

Child Protection

- Drivers must maintain a courteous and professional relationship with children at all times being aware not to act in a manner that may be misunderstood. In order to ensure the safety of the children and for the protection of the drivers, the following instructions must be strictly adhered to:
- Drivers must not:
 - ◇ Have unnecessary physical contact with children such as hugging, holding, tickling or cuddling.
 - ◇ Engage in horseplay.
 - ◇ Voice personal remarks e.g. Pet/ nicknames, including those that compliment or chastise a child.
 - ◇ Use foul language, make jokes, sexual innuendos.
 - ◇ Take photographs.
 - ◇ Enter children's homes without the consent of the guardians
 - ◇ Search children's personal belongings.
 - ◇ Manage monies on behalf of the children.
 - ◇ Engage in contact with children using social media, the internet or mobile phones.
 - ◇ Administer medication.
 - ◇ Purchase any goods including cigarettes and alcohol on behalf of the children.



Emergency Incidents

- Drivers must be aware of their companies' Health and Safety instructions and Gaelscoil Adhamhnáin's serious incident reporting process.
- Drivers must ensure that all serious incidents and accidents (even if no injuries occur) are reported appropriately to:
 - ◇ the Príomhoide of the Gaelscoil, and
 - ◇ the parents of the children involved in the incident/accident, and
 - ◇ the management of the transport company.
- Examples of serious incidents:
 - ◇ Accidents
 - ◇ Incidence of unacceptable and challenging behaviour by children
 - ◇ Children refusing to wear safety belts
 - ◇ Any known incidents that may challenge the safe operation of the service.
 - ◇ Any incident/accident that leads to a child/ children experiencing distress.

These instructions are outlined so that the drivers understand that their actions, however well intentioned, may be viewed differently by others. Any allegations made against a driver will be dealt with in a sensitive and confidential manner and comply with relevant Gaelscoil Adhamhnáin policies.

Should a driver have a concern regarding a child's safety or well-being this concern should be addressed immediately to the Child Protection Officer Colm Breathnach [Príomhoide] as appointed by the school.

Gaelscoil Adhamhnáin ☎ 074 9126117



Gaelscoil Adhamhnáin

School Transport Providers and their Bus Drivers.

This document contains a brief outline of the obligations and behaviours expected from a driver in the course of his/her duty when providing a school bus service to and from Gaelscoil Adhamhnáin.

Drivers must **not** operate services unless they have successfully completed the Garda vetting process with their employer.



General Obligations of Drivers:

Drivers must:

- Drive in a safe manner, abiding by the rules of the road while avoiding sudden acceleration and decelerations thus protecting the passengers.
- Be medically fit to drive and inform their employer if a medical condition arise that may affect their ability to drive.
- Never drive under the influence of alcohol, drugs or medication [both prescription and non-prescription] which may affect their ability to drive
- Have a current and valid drivers licence with no disqualifications or endorsements
- Adhere to applicable regulations including driving hours regulations,
- Not operate a School transport service unless his employer has completed a Garda vetting process
- Not use any inappropriate or foul language or make remarks that are personal, sexual, racist or which could be judged to be offensive in any way
- Inform their employer if they are charged with any offence and/or have been or become convicted of any offence
- Remind passengers that wearing a set belt is compulsory
- Not use a mobile phone or text while driving
- Not smoke in the vehicle
- Be polite and courteous to all children
- Check the bus at the drop off point to ensure all children have disembarked and that none of their belongings have been left behind.

Dealing with alleged misbehaviour on school transport

- Have an up-to-date list of the contact details of all the children's parents
- Report any incidence of misbehaviour to the parents of the misbehaving child.
- If a child's conduct jeopardises safety or distracts the driver while driving, the driver should stop the vehicle when it is safe to do so and resume the journey when order has been restored.
- Children must not be let off the bus at any point other than the designated set down point outside the Gaelscoil Adhamhnáin's school gates, unless instructed by the parents/guardians.

Route

- A child brought to school on a school bus service in the morning must not be refused transport or abandoned at the school in the afternoon for any reason.
- Children should not be transported to an alternative destination unless instructed by the parents/guardians.



Vehicle

- Drivers must familiarise themselves with the vehicle and ensure that vehicle is fit for purpose, in line with national commercial vehicle testing standards and contains sufficient fuel before commencing the journey.
- School bus signage must be displayed in the front and the rear of the bus.
- Vehicle should be kept clean both internally and externally.
- Seatbelts must be available for all passengers on board.
- The driver is responsible for operating all equipment on the vehicle including doors, emergency exits, lifts and wheel chair tie-downs where required.

