

## **1. Onboard Supervision (Morning and Afternoon)**

### Duties of the Supervisor:

- Ensuring that only the MEDE approved students on the particular route board the transport vehicle (lists of approved students per route are provided to the School Administration by the School Transport Section and changes can only be made by the School Transport Section);
- Ensuring that all students remain seated and fasten their seatbelt;
- Ensuring that all students do not lean out of the window;
- Ensuring that all students do not distract the driver throughout the trip;
- Ensuring that all students are picked up and dropped off at the designated stops;
- Promoting and ensuring positive behaviour while students are on board the vehicle
- Ensuring that all students wear a mask / face shield during the whole journey;
- Ensuring that Guidelines issued by the Superintendence of Public Health (Ministry for Health) from time to time are adhered to.

### Reporting of Incidents:

The supervisor is to immediately report any incidents occurring during the morning/afternoon trips to the School Administration and the School Transport Section (tel: 25981888). Furthermore, the supervisor/School Administration is to forward a written report within 8 working days from the incident.

### Pick up and drop off for onboard supervisor:

In the morning, the supervisor, will be required to board the transport vehicle from the first pick up point of the designated route. The supervisor will be the first person that boards the transport vehicles.

The trip will then proceed along the route (stopping at other pick up points) until the respective school is reached.

In the afternoon, the supervisor will be required to board the transport vehicle from the school and be dropped off at the last drop off point along the route which will always be the same as the first morning pick up point. The supervisor is to be the last person to get off the transport vehicle.

### Remuneration:

Onboard supervision will be remunerated at the flat rate of €12.39 per trip performed (or the rate applicable from time to time). 2 trips are normally performed per day, one in the morning and the other in the afternoon

## **2. Arrival Supervision (morning)**

### **Duties of Supervisor**

- Ensuring that gates are open in time for arrivals and similarly at the end of the school day;
- Ensuring that all arrivals (employees and students) wear a mask/face shield before they enter the school premises;
- Performing temperature checks to all arrivals (employees and students);
- Ensuring that only employees and students are allowed in the school premises;
- Ensuring that all arrivals are led to the Hand Sanitising Station;
- Providing the service until the beginning of lessons;
- Ensuring that students disembark from and board transport vehicles in an orderly manner;
- Ensuring that all students proceed directly into the school if dropped off outside school;
- Ensuring that the breakfast grab and go items are given to approved Breakfast Club students;
- Keeping note of time of arrival at school of each transport route;
- Ensuring that any school-specific policy in relation to use of transport is observed;
- Ensuring that Guidelines issued by the Superintendence of Public Health (Ministry for Health) from time to time are adhered to.

## **3. Dismissal Supervision (afternoon)**

### **Duties of Supervisor**

- Provide the service until the last student has left school;
- Provide active supervision of the students on the school premises during departure periods;
- Keeping note of time of arrival at school of each transport route to pick up students;
- Ensuring that only the MEDE approved students on the particular route board the transport vehicle;
- Contact parents/guardians in case of late transport or in the event that students have missed their transport;
- Ensure that any school-specific policy in relation to use of transport is observed;
- Ensuring that Guidelines issued by the Superintendence of Public Health (Ministry for Health) from time to time are adhered to.

## **4. Designated Area (Common Area/Class) Supervision (morning)**

Due to the current situation related to COVID-19 and the re-designing of the Breakfast Club service the designated area supervision will be including the supervision of students entitled for the Breakfast Club.

### Duties of Supervisor

- Lead students to the designated area by following the direction flow floor stickers in common areas;
- Supervise students whilst on the school premises/in-class or designated area;
- Ensuring that Guidelines issued by the Superintendence of Public Health (Ministry for Health) from time to time are adhered to.

### **5. In-Class Supervision**

This supervision applies only to warranted teachers.

#### Duties of Supervisor

- Supervise students whilst in class during official school hours. Warranted teachers that apply for this supervision may be requested to supervise students during timetabled lessons. Supervision will be paid at the established rate if they are over and above the maximum load as stipulated in the GOV-MUT sectoral agreement.

#### Reporting of Incidents for supervisory duties 2 to 5:

The supervisor is to immediately report any incidents occurring during these four types of supervision to the School Administration.

#### Remuneration for supervisory duties 2 to 5:

Supervisory duties will be remunerated pro-rata at the rate of €12.39 per hour for every hour of supervision performed on the school premises. The rate is subject to change in line with Government-MUT sectoral agreement.