not be held or maintained for individuals should they decide to relinquish the role for any reason with the exception of sick leave or other approved leave3. In the case of extended sick leave the continuity of service of an individual Bus Escort is deemed to be unbroken by the Board of Management.

Ratified by the Board of Management at its Meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ciaran McMahon, Chairperson