



## St Vincent's Special National School



Dear Parents

As we welcome all our pupils to a new school year of using public transport please note the following.

Bus escorts are school employees. The bus escort is responsible for the safety of children when opening and closing doors prior to “stop” and “move off”, to assist children to board and alight safely from the school transport. They may not leave the school transport unless under exceptional circumstances. They must report all concerns to the School Principal and/or Class Teacher and fill a bus incident form, a copy of which will be given to parents. All messages for the school should be sent through Aladdin Connect or by phoning the school office- 018245491. If you have any queries regarding the operation of school transport, please contact Bus Eireann School Transport Section at [schools.dublin@buseireann.ie](mailto:schools.dublin@buseireann.ie)

The bus driver is responsible for driving the bus and the health and safety of the vehicle. All communications should be with the bus escort only.

The school submits a transport application on your behalf. For a change of address, a new application must be made to the School Transport Section. This can take an indeterminate length of time, during which you will be responsible for bringing your child to school.

I would also like to draw your attention to the standard protocol as set out by Bus Eireann for the bus contractors.

- Each parent is required to have his or her child ready to be collected from **8am** each school morning.
- Each parent is required to be at home to receive his or her child from **3 pm** each afternoon.
- The bus on arrival alerts the household to its arrival by beeping its horn once.
- The bus is obliged only to wait a maximum of **3 to 4 minutes** for a pupil and then must proceed on their route to school.
- The bus drivers/ escorts may phone you as a courtesy during the route however, they are not required to do so.
- The Bus contractors are obliged to report all incidents to Bus Eireann who may review the transport arrangement for your child.
- If there is, no one at home to receive a pupil in the afternoon the Bus Eireann directive is to bring the child to the nearest Garda Station.

Yours Sincerely

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Cathy Cawley