



St. Michael's School

TRANSPORT AND TRAVEL SAFETY POLICY

June 2026

ST. MICHAEL'S SCHOOL- TRANSPORT AND TRAVEL SAFETY POLICY

(incorporating Bus Eireann DEY School Transport, Bus Escort Procedures and School-Owned Minibuses)

POLICY STATEMENT

St. Michael's School is committed to promoting the safety, wellbeing, dignity and inclusion of all pupils during transport associated with school attendance and school activities.

The Board of Management recognises that pupils may travel using a variety of transport arrangements including Department-funded school transport services, school-owned minibuses, hired transport and public transport used as part of educational programmes.

This policy seeks to promote safe travel, positive behaviour, respectful relationships and effective communication between home and school while ensuring clarity regarding the respective responsibilities of the school, transport providers, parents/guardians and pupils.

This policy should be read in conjunction with:

- Child Safeguarding Statement and Risk Assessment
- Code of Behaviour
- Bí Cineálta Policy and Procedures
- Health, Safety and Welfare Statement
- School Tours Policy
- Administration of Medication Policy
- Confidentiality Policy
- Wellbeing Policy Statement and Framework for Practice, 2018
- NCSE Relate Framework
- Connect RP – Restorative Practice Approaches

RATIONALE

The Board of Management recognises that transport forms an important part of the educational experience of many pupils attending St. Michael's School.

The school seeks to ensure that:

- Transport arrangements support pupil safety and wellbeing.
- Positive behaviour is promoted.
- Risks are identified and minimised.
- Appropriate supervision is provided.
- Staff and escorts are supported in carrying out their duties.
- Pupils are treated with dignity and respect.

AIMS

The aims of this policy are:

- To promote safe travel for all pupils.
- To clarify responsibilities regarding transport arrangements.
- To provide clear expectations regarding behaviour.
- To support pupils in developing independence and social skills.
- To ensure effective procedures exist for reporting incidents and concerns.
- To promote safeguarding and pupil wellbeing.

SCOPE OF POLICY

This policy applies to:

- A. Department-Funded School Transport
(Bus Éireann and contracted transport providers)
- B. School-Owned Minibuses
- C. Hired Coaches, Buses and Taxis
- D. Public Transport used during school activities

LEGISLATIVE AND POLICY CONTEXT

This policy has been developed with reference to:

- Information Note - School Transport Escorts - Rev 1.2 April 2025 ISSUE.pdf
- Education Act 1998
- Education (Welfare) Act 2000
- Children First Act 2015
- Child Protection Procedures for Primary and Post-Primary Schools
- Safety, Health and Welfare at Work Act 2005
- Road Traffic Legislation-Road Safety Authority
- Department of Education and Youth School Transport Scheme
- Child Safeguarding Procedures
- Bí Cineálta Procedures
- School Code of Behaviour

PART A – DEPARTMENT-FUNDED SCHOOL TRANSPORT

Clarification of Responsibilities

Many pupils attending St. Michael's School travel to and from school using transport services organised through Bus Éireann and the Department of Education and Youth.

While the school works collaboratively with families, Bus Éireann and transport providers in the interests of pupil wellbeing, responsibility for the operation and management of these services does not rest with St. Michael's School.

The Board of Management does not:

- Determine eligibility for school transport.
- Allocate transport places.
- Employ transport contractors/drivers.
- Determine routes or collection points.
- Operate transport services.
- Manage transport contracts or Garda Vetting.
- Withdraw or reinstate transport services.

These responsibilities rest with Bus Éireann, the Department of Education and Youth and relevant transport contractors.

The school's role is limited to:

- Supporting pupils, where possible.
- Employing escorts where sanctioned.
- Communicating concerns.
- Promoting positive behaviour.
- Liaising with relevant agencies, e.g. MDTs, where appropriate.

The school will use the Information Note - School Transport Escorts, issued to schools by the Department of Education and Youth, to guide procedures and other matters relating to Bus escorts ([Information Note - School Transport Escorts - Rev 1.2 April 2025 ISSUE.pdf](#)).

Role of the Bus Escort

The Board of Management employs bus escorts to support pupils travelling safely to and from school.

Bus escorts are expected to:

- Promote pupil safety.
- Support positive behaviour.
- Assist pupils during boarding and disembarkation.
- Monitor pupil wellbeing.
- Follow safeguarding procedures.
- Assist with medical or care needs, if applicable.
- Report concerns/incidents appropriately (Appendices 1 & 2).

Bus escorts do not assume responsibility for the operation of the transport service.

Behaviour Expectations

The same standards expected within the school apply during transport.

Pupils are expected to:

Respect Yourself

Respect Others

Respect Property

The following are prohibited:

- Bullying.
- Harassment.
- Name-calling.
- Offensive language.
- Physical aggression.
- Vaping.
- Smoking.
- Alcohol or illegal substances.
- Throwing objects.
- Deliberate damage.
- Unsafe behaviour.

Mobile Phones and Electronic Devices

Unless authorised:

- Mobile phones may not be used.
- Photographs may not be taken.
- Videos may not be recorded.
- Social media activity is not permitted.
- Phone calls and texts are not permitted.

Food and Drink

Food and drink are not permitted unless:

- Required for medical reasons.
- Authorised by staff.

Relationships and Personal Boundaries

Pupils are expected to respect the dignity, privacy and personal boundaries of others at all times.

PART B – SCHOOL-OWNED MINIBUSES

School Responsibility

Unlike Department-funded school transport, the Board of Management has direct responsibility for the operation, maintenance and supervision of school-owned minibuses.

Drivers

Drivers must:

- Hold a full current driving licence.
- Have a minimum of three years' driving experience.
- Be authorised by the Principal/ Board of Management.
- Be familiar with the vehicle.

No staff member will be compelled to drive a school minibus.

Booking Procedures

All bookings shall be coordinated through the school outings book, located outside the office and using the minibus calendar in the staffroom.

Staff should provide:

- Destination.
- Date.
- Passenger numbers and names (Staff need to be aware of any pupils travelling with medical needs).
- Staffing arrangements.

Safety Equipment

The minibus shall contain:

- First Aid Kit.
- Fire Extinguisher.

Pre-Journey Checks (Appendix 3)

Drivers must check and record in the appropriate Minibus Book:

- Tyres.
- Lights.
- Indicators.

- Wipers.
- Horn.
- Fuel.
- Seatbelts.
- Mirrors.
- First Aid Kit.

Supervision

A minimum of two adults should accompany pupils whenever practicable.

Supervision arrangements will take account of:

- Age.
- Needs.
- Medical requirements.
- Behavioural needs.
- Risk assessment.

Passenger Safety

- Seatbelts must be worn.
- Passengers must remain seated.
- Passenger limits must be observed.
- Luggage must be secured safely.

Behaviour Expectations

The Code of Behaviour applies fully during all travel.

In addition to the expectations outlined above, the following are prohibited:

- Vaping.
- Smoking.
- Mobile phone use.
- Bullying.
- Damage to vehicles.
- Unsafe behaviour.

Safeguarding

All staff must comply with the school's Child Safeguarding Procedures. Staff must sit strategically to always supervise pupils.

Accidents and Emergencies

All accidents, incidents and emergencies must be reported to school management and recorded appropriately.

Maintenance

The Board of Management shall ensure:

- Insurance is maintained.
- Tax is maintained.
- NCT/DOE requirements are met.
- Vehicles are serviced regularly.

INCIDENTS, ACCIDENTS AND CONCERNS

Where concerns arise:

- Safety shall be prioritised.
- Appropriate reports shall be completed (Appendices 1 & 2).
- Parents/guardians shall be informed where appropriate.
- School procedures shall be followed.

INDIVIDUAL TRANSPORT SUPPORT PLANS

Where recurring transport difficulties arise, the class teacher may establish an Individual Transport Support Plan in consultation with parents/guardians, pupil and Principal/Deputy Principal.

RECORD KEEPING

Appropriate records shall be maintained regarding:

- Incidents.
- Accidents.
- Welfare concerns.
- Vehicle maintenance.
- Driver checks.

SUCCESS CRITERIA

Success will be evidenced by:

- Safe transport experiences.
- Positive behaviour.
- Effective communication.
- Appropriate management of concerns.
- Compliance with safeguarding and health and safety requirements.

MONITORING AND REVIEW

This policy shall be monitored by the Principal and staff, in consultation with pupils and parents and reviewed by the Board of Management as required and at least every three years.

RATIFICATION

This policy was ratified by the Board of Management on: 24th June 2026

Signed:



Date: 24th June 2026

Chairperson, Board of Management

Appendices

APPENDIX 1-TRANSPORT BUS INCIDENT REPORT FORM

Name of Pupil: _____

Signature of Escort: _____

Bus: _____

Date: _____

Time of Incident: _____

Reports to be completed on the day of the Incident

Type of Behaviour (*Only Circle as appropriate*)

Entered Bus	No
Sat quietly in designated seat	No
Fastened seat belt	No
Wore seat belt for duration of journey	No

Listened to instructions	No
Used appropriate language	No
Spoke politely to Driver	No
Spoke politely to Escort	No
Spoke politely to Pupils	No

Interacted appropriately with others	No
Respected personal belongings of others	No
Kept hands, feet and/or objects to self	No
Showed respect for Bus Rules, i.e. eating/drinking	No
Showed respect for Bus environment	No

Please elaborate if necessary

Action Taken whilst on Bus (*Only Circle as appropriate*)

Clear instruction given to pupil	Yes	Travel stopped	Yes
Initial warning	Yes	Contact made with home	Yes
Contact made with school	Yes	Contact made with Gardai	Yes

All incidents are given to the Deputy Principal. In her absence, please report to the staff member on bus duty. Incidents will be addressed following receipt of Report

A copy of this page may be sent by post to parents/guardians.

Detailed Report Form of Transport Incident, if applicable

Pupil's name: _____

Description of Incident Bus _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Reported by: _____

Date: _____

All incidents will be addressed by the Deputy Principal. In the absence of the Deputy Principal, please report to the staff member on duty.

A copy of this page may be sent by post to parents/guardians

APPENDIX 2: Pupil Form of Notice of Accident/Illness

St. Michael's School, Holy Angels, Glenmaroon, Chapelizod, Dublin 20

Phone: 01-8201859

Name of Pupil:

Address:

Date of Birth:

Phone:

Date: _____

Time of Accident: _____

Type of Injury – tick/circle as appropriate

Head	Hand	Arm	Leg	Knee	Other – specify	Nose Bleed
	L / R	L / R	L / R	L / R		

Details of Accident:

Date: _____

Time of Illness: _____

Details of Illness:

Action Taken – tick as appropriate

☐

Observed

☐

First aid administered

☐

Parents contacted

☐

Reported to _____

☐

Pupil collected by parent/guardian

☐

Ambulance called

Recommendations

☐

Observe and visit doctor/hospital if necessary

☐

If doctor/hospital visit necessary, advise school of outcome

Signed: _____

APPENDIX 3: School-owned Minibus Driver Safety Checklist

Driver: _____

Venue: _____

Date: _____ **Time of Departure** _____

Milage: Before: _____ **After:** _____

Before the journey, ensure the minibus is in roadworthy condition by checking the following:

Condition of Tyres

Seatbelts all working and seats secure

Lights, wipers, horn and screen wash

Sufficient diesel and screen wash

Location of First Aid Kit

Adjust driver's seat and mirror

Additional observations on condition of the minibus to be recorded here and reported to the office.

Please record any Accidents/Incidents involving the Police or parking offences

After journey tick if you think diesel is necessary (i.e. only 2 bars left)

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