



## **EISM Bus Policy**

### **Rationale**

To ensure that at all times EIS students who travel on a school bus are safe and secure.  
To ensure that the school and the bus contractor comply with the rules and regulations of the RTA.

### **Procedures**

#### **RTA**

All buses leaving / arriving at the school must have RTA approved Drivers and Bus Assistants.  
Buses carrying female passengers must have a Bus Assistant.  
To ensure that all passengers have left the bus, prior to it being parked up for the day.

#### **Bus registrar**

1. All Bus Assistants take a student register at the beginning and end of the school journey. These will be regularly checked and initialed by the Bus Supervisor.
2. Each week the onsite Bus Supervisor will have a list of the names of each Bus Driver, Assistant and bus number.
3. Bus personnel sheet to be given to the Head of Security every Sunday morning.
4. Prior to the buses leaving the school grounds, the Duty Teacher will carry out a visual check of the students on the bus and will ensure that there is a Bus Assistant present by ticking the bus roster.
5. Where there is a change to the regular routine, including a change to the Bus Assistant, the onsite Bus Supervisor and the Head of Pastoral Care and Support must meet and discuss the impact of this change, prior to the change being made to ensure RTA and school guidelines will be adhered to. The Head of Pastoral Care and Support will then follow up with a communication to the Senior Management Team and to the parents advising them of the change and the steps that are being taken to ensure student safety.
6. On days of change there will be extra supervision from the School Management Team.

#### **Registration of bus users**

1. At the beginning of the new school year Teachers receive a list of students who will be catching the bus to and from school.
2. The class list is to be displayed near the classroom door.
3. EY 1 – Year 1 students are to be escorted from the bus to their classroom by their Bus Assistant. At the end of the day they are to be escorted to their bus by their Classroom Helper/Assistant.
4. For the homeward bound journey, Teachers are requested to give each EY 1 – Year 1 child a tag with their bus number.
5. Once on the bus the Classroom Helper/Assistant collects the bus number tag and returns it to the classroom in readiness for the next day.



### **Safety**

1. Bus Assistants must physically check that the bus is vacant at the end of each journey, am and pm. She is to initial the bus register that the bus is empty.
2. The onsite Bus Supervisor checks the buses as they arrive in the morning. He too initials the master sheet.
3. The Bus Driver is to keep the doors shut when the bus is empty.
4. Each morning, the Bus Driver is to check and sign the master sheet that all passengers have left his bus prior to turning off the ignition.
5. The bus keys are to be left with the security at the side gate.
6. The school Security Supervisor conducts daily random checks on buses prior to the final locking.
7. A member of the School Management Team conducts regular random checks of all paper work.