



Circular Number: 0085/2024

To: The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools and the Chief Executives of Education and Training Boards (ETB).

New Pay rate for School Transport Escorts

School Transport Section committed to reviewing the current pay rate for School Transport Escorts before the end of 2024. This review has now been completed and a revised hourly rate has been set. Details of the revised rate and funding provision to schools are below.

Hourly Rate

The revised hourly rate effective from **01 October 2024** is €15.20.

This rate is the hourly rate and is exclusive of the statutory holiday pay which is referenced below. The hourly rate and the holiday pay rate should not be added together at time of payment. A separate payment should be made in respect of accumulated holiday pay.

Schools should include employer's PRSI at 8.9% in addition to the applicable rates when calculating the amount of grant available to spend.

Funding

The additional funding will be provided initially to schools that have submitted their "Escort Reconciliation Form" for the 2023/24 school year, and thereafter to all other schools that subsequently submit their Form.

Holiday Pay

Holiday pay is currently paid at 8% per hour worked. This equates to €1.22 (€15.20 x 8%) and is payable for each hour worked with effect from 01 October 2024. As holiday pay has already been paid out on the hours submitted by schools on their 2023/24 Escort Reconciliation Form, the balance will be calculated on a pro-rata basis.



Administration Allowance

An administration allowance is currently paid to each school, calculated at 5% of the hours worked by their escorts. This charge is intended to assist schools in defraying the cost of administering the employment of escorts in their school. As an administration allowance has already been paid out on the hours submitted by schools on their 2023/24 Escort Reconciliation Form, the balance will be calculated on a pro-rata basis.

Record of Attendance

Employers are reminded of their obligations to record attendance and to comply with all relevant employment legislation.

Circulation and Queries

Please ensure that copies of this circular are provided to all members of the Board of Management/Education and Training Boards and its contents are brought to the attention of all escorts in your employment including those on leave of absence.

This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>

The School Transport Section in the Department has recently developed and issued an information pack for schools in relation to School Transport Escorts, this information pack will be reviewed and updated regularly.

Enquiries regarding this Circular should be e-mailed to: escorttransport@education.gov.ie

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